

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 & Hunt in the amount of \$174,095 for the design of the Green Street and Brian Avenue Stormwater Pond, as provided through the 2025 Legislative Appropriation.

Date: November 5, 2025

The City of South Daytona continues to advance its flood mitigation and stormwater improvement efforts following the significant residential flooding caused by Hurricane Ian in 2022 and Hurricane Milton in 2024. In response to these events and extensive community input, the City secured a 2025 Legislative Appropriation, supported by Senator Tom Wright, to design and construct a new stormwater retention pond in the Green Street and Brian Avenue area. The proposed pond will increase stormwater retention capacity and reduce flooding on neighborhood streets and properties.

The first step is the design phase, which will establish the technical specifications, construction plans, and permitting requirements needed to proceed with construction. Mead & Hunt, the City's continuing services Engineer, has submitted a Work Authorization in the amount of \$174,095 to perform this design work. Funding for this task is fully supported through the Florida Department of Environmental Protection Agreement No. L0342 as part of the 2025 Legislative Appropriation, and no City matching funds are required. Staff has met with the engineers on the conceptual design, and if approved, surveying and geotechnical work will commence.

Staff recommends approval of the Task Order with Mead & Hunt in the amount of \$174,095 for the design of the Green Street and Brian Avenue Stormwater Pond to continue progress on this critical flood mitigation project. If approved, the design is anticipated to be completed so that the project can be under construction prior to hurricane season next year.



November 12, 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: Brian Avenue and Green Street Stormwater Improvements
Scope of Services and Fee Estimate**

Dear Mr. Gillis:

Mead & Hunt is pleased to present the attached engineering scope of services and fee estimate for this project. The project includes the design and permitting of stormwater improvements on selected parcels located on Brian Avenue or Green Street within South Daytona. The anticipated improvements include demolition of existing structures, design of an approximately one-half acre pond, a pump station with connection to the Stevens Canal and relocation of the trail connecting Brian Avenue to Melodie Park. The scope of services also includes submitting an ERP permit application and Bidding Phase Services.

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.

David King, PE
Vice President

A blue ink signature of Chris Fagerstrom.

Chris Fagerstrom, PE
Stormwater Practice Leader

CRF/DAK; crf

Attachment: Scope of Services and Fee Estimate

**CITY OF SOUTH DAYTONA
SCOPE OF SERVICES
FOR
BRIAN AND VALENCIA STORMWATER IMPROVEMENTS**

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 (CITY) and Mead & Hunt, Inc. (MEAD & HUNT) and is referred to herein as the Contract.

PROJECT UNDERSTANDING

The project primarily involves design of an approximately one-half acre pond on selected parcels located on Brian Avenue or Green Street within South Daytona. The pond will include an appropriately sized pump station that will draw down the pond by pumping to the adjacent Stevens Canal. The project will also include maximizing the pond area by relocating the existing pedestrian trail to the north between Brian Avenue and the Stevens Canal. The scope does not include relocating the pedestrian bridge across the Stevens Canal.

SCOPE OF SERVICES

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

PHASE 1 – PROJECT MANAGEMENT

Project Kick-Off Meeting

MEAD & HUNT will coordinate and conduct one (1) in-person 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. Following the meeting, MEAD & HUNT will prepare a written summary of the project meeting and distribute it to the attendees.

Project Coordination

MEAD & HUNT'S Project Manager (PM) will monitor and manage the project budget, schedule, and scope throughout the estimated nine (9) month project duration. The PM will manage the development of project work and subconsultant efforts. The PM will provide project updates to the CITY via work activity reports on monthly invoices and monthly project status reports attached to monthly invoices.

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. The subconsultants that will be part of the project team are detailed in Subconsultants and Reimbursables Phase below.

Deliverables – Project Management

- Kick-Off Meeting Agenda and Summary

PHASE 2 – DATA COLLECTION AND SITE RECONNAISSANCE

Geotechnical

Soil borings and geotechnical evaluation will be performed by ECS Florida, LLC (ECS). The geotechnical scope will include two standard penetration tests (SPT) to a depth of 20 feet and 30 feet. The 30-foot SPT will be located in the general vicinity of the proposed pump station. ECS will prepare a geotechnical report summarizing the findings from the SPTs and providing recommendations for the pond design and subgrade preparation for the pump station.

Land Surveying

Certified design survey will be performed by Southeastern Surveying and Mapping Corporation (SSMC). The survey scope will include the following:

1. Locate all improvements and utilities, as evidenced by above-ground features or if designated and marked by the Utility Owners, their designated representative, or a contracted service at the original time of field visit.
2. Obtain spot elevations on natural ground and existing improvements suitable for interpolating one-foot contours to be shown on the final drawing.
3. Locate sufficient monumentation to depict the Apparent Right of Way lines and the Apparent Boundary Lines between the subject parcel and the neighboring parcels.
4. Establish a minimum of two (2) site benchmarks.

Utility Coordination

MEAD & HUNT will coordinate with existing utilities along the project route by submission of 30% or 60% electronic construction drawings to all utility companies identified by the Sunshine 811 Design Ticket and request markups of existing facilities ('Red/Green/Browns') and resolution of any identified 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. MEAD & HUNT will request updated Red/Green/Browns from the utility companies if the design significantly changes prior to final plans.

Site Reconnaissance

MEAD & HUNT will conduct up to three (3) 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, preliminary pump station design, planning level engineer's opinion of probable construction cost (EOPCC), and confirmation of project permitting requirements. The preliminary design will also include hydrologic and hydraulic modeling of 5-year, 10-year, and 25-year storm events to assist with the sizing of the pump station and to evaluate the associated improvements.

Upon completion of QA/QC, a draft PDR will be submitted to the CITY for review and comment. It is assumed the CITY will conduct their review in a two-week period. At the end of the CITY'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 CITY's Preliminary Design Phase review comments received, MEAD & HUNT will prepare 60% design level drawings and specifications. The CITY's standard front-end contract documents will be used and coordinated with MEAD & HUNT's technical specifications.

Upon completion of QA/QC, the 60% submittal package will be submitted to the CITY for review and comment. The submittal will include the items shown in the deliverable section below. It is assumed the CITY will conduct their review in a two-week period. At the end of the CITY's review period, MEAD & HUNT will schedule and attend a 60% design review meeting to review the CITY's comments on the design drawings and specifications.

Deliverables – 60% Design Development

- 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 CITY'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 upon completion of QA/QC, be submitted to the CITY and permitting agencies for review and comment. The submittal will include the items shown in the deliverable section below. It is assumed the CITY will conduct their review in a two-week period. At the end of the CITY's review period, MEAD & HUNT will schedule and attend a 90% design review meeting to review the CITY's comments on the design drawings and specifications.

Deliverables – 90% Design Development

- 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 CITY'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.

Upon completion of QA/QC, the 100% submittal package will be submitted to the CITY for review and comment. The submittal will include the items shown in the deliverable section below.

Deliverables – 100% Design Development

- 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 application fees will be paid by the CITY. Other costs such as wetland/surface water mitigation, threatened and endangered species relocation, land leases, and other expenses resulting from permits will be paid by CITY. Upon receipt of the permits, MEAD & HUNT will review the permits for accuracy and notify the CITY and agency of any discrepancies found. CITY will be responsible for agency required or recommended public noticing, if not provided by agency.

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 CITY 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 CITY.

MEAD & HUNT will respond to up to two (2) requests for additional information (RAI) as part of the permit application process.

Deliverables – Permitting

- Final Environmental Resource Permit application
- Permit review comments

PHASE 6 – BIDDING ASSISTANCE

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:

Bidding and Contract Documents

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 also provide the final technical specifications (Divisions 2-33) and Construction Drawings (denoted as bid set). The CITY will be responsible for distributing bidding documents to interested parties.

Pre-Bid Meeting

MEAD & HUNT will attend an in-person pre-bid meeting and present the project scope/intent; construction contract duration; design and permitting highlights and any special/supplemental conditions specific to the project. The CITY will be responsible for the pre-bid meeting agenda, recording, and summary/minutes.

Addenda

MEAD & HUNT will respond to potential bidders' questions during the bid period. MEAD & HUNT will prepare suggested responses and provide the CITY with a draft addendum for review. This scope of services assumes two (2) addenda will be completed. The CITY shall be responsible for distribution of addenda.

Bid Opening

MEAD & HUNT will attend the bid opening at the CITY's facility. The CITY will be responsible for receiving, opening, and recording the bids.

Bid Review and Recommendation of Award

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

Bid Award Attendance

MEAD & HUNT will attend CITY Council meeting for bid award and address questions regarding the recommendation of bid award.

Deliverables – Bidding Assistance

- Bid Set Plans and Specifications

- Addenda to bid documents
- Bid Tabulation
- Recommendation of award

PHASE 7– SUBCONSULTANTS AND REIMBURSABLES

Items under this phase include out-of-pocket direct job expenses such as subconsultants, reproductions, postage, etc. It is assumed permit application fees will be paid by the CITY. Items included in this phase will be billed at actual cost plus 15%.

PHASE 7 – CONTINGENCY

If additional services are identified as needed or required during the duration of the project, MEAD & HUNT will request written approval from the CITY 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 CITY.

EXCLUSIONS

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

- Easement Acquisition
- Construction Phase Services
- Relocation of the existing pedestrian bridge
- Sanitary sewer relocation on the north side of the project area
- Lead paint and asbestos testing of structures to be demolished
- Redesign per CITY or Contractor
- Environmental
- Cultural Resources surveys
- Zoning Modifications

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
<i>Phase 1 – Complete Project Design</i>	<i>120 days</i>	<i>Receipt of notice to proceed</i>
<i>Phase 2 – Data Collection and Site Reconnaissance</i>	<i>45 days</i>	<i>Kick-off Meeting</i>
<i>Phase 3 – Preliminary/Conceptual Design</i>	<i>45 days</i>	<i>Completion of data collection and reconnaissance</i>

<i>Phase 4 – Project Design</i>		
<i>Task 1 – 60% Design</i>	<i>45 days</i>	<i>CITY approval of Phase 3</i>
<i>Task 2 – 90% Design</i>	<i>30 days</i>	<i>60% review meeting</i>
<i>Task 3 – 100% Design</i>	<i>30 days</i>	<i>90% review meeting</i>
<i>Phase 5 – Permitting Assistance</i>	<i>60 days</i>	<i>CITY approval of 90% deliverable (concurrent with 100% design)</i>
<i>Phase 6 – Bidding Assistance</i>	<i>45 days</i>	<i>CITY approval of 100% deliverable</i>

The above timeframes *do not* include permitting agency review time.

COMPENSATION

The not-to-exceed cost for this Scope of Services, including Contingency Funds, is \$174,095. The Contingency Funds authorized for use on this project may only be expended upon written approval from the CITY. 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 CITY.

The above fee is based on the following breakdown:

Phase/Task	Fee/Cost	Basis
<i>Phase 1 – Project Management</i>	<i>\$10,087</i>	<i>Lump Sum</i>
<i>Phase 2– Data Collection and Site Reconnaissance</i>	<i>\$4,404</i>	<i>Lump Sum</i>
<i>Phase 3 – Preliminary Design</i>	<i>\$13,933</i>	<i>Lump Sum</i>
<i>Phase 4 – Project Design</i>		
<i>Task 1 – 60% Design</i>	<i>\$45,058</i>	<i>Lump Sum</i>
<i>Task 2 – 90% Design</i>	<i>\$31,430</i>	<i>Lump Sum</i>
<i>Task 3 – 100% Design</i>	<i>\$17,156</i>	<i>Lump Sum</i>
<i>Phase 5 – Permitting Assistance</i>	<i>\$16,215</i>	<i>Lump Sum</i>
<i>Phase 6 – Bidding Assistance</i>	<i>\$9,191</i>	<i>Lump Sum</i>
<i>Subtotal</i>	<i>\$147,474</i>	
<i>Phase 7 – Subconsultants/Reimbursables</i>	<i>\$11,874</i>	<i>Actual cost</i>
<i>Phase 8 – Contingency at 10%</i>	<i>\$14,747</i>	<i>TBD</i>
<i>TOTAL</i>	<i>\$174,095</i>	

Phase	Description	Principal/Seni or Client Manager	Principal/Seni or Client Manager	Engineer II	Senior Technician	Senior Engineer	Mileage	Total Task (\$)
	Hourly Rate	\$ 249.00	\$ 249.00	\$ 142.00	\$ 156.00	\$ 160.00	\$ 0.70	See Below
1	Project Management							
	Project Kick-Off Meeting	1	1					\$ 498.00
	Project Coordination		32					\$ 7,968.00
	Subconsultant Work Coordination (geotech, survey)		2					\$ 498.00
	Internal Kick-Off Meeting	1	1	1	1	2	\$ 7.00	\$ 1,123.00
	Subtotals	2.0	36.0	1.0	1.0	2.0	\$ 7.00	\$ 10,087.00
2	Data Collection and Site Reconnaissance							
	Utility Coordination			16				\$ 2,272.00
	Site Reconnaissance		4	8				\$ 2,132.00
	Subtotals	0.0	4.0	24.0	0.0	0.0	\$ -	\$ 4,404.00
3	Preliminary Design							
	Draft Preliminary Design Report		4	32	24	6		\$ 10,244.00
	QA/QC Preliminary Design Report	2	2					\$ 936.00
	Draft Preliminary Design Report Meeting	1	2				\$ 7.00	\$ 754.00
	Draft Preliminary Design Report Meeting Summary		1					\$ 249.00
	Final Preliminary Design Report			4	4			\$ 1,192.00
	QA/QC Final Design Report	1	1					\$ 498.00
	Subtotals	4.0	10.0	36.0	28.0	6.0	\$ 7.00	\$ 13,933.00
4	Project Design							
Task 1	60% Design Development							
	60% Documents	2	16	80	120	48		\$ 42,242.00
	60% QA/QC	1	4					\$ 1,245.00
	60% Review Meeting	1	2	2			\$ 7.00	\$ 1,038.00
	60% Review Meeting Summary		1	2				\$ 533.00
Task 2	90% Design Development							
	90% Documents	2	8	40	80	48		\$ 28,330.00
	90% QA/QC	1	4	2				\$ 1,529.00
	90% Review Meeting	1	2	2				\$ 1,031.00
	90% Review Meeting Summary		1	2			\$ 7.00	\$ 540.00
Task 3	100% Design Development							
	100% Documents	2	4	32	40	16		\$ 14,838.00
	100% QA/QC	1	2	2				\$ 1,031.00
	100% Review Meeting	2	2	2			\$ 7.00	\$ 1,287.00
	Subtotals	13.0	46.0	166.0	240.0	112.0	\$ 21.00	\$ 93,644.00
5	Permitting Assistance							
	Environmental Resource Permit (SJR/MD)	2	8	32	8			\$ 8,282.00
	Pre-Application Meeting		2	8	4		\$ 7.00	\$ 2,265.00
	Environmental Resource Permit RAI		8	16	9			\$ 5,668.00
	Subtotals	2.0	18.0	56.0	21.0	0.0	\$ 7.00	\$ 16,215.00
6	Bidding Assistance							
	Bidding and Contract Documents		4	8	8	4		\$ 4,020.00
	Bidding and Contract Documents QA/QC	1	2					\$ 747.00
	Prebid Meeting	1	2				\$ 7.00	\$ 754.00
	Addenda		2	4	4	1		\$ 1,850.00
	Bid Opening	1	1				\$ 7.00	\$ 505.00
	Bid Review and Recommendation of Award		1	4				\$ 817.00
	Bid Award Attendance	1	1					\$ 498.00
	Subtotals	4.0	13.0	16.0	12.0	5.0	\$ 14.00	\$ 9,191.00
	TOTAL ALL TASKS	25.0	127.0	299.0	302.0	125.0	\$ 56.00	\$ 147,474.00
12	Subconsultant/Reimbursables Breakdown:							
	Description	Amount						
	Geotech Allowance	\$ 3,000.00						Lump Sum Total \$ 147,474.00
	Survey Allowance	\$ 8,373.50						Subs/Reimbursables \$ 11,874
	Printing/Reproduction/Postage	\$ 500.00						Contingency \$ 14,747.40
	Total	\$ 11,873.50						GRAND TOTAL \$ 174,095

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.

Signatures of authorized representatives of City of South Daytona and Mead & Hunt shall convert this proposal to an Agreement between the two parties, and receipt of one signed copy shall be considered authorization to proceed with the work described in the Scope of Services.

MEAD AND HUNT, INC.

Approved by: MEAD AND HUNT, INC.

By:



Author/Submitter

By:



Authorized Signer Review

Name: Chris Fagerstrom, PE

Name: David King, PE

Title: Stormwater Practice Leader

Title: Vice President

Date: November 12, 2025

Date: November 12, 2025

Accepted by: CITY OF SOUTH DAYTONA

By:

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

Name: _____

Title: _____

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.

Les Gillis, City Manager
November 12, 2025
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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.