



April 22, 2026

Mr Ryan Solstice, AICP
Development Services Director
City of Edgewater
104 N Riverside Drive
Edgewater, FL 32132

SUBJECT: Edgewater Utility Relocations for SUNTrail Project – North
Design Scope and Fee Proposal
FPID 439862-3-54-01

Dear Mr. Solstice:

Stanley Consultants, Inc. (Stanley) was awarded a continuing services contract RFQ 24-ES-11 with the City of Edgewater (CLIENT), as executed October 21, 2024, to provide Professional Engineering Services. We are pleased to offer this scope of services to the CLIENT for providing professional engineering services for the above-mentioned project.

PROJECT UNDERSTANDING

- Under separate contract, Stanley is currently finalizing the design of the Titusville to Edgewater Trail project from SR 442 (Indian River Blvd) to Dale Street in collaboration with the CLIENT and FDOT (FPID No. 439862-3-54-01).
- The trail project has resulted in the need for City owned water, sanitary force main, and reclaimed water utility relocations to avoid proposed storm sewer improvements. The CLIENT has informed STANLEY that they do not currently have the capacity to design the relocations and has requested a scope and fee for our design services.
- STANLEY is already in possession of all the existing survey files, base map information, proposed design files, subterranean utility investigation reports, and proposed drainage models.
- STANLEY will prepare construction plans, specifications, and a construction cost estimate for the CLIENT to advertise the utility relocations needed to facilitate the trail project.
- Relocation of fire hydrants, utility poles, pumps, and other appurtenances will be performed by the CLIENT and are not included in this scope of services. STANLEY will coordinate design and construction activities accordingly.
- The CLIENT will prepare the bid tabulation and coordinate the selection of the Contractor



SCOPE OF SERVICES

Task 1 – Design / Construction Plans

STALEY will prepare the following construction plans for the project:

- A. Cover Sheet (*1 Sheet*)
- B. Key Map (*1 Sheet*)
- C. General Notes (*2 Sheets*)
- D. Reclaimed Water Main Plan & Profile (*3 Sheets*)
- E. Potable Water Plan Main & Profile (*4 Sheets*)
- F. Force Main Plan & Profile (*4 Sheets*)
- G. Construction Details (*5 Sheets*)

Upon completion of the construction plans, STANLEY will prepare an Engineer's Opinion of Probable Costs (EOPC) and will update it accordingly when the roadway plan sets are revised per CLIENT comments. The EOPC will be a detailed list of bid items with appropriate unit-based pay items for all major work elements (including water, sewer, reclaimed utilities, fittings, tie-ins, and restoration) to facilitate accurate bidding, cost control, and construction phase payment tracking. Excessive use of lump sum items will be avoided where practical. STANLEY will use the EOPC to provide a list of bid items to the CLIENT. Design provided by STANLEY will be in accordance with the City of Edgewater Site Development Construction Details and the Florida Department of Environmental Protection (FDEP) standards and regulations.

Task 2 – Agency Permitting

STANLEY will prepare the following permit application packages for submittal to the agencies listed below:

- A. Florida Department of Environmental Protection (FDEP) – Wastewater Permit
- B. Florida Department of Environmental Protection (FDEP) – Water Permit
- C. Modification to Volusia County Right-of-Way Use Permit

STANLEY will communicate the amounts required review fees associated with the above listed permits and request checks from the CLIENT before submittal to each of the agencies. Permit applications will be provided for execution by the CLIENT. In addition, STANLEY will respond to reasonable requests for information from the agencies and resubmit revised plans.

Task 3 – Bid Phase Services

STANLEY will provide support to the CLIENT during the bid phase, including the following services:

- A. Review of draft bid documents prepared by the City's Purchasing Division
- B. Prepare technical specifications for the project
- C. Prepare a project description narrative
- D. Revise documents per comments received from the City
- E. Prepare for and attend a pre-bid meeting
- F. Respond to contractor questions during the bid process and prepare addenda as required



Task 4 – Limited Post-Design Phase Services

STANLEY will provide support to the CLIENT in administering the construction contract through completion of the project construction, including the following post-design services:

- A. Attend a pre-construction meeting with the CLIENT and the contractor
- B. Provide ten (10) review of civil-related shop drawings submittals for approval
- C. Review and respond to up to six (6) Requests for Information (RFI's)
- D. Review / approve pay application requests
- E. Review "as-built" survey drawings prepared by the contractor's surveyor, with current registration in the State of Florida, by laying their CAD file over the construction drawings for comparison.
- F. Prepare Engineer's Record Drawings for the utility infrastructure, including potable water, reclaimed water, and sanitary sewer
- G. Attend two-hour pressure test of the potable water and sanitary for main.
- H. Prepare a *Request for Approval to Place a Domestic Wastewater Collection/Transmission System into Operation* for submittal to the FDEP for wastewater permit closure
- I. Prepare a *Certification of Construction Completion and Request for Clearance to Place Permitted PWS Components into Operation* for submittal to the FDEP for water permit closure

Additional services conducted beyond the defined number of RFI's and Submittals will be billed on a time-and-expenses basis according to the Standard Hourly Billing Rates and must be authorized by the CLIENT in writing.

Task 5 – CEI Services

STANLEY will ensure utility work is properly sequenced and integrated into the project schedule to maintain the critical path and prevent impacts to the main construction timeline. Based on the utility conflicts identified in the project plans, the Utility Coordination and CEI scope includes the following:

A. ANTICIPATED STAFFING REQUIREMENTS

The Consultant shall provide adequate staffing to meet all project inspection and coordination requirements. Anticipated staffing levels are as follows (to be finalized after scope refinement)

- **Utility Coordinator/Project Manager** – One (1) part-Time Professional Engineer for overall project coordination, stakeholder management, progress and submittal tracking and schedule management.
- **Construction Inspector** - One (1) Full-Time Senior Inspectors during utility relocation activities. Inspector will possess FDOT MOT Advanced certification
- **Specialized Inspectors (as needed)**
 - Water/Wastewater Systems Inspector (on-call basis)
 - Other Specialty Inspections

Peak Activity Coverage: Peak utility relocation activities are anticipated when multiple utility contractors are working simultaneously or during critical path activities. During these periods:

- Full-time dual inspector coverage to ensure continuous observation
- Overlap coverage to accommodate multiple work locations
- Extended hour coverage if utility work extends beyond normal working hours



Staffing Flexibility: The Consultant shall maintain staffing flexibility to scale resources up or down based on actual construction activity levels. The City will approve staffing adjustments as project needs evolve.

B. COORDINATION MEETINGS

Conduct weekly utility coordination meetings during active relocation periods including:

- Meeting agendas
- Attendance tracking and documented meeting minutes
- Action item assignments with responsible parties and due dates
- Meeting minutes distribution
- Follow-up verification of action item completion
- Schedule review and conflict resolution
- Three-week look-ahead planning

C. CONSTRUCTION INSPECTION SERVICES

Provide continuous inspection coverage during all utility construction activities to verify:

- Conformance with approved plans and specifications
- Material certifications and quality
- Proper installation methods and workmanship
- Quality control testing requirements
- Safety and traffic control compliance
- Environmental protection measures

D. NON-COMPLIANT WORK

The CEI shall have the authority to identify non-compliant work and recommend rejection and corrective action in coordination with the City of Edgewater. This authority includes:

- Identification of work that does not conform to approved plans, specifications, or standards
- Documentation of non-conforming conditions through written deficiency notices
- Recommendation for rejection of non-compliant materials or workmanship
- Requiring corrective action prior to acceptance
- Immediate notification to the City of critical quality or safety issues
- Coordination with the City on appropriate corrective measures

E. UTILITY CONFLICT CLEARANCE VERIFICATION

Prior to authorizing construction activities to proceed in any work area, the CEI shall verify that all utility conflict areas have been properly cleared and released:

1. **Pre-Construction Verification:** Confirm that all conflicting utilities within the work limits have been successfully relocated or protected
2. **Field Inspection:** Conduct physical site inspection to verify utility relocations are complete and as-built documentation is available
3. **Utility Owner Coordination:** Obtain written confirmation from utility owners that their facilities are clear of the construction zone or adequately protected
4. **Documentation:** Prepare utility clearance memorandums documenting that work areas are ready for construction
5. **Release Authorization:** Provide written authorization to the City and main construction contractor that work areas are cleared and construction may proceed



6. **Conditional Releases:** If work areas are released with conditions (temporary protection, phased construction, etc.), clearly document all restrictions and requirements

The CEI shall not authorize construction activities to proceed until utility conflicts are verified as resolved and appropriately documented.

F. DAILY MAINTENANCE OF TRAFFIC (MOT) COMPLIANCE CHECKS

The CEI shall conduct daily MOT compliance inspections for all utility construction operations within or adjacent to roadways:

1. **Daily Setup Inspection:** Verify traffic control setup complies with approved MOT plans before work begins each day
2. **Continuous Monitoring:** Monitor MOT adequacy throughout the workday and require immediate corrections for deficiencies
3. **Sign Placement Verification:** Confirm proper placement, visibility, and condition of advance warning signs, regulatory signs, and channelizing devices
4. **Work Zone Protection:** Verify adequate protection of workers and traveling public (positive protection barriers, buffer zones, flaggers as required)
5. **Lane Closure Compliance:** Ensure lane closures conform to approved time windows and permit conditions
6. **End-of-Day Verification:** Confirm proper removal or modification of traffic control for non-working hours
7. **Documentation:** Document MOT compliance (or deficiencies) in daily inspection reports with photographs
8. **Immediate Correction:** Require contractors to immediately correct any MOT deficiencies that create safety hazards
9. **Non-Compliance Reporting:** Report persistent MOT violations to the City and applicable regulatory agencies
10. **Work Zone Incident Reporting:** Document and report any vehicle incidents within the work zone and obtain applicable agency incident reports.

All MOT installations shall be inspected and verified compliant before utility construction operations commence.

G. INSPECTION DOCUMENTATION

- Daily inspection reports submitted within 24 hours
- Digital photographs documenting conditions, progress, and quality
- Material receipt verification logs
- Non-conformance reports with corrective action requirements
- Safety observations and hazard identification
- Weather impacts and construction progress measurements
- MOT compliance verification and deficiency documentation
- Weekly MOT inspection reports
- Utility clearance verification records

H. MATERIALS TESTING COORDINATION

Coordinate all required materials testing including:

- Water main pressure testing and disinfection
- Sewer system air testing and CCTV inspection
- Monitor contractor QC testing



- Verify testing frequencies and requirements per project specifications and utility owner standards
- Ensure testing laboratories are properly certified/accredited (AASHTO, ASTM, or equivalent)
- Arrange for CEI inspectors to witness critical tests (pressure tests, air tests, etc.)
- Review test results against specification requirements and acceptance criteria and maintain in project files
- Make preliminary acceptance/rejection determinations based on test results
- Submit test results to the City with recommendations for acceptance or rejection
- Perform verification testing for failed test results
- For failed tests, require contractor to propose corrective actions and schedule re-testing
- Include all test results in closeout documentation packages

I. SERVICE INTERRUPTION MONITORING

Track and document all utility service interruptions including:

- Planned outage coordination and advance customer notification
- Emergency response procedures
- Interruption duration and affected customers
- Root cause documentation
- Restoration timeline verification
- Regulatory reporting compliance

J. STANDARDS COMPLIANCE VERIFICATION

Verify all utility installations meet applicable standards:

- **Water Systems:** AWWA standards, Florida drinking water regulations, City standards
- **Sewer Systems:** ASCE/EWRI standards, Florida wastewater regulations, Ten States Standards

Document any non-conforming work and require correction before acceptance.

K. SCHEDULE MANAGEMENT AND DELAY TRACKING

Implement active schedule management to ensure utility relocations stay on track:

- Weekly schedule updates with progress verification
- Two-week and four-week look-ahead schedules
- Schedule variance analysis and reporting
- Delay impact assessment
- Recovery schedule development when needed
- Coordination with main construction contractor
- Critical milestone tracking and reporting

Implement a systematic delay tracking process specifically for utility-related schedule impacts:

1. Document any delays caused by utility conflicts, design issues, coordination problems, or unforeseen conditions
2. Calculate the time impact of each delay in calendar days
3. Determine the root cause (e.g., undocumented utility, design conflict, agreement delays, construction issues)
4. Prepare detailed delay memorandums with supporting photographs and correspondence
5. Analyze impacts to the critical path and overall project schedule

L. COMMUNITY IMPACT MITIGATION

Coordinate utility work to minimize disruptions:



- Construction staging area optimization
- Phased construction to maintain business access
- Business liaison coordination
- Site restoration verification

M. STAKEHOLDER COMMUNICATION

Facilitate effective communication among all parties:

- » Weekly and monthly progress reports
- » Constant coordination with City staff
- » Public information updates as needed
- » Response to inquiries within established timeframes (4 hours critical, 24 hours routine)

N. ACTION ITEM TRACKING

Maintain a comprehensive action item tracking system:

- » Priority level assignment (critical, high, medium, low)
- » Responsible party and target resolution date
- » Status tracking (open, in-progress, closed)
- » Documentation of resolution
- » Regular reporting in coordination meetings

O. PROJECT RECORDS MANAGEMENT

Develop and maintain comprehensive project records on Trimble ProjectSight including:

- » Correspondence files
- » Meeting documentation (agendas, minutes, action items)
- » Design submittals and approvals
- » Permits and regulatory approvals
- » Utility agreements and amendments
- » Daily and monthly inspection reports
- » Material certifications and test reports
- » Progress photographs
- » As-built drawings
- » Environmental compliance records
- » Closeout documentation

All records shall comply with Florida public records requirements and be organized for efficient retrieval.



SCHEDULE

STANLEY will provide services as expeditiously as practicable, to meet a mutually agreed upon schedule.

COMPENSATION

STANLEY shall conduct the work described in the tasks described above for the lump sum fee indicated below:

FEES

<i>Description</i>	<i>Fee</i>
Task 1 – Design / Construction Plans Production	\$32,114.00
Task 2 – Agency Permitting	\$7,146.00
Task 3 – Bid Phase Services	\$6,710.00
Task 4 – Post-Design Services	\$10,906.00
Task 5 – CEI	\$79,428.00
Direct Expenses	\$2,024.20
Total	\$138,328.20

An estimate of man-hours and expenses is provided on the following pages.

**CITY OF EDGEWATER
MAN-HOUR ESTIMATE**

April 22, 2026

STANLEY PROJECT No.: 31984.00
CONTRACT DESCRIPTION: Professional Services Agreement
 (dated October 21, 2024)
PRIME CONSULTANT: Stanley Consultants, INC.

TWO 03
PROJECT DESCRIPTION: Utilities Design for SUN Trail Segment from SR 442 to Dale Street
ESTIMATE PREPARED BY: Karen O'Neill

ACTIVITY	Sr. Project Manager		Project Manager		Senior Designer		Engineer 1		Engineer in Training		Cadd Technician		TOTAL		
	Rate/Hr:	\$305.00	Rate/Hr:	\$281.00	Rate/Hr:	\$203.00	Rate/Hr:	\$188.00	Rate/Hr:	\$143.00	Rate/Hr:	\$158.00	Man-hours By Activity	Activity Cost	Avg. Hourly Rate
	Man Hours	Cost by Pos & Act	Man Hours	Cost by Pos & Act	Man Hours	Cost by Pos & Act	Man Hours	Cost by Pos & Act	Man Hours	Cost by Pos & Act	Man Hours	Cost by Pos & Act			
Task 1 – Design / Construction Plans Production	20.0	6,100.00	16.0	4,496.00	0.0	0.00	46.0	8,648.00	90.0	12,870.00	0.0	0.00	172.0	32,114.00	186.71
Reclaimed Water Utility Relocation Design / Plans	2.0		2.0				10.0		10.0					24.0	
Potable Water Utility Relocation Design / Plans	2.0		4.0				10.0		24.0					40.0	
Waste Water Utility Relocation Design / Plans	2.0		4.0				10.0		24.0					40.0	
Engineer's Opinion of Probable Costs (90% & Final)	4.0		2.0				8.0		16.0					30.0	
QA/QC (90% & Final)	10.0		4.0				8.0		16.0					38.0	
Task 2 – Agency Permitting	3.0	915.00	9.0	2,529.00	0.0	0.00	6.0	1,128.00	18.0	2,574.00	0.0	0.00	36.0	7,146.00	198.50
FDEP Wastewater - prepare and submit application items	1.0		3.0				2.0		6.0					12.0	
FDEP Water - prepare and submit application items	1.0		3.0				2.0		6.0					12.0	
Modification to Volusia County Permit	1.0		3.0				2.0		6.0					12.0	
Task 3 – Bid Phase Services	4.0	1,220.00	2.0	562.00	0.0	0.00	11.0	2,068.00	20.0	2,860.00	0.0	0.00	37.0	6,710.00	181.35
Review draft bid docs (by City)	1.0		1.0				1.0							3.0	
Prepare Technical Specifications	2.0						2.0		8.0					12.0	
Prepare project description & bid sheet							2.0		3.0					5.0	
Revisions per City							1.0		2.0					3.0	
Attend pre-bid meeting							3.0		3.0					6.0	
Answer bid questions / addenda as required	1.0		1.0				2.0		4.0					8.0	
														0.0	
Task 4 – Post-Design Services	3.0	915.00	0.0	0.00	0.0	0.00	21.0	3,948.00	29.0	4,147.00	12.0	1,896.00	65.0	10,906.00	167.78
Attend pre-con meeting														0.0	
Shop drawing review and respond to (10)							8.0		2.0					10.0	
Review and respond to (6) RAfs	1.0						6.0		3.0					10.0	
Attend Pressure Tests									8.0		8.0			16.0	
Review As-Built's / overlay CAD files on design							2.0		8.0					10.0	
Engineer's Record Drawings	1.0						3.0		8.0		2.0			14.0	
Certifications for FDEP Permits	1.0						2.0				2.0			5.0	
Task 5 – CEI	4.0	1,220.00	0.0	0.00	0.0	0.00	416.0	78,208.00	0.0	0.00	0.0	0.00	420.0	79,428.00	189.11
General construction administration (inclusive of A-O) 14 days prior to construction (limited hours), 30 days during construction, 30 days post construction (limited hours)	4.0						416.0						420.0		
TOTALS	34.0	10,370.00	27.0	7,587.00	0.0	0.00	500.0	94,000.00	157.0	22,451.00	12.0	1,896.00	730.0	136,304.00	186.72

TEDS LABOR

\$136,304.00

EXPENSES (Refer to backup provided on the following page)

Sub-Consultant Fees

I. SUB-CONSULTANT FEES

\$0.00

Direct Expenses

II. REPRODUCTION

\$0.00

III. MILEAGE / TRAVEL

\$1,124.20

IV. PERMIT REVIEW FEES

\$900.00

V. SHIPPING / POSTAGE

\$0.00

Sub-Total Direct Expenses **\$2,024.20**

SUB-TOTAL EXPENSES **\$2,024.20**

TOTAL LUMP SUM CONTRACT AMOUNT

\$138,328.20