



## 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  
Date: April 1, 2025  
Re: Consideration of awarding contracts to Carter Electric for the US1 Undergrounding - Electrical Service Conversions (Bid No. 25-B-009) in the amount of \$249,328.50 and Mead & Hunt in the amount of \$24,512.68 as budgeted in the Redevelopment Trust Fund.

As we continue the second phase of the US1 Undergrounding project from McDonald Avenue to Ridge Boulevard, there are overhead electrical services feeding adjacent commercial properties that need to be buried.

Staff collected bids for the proposed work in accordance with our purchasing requirements. Proposals were received until Tuesday, April 1, 2025, at which time the submitted bids were publicly opened in the City Council Chamber Room located inside City Hall.

The City received only one response to our bid request which was from Carter Electric in the amount of \$249,328.50. Given the one bid, staff and our design consultant (Mead and Hunt) have evaluated the proposal and determined it to be fair and reasonable for the work proposed given our experience working on similar projects. Carter Electric has successfully completed projects for the City in the past with no issues. The Engineer of Record (EOR) has provided a letter of recommendation for Carter Electric as well, which is attached for your review.

A second contract must be considered for the observation of these electrical service conversions by the EOR, Mead & Hunt, to ensure the work is completed in accordance with their design. This is an important step when dealing with work to be conducted on private property such as this phase of the project which will bury and reconnect electrical services to commercial plazas. The EOR will ensure the work completed is in accordance with their requirements. A proposal has been submitted, which is also attached, by the EOR in the amount of \$24,512.68 for these services, which is within our estimate for the work to be performed.

Therefore, staff recommends awarding contracts to Carter Electric for the US1 Undergrounding - Electrical Service Conversions (Bid No. 25-B-009) in the amount of \$249,328.50 and the City's design consultant Mead & Hunt for construction observation services in the amount of \$24,512.68 as budgeted in the Redevelopment Trust Fund for the current year. If awarded, work is scheduled to begin immediately in conjunction with the burial of the utility lines by the various providers in the right of way.



April 1, 2025

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

Email: [jmcenany@southdaytona.org](mailto:jmcenany@southdaytona.org)

**RE: US1 UNDERGROUNDING – ELECTRICAL SERVICE CONVERSIONS, Bid N. 25-ITB-009**

Dear Mr. McEnany,

The City received one (1) bid on the above referenced project on April 1, 2025. Carter Electric Co., Inc., of Daytona Beach was the low bidder with a bid totaling \$249,328.50. See attached bid tabulation. The City publicly advertised the ITB and two potential bidders attended the non-mandatory prebid meeting. We suspect the volumes of existing work and lack of resources of local electrical contractors led to not receiving additional bids.

The work that was bid includes converting all the existing overhead electrical services to underground in advance of FPL's undergrounding of the primary overhead facilities. FPL requires this service conversion work be done by the City as part of the undergrounding effort. Completing the service conversions prior to FPL allows for FPL to connect to the converted service as they activate their underground primaries and for FPL to remove the overhead facilities sooner. The contract does include individual pricing per property which will allow the City to modify or delete the work if needed due to redevelopment of any of the properties. We understand that this may come into play for at least one property.

We have successfully worked with Carter Electric on projects of a similar nature in the past. In fact, Carter Electric has been involved with nearly all the past undergrounding efforts by cities in this area. We have checked their bid for conformance and found their bid complete and accurate. Their State contracting license is in good standing with no active complaints.

Therefore, we recommend that the City award this bid to Carter Electric Co., Inc. in the amount of \$249,328.50. Do not hesitate to contact the office if you have questions.

Robin Bain  
May 3, 2019  
Page 2

Sincerely,



David A. King, PE  
Project Manager

DAK:bf

Attachment: Bid Tabulation

**CITY OF SOUTH DAYTONA  
US1 UNDERGROUNDING - ELECTRIC SERVICE CONVERSIONS  
BID TABULATION**

**CARTER ELECTRIC CO., INC.  
Daytona Beach, FL**

<b>Item</b>	<b>Description</b>	<b>Qty</b>	<b>Units</b>	<b>Unit Price</b>	<b>Price</b>
1	Electrical Service Conversion for 2323 S. Ridgewood Avenue	1	LS	\$ 22,415.00	\$ 22,415.00
2	Electrical Service Conversion for 2309 S. Ridgewood Avenue	1	LS	\$ 12,118.00	\$ 12,118.00
3	Electrical Service Conversion for 2227 S. Ridgewood Avenue	1	LS	\$ 23,780.00	\$ 23,780.00
4	Electrical Service Conversion for 2225 S. Ridgewood Avenue	1	LS	\$ 18,200.00	\$ 18,200.00
5	Electrical Service Conversion for 2270 S. Ridgewood Avenue	1	LS	\$ 24,620.00	\$ 24,620.00
6	Electrical Service Conversion for 2200 S. Ridgewood Avenue	1	LS	\$ 35,100.00	\$ 35,100.00
7	Electrical Service Conversion for 2174 S. Ridgewood Avenue	1	LS	\$ 20,390.00	\$ 20,390.00
8	Electrical Service Conversion for 2164 S. Ridgewood Avenue	1	LS	\$ 14,698.00	\$ 14,698.00
9	Electrical Service Conversion for 2156 S. Ridgewood Avenue	1	LS	\$ 53,404.00	\$ 53,404.00
10	Additional Asphalt Restoration, if needed	50	SY	\$ 24.70	\$ 1,235.00
11	Additional Concrete Restoration, if needed	50	SY	\$ 56.23	\$ 2,811.50
12	Additional Sod Restoration, if needed	50	SY	\$ 11.14	\$ 557.00
13	Contingency (to be utilized at City sole discretion)	n/a	n/a	n/a	\$ 20,000.00
				Total Bid Amount	\$ 249,328.50



April 2, 2025

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

Email: [jmcenany@southdaytona.org](mailto:jmcenany@southdaytona.org)

**Subject: US1 Undergrounding Phase 2 (McDonald to Ridge) – CEI for Electrical Service Conversions**

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 electrical service conversions that was recently bid. 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 handwritten signature in blue ink, appearing to read "D. King".

David A. King, PE  
Project Manager/Vice President

DAK:bf

Attachment: Scope of Services and Fee Estimate

**CITY OF SOUTH DAYTONA  
SCOPE OF SERVICES  
FOR  
US1 UTILITY UNDERGROUNDING PHASE 2 – CEI FOR ELECTRICAL SERVICE CONVERSIONS**

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 Undergrounding and Streetlight Design – IN DESIGN/PERMITTING
- Part E - Utility Undergrounding and Removal of Overhead – TO BE COMPLETED

The CITY recently advertised for bids for the electrical service conversions and received one bid for such. The bid award is tracking to CITY Council and 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 construction contract execution and issue the notice to proceed to the contractor on behalf of the CITY.

Deliverables: Executed contracts, 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

Josh McEnany

April 2, 2025

Page 3

The contractor will prepare construction submittals for various materials and other components of the work as specified in the contract documents. These submittals will be reviewed by MEAD & HUNT for compliance with the design concept and contract requirements. MEAD & HUNT will maintain a log of submittals. 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 monthly payment applications from the contractor and provide a written recommendation for payment to the CITY based on construction progress. Deliverables: Approved pay requests.

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.

Deliverables: Monthly invoices

**EXCLUSIONS**

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

- Building/Electrical Permit Inspection (to be provided by CITY Building Department)
- Coordination with property owners for building permits/notice of commencements (to be provided by CITY)

**SCHEDULE**

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

<b>Phase</b>	<b>Estimated Start Month</b>	<b>Estimated End Month</b>	<b>Commencing Upon</b>
Phase 1 – CA and EOR Services	2	4	NTP to contractor
Phase 2 – Construction Observation	2	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 **\$24,512.68** based on the following breakdown and estimated labor schedule.

<b>Phase/Task</b>	<b>Fee</b>	<b>Basis</b>
Phase 1 – CA and EOR Services	\$12,337.98	Lump Sum
Phase 2 – Construction Observation	\$8,693.74	Lump Sum
Phase 3 – Project Management	\$2,980.96	Lump Sum
Subtotal	<b>\$24,012.68</b>	Lump Sum
Phase 4 – Reimbursables	\$500.00	Actual cost
<b>TOTAL</b>	<b>\$24,512.68</b>	



		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	
<b>CA and EOR Services</b>							
1	Contract and NTP	1			2	\$ 473.15	
	Preconstruction meeting	2		1	4	\$ 1,113.49	
	Three progress meetings	3		3	6	\$ 1,921.01	
	Submittals	5	5		15	\$ 3,868.25	
	Field orders, RFPs	2	2		2	\$ 1,145.18	
	Pay applications	3		3	6	\$ 1,921.01	
	Site visits	3				\$ 816.27	
	Substantial and final inspections	2		2	2	\$ 1,079.61	
Subtotal						\$ 12,337.98	
<b>Construction Observation</b>							
2	Part-time inspection (assume avg. 4 hrs/week for 13 weeks)			52		\$ 8,693.74	
<b>Project Management</b>							
3	Project Coordination	8			8	\$ 2,980.96	
TOTAL ALL TASKS		29	7	61	45	\$ 24,012.68	
6 Reimbursables Breakdown:						Subs/Reimbursables	\$ 500.00
	Printing/Reproduction/Postage/Allowance	\$ 500				<b>GRAND TOTAL</b>	<b>\$ 24,512.68</b>
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: 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 Client and bind the Client to the terms hereof.*

Date: \_\_\_\_\_

Date: April 2, 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.**

Josh McEnany

April 2, 2025

Page 6

**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](mailto:bwitte@southdaytona.org).**