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August 17, 2017

Ms. Michelle Martin  
Technical Services Project Manager  
City of Daytona Beach  
Public Works Department  
950 Bellevue Avenue  
Daytona Beach, FL 32115

**Re: Scope and Fee Proposal**

**Work Authorization No. 4 under Continuing Services Agreement #0517-0470-AP**

**Sweetheart Trail, Beach St between Marina Point and Orange Ave,**

**SUNTrail Project No. 439869-1, City Project No. 2017-028**

Dear Ms. Martin,

Alta Planning + Design (APD) is pleased to submit this scope of work for Work Authorization No. 4 under Continuing Services Agreement #0517-0470-AP for the design of the Sweetheart Trail, Beach St between Marina Point and Orange Ave, SUNTrail Project No. 439869-1, City Project No. 2017-028.

APD proposes to perform the work outlined in the scope of work for a lump sum fee of \$74,604.44. The scope of work will be accepted by issuance of a City of Daytona Beach (CODB) Purchase Order (PO) under the Continuing Services Agreement #0517-0470-AP. The provided quote will be effective until October 31, 2017.

**Statement of Work**

The project consists of providing design services for a both a new 12' wide multi-use path (MUP) and reconstruction of the existing MUP to be 12' wide on Beach Street from Marina Point Drive to Orange Avenue, for a length of approximately 2,800'. In discussions with CODB, the design of the proposed MUP from Basin Street to Orange Avenue will be accomplished by reducing the Beach Street northbound approach from two travel lanes to one travel lane.

It is expected that minor property acquisition, or at the very least temporary construction easements, will be required. APD will provide services necessary to acquire the required right-of-way as an additional service once the scope of the right-of-way acquisition is known after preliminary design. CODB has also surveyed the proposed project limits and will provide the completed survey to be used in design. If additional survey is required, that can be provided as an additional service.

If you have any questions, please contact me at 984-329-5007. We thank you for this opportunity and we look forward to working with the City on this important project.

Sincerely,

*Michael S. Repsch*

Michael S. Repsch, P.E.  
Principal

Attachments: Scope of Services

Project Budget

Exum Associates - Ecological Services for Additional Sections of the Daytona Beach Sweetheart Trail  
Alta WA No. 3-6 for the City of Daytona Beach

SEARCH - Cultural Resource Assessment Survey of The Sweetheart Trails Project, Segments 4, 5, 12,  
and 14, Volusia County, Florida FM#s 439868-1, 439869-1, 439870-1, 439871-1

# **Sweetheart Trail, Beach St between Marina Point and Orange Ave, SUNTrail Project No. 439869-1, City Project No. 2017-028**

## **Scope of Services**

The project consists of providing design services for a both a new 12' wide multi-use path (MUP) and reconstruction of the existing MUP to be 12' wide on Beach Street from Marina Point Drive to Orange Avenue, for a length of approximately 2,800'. In discussions with CODB, the design of the proposed MUP from Basin Street to Orange Avenue will be accomplished by reducing the Beach Street northbound approach from two travel lanes to one travel lane.

It is expected that minor property acquisition, or at the very least temporary construction easements, will be required. APD will provide services necessary to acquire the required right-of-way as an additional service once the scope of the right-of-way acquisition is known after preliminary design. CODB has also surveyed the proposed project limits and will provide the completed survey to be used in design. If additional survey is required, that can be provided as an additional service.

### **Task 1: Project Development and Environment Phase**

The project team will perform a detailed natural systems survey and a historic investigation which are a requirement for SUNTrail funding. This survey will delineate any wetland boundaries, streams, or endangered species found along the corridor, and provide concurrence of the delineations with USACE and DEQ. It is expected that the project will qualify for a Type I Categorical Exclusion. The team will submit all required information needed for approval and is required for SUNTrail funded projects. All work under this section will comply with the National Environmental Policy Act (NEPA), Florida Department of Transportation (FDOT) Project Development & Environment Manual (Topic No. 650-000-001). Our subconsultants Exum Associates, Inc. and SEARCH will be performing these environmental and cultural assessment services. It is assumed that this work will be performed in conjunction with the Sweetheart Trail Phases 4, 12, and 14.

### **Task 2: Preliminary Design (30% Plans)**

Once the existing conditions and constraints have been identified and mapped, the project will enter the preliminary design phase. The preliminary design will be consistent with the Draft 2012 PROWAG Design standards, AASHTO standards, NACTO standards, local municipal standards, and FDOT design Standards.

During this phase, APD will develop preliminary plans consistent with CODB and FDOT design and construction drawings. These plans will be in compliance with FDOT submittal requirements for preliminary plans, and will include the following:

- Key Plan
- Drainage Map
- Typical Sections
- Project Layout
- Roadway Plan and Profile
- Cross Sections
- Temporary Traffic Control Plans

It is expected that minor property acquisition, or at the very least temporary construction easements, will be required. APD will provide services necessary to acquire the required right-of-way as an additional service once the scope of the right-of-way acquisition is known after preliminary design. It is also assumed that any utility relocations will not need to be designed by APD and is not included in this proposal. APD will attend one in-person meeting with CODB prior to or after submittal of the Preliminary Design Plans.

### **Task 3: Public Involvement**

Our team understands the sensitivity of adding, narrowing, or widening a public facility along or adjacent to privately owned lands, and we strive to make the design process for our projects as open as possible. This design will be using a predetermined corridor with little room for adjustments, so any public meetings associated with the project are expected to be mostly informational. APD staff will prepare for and attend one public meeting.

### **Task 4: Contract Document Development (60% Design)**

APD will refine and progress the preliminary plans towards the 60% Design Plan submission under this task. APD will address any comments from the preliminary design review from the CODB and FDOT and provide a written response to comments that will become part of the project history. The local agency can upload these plans and comments to the Electronic Review Comment (ERC) application.

The following new plan sheets will be provided for this submission:

- Summary of Pay Items
- General Notes
- Stormwater Pollution Prevention Plan (Notes only)
- Signing and Pavement Marking Plans
- Detail Sheets

In addition, a construction cost estimate will be developed for the 60% Design Submission. APD will attend one in-person meeting with CODB during this design phase.

## **Task 5: Utility Coordination**

After the completion of 60% Design, APD will notify all utility companies via e-mail and submit the current design plans to review the proposed design and comment on any required adjustments or relocations required.

## **Task 6: Environmental Permitting**

The project is not anticipated to impact any wetlands or surface waters based on field reconnaissance. It is expected that the proposed project should qualify for exemption from the Environmental Resource Permit (ERP) by the St. Johns River Water Management District (SJRWMD) per their Permit Information Manual dated October 1, 2013 due to the proposed MUP being less than 14' wide. APD will submit a request for the exemption to SJRWMD. Any fees required shall be provided by the CODB. If the project does not qualify for the exemption and/or any other permits are deemed necessary, these services will be provided as additional work.

## **Task 7: Right-of-Way Authorization and Certification Process**

### Authorization

After the preliminary plans have been reviewed, APD will identify any needed right-of-way and easements required for the project and begin the right-of-way authorization and Certification process.

### Certification

APD will provide FDOT with the documentation required for right-of-way certification that all work will be done within existing or acquired right-of-way and easements. As part of the SUNTrail funding requirements, the FDOT ROW office will review the plans to make sure that the local agency has control of the property impacted by construction.

## **Task 8: Contract Document Development (90% & 100% Design)**

APD will refine and progress the 60% Design Plans and cost estimate through the outlined milestones for 90% and 100% and obtain the required reviews and comments from the CODB and FDOT. At each submittal, APD will address any comments, and provide a written response to comments that will become part of the project history. The local agency can upload these plans and comments to the Electronic Review Comment (ERC) application. A project manual will be prepared at the 100% Design phase to prepare the project for bid. APD will attend up to two in-person meetings with CODB during 90%/100% design phase.

## **Task 9: Final Designs, Specs, and Estimate (PS&E)**

The APD team will prepare final plans, specifications, and estimates for the project in compliance with the guidelines set forth by the FDOT SUNTrail program.

These plans are expected to address all comments from the CODB and FDOT and provide a set of construction documents required for bidding.

## **Task 10: Bidding Support**

The project team will attend a prebid meeting via conference call, issue addenda, and certify bids for the project in accordance with SUNTrail guidelines. The APD team will provide construction support services during the construction as requested by CODB and will be included as an additional service.

# Project Budget

Sweetheart Trail, Beach St between Marina Point and Orange Ave

TASK	Alta Planning + Design				Subconsultants	Alta Task Hours	Total Task Fee (Alta Man-Hours)	Total Task Fee (Includes Subs and Expenses)
	Chief Engineer	Principal Engineer	Sr. Project Manager	Sr. Designer				
	Wade Walker	Mike Repsch	Katie Lloyd	Branden Bergeron				
	\$238.68	\$176.55	\$87.51	\$139.50				\$113.40
	0	2	0	12				12
<b>Task 1: Project Development and Environment Phase</b>								
1.1: Project Development and Environment Phase	2	2	0	12	\$3,000.00	\$11,159.57		\$17,547.47
<b>Task 2: Preliminary Design (30% Plans)</b>	2	16	0	26				\$20,570.16
2.1: Key Plan	1	1	1	4				\$630.15
2.2: Drainage Plan	1	1	1	12				\$1,676.85
2.3: Typical Sections	1	1	1	6				\$996.45
2.4: Project Layout	1	1	12	12				\$1,537.35
2.5: Roadway Plan and Profile	2	6	24	60				\$11,688.66
2.6: Cross Sections	1	1	1	12				\$1,537.35
2.7: Temporary Traffic Control Plans	1	1	1	8				\$1,083.75
2.8: In-Person Meeting	4					\$450.00		\$706.20
2.9: Design Submission				1		\$150.00		\$113.40
<b>Task 3: Public Involvement</b>	1	8	8	0				\$2,351.16
3.1: Public Meeting Material Prep	1	2	8					\$1,291.86
3.2: Attend Public Meeting	6					\$600.00		\$1,059.30
<b>Task 4: Contract Document Development (60% Plans)</b>	2	15	0	10				\$14,759.61
4.1: Response to Comments	1	1	1	8				\$1,083.75
4.2: Summary of Pay Items	1	1	1	4				\$769.65
4.3: General Notes	1	1	1	2				\$403.35
4.4: Stormwater Pollution Prevention Plan (Notes only)	1	1	1	2				\$403.35
4.5: Signing and Pavement Marking Plans	1	1	1	16				\$1,990.95
4.6: Detail Sheets	1	1	1	4				\$630.15
4.7: Revise Plans per Preliminary Comments	2	4	8	40				\$6,835.56
4.8: Cost Estimate	1	1	1	8				\$1,223.25
4.9: In-Person Meeting	4					\$450.00		\$706.20
4.10: Design Submission				1		\$150.00		\$113.40

TASK	Alta Planning + Design				Subconsultants		Alta Task Hours	Total Task Fee (Alta Man-Hours)	Total Task Fee (Includes Subs and Expenses)
	Chief Engineer	Principal Engineer	Sr. Engineering Associate	Senior Engineer	Exum	SEARCH			
	Wade Walker	Mike Repsch	Katie Lloyd	Branden Bergeron					
CODB Approved Hourly Rate									
	\$238.68	\$176.55	\$87.51	\$139.50					\$113.40
<b>Task 5: Utility Coordination</b>	0	2	0	0	4		6	\$806.70	\$806.70
5.1: Utility Coordination		2			4		6	\$806.70	\$806.70
<b>Task 6: Environmental Permitting</b>	0	1	0	0	4		5	\$630.15	\$630.15
6.1: Environmental Permitting		1			4		5	\$630.15	\$630.15
<b>Task 7: Right-of-Way Authorization and Certification Process</b>	0	2	0	0	8		10	\$1,260.30	\$1,260.30
7.1: Authorization		1			4		5	\$630.15	\$630.15
7.2: Certification		1			4		5	\$630.15	\$630.15
<b>Task 8: Contract Document Development (90% &amp; 100% Design)</b>	2	18	0	12	61		93	\$12,246.66	\$13,446.66
8.1: Response to Comments for 60% Design		1			4		5	\$630.15	\$630.15
8.2: Revise Plans per 60% Design Comments		2		4	32		39	\$4,778.58	\$4,778.58
8.3: Revise Cost Estimate for 90% Design Submission		1			4		5	\$630.15	\$630.15
8.4: 90% Design In-Person Meeting		4					4	\$706.20	\$1,156.20
8.5: 90% Design Submission					1		1	\$113.40	\$263.40
8.6: Response to Comments for 90% Design		1		2	16		2	\$289.95	\$289.95
8.7: Revise Plans per 90% Design Comments		1		2	2		21	\$2,685.18	\$2,685.18
8.8: Revise Cost Estimate for 100% Design Submission		1			2		3	\$403.35	\$403.35
8.9: Project Manual		2		6			8	\$1,190.10	\$1,190.10
8.10: 100% Design In-Person Meeting		4					4	\$706.20	\$1,156.20
8.11: 100% Design Submission					1		1	\$113.40	\$263.40
<b>Task 9: Final Designs, Specs, and Estimate (PS&amp;E)</b>	1	2	0	0	8		11	\$1,498.98	\$1,648.98
9.1: FDOT LAP Submittal & Approval		1			8		11	\$1,498.98	\$1,648.98
<b>Task 10: Bidding Support</b>	0	3	0	0	4		7	\$983.25	\$983.25
10.1: Pre-bid Meeting via Conference Call		1			2		1	\$176.55	\$176.55
10.2: Bid Addenda		1			2		3	\$403.35	\$403.35
10.3: Bid Review & Certification		1			2		3	\$403.35	\$403.35
<b>Alta Staff Hours</b>	8	69	8	60	301		446	\$57,294.87	
<b>Subconsultants</b>					\$3,000.00	\$11,159.57			
<b>Reimbursable Expenses</b>									
<b>Project Total</b>	\$1,909.44	\$12,181.95	\$700.08	\$8,370.00	\$34,133.40			\$74,604.44	

Expense Backup (Estimated):		Amount	Cost	Total
Flights	5	\$400	\$2,000	
Lodging	1	\$150	\$150	
Taxi/Car Rental	5	\$50	\$250	
Out of Office Printing/Postage for Submissions	5	\$150	\$750	
<b>Total:</b>			<b>\$3,150</b>	





EXUM ASSOCIATES, INC.

**July 24, 2017**

*transmitted via email*

Michael S. Repsch, Principal  
Alta Engineering SE, PLLC  
Alta Planning + Design, Inc.  
111 E. Chapel Hill St., Suite 100  
Durham, NC 27701  
Ph: 984.329.5007  
[mikerepsch@altaplanning.com](mailto:mikerepsch@altaplanning.com)

Re: Ecological Services for Additional Sections of the Daytona Beach Sweetheart Trail  
Alta WA No. 3-6 for the City of Daytona Beach

Dear Mike:

Thank you for considering Exum Associates as a part of Alta Planning + Design's team for additional sections of the Daytona Beach Sweetheart Trail. The scope and fee referenced in this letter are in addition to the proposal for ecological services totaling \$8,000 sent to you on July 13, 2017. This scope and fee would cover the following 4 sections of the Trail.

1. Alta WA No. 3 – Sweetheart Trail, Beach St between Bellevue Ave and Marina Point, SUNTrail Project No. 439868-1, City Project No. 2017-006
2. Alta WA No. 4 – Sweetheart Trail, Beach St between Marina Point and Orange Ave, SUNTrail Project No. 439869-1, City Project No. 2017-028
3. Alta WA No. 5 – Sweetheart Trail, Ballough Rd Bridge, SUNTrail Project No. 439870-1, City Project No. 2017-044
4. Alta WA No. 6 – Sweetheart Trail, Sickler Dr from 2<sup>nd</sup> Ave to 350' south of 2<sup>nd</sup> Ave, SUNTrail Project No. 439871-1, City Project No. 2016-066

As in the previous proposal, our role will be to assess the potential for impacts to jurisdictional wetlands and listed species of wildlife. Our work will be conducted on each of these four additional sections simultaneously.

Exum Associates' work will include assessing the extent of jurisdictional wetlands in the vicinity and evaluating the potential for wildlife listed as threatened, endangered or species of special concern by the Florida Fish and Wildlife Conservation Commission or the U.S. Fish and Wildlife Service. Our scope for each Section is referenced below.

**Scope of work for each Section:**

1. Compile existing information on land-use, probable extent of wetlands, and any relevant habitat for listed species of wildlife.
2. Conduct a site review and walk the course of the proposed trail. During the site review, we will delineate any jurisdictional wetlands and/or water bodies near the trail and obtain a location of any flags placed in the field using a handheld GPS device.



EXUM ASSOCIATES, INC.

3. Provide a KMZ file of the GPS location for inclusion in Alta Planning + Design's design and permit documents. We will also provide information on opportunities for enhancing natural resources and ecological points of interest that may be of value to the trail.
4. Forward the information on the extent of wetlands and jurisdictional water bodies to the St. Johns River Water Management District and the US Army Corps of Engineers, and if necessary, conduct a site review with one or both agencies on the same day to confirm the extent of state/federal jurisdiction. Since the projects propose to avoid impacts to wetlands and water bodies, this site review may not be necessary.
5. Compile a single letter report for the 4 Sections that documents the potential for impact to listed species and the extent of jurisdictional wetlands and water bodies.

**Fees:**

Our work associated with this scope will be conducted for a lump sum fee of \$3,000.00, including expenses, for each of the 4 Sections for a total fee of \$12,000.00.

This work will be conducted by the following personnel with their associated projected hours and rate:

Alta WA No. 3:

Jay Exum, Ph.D., Principal Ecologist - 15 hours @ \$175/hour  
Chris Gilhooley, M.S., GIS Specialist – 4 hours @ \$105/hour

Alta WA No. 4:

Jay Exum, Ph.D., Principal Ecologist - 15 hours @ \$175/hour  
Chris Gilhooley, M.S., GIS Specialist – 4 hours @ \$105/hour

Alta WA No. 5:

Jay Exum, Ph.D., Principal Ecologist - 15 hours @ \$175/hour  
Chris Gilhooley, M.S., GIS Specialist – 4 hours @ \$105/hour

Alta WA No. 6:

Jay Exum, Ph.D., Principal Ecologist - 15 hours @ \$175/hour  
Chris Gilhooley, M.S., GIS Specialist – 4 hours @ \$105/hour

**Additional Services:**

This proposal does not include any work associated with permitting for wetlands or listed species. If these tasks are necessary, they will be provided as an Additional Services. Additional services will be provided as an agreed-upon lump sum, or hourly, using the hourly rates provided below:

Principal Ecologist - \$175/hour  
Project Ecologist - \$105/hour  
GIS specialist - \$105/hour



EXUM ASSOCIATES, INC.

Thank you for considering Exum Associates for this work. If you have any questions regarding the scope, or if you need additional details about our approach, please do not hesitate to contact me.

Sincerely;

A handwritten signature in black ink that reads "Jay H. Exum". The signature is written in a cursive, flowing style.

Jay H. Exum, Ph.D.,  
Principal Ecologist

## Scope of Services

### Cultural Resource Assessment Survey of The Sweetheart Trails Project, Segments 4, 5, 12, and 14, Volusia County, Florida FM#s 439868-1, 439869-1, 439870-1, 439871-1

August 17, 2017

#### Project Description

SEARCH will conduct a Cultural Resource Assessment Survey (CRAS) in support of the Sweetheart Trails project in Volusia County, Florida. This Scope of Services is based on the following project features:

<u>Desktop Analysis</u>	<b>Corridor</b>	<u>Phase I CRAS</u>
n/a	Length	0.9 mi

Based on a preliminary review of the Florida Master Site File recorded resource database, the County Property Appraiser's database, USGS maps and other materials, the following cultural resources have been recorded, or are likely to be present within the project area. Additional resources may be discovered as a result of this project.

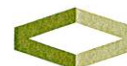
<u>Quantity</u>	<u>Known Cultural Resources</u>	<u>Comments</u>
1	Archaeological Sites	8VO00550
2	Historic Structures	8VO00603 and 8VO00602
2	Historic Districts	8VO02378 and 8VO0933

The Phase I CRAS will consist of archaeological fieldwork and a historic structure survey, the results of which will be presented in a Phase I CRAS report that meets the guidelines of Part 2, Chapter 8 of the FDOT PD&E Manual (revised June 2017) and Chapter 1A-46 of the Florida Administrative Code. The field methods will follow the recommendations presented in Chapter 3 (Site Identification) of the FDOT Cultural Resource Management Handbook and Section 2 (Cultural Resource Assessment Surveys) of the FDHR's Cultural Resource Management Standards & Operations Manual.

A Phase I CRAS is designed to identify and evaluate cultural resources within a project's Area of Potential Effect (APE). Should additional work (Phase II Site Assessment, Determination of Eligibility, Section 106 Case Report, etc.) be requested by the State Historic Preservation Officer (SHPO) or other agency subsequent to the review of the Phase I CRAS results, such work will be conducted under a separate scope and cost agreement.

#### Area of Potential Effect (APE) Recommendation

For corridors, SEARCH generally recommends that the APE be defined to include parcels adjacent to the corridor, extending to the back or side property lines or a distance no greater than 100 meters (330 feet) to either side of the proposed centerline.



## Buried Utility Location Law Compliance

In compliance with the "Underground Facility Damage Prevention and Safety Act," Chapter 556, Florida Statutes, SEARCH will use the Sunshine State One Call of Florida, Inc. (SSOCOF) system to coordinate for the location of buried utilities within the proposed project area. This effort will include at minimum the application for one locate ticket per mile of right of way, telephone coordination with the individual locators assigned to the project by SSOCOF, and the marking of proposed testing areas in the field.

## Project Duration

The duration of this project will not exceed 12 months from contract execution.

## Project Staff

SEARCH key personnel all exceed the qualifications presented in *Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation* (Federal Register V.48 N. 190 Part IV p. 44738-44739, September 30, 1983).

## Deliverables

<u>Quantity</u>	<u>Deliverable</u>	<u>Via</u>
1	Certificate of Insurance <sup>1</sup>	Fax
1	End of Fieldwork memo <sup>1</sup>	Email
1	Draft Report PDF	Email
2	Draft Report (bound) <sup>1</sup>	UPS
1	Final Report PDF	UPS
5	Final Reports (bound)	UPS
1	Final Report with SHPO Project Packet	UPS
1	Recovered cultural material to FDOT	UPS

<sup>1</sup> Upon Request

## Project Tasks

The following tasks and subtasks generally comprise the level of effort required to complete this project. Staffhours associated with each task are shown on the attached Cost Proposal and Staffhour Estimate.

### 1. Mobilization/Demobilization

- Buried utility location coordination
- Buried utility locator field meeting
- Landowner coordination
- Equipment and vehicle preparation
- Health and Safety preparation and meeting
- Transport to and from the project area



## **2. Background Research**

- Florida Master Site File (FMSF) cultural resource database review
- FMSF cultural resource survey database review
- Literature review
- Historic USGS, USDA, GLO, state, county, and roadway map review
- Historic aerial review
- Environmental review
- Local informant interviews
- Certified Local Government representative coordination
- County Property Appraiser database review
- Archaeological site probability model development
- Historic structure probability model development

## **3. Fieldwork**

- Archaeological survey
- Architectural History survey

## **4. Data Analysis**

- Field data analysis
- Laboratory analysis
- Curation preparation
- Artifact delivery to permanent curation facility

## **5. GIS**

- Field map production
- GPS data processing
- Report map production

## **6. Report Preparation and Production**

- Progress reports
- Draft report
- Final report
- FDHR Submission Packet
- FMSF forms
- Florida Survey Log form
- Quality Control

## **7. Meetings**

- Agency coordination via telephone
- Client teleconference

## **8. Project Administration**

- Project and contract setup
- Risk management
- Contract management
- Project management



## Insurance

SEARCH carries insurance for the following policies and will deliver a Certificate of Insurance to the Client upon request.

<b>Policy Type</b>	<b>Limits Each Occurrence</b>	<b>Aggregate</b>
Workers Compensation, including United States Harbor Workers and Longshoremen's Act (USL&H*)	Statutory Limits	Statutory Limits
Employers' Liability	\$1,000,000	\$1,000,000
General Liability	\$1,000,000	\$2,000,000
Professional Liability/ Contractors Pollution Liability	\$2,000,000	\$2,000,000
Automobile Liability	\$1,000,000	\$1,000,000
Umbrella	\$3,000,000	\$3,000,000
Maritime Employers Liability (Jones Act)*	\$1,000,000	\$1,000,000
Valuable Papers	\$25,000	\$25,000
Defense Base Act Coverage as needed on a project by project basis		

\* Jones Act and USL&H policies apply to any work that is conducted in, on, or around navigable waters. Claims resulting from injuries in these areas typically are not covered by conventional Workers Compensation insurance policies, and can expose employers and landowners to certain federal laws in respect to employee injuries. SEARCH's policies protect against these claims.

## Change Management Plan

SEARCH will submit a Project Modification Form (attached) to the Client for authorization for project changes that exceed the limitations of this Scope of Services. Project changes may include adjustments to the project description, duration, deliverables, tasks, staffhours estimate (attached), or the assumptions listed below.

## Assumptions

### Mobilization/Demobilization

- Delays to the project due to lack of performance by buried utility location contractors will be considered a project change.
- The Client will secure permission from the current landowner(s) allowing SEARCH field team's access to the project area.
- Preparation and distribution of fieldwork notification letters to property owners will not be the responsibility of SEARCH under this Scope of Services. The Client will distribute such letters and provide SEARCH with a copy to carry in the field.
- The Client will notify SEARCH of any environmental or physical hazards that may exist on the project area.
- The project area does not include State- or Federally-owned lands that would require the application for State or Federal archaeological research permits.

### Fieldwork

- Fieldwork will be conducted during one field session; return trips at the request of the client or agency will be considered a project change.



Data Analysis

- This Scope of Services includes the cost of collecting, processing, analyzing, temporarily curating, and shipping up to 100 artifacts; laboratory work for any additional artifacts will be considered a project change.
- Upon project completion, any artifacts recovered during the project will be transferred to the appropriate FDOT facility for permanent curation.

Report Preparation

- Requests for deliverables in addition to those listed in the Deliverables section will be considered a project change. This includes additional report copies, interim reports, report sections, progress reports, technical memoranda, digital media (including GIS data), press releases, or agency or Tribal correspondence.
- SEARCH will receive all comments from all reviewers for the Draft Report as one submittal. Additional comment submittals will be considered a project change.

Meetings

- No meeting or public hearing attendance will be conducted.
- Only one field meeting will be conducted with buried utility location contractors.
- Consultation with federally recognized Native American Tribes will not be the responsibility of SEARCH under this scope of work.

**Staffhours and Lump Sum Cost**

As a savings measure (cost and time), SEARCH anticipates one field mobilization effort and one reporting effort for all four trail segments combined. This approach lessens the cost and time for Mobilization, Fieldwork, Report Preparation, and general administrative costs. This approach will require 187 staffhours and a cost of \$18,868.40.

At the Client’s request, the following table notes a breakdown of hours and costs per Segment; however, these hours and costs do not account for the additional required cost and time Mobilization, Fieldwork, Report Preparation, and general administrative costs if the Segment(s) is a stand-alone project.

If any Segment is to become a stand-alone project, or is to be removed from this current project, a revised cost and staffhours estimate is required. If the Client desires fieldwork to be conducted in multiple mobilizations, and/or if the Client desires individual reports, a revised cost and staffhours estimate also is required.

	Length (m)	% of Total Length (1,449m)	Hours per Segment* (% of Total Hours, 187)	Fee per Segment* (% of Total Fee, \$18,868.40)
Segment 4	420	28.99%	54.20	\$5,469.10
Segment 5	857	59.14%	110.60	\$11,159.57
Segment 12	70	4.83%	9.03	\$911.52
Segment 14	102	7.04%	13.16	\$1,328.21
<b>TOTAL</b>	<b>1,449</b>	<b>100.00%</b>	<b>187.00</b>	<b>\$18,868.40</b>

*\*Does not reflect an al-a-carte estimate of hours or fee for Segments if they are removed or become a stand-alone project. Any changes to the bundling of fieldwork and reporting efforts as described herein will necessitate a revised time and estimate.*





**PROJECT MODIFICATION #** \_\_\_\_\_

**Financial Management #** \_\_\_\_\_

**SEARCH Project #** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Project Title**

**Modification Description**

**Modification Staffhours and Cost**

**Total Contract Value (including Modifications)**

**ESTIMATE OF WORK EFFORT AND COST - SUBCONSULTANT**

Name of Project: Sweetheart Trail Segments 4, 5, 12, and 14  
 County: Volusia  
 FPN: 439868-1, 439869-1, 439870-1, 439871-1  
 FAP No.:

Consult. Name: Southeastern Archaeological Research, Inc.  
 Consult. No.  
 Date: 7/26/2017  
 Estimator: EIC/MMD

Staff Classification	Total Staff Assigned to this Firm	Project Manager		Chief Archaeologist		Senior Specialist		Specialist		Senior Archaeologist		Archaeologist		GIS Specialist		Secretary/ Clerical Administration	SH By Activity	Salary Cost By Activity	Average Rate Per Task
		Project Manager	Principal Investigator	Sr. Architectural Historian	Historian	Architectural Historian	Project Archaeologist	Laboratory Supervisor	Archaeology Tech II	Archaeology Tech I	Laboratory Tech	GIS Specialist	GIS Specialist	Administration					
ENVIRONMENTAL ANALYSIS REPORTS																			
1.0 Mobilization/Demobilization	0	0	0	2	0	2	0	0	0	0	0	0	0	0	0	0	8	\$285	\$33.15
2.0 Background Research	0	0	0	6	8	2	0	0	0	0	0	0	0	0	0	0	18	\$590	\$32.80
3.0 Fieldwork	0	0	0	8	0	8	0	8	0	0	0	0	0	0	0	0	32	\$980	\$30.63
4.0 Data Analysis	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	\$75	\$24.89
5.0 GIS	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	22	\$599	\$27.21
6.0 Report Preparation	0	3	5	24	12	16	0	0	0	0	0	0	0	0	0	0	90	\$3,066	\$34.07
7.0 Meetings	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2	\$83	\$41.65
8.0 Administration	0	8	0	0	0	0	0	0	0	0	0	0	0	0	0	4	12	\$628	\$52.29
9.0 Travel	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
10.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
11.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
<b>Total Staff Hours</b>	<b>0</b>	<b>13</b>	<b>5</b>	<b>42</b>	<b>20</b>	<b>28</b>	<b>1</b>	<b>8</b>	<b>8</b>	<b>24</b>	<b>1</b>	<b>2</b>	<b>8</b>	<b>20</b>	<b>16</b>	<b>187</b>		<b>\$6,286.01</b>	<b>\$33.62</b>
<b>Total Staff Cost</b>		<b>\$850.72</b>	<b>\$213.05</b>	<b>\$1,769.30</b>	<b>\$554.60</b>	<b>\$776.44</b>	<b>\$31.60</b>	<b>\$252.80</b>	<b>\$172.24</b>	<b>\$758.40</b>	<b>\$467.80</b>	<b>\$416.00</b>	<b>\$416.00</b>	<b>\$467.80</b>	<b>\$416.00</b>			<b>\$6,286.01</b>	<b>\$33.62</b>

Notes:

- This sheet to be used by Subconsultant to calculate its fee.
- Provide backup for the expense calculation in a format acceptable to the Department.

Check = \$6,286.01

SALARY RELATED COSTS:

OVERHEAD:

SUBTOTAL:

OPERATING MARGIN:

FCCM (Facilities Capital Cost Money):

EXPENSES (Note 2):

Survey (Field)

SUBTOTAL ESTIMATED FEE:

Optional Services

GRAND TOTAL ESTIMATED FEE:

114.54%  
 28%  
 0.315%  
 57.31%  
 0.00 4-man crew days @ \$ / day  
 \$6,286.01  
 \$7,200.00  
 \$13,486.01  
 \$1,760.08  
 \$19.80  
 \$3,602.51  
 \$0.00  
 \$18,868.40  
 \$0.00  
 \$18,868.40