



February 29, 2024

Randy Coslow, PE
Director of Environmental Services/City Engineer
City of Edgewater
PO Box 100
Edgewater, FL 32132

Email: rcoslow@cityofedgewater.org

**Subject: City of Edgewater Park Avenue Booster Station
SRF Assistance, Bidding and CEI Services**

Dear Randy:

We are pleased to offer the enclosed scope and fee estimate for State Revolving Fund (SRF) assistance, bidding and construction, engineering, and inspection (CEI) services for the Park Avenue Booster Station. Design plans are complete and permits are pending. A SRF Facility Plan and Request for Inclusion (RFI) were prepared and submitted to FDEP for this project in addition to a supplemental appropriation grant application for \$3.96M. The enclosed scope and fee estimate describes proposed services and fees to provide SRF assistance, bidding and CEI services.

A grant application for the FDEP Supplemental Appropriation for Hurricanes Fiona and Ian (SAHFI) was submitted for a total of \$3.96M. This included \$3.6M for construction and \$0.36M for 'Technical Services' as described herein. The grant application was successfully received and included in the Intended Use Plan (IUP). The FDEP meeting date for consideration was February 14, 2024. This grant program requires the City to submit a 'Drinking Water SRF Facility Plan', which is complete and submitted for review. If awarded, the grant will be administered as a SRF 'loan' with 100% principal forgiveness. This essentially means that upon successful completion of the project, the loan is forgiven and there is no repayment.

There are certain federal funding requirements, including American Iron and Steel (AIS) and Davis-Bacon wage rate compliance, which must be followed and documented. The \$3.6M budgeted amount for construction includes contingency and the estimated contractor costs to cover the federal funding requirements and expenses. Our scope includes professional services for compliance and reporting.

Professional services proposed herein include bidding assistance, construction engineering and inspection (CEI) services and grant/funding assistance as further defined herein.

If you have any questions or require additional information, please contact me.

Randy Coslow, PE
February 29, 2024
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Sincerely,

MEAD & HUNT, Inc.

A handwritten signature in blue ink, appearing to read 'Brad Blais'.

Brad Blais, PE
Client Manager

A handwritten signature in blue ink, appearing to read 'Noah Adamoski'.

Noah Adamoski
Construction Services Supervisor

BTB/NA;bf

Attachment: Scope of Services and Fee Estimate

**CITY OF EDGEWATER
SCOPE OF SERVICES and FEE ESTIMATE
FOR
SRF ASSISTANCE, BIDDING AND CEI SERVICES
PARK AVE. BOOSTER STATION**

The Task Order is in conformance with the Professional Services Agreement for Engineering Services, dated November 18, 2019, between the City of Edgewater (OWNER) and Mead & Hunt, Inc. (MEAD & HUNT) and is referred to herein as the Contract.

DESCRIPTION

The project involves State Revolving Fund (SRF) assistance, bidding and construction, engineering, and inspection (CEI) services for the Park Avenue Booster Station. Design plans are complete and permits are pending. A SRF Facility Plan and Request for Inclusion (RFI) were prepared and submitted to FDEP for this project in addition to a supplemental appropriation grant application for \$3.96M. The grant application was successfully received and included in the Intended Use Plan (IUP) that was approved by FDEP February 14, 2024.

SCOPE OF SERVICES

After receipt of authorization to proceed, MEAD & HUNT will provide the following services:

PHASE 1 – PROJECT MANAGEMENT

Project Coordination

MEAD & HUNT's Project Manager (PM) will monitor and manage the project budget, schedule, and scope throughout the estimated 12-month project duration. The PM will manage the development of project work and subconsultant efforts.

MEAD & HUNT will implement, and the PM will monitor a quality assurance and control process, which includes independent technical review of project technical work products before their submission to the OWNER.

PHASE 2 – BIDDING ASSISTANCE SERVICES

The OWNER will be responsible for the overall solicitation for construction bids process, including any legal review of the bidding and contract documents (Division 0) and verifying compliance with OWNER purchasing and contract policies (Division 0 and 1). The OWNER will also be responsible for request for bid advertisements, distribution of bidding documents, prebid meeting, and bid opening. MEAD & HUNT will provide the following:

Bidding and Contract Documents

MEAD & HUNT will utilize OWNER supplied templates, bid number and dates (advertisement, prebid, bidder question deadline and bid opening) to prepare draft bidding and contract documents as Divisions 0 and 1 of the Project Manual and submit such to the OWNER's finance/purchasing/clerk for review. Upon receipt of the OWNER's review comments, MEAD & HUNT will prepare final bidding and contract documents, assemble the entire Project Manual and submit the Project Manual and Construction Drawings (denoted as bid set) in electronic format to the OWNER's finance/purchasing/clerk staff. The OWNER will be responsible for distributing bidding documents to interested parties.

Prebid Meeting

MEAD & HUNT will attend prebid meeting and present the project scope/intent; construction contract duration; design and permitting highlights and any special/supplemental conditions specific to the project. The OWNER will be responsible for the prebid meeting agenda, recording, and summary/minutes.

Addenda

MEAD & HUNT will respond to potential bidders' questions during the bid period. MEAD & HUNT will prepare suggested responses and provide the OWNER with a draft addendum for review. The OWNER shall be responsible for distribution of addenda.

Bid Opening

MEAD & HUNT will attend the bid opening at the OWNER's facility. The OWNER will be responsible for receiving, opening, and recording the bids.

Bid Review and Recommendation of Award

Upon receipt of copies of the bid documents from the OWNER, MEAD & HUNT will review bids for completeness and conformance with technical requirements. MEAD & HUNT will evaluate the low bidder(s) submitted qualifications information and contact provided references to inquire about bidders' experience. MEAD & HUNT will prepare a tabulation of received bid prices, including unit prices, if applicable, and verify extended values and total. MEAD & HUNT will also review submitted pricing for imbalances and other disparities. Based on that review, MEAD & HUNT will submit to the OWNER the bid tabulation and a recommendation of award.

Deliverables – Bidding Services

- Bid Set Plans and Specifications
- Addenda to bid documents
- Bid Tabulation
- Recommendation of award

PHASE 3 – CONSTRUCTION ENGINEERING AND INSPECTION (CEI) SERVICES

MEAD & HUNT will provide the following CEI services to the OWNER:

Issued for Construction Documents

MEAD & HUNT will prepare conformed drawings and technical specification “Issued for Construction” by incorporating bidder questions and addendums and provide those to the OWNER (in electronic format) for inclusion in the Contract documents.

Deliverables – Issued for Construction Documents

- Issued for Construction Drawings
- Issued for Construction Specifications

Pre-Construction Meeting

MEAD & HUNT will coordinate and preside over one (1) in-person or virtual pre-construction meeting with the OWNER, contractor, and other project stakeholders. MEAD & HUNT will prepare agenda and distribute to all invitees prior to meeting. MEAD & HUNT will prepare meeting summary and distribute meeting summary to all attendees.

Deliverables – Pre-Construction Meeting

- Meeting Agenda and Summary

Notice to Proceed

MEAD & HUNT will issue the notice to proceed (NTP) to the contractor on behalf of the OWNER.

Deliverables – Notice to Proceed

- Notice to Proceed Letter

Progress Meetings

MEAD & HUNT will coordinate and preside over twelve (12) in-person (virtual if needed) construction progress meetings. MEAD & HUNT will prepare agendas, meeting summaries, and distribute to all attendees.

Deliverables – Progress Meetings

- Monthly progress meeting agendas and summaries

Construction Submittals

MEAD & HUNT will receive, review, and respond to up to twenty (20) Contractor construction submittals and resubmittals for conformance with construction and contract requirements. Such review or other

action shall not extend to means, methods, sequences, techniques, or procedures of construction selected by the Contractor, or to safety precautions and programs.

MEAD & HUNT will receive, review, and respond to Contractor assembled submittals for operations and maintenance manuals, guarantees, and certificates of inspection (for general contents as required by the Contract documents). These are included in the construction submittals count noted above.

MEAD & HUNT will maintain a log of submittals with submittal number, submittal name, date received, reviewer, action taken, and date returned. MEAD & HUNT will review and return shop drawings within fourteen (14) calendar days of receipt of the submittal. Contractor requests for substitute materials and/or equipment shall be reviewed during submittal process and MEAD & HUNT will provide a recommendation on the submittal response to the OWNER.

Deliverables – Construction Submittals

- Construction submittal review packages
- Submittal log

Requests for Information (RFI's)

MEAD & HUNT will receive and respond to up to fifteen (15) contractor RFI's related to clarification of the contract documents, design intent, or field conditions. MEAD & HUNT will prepare and maintain a RFI log, noting the date received, subject, resolution and date response was returned to the contractor.

Deliverables – RFIs

- RFI response packages
- RFI response log

Field/Change Orders

MEAD & HUNT will prepare, issue, and coordinate up to five (5) field order's requests for proposals (RFP's) and change orders in coordination with the OWNER. MEAD & HUNT will maintain a log of field changes and pending changes. MEAD & HUNT will provide assistance during negotiations of contractor cost proposals and will review claims and provide recommendations to the OWNER.

Deliverables – Field/Change Orders

- Field and change order packages and supporting documentation
- Field and change order log

Pay Applications

MEAD & HUNT will review up to twelve (12) monthly payment applications from the contractor and provide a written recommendation for payment to the OWNER based on construction progress. MEAD &

HUNT will review pay application supporting documentation, including updated construction schedules, record drawings, stored materials, release of liens, and as approved change/field orders.

Deliverables – Pay Applications

- Pay application recommendations

Site Visits

MEAD & HUNT will conduct site visits during construction to monitor construction and compliance with the construction contract documents.

PHASE 4 – CONSTRUCTION OBSERVATION

MEAD & HUNT will supply a part time resident project representative (RPR) for construction observation and documentation for the expected ten (10) months of construction activity. At this time, the needed construction observation efforts are estimated to be twenty-four (24) hours per week. The duration and amount of work effort may vary based on the contractor's efforts and the OWNER's needs. The RPR will observe the construction activities, review conformance with contract documents, observe quality assurance testing, maintain a detailed log including red-line construction drawings, field verify work quantities, and collect/forward and verify resolution of resident/property owner complaints. These efforts will be documented in electronic reports of construction and will include construction photographs. Quality control will be completed by an Inspection Supervisor and the Project Manager in the form of field visits and work product review.

Deliverables – Construction Observation

- Reports of Construction
- Construction Photographs
- Red-Line Construction Drawings

PHASE 5 – PROJECT CLOSEOUT

Substantial and Final Completion

MEAD & HUNT will determine substantial completion and attend substantial and final walkthroughs. RPR will document punchlist items at both substantial and final walkthroughs and verify completion of punchlist items before final closeout.

Deliverables – Substantial and Final Completion

- Substantial completion punchlist items (electronic PDF format)
- Final completion punchlist items (electronic PDF format)

As-Built Review and Record Drawings

MEAD & HUNT will review contractor final as-builts for compliance with the contract documents. MEAD & HUNT will prepare final record drawings utilizing contractor as-builts and inspector sketches, photographs, and other documentation. Record drawings to be provided electronically to the OWNER.

Deliverables – As-Built Review and Record Drawings

- Acceptable Contractor as-builts (Electronic PDF and AutoCAD Format)
- Record Drawings (Electronic PDF and AutoCAD Format)

Permitting Closeout

MEAD & HUNT will prepare and provide certifications of completion to the following permitting agencies for permit closeout:

- FDEP
- FDOH

PHASE 6 – FUNDING ASSISTANCE

MEAD & HUNT will provide funding assistance to the OWNER to develop the most cost-effective funding for the project. Assistance will consist of searching for funding for which the project is eligible, developing a schedule for applying for funding, applying for the funding, and providing compliance assistance for the funding selected. This assistance includes:

Funding Request to the Cognizant Agency

A request for inclusion or similar document may be required to evaluate the project. MEAD & HUNT shall prepare this document. Submittal of this document does not guarantee funding.

Funding Application Package

MEAD & HUNT will complete a funding application package. The application package generally consists of an application form and a series of attachments. The completed application package will be submitted to the funding agency.

Submission of the completed application does not always guarantee approval. It may be based on timely submittal and availability of the agency's funds.

Prebid Meeting

MEAD & HUNT Funding Representative will attend prebid meeting to explain to prospective contractors the requirements included in the bidding documents for funding compliance. The requirements may include (but are not limited to) Davis-Bacon Act requirements, M/WBE requirements, American Iron and Steel requirements or Build America, Buy American requirements.

Authority to Award Documents

MEAD & HUNT will contact the Project Manager, Engineer, and the OWNER to obtain the following documents and organize all information together to provide to funding agencies:

- a copy of any addenda not previously provided to agencies,
- a copy of the affidavit of publication,
- the signed and sealed bid tabulation,
- the selected bidder's proposal,
- Engineer's letter recommending award,
- the Wage Determination within the project's specifications,
- the contractor's signed Appendix A from the FDEP Supplementary Conditions in the specifications and a copy of the bid bond or security.

MEAD & HUNT will use SAM.gov (System for Award Management) to search for the contractor's registration and if there are exclusion records. MEAD & HUNT will fill-out the FDEP's Certification the Contractor is Not Debarred form and will provide the information obtained from SAM.gov with the Certification to the OWNER for review and signature.

MEAD & HUNT will review the contractor's proposal for a list of M/WBE subcontractors. If a list is provided within the contractor's proposal MEAD & HUNT will cross-reference SAM.gov for subcontractor's registration and exclusion records. However, if a list is not provided, MEAD & HUNT will request the list from the contractor.

MEAD & HUNT will request from the contractor the recorded efforts to contact M/WBE subcontractors to subcontract portions of the job. Upon receipt of the contractor's documentation of M/WBE solicitation, MEAD & HUNT will fill-out the Certification of Affirmative Steps for M/WBE participation and provide it to the OWNER for review and signature.

Notice to Proceed, Contract Documents, and Certification of Contractor's Insurance and Bonding

The funding agencies generally require a copy of the Notice to Proceed (NTP) issued to the Contractor authorizing the start date of construction.

MEAD & HUNT will request the NTP from the OWNER and provide to the agencies. MEAD & HUNT will request a copy of the conformed construction contract and provide to the agency upon receipt. Using the conformed construction contract, MEAD & HUNT will use the copy of the contractor's payment and performance bonds contained in the contract to fill-out the Certification of Contractor's Insurance and Bonding form and provide to the OWNER for signature.

Once MEAD & HUNT has received the signed form from the OWNER, MEAD & HUNT will provide that document to the funding agency for approval.

Grant or Loan Administration

MEAD & HUNT will process reimbursement requests on the OWNER's behalf. Record-keeping and files must be kept in accordance with the funding agency requirements. MEAD & HUNT will prepare a 'Master' file for each project and provide a template to the OWNER. The OWNER will be responsible for keeping a copy of all files in accordance with the 'Master' template.

PHASE 7 – REIMBURSABLES

Items under this phase include out-of-pocket direct job expenses such as reproductions, postage, etc. Items included in this phase will be billed at actual cost plus 10%.

EXCLUSIONS

This scope of services excludes all items not specifically described herein.

SCHEDULE

Mead & Hunt estimates the work included in this task order will be completed in accordance with the following schedule:

Phase/Task	Duration to Complete (calendar days)	Commencing Upon
<i>Phase 1 – Project Management</i>	<i>400 Days</i>	<i>Receipt of notice to proceed</i>
<i>Phase 2 – Bidding</i>	<i>90 Days</i>	<i>Approval of Bid Set Plans</i>
<i>Phase 3 – Construction Engineering</i>	<i>300 Days</i>	<i>Construction start</i>
<i>Phase 4– Construction Observation</i>	<i>300 Days</i>	<i>Construction start</i>
<i>Phase 5 – Project Closeout</i>	<i>365 Days</i>	<i>Receipt of notice to proceed</i>
<i>Phase 6 – Funding</i>	<i>400 Days</i>	<i>Receipt of notice to proceed</i>

The above timeframes *do not* include OWNER and/or agency review time or schedules outside of Mead & Hunt's control.

COMPENSATION

Phase/Task	Fee/Cost	Basis
Phase 1 – Project Management	\$19,261	Lump Sum
Phase 2 – Bidding Assistance	\$11,352	Lump Sum
Phase 3 – Construction Engineering	\$126,206	Lump Sum
Phase 4 – Construction Observation	\$143,402	Time and Materials (T&M)
Phase 5 – Project Closeout	\$16,234	Lump Sum
Phase 6 – Funding	\$51,830	Lump Sum
Subtotal	\$368,285	
Phase 7 – Reimbursables	\$1,000	Actual cost plus 10% administrative markup
TOTAL	\$369,285	

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: _____

By:  _____

Name: _____

Name: Brad Blais, PE

Title: _____

Title: Client Manager

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

Date: _____

Date February 29, 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.

Randy Coslow, PE

February 29, 2024

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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, (386) 424-2400, Ext. 1102, CityClerk@cityofedgewater.org.