

**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: March 31, 2025

Re: Consideration of approving the US 1 Utility Undergrounding Phase 2 Streetscape Design to Mead and Hunt in the amount of \$49,299.28 as budgeted in the 2024/2025 Fiscal Year in the Redevelopment Trust Fund.

Mead & Hunt has provided a scope of services and fee estimate for the second phase of the US 1 Utility Undergrounding Phase 2 Streetscape Design from McDonald to Ridge. The proposed work involves the design work for sidewalks, landscaping, and electrical design.

Mead & Hunt's scope includes five phases:

Phase 1 – Project Management: MEAD & HUNT will provide continued Project Management services for an additional job.

Phase 2 – Data Collection and Site Reconnaissance: MEAD & HUNT will conduct necessary field visits to determine available locations for palm trees and connection/service point(s) for uplighting electrical distribution.

Phase 3 – Design: MEAD & HUNT will prepare 90% decorative sidewalk, landscaping/palm and electrical lighting and distribution drawings and drawing specifications and submit such to the CITY for review and comment. Previous US1 streetscaping standards will be relied upon for the basis of design. Upon receipt of the CITY comments, MEAD & HUNT will advance design to 100%.

Phase 4 – Permitting Assistance: Upon 100% design, MEAD & HUNT will submit FDOT Utility and Special Purpose permit applications on the CITY's behalf with the required supporting information. MEAD & HUNT will respond to up to one (1) RAI for each application.

Phase 5 – Bidding Assistance: No changes. (It is assumed that the streetscaping improvements will be bid after the utility undergrounding is complete and will be addressed in a future scope change or separate scope/fee.)

The cost will be \$49,299.28, covering project coordination, 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.



**Scope of Services/Fee  
Change #1**

**Project Name: US 1 Utility Undergrounding  
Phase 2 Parts C&D**

**Client: City of South Daytona**

**Project Location: South Daytona**

**Client representative: Josh McEnany**

**Project number: 1000717-222018.02**

**Mead & Hunt Manager: David King, P.E.**

**Date: 3/11/2025**

**Mead & Hunt, Inc. phone: 386-761-6810**

**General:**

The CITY desires MEAD & HUNT to provide streetscape design and permitting services for decorative sidewalks, Medjool Palm plantings and palm uplighting.

**Previous Scope of Services/Fee Changes:**

None.

**Changes to Scope of Work:**

Phase 1 – Project Management: MEAD & HUNT will provide continued Project Management services for an additional work.

Phase 2 – Data Collection and Site Reconnaissance: MEAD & HUNT will conduct necessary field visits to determine available locations for palm trees and connection/service point(s) for uplighting electrical distribution.

Phase 3 – Design: MEAD & HUNT will prepare 90% decorative sidewalk, landscaping/palm and electrical lighting and distribution drawings and drawing specifications and submit such to the CITY for review and comment. Previous US1 streetscaping standards will be relied upon for the basis of design. Upon receipt of the CITY comments, MEAD & HUNT will advance design to 100%.

Phase 4 – Permitting Assistance: Upon 100% design, MEAD & HUNT will submit FDOT Utility and Special Purpose permit applications on the CITY's behalf with the required supporting information. MEAD & HUNT will respond to up to one (1) RAI for each application.

Phase 5 – Bidding Assistance: No changes. (It is assumed that the streetscaping improvements will be bid after the utility undergrounding is complete and will be addressed in a future scope change or separate scope/fee.)

**Changes to Schedule:**

The proposed additional work is expected to take four (4) months to complete.

**Changes to Compensation:**

Phase 1 – Project Management: Additional \$4,067.57, lump sum

Phase 2 – Data Collection: Additional \$1,894.79, lump sum

Phase 3 – Design: Additional \$17,217.01, lump sum

Phase 4 – Permitting Assistance: Additional \$2,626.92, lump sum

Phase 5 – Bidding Assistance: \$0

Phase 6 – Reimbursables/Subconsultants: Additional \$23,500, actual cost

The net change due to this scope change is an additional \$49,299.28

| Phase                  | Contract Position Title                         | Hourly Rate |           |           |           |           | Phase/Task Subtotal |                     |
|------------------------|---|-------------|-----------|-----------|-----------|-----------|---------------------|---------------------|
|                        |   | \$ 272.09   | \$ 199.97 | \$ 170.47 | \$ 167.19 | \$ 100.53 |                     |                     |
| 1                      | <b>Project Management</b>                       |             |           |           |           |           |                     |                     |
|                        | Project Coordination                            | 8           |           |           |           | 8         | \$ 2,980.96         |                     |
|                        | Project Kickoff Meeting                         | 2           |           |           | 2         | 2         | \$ 1,079.61         |                     |
|                        | <b>Subtotals</b>                                | <b>10</b>   | <b>0</b>  | <b>0</b>  | <b>2</b>  | <b>10</b> | <b>\$ 4,060.57</b>  |                     |
| 2                      | <b>Data Collection and Site Reconnaissance</b>  |             |           |           |           |           |                     |                     |
|                        | Field Work                                      | 2           |           | 4         | 4         |           | \$ 1,894.79         |                     |
|                        | <b>Subtotals</b>                                | <b>2</b>    | <b>0</b>  | <b>4</b>  | <b>4</b>  | <b>0</b>  | <b>\$ 1,894.79</b>  |                     |
| 3                      | <b>Design</b>                                   |             |           |           |           |           |                     |                     |
|                        | Sidewalk Design                                 | 8           |           | 40        | 20        |           | \$ 12,339.07        |                     |
|                        | Coordinate landscaping and electrical design    | 8           |           | 8         | 8         |           | \$ 4,877.93         |                     |
|                        | <b>Subtotals</b>                                | <b>16</b>   | <b>0</b>  | <b>48</b> | <b>28</b> | <b>0</b>  | <b>\$ 17,217.01</b> |                     |
| 4                      | <b>Permitting Assistance</b>                    |             |           |           |           |           |                     |                     |
|                        | FDOT Permit(s)                                  | 4           |           |           | 8         | 2         | \$ 2,626.92         |                     |
|                        | <b>Subtotals</b>                                | <b>4</b>    | <b>0</b>  | <b>0</b>  | <b>8</b>  | <b>2</b>  | <b>\$ 2,626.92</b>  |                     |
| <b>TOTAL ALL TASKS</b> |   | <b>32</b>   | <b>0</b>  | <b>52</b> | <b>42</b> | <b>12</b> | <b>\$ 25,799.28</b> |                     |
| 6                      | <b>Reimbursables Breakdown:</b>                 |             |           |           |           |           | Subs/Reimbursables  | \$ 23,500.00        |
|                        | Description                                     |             |           |           |           |           | <b>GRAND TOTAL</b>  | <b>\$ 49,299.28</b> |
|                        | Electrical Subconsultant Allowance              |             |           |           |           |           |                     | \$ 15,000           |
|                        | Landscape Subconsultant Allowance               |             |           |           |           |           |                     | \$ 7,500            |
|                        | Printing/Reproduction/Postage/Mileage Allowance |             |           |           |           |           |                     | \$ 1,000            |
|                        | <b>Total</b>                                    |             |           |           |           |           |                     | <b>\$ 23,500</b>    |

Mead & Hunt, Inc. shall commence work on this change as soon as it receives this signed document by delivery, regular mail, or e-mail.

For: MEAD & HUNT, INC.

For: CITY OF SOUTH DAYTONA

By:



By:

Name: David King P.E.

Name:

Title: Vice President

Title:

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

Date: 3/11/25

Date:

Approval: n/a

Approval

*required if signature above is not authorized to sign contracts*