

## TASK AUTHORIZATION FORM

In accordance with the Agreement between City of Deltona (“City”), Florida and Mead & Hunt, Inc., (“Consultant”) for Continuing On-Call Stormwater Engineering Services per RFQ #PW 2020-08 dated August 28, 2020. The City hereby authorizes Consultant to proceed with the services as set forth in the attached task order proposal as follows:

Mead & Hunt’s Project Number: 1000707-211031.01

Engineering Firm: Mead & Hunt, Inc.

Scope of Work: The proposed scope of services is for surveying and preparation of FEMA Elevation Certificates. Abel Surveying Services will be a subconsultant to MEAD & HUNT. Abel Surveying will perform the field work and provide the completed, signed and sealed Elevation Certificates to the City.

Estimated Fees:

Phase	Description	Fee/Cost	Basis
1	Project Management	\$1,872	Time & Expense
2	Survey Subconsultant Services	\$29,900	Time & Expense
	<b>Subtotal</b>	<b>\$31,772</b>	
	10% Contingency	\$3,177	
	<b>GRAND TOTAL</b>	<b>\$34,949</b>	

Consultant’s Project Manager: John Mischle

City’s Designated Project Leader: John A. Peters, III, P.E., Public Works/Utilities Director

### CONSULTANT

Accepted By:   
Brad T. Blais, P.E., Vice President/Market Leader

March 31, 2021

Date

Reviewed and Accepted By:   
Steven G. Danskine, P.E., CFM  
 Acting Public Works Director

March 31, 2021

Date

If more than \$5,000:

Reviewed and Accepted By: \_\_\_\_\_  
 City Manager

\_\_\_\_\_ Date



March 30, 2021

Steve Danskine, P.E.  
Interim Public Works Director  
City of Deltona  
255 Enterprise Road  
Deltona, FL 32725

Email: [sdanskine@deltonafl.gov](mailto:sdanskine@deltonafl.gov)  
Hard Copy Mailed Only on Request

**Subject: City of Deltona – FEMA Elevation Certificates**

Dear Steve,

We are pleased to offer the enclosed fee estimate to establish a contract with Abel Surveying Services, Inc. to provide FEMA Elevation Certificates for existing residences at various locations throughout the City. It is our understanding that a backlog of approximately 130 elevation certificates exists.

Per Abel's attached proposal they will be able to complete the work required to provide a minimum of ten (10) FEMA elevation certificates each week. The current FEMA Elevation Certificate is the 2019 version, which expires in November of 2022. The proposal contained herein includes the scope of services and fee estimate for the referenced project.

We appreciate this opportunity to continue to be of service. If you have any questions or require additional information, please contact me.

Sincerely,  
MEAD & HUNT, Inc.

John Mischle  
Project Manager, Water

Brad T. Blais, P.E.  
Vice President/Market Leader

JM/dim  
Attachment A – Mead & Hunt Scope of Services  
Attachment B – Abel Surveying Scope of Services

**CITY OF DELTONA, FLORIDA**  
**ATTACHMENT 'A'**  
**CITY OF DELTONA FEMA ELEVATION CERTIFICATES**  
**SCOPE OF SERVICES**

The Task Order is in conformance with the Agreement for On-Call Stormwater Engineering Services Contract, per RFQ PW #2020-08 dated August 28, 2020 between the City of Deltona (CITY) and Mead & Hunt, Inc. (MEAD & HUNT) and is referred to herein as the Contract.

**GENERAL**

The proposed scope of services is for surveying and preparation of FEMA Elevation Certificates. Abel Surveying Services will be a subconsultant to MEAD & HUNT. Abel Surveying will perform the field work and provide the completed, signed and sealed Elevation Certificates to the City.

**TASK A – PROJECT MANAGEMENT**

This task will provide oversight and coordination of subconsultant activities for up to 130 of the Elevation Certificates.

**TASK B – SURVEY SUBCONSULTING SERVICES**

This task will cover the Survey Subconsulting Services detailed in the attached proposal from Abel Surveying. The services will include:

- Survey of the existing sites/structures sufficient to satisfy the requirements of the FEMA Elevation Certificate
- Preparation of the Elevation Certificate and submittal of such to the City.

Subconsultant costs will be billed at true cost plus 15% markup.

**COMPENSATION**

The work described under the Scope of Services will be performed on a time-and-expense basis in accordance with the contract and the Mead & Hunt Municipal Billing Rate Schedule, which is attached and made part of this proposal. The estimate of probable engineering cost of services is \$34,949.00.

The above fee/cost is based on the following breakdown:

Steve Danskine, P.E.

March 30, 2021

Page 3

<b>Task</b>	<b>Fee/Cost</b>	<b>Basis</b>
<i>Task A – Project Management</i>	\$1,872	<i>Time &amp; Expense</i>
<i>Task B – Survey Subconsultant Services</i>	\$29,900	<i>Time &amp; Expense</i>
<b>Subtotal</b>	<b>\$31,772</b>	<i>per above</i>
<i>Contingency 10%</i>	\$3,177	
<b>Grand Total</b>	<b>\$34,949</b>	<i>per above</i>

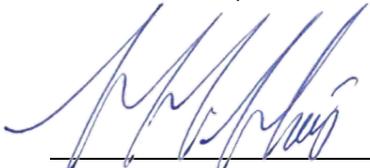
### **SCHEDULE**

The services included in this proposal will be completed throughout calendar year 2021.

### **EXCLUSIONS**

This proposal specifically excludes laboratory expenses, geotechnical services, easement negotiations, legal fees, and all items not specifically identified herein.

**MEAD & HUNT, INC.**



Brad T. Blais, P.E.

Vice President/Market Leader

Date: March 30, 2021

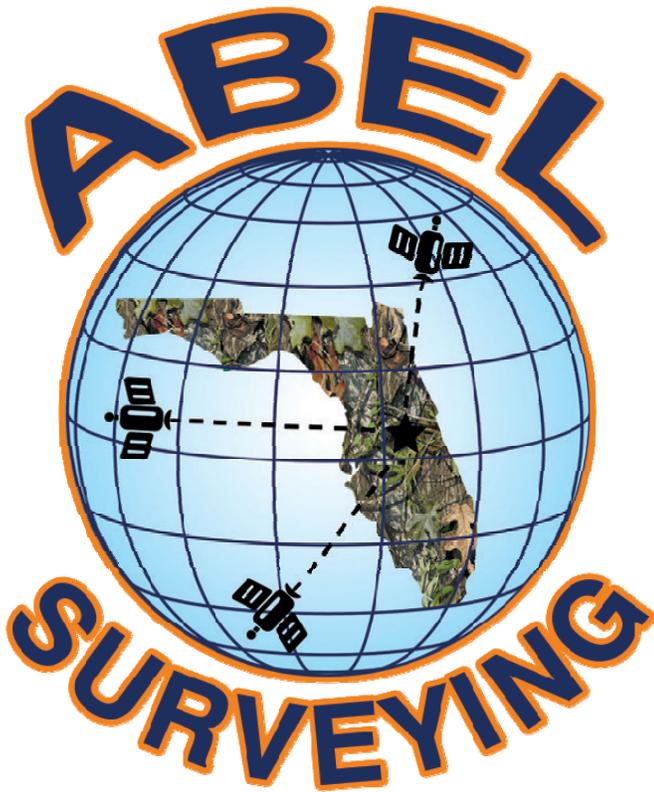
**CITY OF DELTONA**



Date: March 30, 2021

**“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 DELTONA, 2345 PROVIDENCE BLVD., FL 32725, City Clerk, Joyce Raftery, (386) 878-8500, [jraftery@deltonafl.gov](mailto:jraftery@deltonafl.gov).**



March 26, 2021

**TO: MEAD & HUNT**  
4401 Eastport Parkway  
Port Orange, Florida 32127  
ATTN: John Mischle  
386-761-6810 (office)  
John.mischle@meadhunt.com

**FROM: Abel Surveying Services, Inc.**  
1780 Doyle Road, Suite 6  
Deltona Florida 32725  
386-860-1866 (Office)  
386-259-9987 (Fax)  
386-804-2768 (mobile) Bill  
Abelsurveying@cfl.rr.com

Thank you for the opportunity to provide you with a quote for Professional Surveying services for the project known as **“City of Deltona Elevation Certificates”**

We will prepare up to 130 F.E.M.A Elevation Certificates on the newest forms as downloaded from F.E.M.A (2019 edition which expires on November 30, 2022).

The cost will be \$200 for each Certificate. The total cost will be \$26,000 if all 130 certificates are completed

We will be able to provide at a minimum of 10 certificates per week starting 15 business days from the notice to proceed. Business days do not include weekends or Holidays.

Should you have any questions or concerns please contact me at the numbers listed above.

Kimberly R. Abel (President)

William H. Abel Jr. (Vice President)  
Professional Surveyor and Mapper #6165