

City of South Daytona

Office of the City Manager

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



MEMORANDUM

To: James L. Gillis Jr., City Manager

From: Becky Witte, Deputy City Clerk

Re: Consideration of approving a work authorization with Mead and Hunt for US1 Undergrounding Phase 2 (McDonald Street to Ridge Boulevard) Construction Engineering and Inspection (CEI) for Intelligent Transportation Systems (ITS) Facilities Relocation in the amount of \$28,557.95 and Decorative Streetlights in the amount of \$56,692.39.

Date: August 8, 2025

The City of South Daytona is seeking approval of two work authorizations with Mead & Hunt for Construction Engineering and Inspection (CEI) services associated with Phase 2 of the US1 Utility Undergrounding project, spanning from McDonald Street to Ridge Boulevard. The first authorization, in the amount of \$56,692.39, is for CEI services related to the construction of decorative streetlights that will match those installed during Phase 1. The second authorization, in the amount of \$28,557.95, is for CEI services related to the relocation of Intelligent Transportation Systems (ITS) facilities. Both task orders align with the City's Master Agreement and Continuing Contract for Professional Services with Mead & Hunt, previously approved by Council on December 14, 2021.

The Phase 2 undergrounding effort is part of a larger five-part project, of which Parts A (Utility Data Collection) and B (Easement Acquisition) are complete, Part C (Secondary Service Conversion) and Part E (Undergrounding and Overhead Removal) are underway, and Part D (ITS and Streetlight Design) is complete. The construction phase CEI services outlined in this scope were intentionally excluded from the initial design and permitting task order, with the understanding they would be addressed separately at the time of construction.

Mead & Hunt's scope of work includes coordination of contractor notice to proceed, pre-construction and progress meetings, review and response to Requests for Information (RFIs), change order processing, site inspections, review of pay applications, construction documentation, and project closeout support, including final walkthroughs and punch list verification. Additionally, they will provide part-time on-site observation and submit the required documentation to update FDOT's ITS Facilities Management (ITSFM) system and FDOT permit closeout.

The proposed services are necessary to ensure effective oversight, quality control, and coordination during the construction of the ITS facilities relocation, which is being performed under a proposal received via an FDOT continuing contract. Staff recommends approval of the agreements with Mead & Hunt for these CEI services to support the successful delivery of these critical phases of the US1 Undergrounding project.



July 31, 2025

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 (McDonald to Ridge) – CEI for ITS Facilities Relocation

Dear Mr. McEnany,

We are pleased to present the enclosed scope of services and fee estimate for the Construction Engineering and Inspection (CEI) for the ITS facilities relocation that the City recently received a proposal for via a FDOT continuing contract. The attached scope of services describes, in detail, what our firm understands to be required for this portion of the project. 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 blue ink signature of David A. King, PE.

David A. King, PE
Project Manager/Vice President

A blue ink signature of Noah Adamoski.

Noah Adamoski
Construction Services Manager

Attachment: Scope of Services and Fee Estimate

**CITY OF SOUTH DAYTONA
SCOPE OF SERVICES
FOR
US1 UTILITY UNDERGROUNDING PHASE 2 – CEI FOR ITS FACILITIES RELOCATION**

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 is completing the utility undergrounding effort for the Phase 2 portion of US1 from McDonald Street to Ridge Blvd. The overall project involves five parts as listed below (with current status in CAPS):

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

MEAD & HUNT recently solicited a proposal from a FDOT continuing contractor for the ITS facilities undergrounding/relocation and that proposal is tracking to CITY Council for approval. The CITY desires MEAD & HUNT to provide Construction Engineering and Inspection (CEI) services for the construction.

These construction phase services were specifically excluded from the previous design/permitting scope of services with the intention that these services would be included in a separate, future scope of services.

SCOPE OF SERVICES

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

PHASE 1 – CONSTRUCTION CONTRACT ADMINISTRATION AND ENGINEER OF RECORD (EOR) SERVICES

Upon bid award by the CITY, MEAD & HUNT will coordinate the issuance of a purchase order to the contractor by the CITY and issue the notice to proceed to the contractor on behalf of the CITY.

Deliverables: Notice to proceed

MEAD & HUNT will prepare an agenda for and conduct a pre-construction meeting with the CITY and the contractor. MEAD & HUNT will distribute meeting minutes to attendees. MEAD & HUNT will maintain communication with the CITY and contractor by leading and participating in up to three (3) construction in-person or hybrid progress meetings. The progress meetings will be conducted at the CITY facility, at the project site or virtual via MS Teams. MEAD & HUNT will prepare and distribute an agenda and meeting summary for each meeting. Deliverables: Meeting summaries

MEAD & HUNT will receive and respond to contractor RFI's related to clarification of the contract documents, design intent, or field conditions. MEAD & HUNT will maintain a RFI log. Deliverables: RFI responses, RFI log

MEAD & HUNT will prepare, issue, and coordinate field orders, work directives, Requests for Proposals (RFP's), and change orders in coordination with the CITY. MEAD & HUNT will maintain a log of field changes and pending changes. MEAD & HUNT will help during negotiations of contractor cost proposals and will review claims and provide recommendations to the CITY. Deliverables: Work directives, requests for proposals, change orders and log

MEAD & HUNT will review an estimated one (1) payment application from the contractor and provide a written recommendation for payment to the CITY based on construction progress. Deliverables: Approved pay request.

MEAD & HUNT will conduct three (3) site visits in conjunction with progress meetings and other required inspections.

MEAD & HUNT will determine substantial completion and attend substantial and final walkthroughs. MEAD & HUNT will document punchlist items at both substantial and final walkthroughs and verify completion of punchlist items before final closeout. Deliverables: Preliminary and final punchlists

PHASE 2 – CONSTRUCTION OBSERVATION

MEAD & HUNT will supply a resident project representative (RPR) for part-time construction observation/documentation for the project. The RPR will observe the construction activities, review conformance with contract documents, observe quality assurance testing, maintain a detailed log including red-line construction drawings, field verify work quantities, and collect/forward complaints. Deliverables: Reports of work activities, construction digital photographs, complaint logs

PHASE 3 – PROJECT MANAGEMENT

MEAD & HUNT'S Project Manager (PM) will initiate the project and manage the budget and schedule, manage project staffing, manage project coordination, and schedule quality management processes for work products. The PM will monitor progress throughout the project and prepare monthly invoices for the CITY. It is assumed that these services will cover the estimated 4-month project duration. MEAD & HUNT will implement a quality assurance and control process, which includes Independent technical review of all project deliverables. MEAD & HUNT will also prepare and submit the required documentation to FDOT to update FDOT's ITS Facilities Management (ITSFM) system for the new ITS facilities along the project length and the intersections. Deliverables: Monthly invoices, ITSFM documentation

EXCLUSIONS

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

- Testing of the completed ITS system (to be performed by Volusia County)

SCHEDULE

MEAD & HUNT will strive to complete the above work according to or in advance of the following schedule:

Phase	Estimated Start Month	Estimated End Month	Commencing Upon
Phase 1 – CA and EOR Services	1	4	NTP to contractor
Phase 2 – Construction Observation	1	4	NTP to contractor
Phase 3 – Project Management	1	4	Receipt of notice to proceed

COMPENSATION

The not-to-exceed cost for this work including Contingency Funds is **\$28,557.95** based on the following breakdown and estimated labor schedule.

Phase/Task	Fee	Basis
Phase 1 – CA and EOR Services	\$7,189.05	Lump Sum
Phase 2 – Construction Observation	\$8,693.74	Lump Sum
Phase 3 – Project Management	\$12,175.16	Lump Sum
Subtotal	\$28,057.95	Lump Sum
Phase 4 – Reimbursables	\$500.00	Actual cost
TOTAL	\$28,557.95	

	Hourly Rate	\$ 272.09	\$ 199.97	\$ 167.19	\$ 100.53	
Phase	Contract Position Title	Principal/ Senior Client Manager	Senior Project Engineer	Engineer III/ Technician IV	Administrative Support	Phase/Task Subtotal
1	CA and EOR Services					
	PO and NTP	1			2	\$ 473.15
	Preconstruction meeting	2		1	4	\$ 1,113.49
	Three progress meetings	3		3	6	\$ 1,921.01
	Field orders, RFPs	2	2		2	\$ 1,145.18
	Pay application	1		1	2	\$ 640.34
	Site visits	3				\$ 816.27
	Substantial and final inspections	2		2	2	\$ 1,079.61
Subtotal					\$ 7,189.05	
2	Construction Observation					
	Part-time inspection (assume avg. 4 hrs/week for 13 weeks)			52		\$ 8,693.74
3	Project Management					
	Project Coordination	8			8	\$ 2,980.96
	ITSFM Documentation	2	16	32	1	\$ 9,194.20
	Subtotal					\$ 12,175.16
TOTAL ALL TASKS		24	18	91	27	\$ 28,057.95
6	Reimbursables Breakdown:		Subs/Reimbursables			\$ 500.00
	Printing/Reproduction/Postage/Allowance	\$ 500	GRAND TOTAL			\$ 28,557.95
Total		\$ 500				

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: MEAD & HUNT, INC.

Approved by: MEAD & HUNT, INC.

By:



Name: Noah Adamoski

Title: Construction Services Manager

Date: July 31, 2025

By:



Name: David King, PE

Title: Vice President

Date: July 31, 2025

Josh McEnany
July 31, 2025
Page 6

Accepted by: CITY OF SOUTH DAYTONA

By: _____

Name: _____

Title: _____

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

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.

**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.**



August 7, 2025

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 (McDonald to Ridge) – CEI for Decorative Streetlights

Dear Mr. McEnany,

We are pleased to present the enclosed scope of services and fee estimate for the Construction Engineering and Inspection (CEI) for the decorative streetlights that the City recently received construction bids for. The attached scope of services describes, in detail, what our firm understands to be required for this portion of the project. 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 blue ink signature of David A. King, PE.

David A. King, PE
Project Manager/Vice President

A blue ink signature of Noah Adamoski.

Noah Adamoski
Construction Services Manager

Cc: Becky Witte

Attachment: Scope of Services and Fee Estimate

**CITY OF SOUTH DAYTONA
SCOPE OF SERVICES
FOR
US1 UTILITY UNDERGROUNDING PHASE 2 – CEI FOR DECORATIVE STREETLIGHTS**

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 is completing the utility undergrounding effort for the Phase 2 portion of US1 from McDonald Street to Ridge Blvd. The overall project involves five parts as listed below (with current status in CAPS):

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

MEAD & HUNT recently assisted the CITY with the design, permitting and the bidding of the construction of decorative streetlights along this portion of US1 to match the existing decorative streetlights that were installed in Phase 1. The streetlight construction bid is tracking to CITY Council for approval. The CITY desires MEAD & HUNT to provide Construction Engineering and Inspection (CEI) services for the construction.

These construction phase services were specifically excluded from the previous design/permitting scope of services with the intention that these services would be included in a separate, future scope of services.

SCOPE OF SERVICES

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

PHASE 1 – CONSTRUCTION CONTRACT ADMINISTRATION AND ENGINEER OF RECORD (EOR) SERVICES

Upon bid award by the CITY, MEAD & HUNT will coordinate the issuance of a purchase order to the contractor by the CITY and issue the notice to proceed to the contractor on behalf of the CITY.

Deliverables: Notice to proceed

MEAD & HUNT will prepare an agenda for and conduct a pre-construction meeting with the CITY and the contractor. MEAD & HUNT will distribute meeting minutes to attendees. MEAD & HUNT will maintain communication with the CITY and contractor by leading and participating in up to six (6) construction in-person or hybrid progress meetings. The progress meetings will be held at the CITY facility, at the project

site or virtual via MS Teams. MEAD & HUNT will prepare and distribute an agenda and meeting summary for each meeting. Deliverables: Meeting summaries

MEAD & HUNT will receive, review and respond to contractor construction submittals for materials and equipment to be incorporated into the construction. MEAD & HUNT will maintain a RFI log. Deliverables: Approved submittals submittal log

MEAD & HUNT will receive and respond to contractor RFI's related to clarification of the contract documents, design intent, or field conditions. MEAD & HUNT will maintain a RFI log. Deliverables: RFI responses, RFI log

MEAD & HUNT will prepare, issue, and coordinate field orders, work directives, Requests for Proposals (RFP's), and change orders in coordination with the CITY. MEAD & HUNT will maintain a log of field changes and pending changes. MEAD & HUNT will help during negotiations of contractor cost proposals and will review claims and provide recommendations to the CITY. Deliverables: Work directives, requests for proposals, change orders and log

MEAD & HUNT will review an estimated four (4) payment applications from the contractor and provide a written recommendation for payment to the CITY based on construction progress. Deliverables: Approved pay request.

MEAD & HUNT will conduct six (6) site visits in conjunction with progress meetings and other required inspections.

MEAD & HUNT will determine substantial completion and attend substantial and final walkthroughs. MEAD & HUNT will document punchlist items at both substantial and final walkthroughs and verify completion of punchlist items before final closeout. Deliverables: Preliminary and final punchlists

PHASE 2 – CONSTRUCTION OBSERVATION

MEAD & HUNT will supply a resident project representative (RPR) for part-time construction observation/documentation for the project. The RPR will observe the construction activities, review conformance with contract documents, observe quality assurance testing, maintain a detailed log including red-line construction drawings, field verify work quantities, and collect/forward complaints. Deliverables: Reports of work activities, construction digital photographs, complaint logs

PHASE 3 – PROJECT MANAGEMENT

MEAD & HUNT'S Project Manager (PM) will initiate the project and manage the budget and schedule, manage project staffing, manage project coordination, and schedule quality management processes for work products. The PM will monitor progress throughout the project and prepare monthly invoices for the CITY. It is assumed that these services will cover the estimated 6-month project duration. MEAD & HUNT

will implement a quality assurance and control process, which includes Independent technical review of all project deliverables. MEAD & HUNT will prepare and submit the required information to close out the FDOT permit. Deliverables: Monthly invoices, FDOT permit closeout

EXCLUSIONS

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

- Photometric testing of the completed lighting (to be performed by Contractor or streetlight vendor if requested by FDOT)

SCHEDULE

MEAD & HUNT will strive to complete the above work according to or in advance of the following schedule:

Phase	Estimated Start Month	Estimated End Month	Commencing Upon
Phase 1 – CA and EOR Services	2	6	Contractor mobilization/pole and fixture production
Phase 2 – Construction Observation	2	6	Contractor mobilization/pole and fixture production
Phase 3 – Project Management	1	6	Receipt of notice to proceed

COMPENSATION

The not-to-exceed cost for this work is **\$56,692.39** based on the following breakdown and estimated labor schedule.

Phase/Task	Fee	Basis
Phase 1 – CA and EOR Services	\$26,138.03	Lump Sum
Phase 2 – Construction Observation	\$22,737.46	Lump Sum
Phase 3 – Project Management	\$7,316.90	Lump Sum
Subtotal	\$56,192.39	Lump Sum
Phase 4 – Reimbursables	\$500.00	Actual cost
TOTAL	\$56,692.39	

		Hourly Rate	\$ 272.09	\$ 199.97	\$ 167.19	\$ 100.53	
Phase	Contract Position Title	Principal/ Senior Client Manager	Senior Project Engineer	Engineer III/ Technician IV	Administrative Support	Phase/Task Subtotal	
1	CA and EOR Services						
	PO and NTP	2			2	\$ 745.24	
	Preconstruction meeting	2		2	4	\$ 1,280.68	
	Six progress meetings	6		6	6	\$ 3,238.84	
	Construction submittals	8	6	12	16	\$ 6,991.27	
	Field orders, RFPs	8	4	8	16	\$ 5,922.58	
	Pay application	6		6	16	\$ 4,244.15	
	Site visits	6		6		\$ 2,635.66	
	Substantial and final inspections	2		2	2	\$ 1,079.61	
						Subtotal	\$ 26,138.03
2	Construction Observation						
	Part-time inspection (assume avg. 8 hrs/week for 17 weeks)			136		\$ 22,737.46	
3	Project Management						
	Project Coordination	18			12	\$ 6,103.97	
	FDOT Permit Closeout	2		4		\$ 1,212.93	
						Subtotal	\$ 7,316.90
TOTAL ALL TASKS		60	10	182	74	\$ 56,192.39	
4	Reimbursables Breakdown:						
	Printing/Reproduction/Postage/Allowance	\$ 500				Subs/Reimbursables	\$ 500.00
Total		\$ 500				GRAND TOTAL	\$ 56,692.39

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: MEAD & HUNT, INC.

Approved by: MEAD & HUNT, INC.

By:



Name: Noah Adamoski

Title: Construction Services Manager

Date: August 7, 2025

By:



Name: David King, PE

Title: Vice President

Date: August 7, 2025

Josh McEnany
August 7, 2025
Page 6

Accepted by: CITY OF SOUTH DAYTONA

By: _____

Name: _____

Title: _____

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

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.

**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.**