



Town of \_\_\_\_\_

# Micanopy

Florida

March 10, 2026

## Agenda Item Title

Approval of Proposal for Structural Engineering Services – Micanopy Town Hall

## Recommended Action

Approve the proposal from GSE Engineering & Consulting, Inc. in the amount of **\$6,000** for structural observation and limited geotechnical investigation services for Town Hall and authorize the Town Administrator to execute the professional services agreement, subject to review by the Town Attorney.

## Background

The Town recently observed structural concerns at Town Hall, including cracking above a doorway, wall cracking, and doors that are binding in their frames. Given the age of the building (constructed circa 1895), the Town determined that a professional structural evaluation was necessary to assess the condition of the structure and determine whether any remedial repairs may be required.

Initially, a local engineering firm was contacted to assess the situation; however, because the condition did not appear to constitute an immediate emergency, staff issued an **informal Request for Proposals** in accordance with the Town's Procurement Policy (Resolution 2020-11).

Resolution 2020-11 Procurement ...

The solicitation was posted on the Town's website and distributed to qualified engineering firms. One proposal was received.

## Proposal Received

GSE Engineering & Consulting, Inc. – **\$6,000**

The proposal includes:

- Site visit and structural observation of the building
- Crawlspace inspection
- Three hand auger soil borings around the building perimeter
- Relative floor elevation survey
- Written engineering summary with findings and recommendations

The proposed services will assist the Town in determining the structural condition of Town Hall and identifying whether repairs or additional engineering services are necessary.

Staff reviewed the proposal and found it to be responsive to the Town's request and the cost to be reasonable for the scope of work.

706 NE Chokolka Blvd.  
PO Box 137, Micanopy, FL 32667-0137  
(352) 466-3121 Town Hall (352) 466-4912 Fax  
[townhall@micanopytown.com](mailto:townhall@micanopytown.com)

**Fiscal Impact**

\$6,000 – To be paid from the Town Hall maintenance or capital repair budget.

**Staff Recommendation**

Staff recommends approval of the proposal from **GSE Engineering & Consulting, Inc.** in the amount of **\$6,000** and authorization for the Town Administrator to execute the agreement.



February 24, 2026

Sara S. Samario, Town Administrator  
Town of Micanopy  
706 NE Chokolka Boulevard  
P.O. Box 137  
Micanopy, Florida 32667

Reference: Proposal for a Limited Geotechnical Investigation and Structural Observation  
**Micanopy Town Hall**  
Micanopy, Alachua County, Florida  
GSE Proposal No. 2026-108

GSE Engineering & Consulting, Inc. (GSE) is pleased to present this proposal to provide a Limited Structural Observation for the subject building in Micanopy, Alachua County, Florida.

This proposal outlines our understanding of the scope and presents our fees for providing these services.

### **PROJECT DESCRIPTION**

This project consists of providing a Limited Structural Observation for the Micanopy Town Hall building located at 704 NE 1<sup>st</sup> Street in Micanopy, Alachua County, Florida.

We understand you have concerns related to the current condition of the subject structure. The structure is two-story, brick and wood frame construction. According to the Alachua County Property Appraiser's web site, the structure was constructed in 1895 and has a total area of about 10,290 square feet.

We understand cracking damage developed in the western end of the ground floor of the building on the north side of the hallway over the past few months. The damage consists of a diagonal crack above a door frame. We understand there are doors on the second floor at the east end of the building that are out of square and bind in the frame.

GSE proposes to perform a limited structural observation of the building to determine the severity of the damage in the building. We propose to perform the following scope(s) of services.

### **SCOPE OF SERVICES**

- Perform one (1) site visit to observe the existing conditions. This will consist of a walkthrough of the interior and exterior of the building to document the locations of damage and an inspection of the crawlspace beneath the building to observe the condition and type of framing supporting the structure.
- Perform three (3) hand auger borings around the perimeter of the building to evaluate the soil types supporting the building.

- Perform a relative floor elevation survey of the ground and second floor of the building to document potential areas of settlement/sagging.
- Provide a written summary letter of our observations. This will include an opinion of the suitability of the building for use and whether any remedial repairs are warranted.

### **PROJECT SCHEDULE**

Following project authorization, we will verbally transmit our observations and recommendations throughout the project to ensure efficient design/construction timelines.

Our submission of the summary letter will be delivered within 4 weeks of authorization and field inspection.

### **FEE**

Based upon our understanding of the project, and the scope(s) of the work presented above, we propose a fee of **\$6,000** for our services outlined above.

If additional field services are required, these could be provided at an additional cost of \$750 per site visit. If engineering design services are required following the submission of our recommendations, these services could be provided under a separate proposal. We will not exceed our fee without your prior authorization for an increase in the scope of services.


### **AUTHORIZATION**

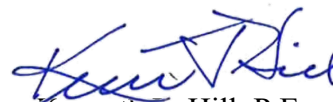
To formally authorize us to proceed with this project and to complete our files, please execute and return to us a copy of the attached Professional Services Agreement.

### **CLOSURE**

We appreciate the opportunity to submit this proposal, and we look forward to working with you on this and future projects. If you have any questions, or if we can provide any additional information, please call us.

Sincerely,  
**GSE Engineering & Consulting, Inc.**

  
John C. Newcombe, P.E.  
Project Engineer

  
Kenneth L. Hill, P.E.  
Principal Engineer

JCN/KLH:tlf  
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Attachment: Professional Services Agreement (1)

Distribution: Addressee (1)  
File (1)



Please sign, date, and return this service agreement to our office by:
• Fax (352) 377-0335
• Email admin@gseengineering.com

Professional Services Agreement

Section I.

THIS AGREEMENT made and entered into by and between GSE Engineering & Consulting, Inc. (GSE) and the Client identified herein, provides for professional services described under the attached Proposal No. 2026-108 dated February 24, 2026, and under the terms of Section II of this agreement.

CLIENT

Sara S. Samario, Town Administrator
Town of Micanopy
706 NE Chokolka Boulevard
P.O. Box 137
Micanopy, Florida 32667

ACCOUNTS PAYABLE

Firm
Contact
Address
City/State

Phone 352-466-3121
Cell
E-mail ssamario@micanopytown.com

Phone
Fax
E-mail

PROJECT (NAME and/or DESCRIPTION): Proposal for a Limited Geotechnical Investigation and Structural Observation Micanopy Town Hall Micanopy, Alachua County, Florida

GSE agrees to perform the professional services set forth in the Proposals attached hereto and made a part of the AGREEMENT hereof, in accordance with Section II, STANDARD PROVISIONS expressed herein.

PAYMENT TERMS: Interest at the rate of 18% per annum shall accrue on all unpaid invoices (or portion thereof) from their due date. GSE Engineering & Consulting, Inc. shall be entitled to recover its attorney's fees and costs incurred in the collection of all sums due, regardless of whether a suit to collect such sums is filed. The sole and exclusive venue for any and all actions by and between the parties shall be Alachua County, Florida, unless a different venue is required by statute. The parties hereby expressly waive the right to trial by jury in any and all such actions. ALL INVOICES ARE PAYABLE UPON RECEIPT.

IN WITNESS WHEREOF, this AGREEMENT is accepted on the date written above.

CLIENT: Town of Micanopy GSE Engineering & Consulting, Inc.
SIGNED: SIGNED:
PRINT: Sara S. Samario PRINT: Kenneth L. Hill, P.E.
TITLE: Town Administrator TITLE: Principal Engineer
DATE: DATE:

Please sign, date, and return this service agreement to our office by:
Email admin@gseengineering.com or Fax (352) 377-0335

## Section II. STANDARD PROVISIONS

- A. GENERAL PROVISIONS:** The Client's execution of the AGREEMENT authorizes GSE to perform all the professional services in the AGREEMENT unless otherwise noted in writing in the AGREEMENT or modified by written change order executed by GSE and the Client.
- B. SITE ACCESS:** The Client shall provide GSE free access to the Project Site for all equipment and personnel necessary for GSE to perform the work set forth in this Agreement. The Client will notify any and all possessors of the Project Site that the Client has granted GSE and its' subconsultants free access to the site. GSE will take reasonable measures and precautions to minimize damage to the site and any improvements located thereon as the result of its services or the use of its equipment, but it is understood by the Client that, in the normal course of work, some damage may occur and the correction of such damage is not part of this Agreement unless so specified in the proposal and Client expressly releases GSE of liability for any damage to the site and agrees that GSE will not be responsible for the cost of restoring the site to its original condition. If the Client desires or requires GSE to restore the site to its original condition, then upon written request and agreement by Client to pay the cost thereof, GSE will perform such additional work as is necessary to repair damage to the site caused by its work or the use of its equipment.
- C. TESTS AND INSPECTIONS:** Client shall cause all tests and inspections of the site, materials and services performed by GSE or others to be timely and properly performed in accordance with the plans, specifications, and contract documents, and GSE's recommendations. GSE shall not be liable for any claims for loss, damage, or injury by Client or any third party unless all tests and inspections have been so performed and unless GSE's recommendations have been followed by Client. In the event that all such test and inspections are not so performed or GSE's recommendations are not so followed, Client agrees to indemnify, defend and hold GSE, its officers, employees, and agents harmless from any and all claims, suits, losses, costs and expenses, including, but not limited to, court costs and reasonable attorney's fees arising out of the failure to perform such test and inspections or to follow GSE's recommendations except to the extent that such failure is the result of the gross negligence, willful or wanton act or omission of GSE, its officers, agents or employees.
- D. DAMAGE TO EXISTING MAN-MADE OBJECTS:** The Client will provide the location of underground utilities or obstructions to GSE who, in the execution of this work, will take precaution to avoid damage or injury to any such subterranean structure or utility. Client agrees to hold GSE harmless for any damages to subterranean structures which are not called to GSE's attention and correctly shown on the plans furnished and will reimburse GSE for any expenses in connection with any claims or suits including reasonable attorney fees.
- E. STANDARD OF CARE:** The Client recognized that subsurface conditions may vary from those observed at locations where borings, surveys, or explorations are made, and that site conditions may change with time. Data, interpretations, and recommendations by GSE will be based solely on information available to GSE. GSE is responsible for those data, interpretations, and recommendations, but will not be responsible for other parties' interpretations or use of the information developed.
- Services performed by GSE under this Agreement are expected by Client to be conducted in a manner consistent with the level of care and skill ordinarily exercised by members of the geotechnical engineering profession practicing contemporaneously under similar conditions in the locality of the project. Under no circumstances is any warranty, expressed or implied, made in connection with the providing of geotechnical engineering.
- F. SAMPLE DISPOSAL:** GSE will dispose of all remaining soil and rock samples 60 days after submission of the report covering those samples. Further storage or transfer of samples can be made at Client's expense upon Client's prior written request.
- G. RESPONSIBILITY:** If, under this AGREEMENT, professional services are provided during the construction phase of the project, GSE shall not be responsible for or have control over means, methods, techniques, sequences, or procedures, or for safety precautions and programs in connection with the work, nor shall GSE be responsible for the contractor's failure to carry out the work in accordance with the Contract Documents or for a contractor's failure to comply with applicable laws, ordinances, rules or regulations.
- H. ASSIGNMENT:** Neither the Client nor GSE will assign or transfer its interest in this AGREEMENT without the written consent of the other.
- I. INFORMATION PROVIDED BY OTHERS:** The Client agrees to promptly provide GSE all information, whether written or otherwise, with respect to the Project which might reasonably be pertinent or necessary to enable GSE to satisfactorily perform its services hereunder. The Client assumes full responsibility for the accuracy of any information supplied to GSE by the Client, as it is not within GSE's SCOPE OF SERVICES to check or verify said accuracy, and the Client shall not hold GSE responsible for the accuracy of any information furnished by the Client.

- J. DOCUMENTS:** All original sketches, tracings, drawings, computations, details, design calculations, logs, reports, and other documents and/or plans that result from GSE's services under this AGREEMENT are and remain the property of GSE as instruments of service. Where such documents are required to be filed with governmental agencies, GSE will furnish copies to the Client upon request. Reuse or modification by the Client is prohibited. Any unapproved use or modification shall be at the Client's or others' sole risk without liability or legal consequences to GSE unless approved in writing by GSE, prior to such reuse.
- K. TIME LIMITATION FOR ACCEPTANCE:** This AGREEMENT is offered to the Client in good faith, and GSE warrants this is a valid contract if executed by the Client and received by GSE within thirty (30) days of the date this document is delivered to the Client.
- L. INVOICE PROCEDURES AND PAYMENT**
- L.1.** Invoices for all work accomplished and reimbursable expenses during each calendar month shall be submitted to the Client. Monthly invoices shall include the portion of the fee earned for the month based on services performed, as determined by GSE, and any charges for reimbursable costs.
- L.2.** Reimbursable costs include fees of professional associates/subconsultants and out-of-pocket expenses. These reimbursable costs shall be charged at actual costs plus an administrative charge of 10% and shall be itemized and included in the invoice.
- L.3.** Typical out-of-pocket expenses include but are not limited to travel expenses (lodging, meals, etc.), job-related mileage at the prevailing company rate, long distance telephone calls, courier, printing, and reproduction costs.
- L.4.** **PAYMENT TERMS:** *All invoices are payable upon receipt.* Interest at the rate of 18% per annum shall accrue on all unpaid invoices (or portion thereof) from their due date. GSE Engineering & Consulting, Inc. shall be entitled to recover its attorney's fees and costs incurred in the collection of all sums due, regardless of whether a suit to collect such sums is filed. The sole and exclusive venue for any and all actions by and between the parties shall be Alachua County, Florida, unless a different venue is required by statute. *The parties hereby expressly waive the right to trial by jury in any and all such actions.*
- L.5.** GSE reserves the right to suspend all services on the Project without notice if an invoice remains unpaid 45 days after the date of the invoice. This suspension shall remain in effect until all unpaid invoices are paid in full.
- M. ATTORNEY'S FEES:** In the event of any litigation arising from or related to the services provided under this AGREEMENT, the prevailing party will be entitled to recovery of all reasonable costs incurred, including staff time, court costs, attorneys' fees and their related expenses.
- N. DELAYS:** GSE is not responsible for delays caused by factors beyond GSE's reasonable control, including but not limited to delays because of accidents, acts of God, failure of any governmental or other regulatory authority to act in a timely manner, failure of the Client to furnish timely information or approve or disapprove GSE services or work product promptly, or delays caused by faulty performance by the Client or by contractors of any level. When such delays beyond GSE's reasonable control occur, the Client agrees that GSE is not responsible for damages, nor shall GSE be deemed to be in default of this AGREEMENT. If GSE is required to delay commencement of the work, or if, upon embarking upon its work, GSE is required to stop or interrupt the progress of its work as a result of changes in the scope of the work requested by the Client, to fulfill the requirements of third parties, interruptions in the progress of construction, or other causes beyond the exclusive reasonable control of GSE, additional charges will be applicable and payable by Client.
- O. LIMIT OF LIABILITY**
- O.1.** The limit of liability of GSE to the Client for any cause or combination of causes shall be, in total amount, limited to the fees paid under this AGREEMENT.
- O.2.** In no event shall GSE be liable for any incidental or consequential damages by the Client in connection with the Project.
- O.3.** GSE is not responsible for accuracy or validity of information obtained from others and utilized in the services provided under this AGREEMENT.
- P. MEDIATION:** If a dispute arises out of or relates to this AGREEMENT, or the breach thereof, and if said dispute cannot be settled through direct discussion between the parties, then the parties agree to first endeavor to settle the dispute in an amicable manner by mediation before having recourse to arbitration or a judicial forum. The parties mutually agree that a similar dispute resolution clause will be contained in all other contracts executed by Client concerning or related to this AGREEMENT and all subcontracts executed by GSE.

- Q. DISCOVERY OF UNANTICIPATED HAZARDOUS WASTES, MATERIALS OR SUBSTANCES:** GSE and Client agree that the discovery of unanticipated hazardous materials constitutes a changed condition mandating a renegotiation of the scope of work or termination of services. GSE and Client also agree the discovery of unanticipated hazardous materials may make it necessary for GSE to take immediate measures to protect health and safety. Client agrees to compensate GSE for any time spent and expense incurred by GSE to protect employees and the public's health and safety. GSE agrees to notify Client as soon as practical should unanticipated hazardous materials or suspected hazardous materials be encountered. In addition, Client waives any claim against GSE and agrees to defend, indemnify and save GSE harmless from any claim or liability for injury or loss arising from GSE's discovery of unanticipated hazardous materials or suspected hazardous materials. Client also agrees to compensate GSE for any time spent and expense incurred by GSE in defense of any such claim, with such compensation to be based upon GSE's prevailing fee schedule and expense reimbursement policy relative to recovery of direct project costs.
- R. GOVERNING LAW:** This AGREEMENT shall be governed by and construed according to the laws of the State of Florida.
- S. INSURANCE:** GSE shall carry general liability insurance and professional liability insurance.
- T. PERMITTING**
- T.1.** In cases where the SCOPE OF SERVICES requires GSE to submit, on behalf of the Client, a permit application and/or request for approval by a third party to this contract, GSE does not make any warranties, guarantees or representations as to the success of our effort on behalf of the Client. Payment for services rendered by GSE is not contingent upon the successful acquisition of these permits.
- T.2.** Permitting services do not include special studies, special research, special testing, or special documentation not normally required for this type of project. GSE may provide such special services as Additional Services as authorized by the Client.
- T.3.** The Client shall pay for any regulatory agency review fees, application fees, permit fees, impact fees, or other fees and charges imposed by a regulatory agency or governmental entity.
- U. ADDITIONAL SERVICES**
- U.1.** GSE shall not be required to perform any services not specifically included in the AGREEMENT unless requested by the Client and agreed to by GSE in writing (such services to be hereinafter referred to as "Additional Services"). In addition, the Client authorizes GSE to perform additional services, for which GSE will be compensated in accordance with the AGREEMENT, which become necessary or required due to (a) emergencies, errors or action by the Client and/or the Client's agents including but not limited to the Client's other consultants, (b) and changes in the laws, rules, regulations, policies, or ordinances of any governing body or any governmental entity having jurisdiction over the Project or GSE, (c) any causes beyond GSE's control, and (d) cause which, at GSE's sole discretion, require that Additional Services be performed under circumstances where the Client's prior express authorization cannot be obtained. In the event GSE performs such Additional Services, GSE will notify the Client as soon as practical of the necessity and inception of the services.
- U.2.** It is understood and agreed that services under this AGREEMENT do not include participation, whatsoever, in any litigation.
- V. TERMINATION:** This Agreement may be terminated by either party by 7 days written notice in the event of substantial failure to perform in accordance with the terms herein by the other party through no fault of the terminating party. If this Agreement is so terminated, GSE will be paid for work satisfactorily completed up to date of termination plus reasonable termination expenses including but not limited to the cost of completing analyses, records, and reports necessary to document job status at the time of termination.

**Pursuant to Section 558.0035, Florida Statutes, an individual employee, or agent may not be held individually liable for negligence.**