

VIA EMAIL/U.S.MAIL
(*PonitzShannon@CODB.US*)

March 14, 2018

Shannon Ponitz, P.E.
City of Daytona Beach
125 Basin Street, Suite 204
Daytona Beach, FL 32114

RE: Beach Street Forcemain
Utility Design
CODB Contract No. 1307-1021
Work Authorization No. 4
ZC 09062 WA4

Dear Mrs. Ponitz:

Enclosed is our Scope of Services for the Beach Street Forcemain. The proposed work will provide for a fee not to exceed \$84,571.68 and will be accepted through the issuance of a purchase order by the City. As a result of previous survey and design efforts, approximately one third of the original design will be utilized with appropriate survey and design validation since it has been nearly 10 years since the original effort. Additionally, the project length has increased since the connection point at the plant is now on the Southwest side.

The Scope of Services proposal includes the following:

- Exhibit A – Scope of Services
- Exhibit B – Compensation (Engineering Services & Other Direct Costs)
- Exhibit C – Sliger & Associates, Inc.'s proposal
- Exhibit D – Berryhill Group Proposal

This proposal and costs are effective for six (6) months.

If you have any questions, please feel free to contact me.

Sincerely,
ZEV COHEN & ASSOCIATES, INC.



Robert J. Ball, P.E.
Director of Engineering

RJB/ns
09062c07

cc: M. Dwight DuRant, P.E.
File

CITY OF DAYTONA BEACH CONTRACT NO. 1307-1021
Work Authorization No. 4
Beach Street Forcemain

EXHIBIT A

SCOPE of SERVICES

Zev Cohen & Associates, Inc. (ZCA) will perform the following tasks associated with the design and permitting of the Beach Street Utilities extending from the intersection of Live Oak Street and Palmetto Avenue to the wastewater treatment plant with a connection at Shady Place, along Fremont Court.

Task 1 – Utility Design

ZCA will provide design services for the 36” sanitary force main corridor, including water, sewer, and stormwater relocates. These utilities will be constructed/re-constructed as previously discussed with Staff to include open-cut construction. In general, the improvements are as follows:

- Storm Pipe and Gravity Sewer main – generally planned to be lined where necessary within the ROW and as appropriate start/stop points are available.
- Watermain – direct bury replacement within excavation limits.
- All utilities are direct bury along Live Oak. The smaller water main will be abandoned.

In addition, sidewalk and handicap ramps will be installed where impacted with the utility construction. The roadway itself will be milled and resurfaced within the construction limits as part of the project but not specifically reconstructed. ZCA shall coordinate with other on-going city projects including the sweetheart trail and the Live Oak backflow preventer projects.

ZCA will provide 30 percent plans in the form of an edited set of previously developed forcemain Plans. Upon review with City Staff, ZCA will continue to develop 60 and 90 percent plans. Upon review and approval of the 90 percent plans, ZCA will produce 100 percent Final Construction drawings for bid and construction purposes. The design will comply with FDOT, DEP and the City of Daytona Beach Design Standards and provide all necessary construction detail to adequately bid and efficiently construct the project.

The Plan Sheets noted above will show all above and below ground improvements including trees and their sizes and be a maximum scale of 1 inch = 40 foot, while the cross sections identified will be typical in nature and shall be developed to identify the varying conditions throughout the route. However, we do not anticipate cross sections at a regular interval (i.e. every 50 feet). Cross sections shall extend across the entire width of the construction limits plus 10 feet outside. The vertical and horizontal location of all subsurface utilities shall be shown on the cross sections as well as the above ground location of all trees in excess of 6 inches in diameter.

Task 2 – Permitting

Upon review and approval of the 90 percent design development plans, ZCA will prepare a permit application for a sewer permit with the Department of Environmental Protection (DEP). ZCA will respond promptly to all RAI’s and be responsible for acquiring the permit. ZCA will also prepare the

NPDES NOI along with the Stormwater Pollution Prevention Plan. We do not anticipate any other permits or site plan approvals being required at this time as all the roads are City of Daytona Beach roadways. We assume the contractor's construction trailer and "lay-down" area will be the responsibility of the contractor to design/permit, as well as construction related permits such as dewatering. Any off-site easements needed for construction shall be obtained by the city. In addition to the above permitting activities, ZCA will also coordinate approval through the FIND, including two (2) board meetings. We assume the city will provide any legal services required for any formal agreements with the FIND.

Task 3 – Cost Estimate and Bidding

ZCA will prepare an Engineer's Opinion of Cost and will assist the City of Daytona Beach during bidding, including attendance of a pre-bid meeting. In addition, ZCA will work with its sub-consultant to develop a cost benefit analysis for the SRF funding.

Task 4 – Construction Administration and CEI Services

Additional fees beyond the current design contract will be determined at a later date.

Task 5 – Route Survey

ZCA's sub-consultant, Sliger and Associates, Inc. will provide updated route survey of the areas in which construction is anticipated to extend up to or outside the right-of-way where applicable (along the marina parking lot). The route is based on the attached exhibit as discussed in the kick-off meeting on January 10, 2018.

Task 6 – SRF Loan Administration Service

ZCA's sub-consultant, The Berryhill Group, LLC, will provide SRF loan assistance up to bidding the project.



300 Interchange Blvd., Suite C
 Ormond Beach, FL 32174
 386-677-2482 • Fax: 386-677-2505
 www.ZevCohen.com

CITY OF DAYTONA BEACH CONTRACT NO: 1307-1021
Work Authorization No.4
Beach Street Forcemain

EXHIBIT B

COMPENSATION - ENGINEERING SERVICES

City of Daytona Beach

Item	DESCRIPTION	Project Manager	Professional I	Drafter	Sub-Consultant	Subtotal by Task
	Hourly Rates (per current CODB contract)	\$ 120.00	\$ 78.00	\$ 63.00	\$ -	
1	Task 1 - Utility Design SUBTOTALS:	150 \$ 18,000.00	290 \$ 22,620.00	255 \$16,065.00	- \$ -	\$ 56,685.00
2	Task 2 - Permitting SUBTOTALS:	2 \$ 240.00	3 \$ 234.00	- \$ -	- \$ -	\$ 474.00
3	Task 3 - Cost Estimate and Bidding SUBTOTALS:	20 \$ 2,400.00	36 \$ 2,808.00	8 \$ 504.00	- \$ -	\$ 5,712.00
4	Task 4 - Construction Admin / CEI SUBTOTALS: TBD	- \$ -	- \$ -	- \$ -	- \$ -	\$ -
5	Task 5 - Route Survey SUBTOTALS:	- \$ -	- \$ -	- \$ -	- \$ 11,200.68	\$ 11,200.68
6	Task 6 - SRF Assistance SUBTOTALS:				\$ 10,500.00	\$ 10,500.00
GRAND TOTALS		\$ 20,640.00	\$ 25,662.00	\$16,569.00	\$ 21,700.68	\$ 84,571.68



February 5, 2018

Mr. Frank O'Keefe
Zev Cohen & Associates, Inc.

Delivered via email

Re: *Proposal of Surveying and Mapping Services # 18-021*
Beach Street Force Main

Dear Mr. O'Keefe

Per your request Sliger & Associates (S&A) is pleased to submit our proposal for Surveying and Mapping Services for the above referenced project.

SCOPE OF WORK

Prepare topographic survey and right of way line survey for the Beach Street Force Main revised route, the approximate alignment of which is shown on the attached exhibit.

Elevations will be obtained on a minimum of 50 foot stations and all above ground improvements will be located. Accessible underground utilities will be located horizontally and vertically. Inaccessible underground utilities will be located horizontally if marked by utility owners when notified by Sunshine 811. Any as-builts will be used if available. All trees 6" and greater within the survey limits will be located..

The survey will be prepared in NAD 83 state plane grid and on NAVD 1988 vertical datum.

The survey will be delivered within 4 calendar weeks of notice to proceed.

FEE NOT TO EXCEED:

4 hours Registered Surveyor at \$104.61 = \$418.44
56 hours Survey Crew at \$123.18 = \$6,898.08
56 hours CAD Drafter at \$69.36 = \$3,884.16
Total = \$11,200.68

This quote is effective for 90 days.

Joe Zapert, P.L.S., President
Sliger & Associates, Inc.

cc: M. Dwight DuRant
file

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Phone 386.761.5385

Free 877.775.4437

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**City of Daytona Beach
Beach Street Force Main
SRF Loan Administration Services**

Owner: City of Daytona Beach

Engineer: Zev Cohen & Associates, Inc.

Sub-Consultant: The Berryhill Group, LLC

The Berryhill Group, LLC (Sub-Consultant) agrees to provide services as described in the following Tasks for the City of Daytona Beach (Owner) and Zev Cohen & Associates (Engineer).

General:

Services described herein relate to the capital funding services for the Beach Street Force Main (Project) during the planning and design phases of the Project. The Sub-Consultant will represent the Owner and the Engineer and coordinate with the funding agencies, city staff, and the Engineer, in the funding administration process. Draft transmittal letters and final document submittals to the agencies to facilitate the funding will be prepared by the Sub-Consultant, or the Sub-Consultant will provide advisory services to the Owner and the Engineer as needed. The Owner and the Engineer will provide documents and information as necessary to complete these Tasks. The Sub-Consultant will advise and draft responses to questions and/or comments relative to the funding. The Sub-Consultant will be available to provide advice and consultation relative to the funding process during the term of this agreement.

All fees for these services are “not to exceed” the amount shown for each Task unless a change is requested and approved by the Owner and the Engineer. Not to exceed Tasks will be billed monthly at the Sub-Consultant’s hourly rate of \$150.00 per hour. Travel expenses will be billed at the actual cost of hotel and at the State of Florida rates for mileage and per diem.

(Additional services for SRF Loan Administration are available during the bidding, contract award, and construction phases of the work if requested and approved by the Owner and the Engineer.)

Task 1. Consultation and Advisory Services

The Sub-Consultant will be available on an as needed basis to assist the Owner and the Engineer respond to questions, and provide guidance and advice to the Owner, the Owner’s staff, and the Engineer relative to the SRF funding process. The Sub-consultant will represent the Owner and the Engineer before the Florida Department of Environmental Protection (FDEP) in settling any issues relative to the loan process during the project period. Services under this Task 1 are for services not otherwise included in the following Tasks 2 thru 5.

Task 2. Facilities Plan Revision

The Sub-Consultant will assist and guide the Owner in the preparation and submittal of documentation necessary for a revision to the previously approved Facilities Plan in accordance with the guidelines and requirements of the FDEP. The Sub-Consultant will assist in preparing the documents and negotiate with the FDEP to gain approval of the revision to the Facilities Plan. If required by the FDEP, the Sub-Consultant will coordinate with the Owner and the Owner's Finance Department to update the Capital Financing Plan as a part of the revision to the Facilities Plan. The Sub-Consultant will assist in the response to comments or questions from the FDEP relative to the revision and coordinate with the FDEP to gain final approval of the Facilities Plan revision.

Task 3. Request for Inclusion (RFI)

The Sub-Consultant will review available information, become familiar with the project, and assemble the supporting documents to prepare a draft Clean Water State Revolving Fund (SRF) RFI for a construction loan for the Project in accordance with the requirements of the FDEP. The Owner and the Engineer will cooperate with and make information available to the Sub-Consultant as needed to complete the RFI. The RFI will be submitted to the Owner for review, approval, signing, and for submission to the FDEP. The Sub-Consultant will respond to any questions or comments relative to the RFI on the Owner's behalf to assure the project receives a listing on the fundable portion of the SRF Priority List. The Sub-Consultant will attend the SRF Priority List meeting on behalf of the Owner and report the results of the meeting to the Owner and the Engineer.

Task 4. Bidding Document Preparation Services

The Sub-Consultant will advise and assist the Owner and the Engineer in the preparation of bidding documents with conditions and provisions as may be required by the FDEP for bidding purposes. The Sub-Consultant will assist the Owner and the Engineer in obtaining appropriate wage rates and related documents for compliance with the federal Davis-Bacon Act, Buy American Iron and Steel provision, and other compliance requirements for inclusion in the bidding documents. The Sub-Consultant will advise the Owner in the preparation of the Site Certification and other supporting documents as may be required to obtain approval of the FDEP. The Sub-Consultant will coordinate with the Owner and the Engineer to assist in gaining approval of the plans, specifications, contract documents, and supporting documents by the FDEP so that the project is ready for bidding.

Task 5. Construction Loan Application

The Sub-Consultant will coordinate with the Owner's Finance Department and prepare the draft loan application. The Sub-Consultant will provide comments and recommendations relative to the application and application process. The Sub-Consultant will assist the Owner in completing the final construction loan application and the submittal of the required documentation to the FDEP. The Sub-Consultant will assist the Owner in the preparation of draft resolutions and certifications as may be necessary to complete the application process. The Sub-Consultant will coordinate with the Owner and the FDEP to gain approval of the application. The Sub-Consultant will review the draft loan agreement that will be prepared by the FDEP. The Sub-Consultant will comment and advise the Owner as to the provisions of

the draft agreement, communicate with the FDEP to negotiate any needed revisions to the draft agreement, and respond to comments and questions on the Owner's behalf. The Sub-Consultant will provide guidance on the execution and filing of the final agreement with the FDEP. The Sub-Consultant will coordinate with the FDEP to gain approval of the final construction loan agreement.

Compensation Schedule

Task 1. Consultation and Advisory Services

The Owner agrees to pay the Sub-Consultant a *not to exceed* amount of \$1,500.00 for the scope of work herein described as Task 1. The Sub-Consultant's fee will be paid as shown below:

Fee as invoiced <i>not to exceed</i>	\$1,500.00
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Task 2. Facilities Plan Revision

The Owner agrees to pay the Sub-Consultant a *not to exceed* amount of \$2,500.00 for the scope of work herein described as Task 2. The Sub-Consultant's fee will be paid as shown below:

Fee as invoiced <i>not to exceed</i>	\$2,500.00
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Task 3. Request for Inclusion (RFI)

The Owner agrees to pay the Sub-Consultant a *not to exceed* amount of \$1,500.00 for the scope of work herein described as Task 3. The Sub-Consultant's fee will be paid as shown below:

Fee as invoiced <i>not to exceed</i>	\$1,500.00
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Task 4. Bidding Document Preparation Services

The Owner agrees to pay the Sub-Consultant a *not to exceed* amount of \$1,500.00 for the scope of work herein described as Task 4. The Sub-Consultant's fee will be paid as shown below:

Fee as invoiced <i>not to exceed</i>	\$1,500.00
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Task 5. Construction Loan Application

The Owner agrees to pay the Sub-Consultant a *not to exceed* amount of \$3,500.00 for the scope of work herein described as Task 5. The Sub-Consultant's fee will be paid as shown below:

Fee as invoiced <i>not to exceed</i>	\$3,500.00
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(Total Not to Exceed Fee – This Proposal \$10,500.00)

Beach Street Force Main
City of Daytona Beach Contract No. 1307-1021
Work Authorization No. 4
Design and Permitting Schedule
ZC 09062
March 14, 2018

	Apr-2018				May-2018				Jun-2018				Jul-2018				Aug-2018				Sep-2018				Oct-2018				Nov-2018			
Week	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
TASK # 1 & # 5																																
RECEIVE COMPLETE SURVEYS																																
PLAN PREPARATION & SUBMITTALS (30%, 60%, & 90% -SPECIFICATIONS INCLUDED AT 90% SUBMITTAL																																
CITY REVIEWS & COMMENTS (30%, 60%, & 90%)																																
FINAL ENGINEERING PLANS AND SPECIFICATIONS																																
TASK # 2																																
PERMITTING (90%) - Includes Final/2nd FIND Board Meeting (Dates TBD)																																
TASK # 3																																
COST ESTIMATE (90% Plans) AND BIDDING PROCESS																																
TASK # 4																																
CONSTRUCTION ADMINISTRATION/CEI - TBD																																

Notes:

1) The proposed project schedule is based upon the best available information at the time of preparation. The tasks and scheduled dates may change based upon unforeseen circumstances such as the availability of client-produced information, subconsultant performance, agency reviews, payment of fees, other outside information, etc.