



March 26, 2026

Matt Creel, PE, CFM, JM
Chief City Engineer/Infrastructure Program Manager
City of Edgewater
409 Mango Drive
Edgewater, FL 32132

Email: mcreel@cityofedgewater.org

**Subject: 27th Street Channel to E9 Canal Preliminary Design
Scope and Fee Proposal**

Dear Mr. Creel,

We are pleased to present the attached scope of work and fee estimate for this phase of the project. The attached scope includes Data Collection, Preliminary Design and Stakeholder Coordination for the 27th Street to the E9 Canal project.

Mead & Hunt supports the City's plan for the 27th Street channel connection project, which will link the E9 canal to the Silver Palm Canal west of Florida Shores. This new channel will provide additional drainage for the E9 canal toward Turnbull Hammock while keeping its current outlet at the 18th Street Canal. Mead & Hunt recommends starting with preliminary engineering analysis and design, which will include coordination with stakeholders before final design and permitting. The scope of services below outlines the tasks for this phase.

We appreciate this opportunity to continue serving the City. If you have any questions or require additional information, please contact me.

Sincerely,
MEAD & HUNT, Inc.

A blue ink signature of David King, P.E.

David King, P.E.
Vice President

A blue ink signature of Chris Fagerstrom, P.E.

Chris Fagerstrom, P.E.
Stormwater Practice Leader

CRF/DAK; bf

Attachment: Scope of Services and Fee Estimate

**CITY OF EDGEWATER
SCOPE OF SERVICES
FOR
27TH STREET CHANNEL TO E9 CANAL**

The Task Order is in conformance with the Continuing Professional Engineering Services Agreement, RFQ 24-ES-11, dated October 1, 2024, between the City of Edgewater (OWNER) and Mead & Hunt, Inc. (MEAD & HUNT) and is referred to herein as the Contract.

PROJECT UNDERSTANDING

The project encompasses preliminary design and stakeholder coordination for the development of the 27th Street Channel between the E9 Canal and the Silver Palm Canal. The proposed channel will follow the existing 27th Street right-of-way, intersecting sixteen roadways in route to the Silver Palm Ditch. An alternative alignment is available near the west end of the 27th Street right-of-way, where the OWNER possesses several parcels north of the corridor. An existing ditch along this alternate path may offer an opportunity for cost savings. This alternative alignment is highlighted in red in the figure below.

The overall design strategy includes culverting affected roadways and relocating driveways within the right-of-way where feasible. Where driveway relocation is not feasible, culvert extensions will be implemented to accommodate access requirements. Mead & Hunt will develop up to three design alternatives with corresponding cost estimates. Upon selection of an alternative, Mead & Hunt will collaborate with the OWNER to engage stakeholders, solicit input, and secure project support. The preferred concept will be refined based on stakeholder feedback and submitted alongside the cost estimate and preliminary design report. The report will incorporate hydrologic and hydraulic analyses, permitting requirements, and key design considerations to be addressed in the final design phase.



Figure 1. Project Location And Alternate Route

SCOPE OF SERVICES

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

PHASE 1 – PROJECT MANAGEMENT

Project Kick-Off Meeting

MEAD & HUNT will coordinate and conduct one (1) project kick-off meeting with the project team and OWNER staff to review project goals, scope of work, team member roles, lines of communication, project schedule and administrative processes. Following the meeting, MEAD & HUNT will prepare a written summary of the project meeting and distribute it to the attendees.

Project Coordination

MEAD & HUNT'S Project Manager (PM) will monitor and manage the project budget, schedule, and scope throughout the estimated five (5) month project duration. The PM will manage the development of project work and subconsultant efforts. The PM will provide project updates to the OWNER via work activity reports on monthly invoices.

Subconsultant Work Coordination

MEAD & HUNT will coordinate with the subconsultant to manage and implement the project. This phase includes up to two (2) internal project collaboration meetings between MEAD & HUNT and its subconsultants to coordinate and implement work efforts. The subconsultant that will be part of the project team is detailed below.

Deliverables – Project Management

- Kick-Off Meeting Agenda and Summary

PHASE 2 – DATA COLLECTION AND SITE RECONNAISSANCE

Land Surveying

Certified design survey will be performed by Southeastern Surveying and Mapping Corporation. The surveying scope of work shall include the following:

- Locate all improvements and utilities, as evidenced by above-ground features or if designated and marked by the Utility Owners or their designated representative or a contracted service at the original time of field visit.
- Obtain spot elevations on natural ground and existing improvements suitable for interpolation of one-foot contours to be shown on the final drawing.
- Establish a minimum of ten (10) site benchmarks.
- Locate trees 8" and up as measured at breast height (DBH).

- Topographic coverage will be limited to 20' beyond the entire right-of-way of 27th Street from the pond located East of Mango Tree Drive to the ditch located West of Silver Palm Drive, approximately shown in blue on the exhibit above. In addition, it will include a Drainage Easement as depicted in, FLORIDA SHORES No. 17, Plat Book 19, Page 237, Volusia County, approximately shown outlined in red on the exhibit above.
- Locate all utility data using GPS or conventional surveying equipment and control established by this firm.

Site Reconnaissance

MEAD & HUNT will conduct up to four (4) site visits to verify existing conditions and collect photographic and other data collection needed for the preliminary design.

Deliverable – Data Collection and Site Reconnaissance

- Topographic Survey

PHASE 3 – PRELIMINARY DESIGN

Task 1 – Concept Development

MEAD & HUNT will develop up to three (3) conceptual designs, including the primary route with roadway culverts as specified in the master plan, an alternative route as previously described, and another option featuring reduced-size roadway culverts. Each conceptual design will be evaluated through simulation using the existing master plan StormWise model for the 100-Year, 24-Hour and 25-Year, 24-Hour storm events. Cost estimates for each alternative will also be prepared. MEAD & Hunt will coordinate and attend a meeting to review the concepts and OWNER feedback

Deliverables – Concept Development

- Preliminary Concept (electronic PDF format)
- Technical memorandum summarizing the H&H Simulations (electronic PDF format)
- Preliminary Cost Estimates (electronic PDF format)

Task 2 – Stakeholder Coordination

MEAD & HUNT will compile a list of properties that may be affected by the design. The OWNER will coordinate stakeholder meetings, and MEAD & HUNT will participate in up to eight (8) hours of on-site meetings with stakeholders. Following these discussions, MEAD & HUNT will develop a decision log reflecting meeting outcomes and will update the selected concept based on stakeholder input.

Deliverables – Concept Development

- Decision log (electronic PDF format)
- Revised Concept (electronic PDF format)

Task 3 – Preliminary Design Report

MEAD & HUNT will prepare a draft Preliminary Design Report (PDR). The PDR will include the following: project understanding and goals, design alternatives, summary of feedback from stakeholders, utility consideration for final design, results of hydrologic and hydraulic modeling, planning level engineer's opinion of probable construction cost (EOPCC), and confirmation of project permitting requirements.

Upon completion of QA/QC, a draft PDR will be submitted to the OWNER for review and comment. It is assumed the OWNER will conduct their review in a two-week period. At the end of the Owner's review period, MEAD & HUNT will schedule and attend a draft PDR review meeting.

Deliverables – Preliminary Design Report

- Draft Preliminary Design Report (electronic PDF format)
- Preliminary Design Review Meeting Summary (electronic PDF format)
- Final Preliminary Design Report (electronic PDF format)

PHASE 4 – SUBCONSULTANTS AND REIMBURSABLES

Items under this phase include out-of-pocket direct job expenses such as subconsultants, reproductions, postage, etc. Items included in this phase will be billed at actual cost plus 15%.

PHASE 5 – CONTINGENCY

If additional services are identified as needed or required during the duration of the project, MEAD & HUNT will request written approval from the OWNER to utilize contingency funds for any additional work items. Contingency funds will be billed at time and expense. Additional work will be billed per the agreed upon contract hourly rates. MEAD & HUNT will not bill against the contingency funding without prior authorization from the OWNER.

RESPONSIBILITIES OF OWNER

This scope of services and compensation are based on the Owner performing or providing the following:

- A designated representative with complete authority to transmit instructions and information, receive information, interpret policy, and define decisions.
- Access to the project site.
- Available data, drawings, and information related to the project.
- Review of draft and final reports within two (2) weeks of receipt.
- Protection of MEAD & HUNT-supplied digital information or data, if any, from contamination, misuse, or changes.

EXCLUSIONS

This scope of services excludes all items not specifically described herein, including but not limited to:

- Easement Acquisition
- Final Design Services
- Permitting
- Bidding Assistance
- Construction Phase Services
- Geotechnical Engineering
- Subsurface Utility Exploration
- Funding Assistance
- Environmental
- Professional Services Acquisition Assistance

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>160 days</i>	<i>Receipt of Notice to Proceed</i>
<i>Phase 2 – Data Collection and Site Reconnaissance</i>	<i>70 days</i>	<i>Kick-off Meeting</i>
<i>Phase 3 – Preliminary/Conceptual Design</i>		
<i>Task 1 – Concept Development</i>	<i>30 days</i>	<i>Completion of Data Collection and Reconnaissance</i>
<i>Task 2 – Stakeholder Coordination</i>	<i>30 days</i>	<i>Completion of Concept Development</i>
<i>Task 3 – Preliminary Design Report</i>	<i>30 days</i>	<i>Completion of Stakeholder Coordination</i>

The above timeframes *do not* include OWNER review time.

COMPENSATION

The not-to-exceed cost for this Scope of Services, including Contingency Funds, is **\$135,001**. The Contingency Funds authorized for use on this project may only be expended upon written approval from the OWNER. Any out-of-scope work performed requiring the release of Contingency Funds will be considered at-risk and may not be compensated until, or if, written approval is granted by the OWNER.

The above fee is based on the following breakdown:

Phase/Task	Fee/Cost	Basis
<i>Phase 1 – Project Management</i>	\$9,263	<i>Lump Sum</i>
<i>Phase 2– Data Collection and Site Reconnaissance</i>	\$9,512	<i>Lump Sum</i>
<i>Phase 3 – Preliminary Design</i>		
<i>Task 1 – Concept Development</i>	\$25,158	<i>Lump Sum</i>
<i>Task 2 – Stakeholder Coordination</i>	\$12,446	<i>Lump Sum</i>
<i>Task 3 – Preliminary Design Report</i>	\$12,112	<i>Lump Sum</i>
<i>Subtotal</i>	\$68,491	
<i>Phase 4 – Subconsultants/Reimbursables</i>	\$59,661	<i>Actual cost plus 15% Administrative Markup</i>
<i>Phase 5 – Contingency at 10%</i>	\$6,849	<i>TBD</i>
TOTAL	\$135,001	

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.

Signatures of authorized representatives of City of Edgewater and Mead & Hunt shall convert this proposal to an Agreement between the two parties, and receipt of one signed copy shall be considered authorization to proceed with the work described in the Scope of Services.

MEAD AND HUNT, INC.

Approved by: MEAD AND HUNT, INC.

By: 
Author/Submitter

By: 
Authorized Signer Review

Name: Chris Fagerstrom, PE

Name: David A. King, PE

Title: Stormwater Practice Leader

Title: Vice President

Date: March 26, 2026

Date: March 26, 2026

Accepted by: CITY OF EDGEWATER

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

Name: _____

Title: _____

Date: _____

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

Chief City Engineer, Matt Creel, PE, CFM, JM

March 26, 2026

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IF THE CONTRACTOR (MEAD & HUNT INC.) HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT (PROPOSAL), CONTACT THE CUSTODIAN OF PUBLIC RECORDS CITY HALL, CITY OF EDGEWATER, 104 N. Riverside Drive, Edgewater, FL 32132, CITY CLERK, Bonnie Zlotnik, CMC 386- 424-2400 Ext. 1102, CityClerk@cityofedgewater.org.