



March 25, 2024
1918.7

Email: sgriffett@cityoffortpierce.com

Ms. Selena Griffett, PE
City of Fort Pierce
100 North U.S. 1
Fort Pierce, FL 34950
(772) 467-3783

RE: NEBRASKA AVENUE SIDEWALK IMPROVEMENTS SCOPE OF SERVICES

Dear Ms. Griffett:

CAPTEC Engineering, Inc. (CONSULTANT) is pleased to provide the City of Fort Pierce (CLIENT) with our proposal for professional engineering services in connection with the above-referenced proposed project.

SCOPE OF PROFESSIONAL SERVICES

SECTION I – PROJECT LIMITS AND DESCRIPTION

The City of Ft. Pierce has requested this proposal for Engineering and Design Services for the construction of a 6' wide sidewalk along the north and south sides of Nebraska Avenue from N/S Lawnwood Circle to N. 13th Street.

This Project is being completed through the Florida Department of Transportation (FDOT) Transportation Alternatives Program (TAP). The CLIENT has already received the TAP Grant funding.

These Engineering Services include survey, environmental, geotechnical, design and permitting work associated with the complete design and permitting of the sidewalk including, but not limited to, intersection improvements, drainage harmonization, driveway and culvert replacements, utility relocations, permitting, completion of the requisite FDOT documentation, coordination and minor assistance with the public notification of the construction project, and post design services.

The CONSULTANT shall prepare a complete set of construction plans in accordance with FDOT Plans Preparation Manual. The design shall follow the FDOT design criteria set forth in the Standard Specifications, Roadside Design Guide, and the Manual of Uniform Minimum Standards for Design, Construction, and Maintenance of Standard Streets (Florida Green Book). Additional criteria from the AASHTO A Policy on Geometric Design of Highways and Streets and Institute of Traffic Engineers (ITE) Traffic Engineering Handbook may also be applicable.

The CONSULTANT shall coordinate the design plans with and obtain permits from all applicable agencies including, but not limited to, City of Ft. Pierce Engineering Department, FDOT, and SFWMD.

The CONSULTANT shall submit the applicable components to the City and be familiar with FDOT's electronic review process (ERC) for addressing FDOT review comments. Post design services include, but are not limited to, preparation of the construction specifications, answering questions about the bid documents during the bid process, attend the preconstruction meeting and the progress meetings, as needed, and resolve design issues identified in the field during construction.

In addition to the deliverables and the regulatory reviews, deliverables supplied to the City shall include:

- One (1) PDF copy of 30%, 60% and 90% Construction Drawings
- One (1) PDF copy of 100% "Approved for Construction" Drawings
- One (1) AutoCad copy of 100% "Approved for Construction" Drawings

*All plans will be completed in 11" x 17" format.

SECTION II – PROJECT OBLIGATIONS

The CLIENT agrees to provide (in a timely Manner) the following material, data, or services as required in connection with the work to be performed under this Agreement; all of which information the CONSULTANT may use and reasonably rely upon:

- A. Provide the CONSULTANT with a copy of all previously conducted existing location surveys, topographic surveys, geotechnical investigations, preliminary data or reports, and any other documents in the possession of the CLIENT pertinent to the project.
- B. Provide the CONSULTANT with all available drawings, right-of-way maps, and other documents in the possession of the CLIENT pertinent to the project.
- C. The CONSULTANT shall not be responsible for providing right-of-way appraisal and acquisition services.
- D. The CONSULTANT shall not be responsible for obtaining abstracts of title and ownership and encumbrance reports for each parcel necessary for the preparation of right-of-way maps, parcel sketches and legal descriptions development.
- E. The CLIENT shall make provisions for the CONSULTANT to enter upon public and private property as required for the CONSULTANT to perform his services.

SECTION III – SCOPE OF SERVICES

TASK 1 – PRELIMINARY SERVICES

Task 1A: SURVEY

CONSULTANT's Survey Sub-Consultant will provide a boundary and topographic survey of the areas identified in the grant application submittal. Specifically, the survey will include topography of the project corridor within the right-of-way, topography of adjacent property 25' outside of the right-of-way, 50' of right-of-way of all intersecting roads, and 50' to the north and south along the drainage canal located approximately 350' east of S. Lawnwood Circle. The survey will supplement available information from the CLIENT and other accessible sources to inventory the existing sidewalks and ADA ramps in the project area. If necessary, the CONSULTANT's Survey Sub-Consultant will provide a survey of any wetlands or environmentally sensitive areas as depicted by the Environmental Sub-Consultant.

Task 1B: ENVIRONMENTAL SERVICES

CONSULTANT's environmental Sub-Consultant will review the area for any wetlands, endangered Flora and Fauna species, environmentalist will meet with SFWMD representatives if necessary. Services to be completed are as follows:

WETLAND AND WILDLIFE ASSESSMENT

This task will include:

Wetland Assessment – If applicable, on-site wetlands will be delineated at the above-referenced project site in accordance with the State of Florida, FAC 62-340 and the U.S. Army Corps of Engineers (COE) Wetland Delineation Manual, Technical Report Y-87-1. Wetland boundaries will be flagged with pink surveyor's tape marked "Wetland Delineation" and consecutively numbered. Sub-Consultant will locate the delineated wetland boundary using a hand-held GPS system and overlay the boundary on a St. Lucie County aerial photograph for the Client's review.

Protected Species Survey - Biologists will conduct a preliminary systematic survey for protected species in accordance with Florida Fish and Wildlife Conservation Commission (FFWCC) Guidelines. Sub-Consultant will record all observations of listed and protected species and features that may indicate species presence. Physical features may include, but are not limited to, tree markings, burrows, tracks, nests, scat and cavity trees.

Gopher Tortoise Survey - Sub-Consultant will conduct a systematic survey for gopher tortoises in accordance with Florida Fish and Wildlife Conservation Commission (FFWCC) Guidelines. Sub-Consultant is a licensed gopher tortoise agent with FFWCC (License # GTA

09-00153E). Sub-Consultant will record all observations of gopher tortoise species and features that may indicate species presence. Physical features may include, but are not limited to, burrows, tracks, and scat. All gopher tortoise burrows will be flagged, numbered and identified as to activity. Each gopher tortoise burrow will be located with a hand-held GPS unit. Gopher tortoise burrows will be located on an aerial photograph of the site. (*GPS coordinates are approximate and are not a survey*).

Vegetation Survey (FLUCFCS) – A systematic survey of vegetation will be conducted using the *Florida Land Use, Cover and Forms Classification System (FLUCFCS), Handbook*. FLUCFCS was developed by the State of Florida, Department of Transportation, Surveying and Mapping, Geographic Mapping Section, January 1999. Sub-Consultant Biologists will base the vegetative community descriptions on field survey observations, SCS soil maps and aerial photograph interpretation.

Soil Map / Survey - Soils will be mapped according to the *Soil Survey of St. Lucie County, Florida*, United States Department of Agriculture, Soil Conservation Service.

Historical Archaeological Resources - Sub-Consultant will coordinate historical and/or archaeological resources with the Florida Department of State, Division of Historical Resources, State Historical Preservation Officer (SHPO). *This task does not include a professional archaeological/historical survey. In the event the SHPO officer requires a professional survey, same is to be conducted by others at a fee agreed upon with a professional archaeologist.*

Preliminary Wetland and Wildlife Assessment Report - Sub-Consultant will prepare a preliminary environmental report based on data collected above. The report will discuss the environmental issues associated with the above referenced project site. The report may be used to address local, Federal and State environmental permitting issues.

Sub-Consultant will also provide the client with construction bid specification sheets. Sub-Consultant will provide the client with 24"x36" and 8.5"x11" plans, for agency submittal.

FDOT LAP TYPE I CE CHECKLIST

Sub-Consultant will complete a LAP Type I CE checklist related to the Wetland and Wildlife Assessment Report and will provide the client with a digital copy.

SFWMD CATEGORICAL EXCLUSION DOCUMENTATION

It is anticipated that this project will qualify for a Categorical Exclusion. Sub-Consultant will attend one (1) pre-application meeting with SFWMD. Project specifics will be discussed during the meeting.

If applicable, sub-Consultant will conduct an on-site field review of the wetland delineation with staff members of SFWMD. Upon agency approval of the wetland lines, the points will be located on a hand-held GPS and located on a St. Lucie County aerial photograph. Sub-Consultant will review this wetland location map with CLIENT and CONSULTANT. A Client-approved wetland delineation map will be presented to SFWMD staff members for an informal non-binding wetland delineation.

If applicable, wetlands lines delineated by Sub-Consultant will be surveyed by a surveyor licensed by the State of Florida. The signed and sealed survey will be provided by the Client and sent to Sub-Consultant for review and submittal to SFWMD.

SFWMD now requires that part A of the ERP application be completed before they will review the wetland delineation. SFWMD charges \$500.00 for this service and is included as an “Allowance”.

Sub-Consultant will coordinate the required submittal information to SFWMD for the anticipated Categorical Exclusion.

Task 1C: GEOTECHNICAL SERVICES

CONSULTANT’s Geotechnical Sub-Consultant will perform the following:

- Complete ten (10) manually advanced bucket auger borings [ASTM D1452] to depths of 5-7 feet below the existing ground surface (or 1-2 feet below the ambient groundwater table)

CONSULTANT’s Geotechnical Sub-Consultant will perform engineering analysis of all data obtained to evaluate general subsurface conditions and to develop geotechnical engineering recommendations to assist with the project. Recommendations will be presented in a written report upon conclusion of the study, along with all data developed during the exploration and our laboratory testing.

TASK 2 – INITIAL PHASE (30% PLANS)

Based on Task 1 results, the CONSULTANT will prepare 30% design plans along the project corridor. An analysis of existing drainage patterns in the project area will be completed, and a base map will be developed utilizing information from Task 1 and other available sources. Utility Coordination will also be conducted with this phase.

The 30% Plan Set will include the following sheets:

- Key Sheet
- Signature Sheet
- General Notes
- Project Layout

- Typical Sections - 30%
- Plan View Sheets (5 Sheets) – 30%
- Cross Sections (5 Sheets) – 30%

The 30% plans will be submitted upon completion to the City of Ft. Pierce for review. Any comments received will be addressed prior to the 60% submittal.

The CONSULTANT will prepare a 30% Cost Estimate using FDOT Pay Items and the FDOT approved spreadsheet.

TAKS 3 – CONSTRUCTABILITY PHASE (60% PLANS)

The CONSULTANT will evaluate the existing drainage analysis will proposed required drainage modifications in order to harmonize the proposed sidewalk with the existing drainage. Utility Coordination will be further conducted with this phase.

CONSULTANT will prepare 60% design plans for the project. The 60% Plan Set will include the following sheets:

- Key Sheet – complete but subject to change
- Signature Sheet – complete but subject to change
- General Notes – complete but subject to change
- Project Layout – complete but subject to change
- Summary of Quantities – 60%
- Typical Sections – 60%
- Plan View Sheets (5 Sheets) – 60%
- Cross Sections (5 Sheets) – 60%

The 60% plans will be submitted upon completion to the City of Ft. Pierce for review. Any comments received will be addressed prior to the 90% submittal.

The CONSULTANT will prepare a 60% Cost Estimate using FDOT Pay Items and the FDOT approved spreadsheet. The Cost Estimate will be submitted with the 60% Plans.

TASK 4 – PRODUCTION PHASE (90% PLANS)

The CONSULTANT will prepare 90% Design Plans for the project. The 90% Plan Set will include the following sheets:

- Key Sheet – complete but subject to change
- Signature Sheet – complete but subject to change
- General Notes – complete but subject to change
- Project Layout – complete but subject to change
- Summary of Quantities – complete but subject to change
- Typical Sections – complete but subject to change
- Plan View Sheets (5 Sheets) – complete but subject to change

- Cross Sections (5 Sheets) – complete but subject to change
- Demolition and SWPPP Plan – complete but subject to change
- Detail Sheets – complete but subject to change

The CONSULTANT will prepare a 90% Cost Estimate using FDOT Pay Items and the FDOT approved spreadsheet.

The CONSULTANT will send 90% plans to all utility owners for verification of their utility locations. Utility owners will also be instructed to finalize the design of any of their utilities needing adjustment for the construction of this project. No Test Holes to locate existing utilities are included in this contract.

The CONSULTANT will submit the 90% Plans, Cost Estimate, and Utility Coordination Documentation to the City for review. All comments received will be incorporated into the 100% documents.

TASK 5 – PERMITTING

The CONSULTANT will prepare permit applications and submit application packages to all permitting agencies anticipated for this project. Permitting work will begin following development of the 60% Plans. The CLIENT will pay the required permitting fees directly to the permitting agencies.

TASK 6 – BID DOCUMENTS (100%)

The CONSULTANT will prepare 100% Design Plans for the project. The 100% Plan Set will include the following sheets:

- Key Sheet – final
- Signature Sheet – final
- General Notes – final
- Project Layout – final
- Summary of Quantities – final
- Typical Sections – final
- Plan View Sheets (5 Sheets) – final
- Cross Sections (5 Sheets) – final
- Demolition and SWPPP Plan – final
- Detail Sheets – final

The CONSULTANT will prepare Technical Specifications to be included in the bid documents for all non-FDOT items. The Technical specifications will include technical specifications needed for construction items that are not covered in the construction plans or FDOT Standard Specifications. The CONSULTANT will finalize non-FDOT Technical Specifications to be included in the bid documents.

The CONSULTANT will prepare a 100% Cost Estimate using FDOT Pay Items and the FDOT approved spreadsheet. The CONSULTANT will prepare plans using hatched areas and labels to provide back-up of all quantities.

The CONSULTANT will submit the signed & sealed 100% Plans, non-FDOT Technical Specifications, Cost Estimate, and Utility Coordination Documentation to the City for submittal to FDOT.

TASK 7 – ERC COORDINATION

The CONSULTANT will provide responses as needed to FDOT comments for each submittal, using the Electronic Review Comments (ERC) system. The City Project Manager will be responsible for requesting the CONSULTANT’s assignment to the ERC system for this project from FDOT.

TASK 8 – POST DESIGN SERVICES

The CONSULTANT will attend a pre-bid meeting, answer questions about the bid documents during the bid process and provide bid assistance and analysis. CONSULTANT will attend a pre-construction meeting and answer requests for additional information (RFI’s) from the construction contractor.

TASK 9 – ADDITIONAL SERVICES

CONSULTANT would be pleased to provide any additional services requested by CLIENT in accordance with CONSULTANT’s Fee Schedule. Additional services will not be performed unless CLIENT specifically requests them, and a Change Order to this Contract is executed.

COMPENSATION / TIME FRAME

The timeline for project completion is estimated to be one-hundred fifty (150) calendar days, commencing upon Notice to Proceed by CITY.

The CLIENT agrees to pay and the CONSULTANT agrees to accept for services rendered pursuant to fees in accordance with the following:

- A. Professional Service Fee: the basic compensation mutually agreed upon by the CONSULTANT and the CLIENT follows:

TASK 1A: Survey Services (allowance)	\$25,000.00
TASK 1B: Environmental Services (allowance)	\$10,000.00
TASK 1C: Geotechnical Services (allowance)	\$5,000.00
TASK 2: Initial Phase (30% Plans)	\$19,500.00
TASK 3: Constructability Phase (60% Plans)	\$22,500.00
TASK 4: Production Phase (90% Plans)	\$18,000.00
TASK 5: Permitting	\$5,000.00*
TASK 6: Bid Documents (100%)	\$10,000.00
TASK 7: ERC Coordination	\$ 5,000.00
TASK 8: Bid / Post Design Services	\$12,500.00
Project Total	\$132,500.00

* Permitting fees NOT included in the listed fees.
Maximum Amount Not-to-Exceed Task totals

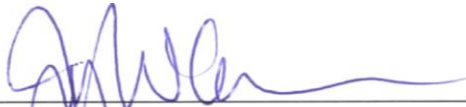
SCHEDULE

Notice to Proceed (NTP).....	Task Authorization Date
TASK 1A: Survey Services (allowance).....	30 Days after NTP
TASK 1B: Environmental Services (allowance)	30 Days after NTP
TASK 1C: Geotechnical Services (allowance).....	30 Days after NTP
TASK 2: Initial Phase (30% Plans)	60 Days after NTP
TASK 3: Constructability Phase (60% Plans)	90 Days after NTP
TASK 4: Production Phase (90% Plans)	120 Days after NTP
TASK 5: Permitting.....	150 Days after NTP
TASK 6: Bid Documents (100%).....	150 Days after NTP
TASK 7: ERC Coordination	90 Days after NTP
TASK 8: Bid / Post Design Services.....	150 Days after NTP

CAPTEC Engineering, Inc. is extremely pleased to provide this proposal to the City of Fort Pierce; your project will receive our utmost professional attention. Should you have any questions concerning this Agreement, please contact me.

If you wish to direct us to proceed with the described services, please execute and return this agreement to our office via email: jcapra@gocaptec.com. Again, we appreciate the opportunity to provide services for this most important project.

Sincerely,



Joseph W. Capra, P.E.
President

Date: March 25, 2024

CAPTEC HOURLY RATES

Principle / Expert Witness	\$ 205.00/hour
Sr. Principal/ PE.....	\$ 180.00/hour
PE / Construction Director.....	\$ 175.00/hour
PE / Quality Control Manager	\$ 170.00/hour
PE / Engineering Manager	\$ 155.00/hour
PE/ Sr. Project Manager.....	\$ 140.00/hour
Project Design Manager/ EI.....	\$ 130.00/hour
Construction Project Manager.....	\$ 115.00/hour
Project Design Engineer / EI.....	\$ 110.00/hour
Assistant Project Designer.....	\$ 105.00/hour
Project Design Engineer.....	\$ 95.00/hour
Field Representative/ Sr. Inspector	\$ 95.00/hour *
Civil Design Technician	\$ 90.00/hour
Office Manager	\$ 70.00/hour
Production Coordinator.....	\$ 60.00/hour

*Includes travel / mileage costs

TYPICAL REIMBURSABLE EXPENSES CHART

Reimbursable Expense	Actual/Estimated Cost	Cost
Mileage – Local n/a	Actual	\$.325/mile
Tolls	Actual	varies
Overnight Deliveries	Estimated*	Ground: \$5 Letter: \$20 Pak: \$25 Tube: \$30 Box: \$35
Printing (in-house): B/W Xeroxing Color: Letter Legal Ledger Blueprints Color Half-size B/W Blueprints Half-size Color Blueprints Mylars	Actual	\$.05 per page \$.25 per page \$.50 per page \$1 per page \$2.00 per sheet \$4.00 per sheet \$.50 per sheet \$1.50 per sheet \$5.00 per sheet
Long Distance Calls/ Teleconferencing Calls	Actual	
CAD Conversion of Files	Actual time spent	\$130.00/ hour
Printing (outside source)	Actual	
CD	Actual	\$1/ea.

*Actual cost depends upon package weight: provider – UPS.