

City of South Daytona

Economic Development

1672 S. Ridgewood Avenue • South Daytona, FL 32121 • 386-322-3025



MEMORANDUM

To: James L. Gillis, Jr., City Manager

From: Josh McEnany, Economic Development Director

Date: July 1, 2024

Re: Consideration of approving an expenditure of \$168,695.03 for Mead & Hunt to design the utility service conversions, traffic signal connections and streetlights feeders for the US 1 Undergrounding Project from McDonald Street to Ridge Boulevard as budgeted in the current fiscal year in the Redevelopment Trust Fund

Mead & Hunt has provided a scope of services and fee estimate for the second phase of the US1 Undergrounding project from McDonald to Ridge. The proposed work involves the design work necessary to bury nine existing overhead electrical services for commercial properties, feeding the streetlights and the undergrounding of Traffic Operations ITS facilities.

Mead & Hunt will manage the project, coordinating utilities and overseeing the design, permitting, and bidding processes. Necessary permits from FDOT and the City's Building Department will be obtained. The project is expected to last seven months, starting upon receipt of the notice to proceed.

The total cost is \$168,695.03, covering project management, data collection, design, permitting assistance, bidding assistance, and reimbursables. Approval of this expenditure is recommended, as detailed in the attached scope of services and fee estimate from Mead & Hunt. This design work has been budgeted in the current fiscal year in the Redevelopment Trust Fund.



June 27, 2024

Josh McEnany, CPM
Economic Development Director
City of South Daytona
1672 S. Ridgewood Drive
South Daytona, FL 32119

Email: jmcenany@southdaytona.org

Subject: US1 Undergrounding Phase 2 Parts C & D (McDonald to Ridge)

Dear Mr. McEnany,

We are pleased to present the enclosed scope of services and fee estimate for the next parts of the above referenced project. The attached scope of services describes, in detail, what our firm understands to be required for these parts of the utility undergrounding project and the City's decision to opt for the FPL undergrounding option that has FPL completing all the underground work. We look forward to the opportunity to work with the City on this project. If you have any questions or comments, please contact our office.

Sincerely,
MEAD & HUNT, Inc.

A handwritten signature in blue ink, appearing to read "D. King".

David A. King, PE
Project Manager/Vice President

Attachment: Scope of Services and Fee Estimate

**CITY OF SOUTH DAYTONA
SCOPE OF SERVICES
FOR
US1 UTILITY UNDERGROUNDING PHASE 2 PARTS C & D**

This Task Order is in conformance with the Master Agreement and Continuing Contract for Professional Services between the City of South Daytona (CITY) and Mead & Hunt, Inc. (MEAD & HUNT) which was approved by CITY Council on December 14, 2021 and is referred to herein as the Contract.

GENERAL

The CITY desires to complete the utility undergrounding effort for the remaining portion of US1 from McDonald Street to the south CITY limits. The overall project will involve five parts as listed below:

- Part A - Utility Company Engagement/Data Collection
- Part B - Easement Acquisition
- Part C - Utility Service (Secondaries) Conversions
- Part D – Traffic Operations Undergrounding and Streetlight Design
- Part E - Utility Undergrounding and Removal of Overhead

The CITY is proceeding with the first section of Phase 2, from McDonald to Ridge (+/- 2,000 feet). The remaining parts for this section and other sections will be initiated later and be addressed in separate scopes of services and fee estimates and/or change orders to this scope of services and fee estimate.

The CITY has recently completed Parts A and B for the first section and now desires to proceed with Parts C and D. Part C, Utility Service (Secondaries) Conversions will involve the conversion of approximately nine (9) existing overhead electrical services for all commercial properties along the route which is required to be completed by the CITY per the FPL undergrounding procedure. Installation of empty service conduits for AT&T and Spectrum, if they so desire, will also be included.

Part D, Traffic Operations Undergrounding and Streetlight Design involves the design and permitting of CITY-standard CITY-owned streetlights and the undergrounding of the existing overhead Traffic Operations Intelligent Transportation System (ITS) facilities which are owned by FDOT and maintained jointly with Volusia County.

Part E - The CITY has opted to have FPL, AT&T and Spectrum complete all their undergrounding work (versus CITY installing conduit for such as was done in Phase 1). That work along with the installation of the streetlights will take place in this part.

SCOPE OF SERVICES

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

PHASE 1 – PROJECT MANAGEMENT

MEAD & HUNT'S Project Manager (PM) will monitor and manage the project budget, schedule, and scope throughout the estimated seven (7) month project duration. The PM will manage the development of project work and subconsultant efforts.

MEAD & HUNT will coordinate and conduct one (1) project kick-off meeting with the project team and CITY staff to review project goals, scope of work, team member roles, lines of communication, project schedule and administrative processes. MEAD & HUNT will also coordinate and preside over seven (7) monthly virtual project update meetings. Following these and all other meetings described below, MEAD & HUNT will prepare a summary of the project meeting and distribute it to the attendees and other interested parties.

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 CITY.

Deliverables: Kick-Off Meeting Agenda, Meeting Summaries

PHASE 2 – DATA COLLECTION AND SITE RECONNAISSANCE

MEAD & HUNT will rely upon survey product utilized in Parts A and B for the route survey for the design of these improvements. MEAD & HUNT will conduct site visits to verify existing conditions, including evaluating the existing nine (9) overhead electrical services that require conversions, and collect photographic and other data collection needed for the design.

MEAD & HUNT will coordinate with existing utilities along the project route by submission of 60% electronic construction drawings to all utility companies identified by the Sunshine 811 Design Ticket and request markups of existing facilities and resolution of any estimated conflicts with the proposed improvements. MEAD & HUNT will discuss the potential conflicts with the utility company representatives to coordinate the relocation needs as needed. MEAD & HUNT will add information to the construction drawings based on the received utility markups and planned relocations.

PHASE 3 – DESIGN

MEAD & HUNT will prepare engineering/construction drawings, specifications, and Engineer's Opinion of Probable Construction Cost (EOPCC). The CITY's standard front-end contract documents will be used and coordinated with MEAD & HUNT's technical specifications. The 60% and 90% submittal packages will be submitted to the CITY for review and comment. MEAD & HUNT will schedule and attend design review meetings to review the CITY's comments on the drawings and specifications.

Deliverables: 60%/90%/100% Design Drawings (electronic PDF format), 60%/90%/100% Specifications (electronic PDF format), 60%/90%/100% EOPCC (electronic PDF format), 60%/90% Design Review Meeting Summary (electronic PDF format)

PHASE 4 – PERMITTING ASSISTANCE

Permits or otherwise review/approval of the design/construction drawings will be required for the following:

- FDOT Utility Permit for service conversion work in the FDOT right of way
- FDOT Utility Permit for streetlights
- FDOT approval of ITS undergrounding plans
- CITY Building Department approval of electrical service conversion plans

MEAD & HUNT will coordinate and attend up to two (2) pre-application/coordination meetings with FDOT to discuss permitting/approval requirements. MEAD & HUNT will prepare agendas and meeting summaries. MEAD & HUNT will prepare and submit the permit applications/design plans in accordance with FDOT requirements. Permit applications will be submitted after the 90% design has been reviewed and accepted by the CITY. MEAD & HUNT will respond to up to four (4) Requests for Additional Information (RAI) from FDOT as part of the permit application process.

MEAD & HUNT will coordinate the review of the secondaries conversions plans with the CITY's Building Department so to allow review of such in advance of building/electrical permit applications by the contractor during the construction phase.

Deliverables: Permit applications, RAI responses and received permits.

PHASE 5 – BIDDING ASSISTANCE SERVICES

MEAD & HUNT will assist the CITY with the bidding for the construction of the improvements. It is assumed that the various work will be bid as follows:

- Service Conversions – Solicitation of bids from CITY continuing/identified electrical contractors
- ITS Undergrounding – Request for proposal utilizing piggy-back of an existing Seminole County ITS or similar government contract
- Streetlights – CITY standard request for sealed bids

For the solicitation of bids for the service conversions, MEAD & HUNT will prepare a request for bids that will include the construction documents and the CITY standard request for proposals requirements and will distribute such to the identified contractors. Upon receipt of the contractors' bids, MEAD & HUNT will review the bids and make recommendation to the CITY for the bid award.

For the request for piggy-back contract proposal, MEAD & HUNT will obtain a copy of the Seminole County contract and will prepare and submit a request for proposal from the contractors currently under contract. Upon review of the proposals, MEAD & HUNT will review the received proposals and provide the CITY a recommendation for acceptance of the lowest cost proposal.

For the standard sealed bids, the CITY 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 CITY purchasing and contract policies (Division 0 and 1). The CITY will also be responsible for request for bid advertisements, distribution of bidding documents, prebid meeting, and bid opening. MEAD & HUNT will provide the following:

MEAD & HUNT will utilize CITY 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 CITY's finance/purchasing/clerk for review. Upon receipt of the CITY's review comments, MEAD & HUNT will prepare final bidding and contract documents and assemble the entire Project Manual and submit the Project Manual and Construction Drawings (denoted as bid set) in electronic format to the CITY's finance/purchasing/clerk staff. The CITY will be responsible for distributing bidding documents to interested parties.

MEAD & HUNT will attend three (3) pre-bid meetings and present the project scope/intent; design and permitting highlights and any special/supplemental conditions specific to the project. The CITY will be responsible for any pre-bid meeting agenda, recording, and summary/minutes. MEAD & HUNT will respond to potential bidders' questions during the bid periods. MEAD & HUNT will prepare suggested responses and provide the CITY with up to six (6) draft addenda for review. The CITY shall be responsible for distribution of addenda. MEAD & HUNT will attend the bid openings at the CITY's facility. The CITY will be responsible for receiving, opening, and recording the bids.

Upon receipt of copies of the received bid documents from the CITY, MEAD & HUNT will review the low bids for completeness and conformance with technical requirements. MEAD & HUNT will evaluate the low bidders submitted qualifications information and contact provided references to inquire about bidders' experience. MEAD & HUNT will prepare tabulations of received bid prices, including unit prices if applicable; verify extended values and totals; and review submitted pricing for imbalances and other disparities. Based on that review, MEAD & HUNT will submit to the CITY the bid tabulations and recommendations of award.

Deliverables: Bid Set Construction Drawings and Specifications; Addenda to Bid Documents; Bid Tabulations; and Recommendations of Awards

EXCLUSIONS

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

- Construction Phase Services (to be included in separate scopes/fees upon completion of bidding)
- Design of conduits needed by AT&T and Spectrum
- Land Surveying
- Subsurface Utility Exploration
- Funding Assistance
- Environmental

SCHEDULE

MEAD & HUNT will strive to complete the above work according to or in advance of the following schedule. The timeframes assume 10-day review timeframes for each design deliverable review by CITY and 1 month per agency review timeframes for permit applications/approvals.

Phase	Estimated Start Month	Estimated End Month	Commencing Upon
Phase 1 – Project Management	1	7	Receipt of notice to proceed
Phase 2 – Data Collection/Site Reconnaissance	1	2	Receipt of notice to proceed
Phase 3 – Design	See below		See below
Service Conversions	2	3	Completion of Phase 2
ITS Undergrounding	2	6	Completion of Phase 2
Streetlights	2	3	Completion of Phase 2
Phase 4 – Permitting Assistance	See below		See below
FDOT Streetlight Approval	3	5	CITY approval of 90% deliverable
FDOT Utility Permits	3	5	CITY approval of 90% deliverable
FDOT ITS Approval	4	6	CITY approval of 90% deliverable
Service Conversions	3	5	CITY approval of 90% deliverable
Phase 5 – Bidding Assistance	See below		See below
Service Conversions	4	6	CITY approval of 100% deliverable
ITS Undergrounding	5	7	CITY approval of 100% deliverable
Streetlights	5	7	CITY approval of 100% deliverable
<i>Estimated Construction Timeframes (to be finalized once design is complete)</i>			
Service Conversions	6	8	CITY award of bid
ITS Undergrounding	7	9	CITY award of bid
Streetlights	8	14	CITY award of bid and coordination with FPL undergrounding/existing streetlight removal

COMPENSATION

The not-to-exceed cost for this work including Contingency Funds is **\$168,695.03** based on the following breakdown and estimated labor schedule.

Phase/Task	Fee	Basis
Phase 1 – Project Management	\$18,742.45	Lump Sum
Phase 2 – Data Collection and Site Reconnaissance	\$11,587.28	Lump Sum
Phase 3 – Design	\$103,999.20	Lump Sum
Phase 4 – Permitting Assistance	\$14,668.77	Lump Sum
Phase 5 – Bidding Assistance	\$17,197.34	Lump Sum
Subtotal	\$166,195.03	Lump Sum
Phase 6 – Reimbursables	\$2,500.00	Actual cost
TOTAL	\$168,695.03	

Phase	Contract Position Title	Hourly Rate					Phase/Task Subtotal
		Principal / Senior Client	Senior Project Engineer	Senior Technician	Engineer III	Administrative Support	
1	Project Management						
	Project Coordination	28				14	\$ 9,025.93
	Project Kickoff Meeting	4			4	4	\$ 2,159.23
	Monthly progress reports and meetings, action item followup	14			14	14	\$ 7,557.30
	Subtotals	46	0	0	18	32	\$ 18,742.45
2	Data Collection and Site Reconnaissance						
	Service Conversion Field Work	2		10	30		\$ 7,264.45
	Utility Coordination	2		10	10	4	\$ 4,322.83
	Subtotals	4	0	20	40	4	\$ 11,587.28
3	Design						
	Electrical Service Conversions 60% Design	12	20		40		\$ 13,951.94
	ITS Undergrounding 60% Design	12	30		60		\$ 19,295.37
	Streetlights 60% Design	12	20	40	20	20	\$ 19,437.43
	Electrical Service Conversions 90% Design	6	10		20		\$ 6,975.97
	ITS Undergrounding 90% Design	6	20		40		\$ 12,319.40
	Streetlights 90% Design	6	10	10	5	10	\$ 7,178.12
	Electrical Service Conversions 100% Design	4	10		20		\$ 6,431.79
	ITS Undergrounding 100% Design	4	20		40		\$ 11,775.23
	Subtotals	66	150	60	250	40	\$103,999.20
4	Permitting Assistance						
	FDOT Utility Permit for Service Conversions	4	4		8	2	\$ 3,426.79
	FDOT Utility Permit for Streetlights	4	4		16	2	\$ 4,764.29
	FDOT approval of ITS Undergrounding Plans	4	4		16	2	\$ 4,764.29
	City Bldg Dpt Approval of Service Conversion Plans	2	2		4	1	
	Subtotals	14	14	0	44	7	\$ 14,668.77
5	Bidding Assistance						
	Service Conversions Informal RFP	6			12	6	\$ 4,241.97
	ITS Piggy-back RFP	8			16	8	\$ 5,655.95
	Streetlights Formal RFP	16			8	16	\$ 7,299.42
	Subtotals	30	0	0	36	30	\$ 17,197.34
TOTAL ALL TASKS		160	164	80	388	113	\$166,195.03
6	Reimbursables Breakdown:						
	Description	Amount					
	Printing/Reproduction/Postage/Mileage Allowance	\$ 2,500					
	Total	\$ 2,500					
GRAND TOTAL							\$168,695.03

Note: Hourly rates represent a nominal 3% annual increase in original 2021 contract rates.

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 SOUTH DAYTONA

Approved by: MEAD & HUNT, INC.

By: _____

Name: _____

Title: _____

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

Date: _____

By:  _____

Name: David King, PE

Title: Vice President

Date: June 27, 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.

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 SOUTH DAYTONA, 1672 S. RIDGEWOOD AVENUE, SOUTH DAYTONA, FL 32119, Deputy City Clerk, Becky Witte, (386) 322-3011, bwitte@southdaytona.org.