

City of South Daytona

Public Works

1672 S. Ridgewood Avenue • South Daytona, FL 32119 • 386-322-3014



MEMORANDUM

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

From: Adam Thornton, Public Works Director

Date: May 1, 2025

Re: Consideration of approving a work authorization for Mead and Hunt to design and permit the Aspen Stormwater Pond Expansion project in the amount of \$212,771 as approved in the amended budget for the current year

Volusia County has been an exceptional partner with the City of South Daytona in improving our stormwater system utilizing their Transform 386 program. One of the large-scale stormwater improvement projects that they have approved for funding is the expansion of the stormwater pond on Aspen Drive.

The project involves the vast expansion of the stormwater pond on Aspen Drive to alleviate the flooding in the Big Tree Village subdivision. Additional components of the project include increasing the size of the existing pump station, lowering the pump intake pipe to achieve a lower pond level when pumped prior to a storm, improving the pump intake pipe screening to reduce the potential of blockages when pumping and increasing the onsite fuel storage capacity to allow the generator and subsequent pump to run longer during power outages.

The City has a continuing contract with Mead and Hunt for the design of construction projects within the City. Mead and Hunt was selected to develop a stormwater model of the entire City for recommended improvements. As a result, staff has selected them to complete the design of the Aspen Stormwater Pond Expansion project to coincide with their existing efforts.

Mead and Hunt has submitted a proposal, attached to this memorandum for your review, for the design and permitting of the above referenced project. The estimated cost of the design totals \$212,771, which is reasonable given the estimated \$4 million construction cost to complete the project.

Staff recommends approving the work authorization so that the project's design and permitting can be completed about the time the City is awarded the construction funds by Volusia County in approximately six months. This approval will help ensure that the entire project will be substantially completed in time for the hurricane season in 2026.



May 7, 2025

James L. Gillis, Jr. P.E.
City Manager
City of South Daytona
1672 S Ridgewood Ave
South Daytona, FL 32119

Email: lgillis@southdaytona.org

**Subject: Aspen Pond Expansion - Design and Permitting
Scope of Services and Fee Estimate**

Dear Mr. Gillis:

Mead & Hunt is pleased to present the engineering scope of services and fee estimate for this project. The project includes the design and permitting of stormwater improvements at the Aspen Pond and Pump Station site. The anticipated improvements include expanding the existing pond, providing an effective gravity outfall and control structure, adding additional fuel storage, improving solids screening, upgrading controls and monitoring, and potentially installing additional pumps to allow for creating additional storage below the current pump intake. During the preliminary design phase, Mead & Hunt will evaluate potential pump station improvements and recommend elements for inclusion in the final design.

We look forward to the opportunity to complete another successful project for the City of South Daytona. If you have any questions or require additional information, please contact me.

Sincerely,
MEAD & HUNT, Inc.

A blue ink signature of David King, PE, Vice President.

David King, PE
Vice President

A blue ink signature of Chris Fagerstrom, PE, Practice Leader.

Chris Fagerstrom, PE
Practice Leader

**SCOPE OF SERVICES
FOR
ASPEN POND EXPANSION - DESIGN AND PERMITTING**

This Task Order is in conformance with the Agreement for the Provision of Engineering Services dated December 12, 2021, between the City of South Daytona (OWNER) and Mead & Hunt, Inc. (MEAD & HUNT) and is referred to herein as the Contract.

GENERAL

The project primarily involves expanding the existing approximately 4-acre pond to north creating an approximately 9-acre pond site. This would increase the pond storage from approximately 20 acre-feet to approximately 45 acre-feet. Secondary improvements to be evaluated in the preliminary design stage include additional fuel storage, improved debris/solids screening at the existing pump intake, additional pump capacity to draw the pond down further before a storm event, and a potential gravity outfall.

The project construction is to be funded by CDBG funding via Volusia County (County). At this time, it is understood that the County will be leading the bidding and construction phases. It is recommended that the OWNER engage MEAD & HUNT during construction to provide Engineer of Record services.

SCOPE OF SERVICES

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

PHASE 1 – PROJECT MANAGEMENT

Project Coordination

MEAD & HUNT'S Project Manager (PM) will monitor and manage the project budget, schedule, and scope throughout the estimated six (6) month project duration. The PM will manage the development of project work and subconsultant efforts.

Project Kick-Off Meeting

MEAD & HUNT will coordinate and conduct one (1) in-person 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.

Quality Assurance / Quality Control

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 OWNER.

Deliverables – Project Management

- Kick-Off Meeting Agenda and Summary

PHASE 2 – DATA COLLECTION AND SITE RECONNAISSANCE

Subconsultant Work Coordination

MEAD & HUNT will coordinate with the subconsultants 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. This effort includes coordination with the OWNER selected and contracted geotechnical firm.

Utility Coordination

MEAD & HUNT will submit for a design ticket with Sunshine 811 to determine the existing utility owners in the area of the proposed improvements. MEAD & HUNT will coordinate with existing utilities on/adjacent to the project site 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.

Site Reconnaissance

MEAD & HUNT will conduct up to two (2) site visits to verify existing conditions and collect photographic and other data collection needed for the design.

PHASE 3 – PRELIMINARY DESIGN

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, planning level engineer's opinion of probable construction cost (EOPCC), and confirmation of project permitting requirements. The PDR will evaluate the effectiveness of adding an additional pump to enhance pond drawdown capabilities and assess upstream improvements. The existing pumps can draw the pond down to an elevation of 1.0' NGVD29. An additional pump could draw the pond down to near its bottom elevation prior to storm events and continue operating until the water level reaches the elevation at which the existing pumps activate. Drawing the pond down to the lower level could create over 50 additional acre-feet of storage capacity.

Mead and Hunt will also assess the feasibility of creating an operable gravity outfall from the pond and the Aspen Ditch. An operable gravity outfall would reduce operational costs and prevent soil saturation around the pond during non-flooding events when the pumps are inactive.

Les Gillis, City Manager

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MEAD & HUNT will utilize the existing model to evaluate the pond expansion and the additional pump and gravity outfall alternatives. Findings and recommendations will be included in the PDR.

A draft PDR will be submitted to the OWNER for review and comment. It is assumed the OWNER will conduct their review within ten (10) days. At the end of the Owner's review period, MEAD & HUNT will schedule and attend a draft PDR review meeting.

Deliverables – Preliminary Design

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

PHASE 4 – PROJECT DESIGN

Task 1 – 60% Design Development

Based on the OWNER's Preliminary Design Phase review comments received, MEAD & HUNT will prepare 60% design level drawings and technical specifications. Either the OWNER's or Volusia County's standard front-end contract documents will be used and coordinated with MEAD & HUNT's technical specifications.

The 60% submittal package will be submitted to the OWNER for review and comment. The submittal will include the items shown in the deliverable section below. It is assumed the OWNER will conduct their review within ten (10) days. At the end of the OWNER's review period, MEAD & HUNT will schedule and attend a 60% design review meeting to review the OWNER's comments on the design drawings and specifications.

Deliverables – 60% Design

- 60% Design Drawings (electronic PDF format)
- 60% Specifications (electronic PDF format)
- 60% EOPCC (electronic PDF format)
- 60% Design Review Meeting Summary (electronic PDF format)

Task 2 – 90% Design Development

Based on the OWNER's 60% review comments received, MEAD & HUNT will prepare revised design drawings and specifications to 90% design level completion. MEAD & HUNT will prepare an updated EOPCC based upon the 90% submittal documents.

The 90% submittal package will be prepared and submitted to the OWNER and permitting agencies for review and comment. The submittal will include the items shown in the deliverable section below. It is assumed the OWNER will conduct their review within ten (10) days. At the end of the OWNER's review

period, MEAD & HUNT will schedule and attend a 90% design review meeting to review the OWNER's comments on the design drawings and specifications.

Deliverables – 90% Design

- 90% Design Drawings (electronic PDF format)
- 90% Specifications (electronic PDF format)
- 90% EOPCC (electronic PDF format)
- 90% Design Review Meeting Summary (electronic PDF format)

Task 3 – 100% Design Development

Based on the OWNER's 90% review comments received, MEAD & HUNT will prepare revised design drawings and specifications to 100% completion. MEAD & HUNT will prepare an updated EOPCC based upon the 100% submittal documents.

The 100% submittal package will be submitted to the OWNER for review and comment. The submittal will include the items shown in the deliverable section below.

Deliverables – 100% Design

- 100% Design Drawings (electronic PDF format)
- 100% Specifications (electronic PDF format)
- 100% EOPCC (electronic PDF format)

PHASE 5 – PERMITTING ASSISTANCE

MEAD & HUNT shall prepare and submit permit applications for the project as detailed below. All permit fees will be paid by MEAD & HUNT. Certifications of Completion (COC) with respective permitting agencies are not included in this phase.

Environmental Resources Permit

MEAD & HUNT will attend up to one (1) pre-application meeting with SJRWMD to discuss permitting requirements. MEAD & HUNT will prepare an agenda and meeting summary. After the pre-application meeting, necessary revisions to the design recommendations will be reviewed with the OWNER and incorporated into the design documents.

MEAD & HUNT will prepare and submit the permit application in accordance with the permit requirements. Permit applications will be submitted after the 90% design has been reviewed and accepted by the OWNER.

MEAD & HUNT will respond to up to one (1) request for additional information (RAI) as part of the permit application process.

Deliverables – Permitting

- Final Environmental Resource Permit application

PHASE 6 – 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.

EXCLUSIONS

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

- Bidding Assistance (may be included in a future scope/fee)
- Construction Phase Services (may be included in a future scope/fee)
- Geotechnical Engineering (to be provided by OWNER)
- Funding Assistance (to be provided by OWNER)
- Environmental (assumed not to be required as project site has already been cleared/disturbed)

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
Phase 1 – Project Management	180 days	Receipt of notice to proceed
Kick-off Coordination	15 days	Receipt of notice to proceed
Phase 2 – Data Collection and Site Reconnaissance	45 days	Kick-off Meeting
Phase 3 – Preliminary/Conceptual Design	30 days	Completion of data collection and reconnaissance
Phase 4 – Project Design		
Task 1 – 60% Design	45 days	OWNER approval of Phase 3
Task 2 – 90% Design	30 days	60% review meeting
Task 3 – 100% Design	15 days	90% review meeting
Phase 5 – Permitting Assistance	60 days	OWNER approval of 90% deliverable

The above timeframes include up to 30 days of OWNER and agency, each, review time.

COMPENSATION

The not-to-exceed cost for this Scope of Services, including Contingency Funds, is \$217,771. 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 and the attached estimated labor breakdown:

Phase/Task	Fee/Cost	Basis
Phase 1 – Project Management	\$18,139	Lump Sum
Phase 2– Data Collection and Site Reconnaissance	\$6,564	Lump Sum
Phase 3 – Preliminary Design	\$16,188	Lump Sum
Phase 4 – Project Design		
Task 1 – 60% Design	\$40,863	Lump Sum
Task 2 – 90% Design	\$29,049	Lump Sum
Task 3 – 100% Design	\$20,199	Lump Sum
Phase 5 – Permitting Assistance	\$21,344	Lump Sum
Subtotal	\$152,346	
Phase 6 – Subconsultants/Reimbursables	\$50,190	Actual cost
Phase 7 – Contingency	\$15,235	TBD
TOTAL	\$217,771	

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Phase	Description	Principal/Senior Client Manager	Senior Associate	Engineer II	Technician III	Administrative Assistant	Total Task (\$)
	Hourly Rate	\$ 249.00	\$ 201.00	\$ 142.00	\$ 127.00	\$ 92.00	See Below
1	Project Management						
	Project Coordination	3	32			10	\$ 8,099.00
	Project Kick-Off Meeting	3	3	5			\$ 2,060.00
	Internal Kick-Off Meeting	3	3	5			\$ 2,060.00
	10 Project Progress Virtual Meetings	10	10	10			\$ 5,920.00
	Subtotals	19.0	48.0	20.0	0.0	10.0	\$ 18,139.00
2	Data Collection and Site Reconnaissance						
	Subconsultant Work Coordination		6	6			\$ 2,058.00
	Subsurface Utility Engineering (SUE) Coordination						\$ -
	Utility Coordination		4	8	4		\$ 2,448.00
	Site Reconnaissance		6	6			\$ 2,058.00
	Subtotals	0.0	16.0	20.0	4.0	0.0	\$ 6,564.00
3	Preliminary Design						
	Draft Preliminary Design Report		6	30	18		\$ 7,752.00
	QA/QC Preliminary Design Report	3	4				\$ 1,551.00
	Draft Preliminary Design Report Meeting	1	4	4			\$ 1,621.00
	Draft Preliminary Design Report Meeting Summary		2	4		2	\$ 1,154.00
	Final Preliminary Design Report		4	10	9		\$ 3,367.00
	QA/QC Final Design Report	1	2			1	\$ 743.00
	Subtotals	5.0	22.0	48.0	27.0	3.0	\$ 16,188.00
4	Project Design						
	60% Documents	6	32	80	140		\$ 37,066.00
	60% QA/QC	1	6				\$ 1,455.00
	60% Review Meeting		4	4			\$ 1,372.00
	60% Review Meeting Summary		2	4			\$ 970.00
	90% Documents	4	24	60	80		\$ 24,500.00
	90% QA/QC	1	6	4			\$ 2,023.00
	90% Review Meeting		4	4			\$ 1,372.00
	90% Review Meeting Summary		2	4		2	\$ 1,154.00
	100% Documents	4	12	40	60		\$ 16,708.00
	100% QA/QC	1	4	4			\$ 1,621.00
	100% Review Meeting	2	4	4			\$ 1,870.00
	Subtotals	19.0	100.0	208.0	280.0	2.0	\$ 90,111.00
5	Permitting						
	Environmental Resource Permit (SJRWMD)	4	16	40	16		\$ 11,924.00
	Pre-Application Meeting		2	10	4		\$ 2,330.00
	Environmental Resource Permit RAI		12	24	10		\$ 7,090.00
	Subtotals	4.0	30.0	74.0	30.0	0.0	\$ 21,344.00
	TOTAL ALL TASKS	47.0	216.0	370.0	341.0	15.0	\$ 152,346.00
11	Subconsultant/Reimbursables Breakdown:						
	Description	Amount					
	Survey Allowance	\$ 28,000.00					Lump Sum Total \$ 152,346.00
	Permit Fee Allowance	\$ 1,190.00					Subs/Reimbursables \$ 50,190
	Electrical Allowance	\$ 20,000.00					Contingency \$ 15,234.60
	Printing/Reproduction/Postage	\$ 1,000.00					GRAND TOTAL \$ 217,771
	Total	\$ 50,190.00					

Les Gillis, City Manager
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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: _____

By:  _____

Name: _____

Name: David King, PE

Title: _____

Title: Vice President

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

Date: _____

Date May 7, 2025

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 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.

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