



May 9, 2024

Sean Maroney
Public Works Division Manager
City of Edgewater
409 Mango Drive
Edgewater, FL 32132

Email: smaroney@cityofedgewater.org

Subject: Scope and Fee Proposal for Group A Improvements for G2-G11 Canal Improvement Project

Dear Mr. Maroney:

We are pleased to present the attached scope of work and fee estimate for this part of the project. The attached scope includes the work effort we estimate that is required.

As estimated in the Mead & Hunt's Technical Memorandum titled "Narrative to Accompany Conceptual Plan for G2 and G11 Canal Improvements in pursuit of Grant Funding", the total estimated cost for surveying, environmental, engineering, permitting, bidding and CEI services was \$3,173,040. Fees to date for the Alternatives Analysis along with this Group A fee represents approximately 20% of this original estimated total cost. We firmly believe that we will be successful in delivering the remaining project services within the original estimated total cost/budget.

Please review the enclosed proposal, if you have any questions or require additional information, please contact us.

Sincerely,
MEAD & HUNT, Inc.

A handwritten signature in blue ink, appearing to read "D. King".

David King, P.E.
Vice President/Business Unit Leader

Attachment/Enclosure: Scope of Services and Fee Estimate for Group A Improvements

**CITY OF EDGEWATER
SCOPE OF SERVICES
FOR
G2-G11 CANAL GROUP A IMPROVEMENTS – DESIGN AND PERMITTING**

This Task Order is in conformance with the Contract for G2-G11 Canal Improvement Project RFG 23-ES-02, Contract No. 19-SQ-621F dated April __, 2023 between the City of Edgewater (CITY) and Mead & Hunt, Inc. (MEAD & HUNT) and is referred to herein as the Contract.

GENERAL

Under the State of Florida, Department of Economic Opportunity (DEO) Agreement No. IR024 executed on June 27, 2022, the City of Edgewater was awarded Community Development Block Grant Mitigation (CDBG-MIT) funds of \$14,697,665.00 by DEO for the improvements to the G-2 and G-11 canals. The G2 and G-11 canal drainage basin is approximately 350 acres of urbanized low elevation areas that are prone to flooding. During hurricane events when there is heavy rainfall and a significant tidal surge, backflow from the Indian River through the Gabordy Canal prevents the G-2 and G-11 canals from effectively preventing flooding in the service area. When the canals are unable to properly drain the service area, floodwaters damage homes and create the risk of permanent housing loss.

The project will focus on preventing backflow and expanding the stormwater capacity of the G-2 and G-11 canal service areas. Improvements may include culvert improvements, backflow prevention, pump station(s), flood storage augmentation, flow equalization and additional gravity flow outfall(s), etc.

The MEAD & HUNT along with subconsultant, POND, met with the CITY on April 22, 2024 to discuss project implementation strategies beyond the alternatives analysis that is currently being finalized. The CITY agreed to implement the project in a phased approach with proceeding with the design and permitting of the Group A improvements listed below:

- Backflow Protection on G2 and G11 at/near 10th Street Canal
- N Old County/Edgewater Storage/Pearl Street Connection
- Storage Facility at 125 Cheeta Drive
- Storage Facility at 135 Wildwood Avenue
- Storage Facility at 310 Canal Road
- Cheeta Connection
- G2 Maintenance/Widening of select lengths

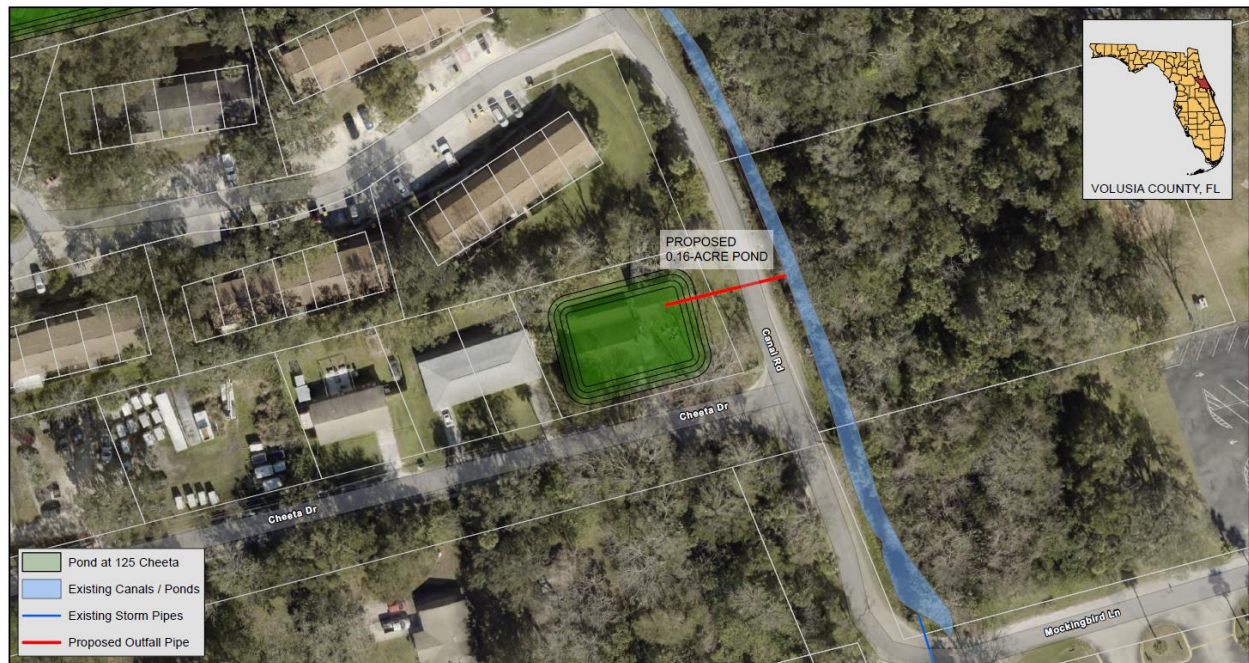
These Group A improvements will address existing conveyance inefficiencies and limited basin formal storage utilizing existing City owned (or currently being acquired) lands to maximize the conveyance and storage abilities of the system. Group B projects will include improvements of increased complexity and scale. The Group A improvements are conceptually shown in the following Figures A1 through A7.



Group A Improvements
Figure A1 - 10th Street Backflow Preventers



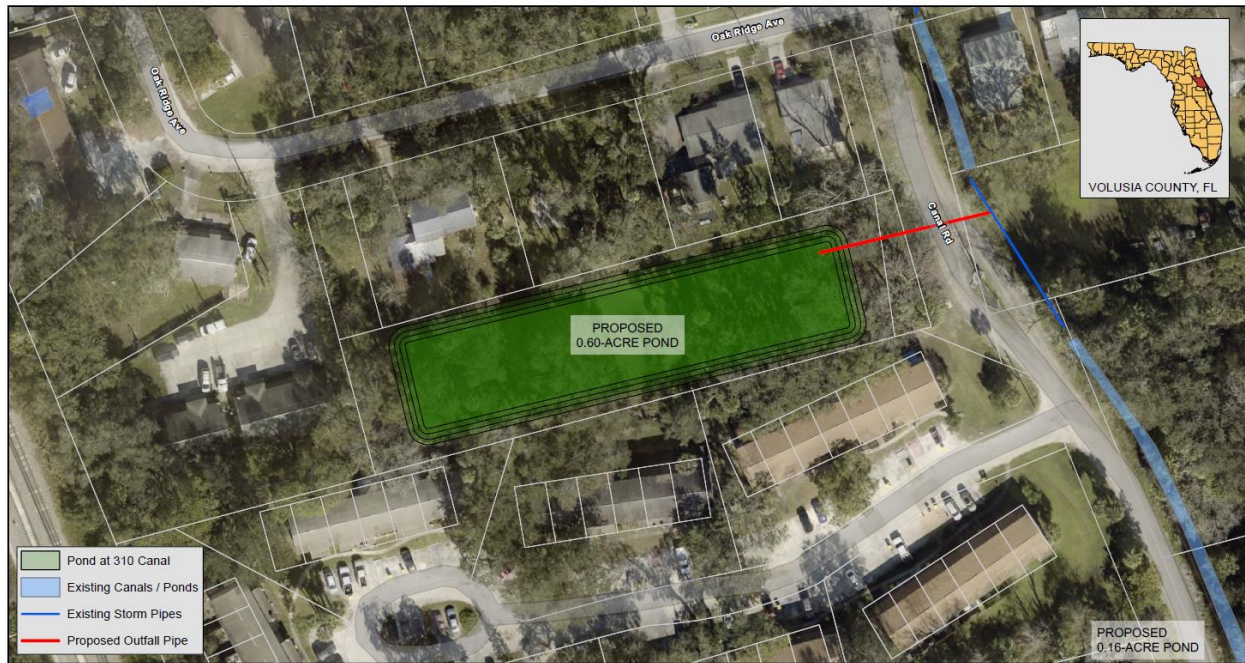
Group A Improvements
Figure A2 - EW Storage Upgrade / Bypass



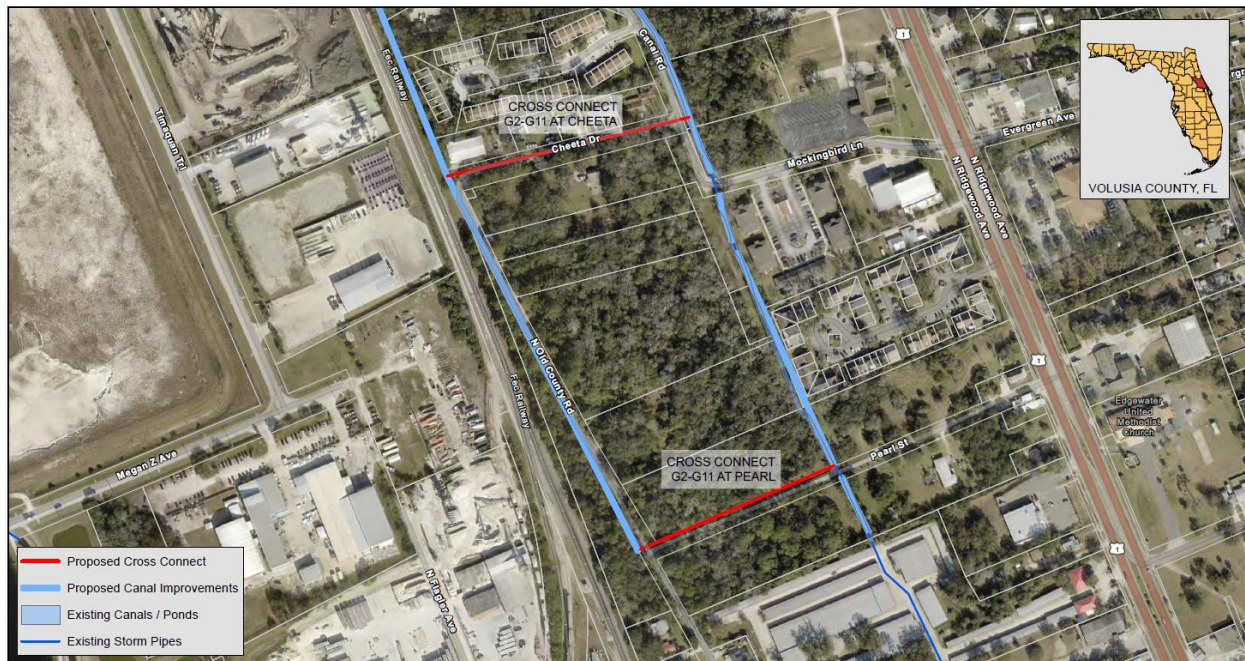
Group A Improvements
Figure A3 - Storage at 125 Cheetah



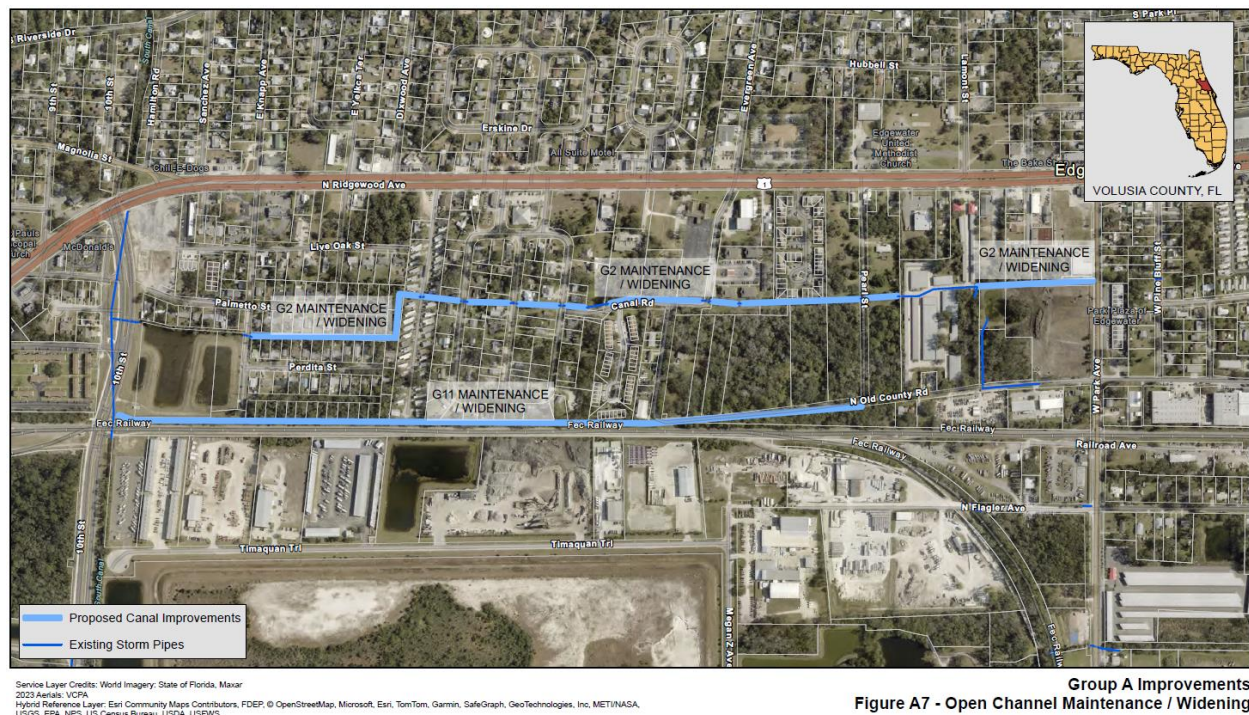
Group A Improvements
Figure A4 - Storage at 135 Wildwood



Group A Improvements
Figure A5 - Storage at 310 Canal



Group A Improvements
Figure A6 - Cheta Cross Connect



SCOPE OF SERVICES

Upon receipt of notice to proceed, MEAD & HUNT along with assistance from POND will provide the following services:

PHASE 1 – PROJECT MANAGEMENT

Kickoff Meeting: MEAD & HUNT will coordinate and preside over one (1) in-person project kick-off meeting with the CITY and the project team to review project goals, scope of work, project schedule and administrative issues. Following the meeting, MEAD & HUNT will prepare a written summary of the project meeting and distribute to the attendees.

Project Management: MEAD & HUNT'S Project Manager (PM) will monitor and manage the project budget, schedule, and scope throughout the estimated six (6) month project duration. The PM will manage the development of all project work and subcontractor efforts. The PM will prepare monthly invoices including monthly work activity reports as part of or separate from monthly invoices, as requested.

Quality Control/Assurance: MEAD & HUNT will implement, and the PM will monitor a quality assurance and control process, which includes the independent review of the project technical work products before its submission to the CITY.

Deliverables: Kickoff Meeting Agenda, Summary, Roster; Monthly Invoices; Monthly Activity Reports

PHASE 2 – DATA COLLECTION AND SITE RECONNAISSANCE

Survey: MEAD & HUNT will obtain and coordinate the services of a licensed surveyor to conduct a site survey. The survey work scope will include collection of topographic conditions, existing features, apparent utilities, wetland delineation flagging by environmental subconsultant and other needed information. A limited amount of tile investigation work will be provided in order to identify the CITY's ownership and/or operational authority of existing stormwater facilities.

Geotechnical Evaluation: MEAD & HUNT will obtain and coordinate the services of a geotechnical subconsultant. The geotechnical work scope will include field data collection, borings, and other investigation necessary to evaluate existing soils and groundwater conditions and to make recommendations for soil/earthwork, groundwater/hydraulic design and structural design for the proposed improvements.

Environmental Evaluation: MEAD & HUNT will obtain and coordinate the services of an environmental/ecological subconsultant. The environmental/ecological work scope will include field determination of existing wetlands/surface waters and threatened and endangered species. No wetland mitigation assistance is included as it is assumed that any wetland impacts will be minor.

Utility Data Collection: MEAD & HUNT will submit for a design ticket with Sunshine 811 to determine the existing utility owners in the area of the proposed improvements. MEAD & HUNT will conduct a limited amount of Subsurface Utility Coordination (SUE) Level D-B services in order to reduce the potential of conflicts between existing utilities and the proposed improvements.

Site Reconnaissance: MEAD & HUNT will conduct up to ten (10) site visits to verify existing conditions and collect photographic and other data collection needed for the design.

Deliverables: Signed/Sealed Electronic Survey; Signed/Sealed Electronic Geotechnical Report; Electronic Environmental/Ecological Report

PHASE 3 – DESIGN

MEAD & HUNT will develop Construction Drawings and Technical Specifications that reflect the proposed improvements as agreed upon from the preliminary/conceptual design phase. MEAD & HUNT will also provide an Engineer's Opinion of Probable Construction Cost (EOPCC) based on available historical average bid pricing data. MEAD & HUNT provide the following design deliverables at the following stages:

- 60% Completion (Construction Plans, Technical Specifications, EOPPC)
- 90% Completion (Construction Plans, Technical Specifications, EOPPC, Meeting Summary from Previous CITY Review, Comment/Response Log from CITY Previous Review, Draft Permit Applications)

- 100% Completion (Construction Plans, Technical Specifications, EOPPC, Meeting Summary from Previous CITY Review, Comment/Response Log from CITY Previous Review)

It is assumed the CITY will conduct each of their reviews in a two (2) -week period and MEAD & HUNT will coordinate and attend a design review meeting with CITY upon their review. MEAD & HUNT will prepare a comment/response log will be included with the subsequent submittal documenting how the CITY's comments from the previous review were addressed in the current submittal.

Utility Coordination: MEAD & HUNT will coordinate with existing utilities along the project route by submission of 60% electronic construction drawings to all utility companies identified by the Sunshine 811 Design Ticket and request markups of existing facilities and resolution of any estimated conflicts with the proposed improvements. MEAD & HUNT will discuss the potential conflicts with the utility company representatives to coordinate the relocation needs as needed. MEAD & HUNT will add information to the construction drawings based on the received utility markups and planned relocations.

Deliverables: As noted above.

PHASE 4 – PERMITTING ASSISTANCE

MEAD & HUNT will attempt to obtain the required jurisdictional permits for the proposed improvements. For each permit, MEAD & HUNT will complete the following as applicable:

- Attend up to one (1) in-person or virtual pre-application meeting with agency upon completion of the preliminary/conceptual design phase to discuss permitting requirements. MEAD & HUNT will prepare an agenda and meeting summary for the meeting.
- Incorporate any necessary revisions to the design based on the preapplication meeting(s) and review/discuss the revisions with the CITY
- Prepare the permit application with supporting information and submit to CITY for review and signature as required; via hard copy or electronic submittal per agency requirements
- Upon CITY approval of 90% design deliverables and permit application deliverable, submit permit application to agency per agency procedures, including submission of required permit application fee; via hard copy or electronic submittal per agency requirements
- Receive and respond to up to one (1) Request for Additional Information (RAI) from each agency with response limited to clarifications related to the submittals in accordance with the documented permit requirements or those identified in the pre-application meeting via hard copy or electronic submittal per agency requirements
- Conduct follow up phone calls or meetings with the agencies to assist with the RAI responses
- Receive and review issued permit, including permit conditions, and notify the CITY of any permit conditions that could affect the project success or CITY commitments

MEAD & HUNT will seek the following permits for this project:

- Environmental Resource Permit (ERP) from SJRWMD
- ACOE Individual permit

Deliverables: Preapplication Meeting Summaries, Draft Permit Application Packages, Final Permit Application Packages (cc: of submittals to agencies), RAI Responses (cc: of responses to agency), Permit Review Comments

EXCLUSIONS

This scope of services excludes all items not specifically described herein. Also, specifically excluded items are:

1. Property/easement acquisition assistance (to be addressed in scope change/separate scope/fee if found to be required upon completion limited title investigation work)
2. Level A SUE services (not expected to be required)
3. Wetland mitigation (not expected to be required)
4. Bidding assistance (to be included in scope change/separate scope/fee for separate or combined bidding with Group B improvements)
5. Construction phase services (to be included in scope change/separate scope/fee for separate or combined construction with Group B improvements)
6. Grant administration (provided by CITY/Fred Fox Enterprises)

SCHEDULE

MEAD & HUNT will strive to complete the work per the following schedule:

Task	Duration to Complete	Cumulative Duration	Starting upon
Task 1 – Project Management & Meetings	180 days	-	Receipt of notice to proceed
Task 2 – Data Collection & Site Reconnaissance	30 days	30 days	Receipt of notice to proceed
Task 3 – Design			
60% Design	30 days	60 days	Completion of Task 2
CITY Review	10 days	70 days	Receipt of 60% deliverable
90% Design	20 days	90 days	Receipt of CITY 60% comments
CITY Review	10 days	100 days	Receipt of 90% deliverable
Task 4 – Permitting Assistance			
Permit Application Submittal	20 days	120 days	Receipt of CITY 90% comments
Agency Review	30 days	150 days	Submittal of application
RAI Response	10 days	160 days	Receipt of RAI
Agency RAI Review/Acceptance	20 days	180 days	Submittal of RAI response
If desired by CITY to expedite project, bidding could begin prior to the receipt of permits.			

COMPENSATION

The not-to-exceed cost for this Scope of Services is **\$355,582** based on the following breakdown/basis and estimated labor breakdown:

Phase/Task	Fee/Cost	Basis
Phase 1 – Project Management	\$17,054	Lump Sum
Phase 2 – Data Collection and Site Reconnaissance	\$21,588	Lump Sum
Phase 3 - Design	\$135,916	Lump Sum
Phase 4 – Permitting Assistance	\$29,024	Lump Sum
Subtotal	\$203,582	
Subconsultants/Reimbursables	\$152,000	Actual cost
TOTAL	\$355,582	

Task	Description	Senior Associate, Principal	Senior Project Engineer	Project Engineer	Engineer III	Technician IV	Administrative Assistant	Total Task (\$)
	Hourly Rate	\$ 220.00	\$ 201.00	\$ 186.00	\$ 168.00	\$ 156.00	\$ 101.00	See Below
1	PROJECT MANAGEMENT							
	Project Coordination/OAQC	48	16					\$ 13,776
	Project Kick-Off Meeting	2	2	2				\$ 1,214
	Internal Kick-Off Meeting	2	2	2	2	2	2	\$ 2,064
	Subtotals	52.0	20.0	4.0	2.0	2.0	2.0	\$ 17,054
2	DATA COLLECTION & SITE RECONNAISSANCE							
	Survey Coordination	2		8		4		\$ 2,552
	Geotechnical Coordination	2		8		4		\$ 2,552
	Environmental Coordination	2		8		4		\$ 2,552
	Utility Data Collection	1			4			\$ 892
	Site Reconnaissance	20		20	20	10		\$ 13,040
	Subtotals	27.0	0.0	44.0	24.0	22.0	0.0	\$ 21,588
3	DESIGN							
	60% Design	16	24	40	100	240	40	\$ 74,064
	60% Design Review Meeting	2	2	2				\$ 1,214
	Utility Coordination	1		2	8	8		\$ 3,184
	90% Design	12	16	30	60	120	20	\$ 42,256
	90% Design Review Meeting	2	2	2				\$ 1,214
	100% Design	4	8	12	18	40		\$ 13,984
	Subtotals	37.0	52.0	88.0	186.0	408.0	60.0	\$ 135,916
4	PERMITTING ASSISTANCE							
	Preapplication Meetings	4		4				\$ 1,624
	Application Preparation and Submittal	4	8	20	60	40		\$ 22,528
	RAI Review and Response	2	4	4	4	8		\$ 3,908
	Review Permit	1		4				\$ 964
	Subtotals	11.0	12.0	32.0	64.0	48.0	0.0	\$ 29,024
TOTAL ALL TASKS		127.0	84.0	168.0	276.0	480.0	62.0	\$ 203,582
5	SUBCONSULTANT/REIMBURSABLES							
	Survey Allowance	\$ 50,000						
	POND Allowance	\$ 65,000						
	Geotechnical Allowance	\$ 12,000						
	Environmental Allowance	\$ 12,000						
	Title Investigation Allowance	\$ 5,000						
	Permit Application Fee Allowance	\$ 5,500						
	Reproduction/Postage/Travel Allowance	\$ 2,500						
	Total	\$ 152,000						
						Subconsultants/Reimbursables		\$ 152,000
						Grand Total		\$ 355,582


AUTHORIZATION:

The scope of services and compensation stated in this proposal are valid for a period of thirty (30) days from date of submission. If authorization to proceed is not received during this period, this proposal may be withdrawn or modified by MEAD & HUNT.

Accepted by: CITY OF EDGEWATER

Approved by: MEAD & HUNT, INC.

By: _____
Name: _____
Title: _____

By:  _____
Name: David King, P.E.
Title: Vice President, Business Unit Leader

*The above person is authorized to sign for CITY
and bind the CITY to the terms hereof.*

Date: _____ Date May 9, 2024

PURSUANT TO FLORIDA STATUTE SECTION 558.0035, AN
INDIVIDUAL EMPLOYEE OR AGENT OF MEAD & HUNT INC. MAY NOT
BE HELD INDIVIDUALLY LIABLE FOR NEGLIGENCE.

**IF THE CONTRACTOR (MEAD & HUNT, INC.) HAS QUESTIONS REGARDING THE
APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S (MEAD
& HUNT, INC.'s) DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT
(PROPOSAL), CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT CITY HALL, CITY
OF EDGEWATER, 104 N. RIVERSIDE DRIVE, EDGEWATER, FL 32132, City Clerk, Robin L.
Matusick, (386) 424-2400, Ext. 1102, CityClerk@cityofedgewater.org.**