



November 5, 2024

James Parrish
Deputy Utility Director
City of Deltona
255 Enterprise Rd.
Deltona, FL 32725

Email: jparrish@deltonafl.gov

Subject: City of Deltona Lift Station #7 CEI Services

Dear Jim:

We are pleased to present the enclosed proposal for technical services during construction including resident project representative (RPR) services for the above referenced project. The enclosed scope of services and fee estimate further defines the proposed scope of services and estimated fees for this project.

The proposed contract duration is twelve (12) months from the date of notice to proceed (NTP). During that period, Mead & Hunt will assist the City in administering the construction contract and monitoring the budget, schedule, and construction activities.

We appreciate this opportunity to continue serving the City of Deltona. If you have any questions or require additional information, please contact me.

Sincerely,
MEAD & HUNT, Inc.

A blue ink signature of Brad T. Blais.

Brad T. Blais, P.E.
Vice President/Client Manager

A blue ink signature of Noah Adamoski.

Noah Adamoski
Construction Services Supervisor

BTB/NA;it

Enclosure

- Exhibit A: Scope of Services
- Exhibit B: Fee Matrix

**CITY OF DELTONA
SCOPE OF SERVICES
FOR
LIFT STATION NO. 7 CEI SERVICES**

The Task Order is in conformance with the Agreement for Continuing On-Call Water and Wastewater Utility Line Engineering Services, RFQ PW-2020-09 dated September 16, 2020, between the City of Deltona (OWNER) and Mead & Hunt, Inc. (MEAD & HUNT) and is referred to herein as the Contract.

GENERAL

The project involves the construction phase services for the proposed Deltona Lift Station No. 7. New Lift Station No. 7 will be a submersible lift station including: two (2) submersible pumps, associated mechanical equipment, valves, fittings, and piping, standby diesel driven pump, emergency power generator, electrical equipment, instrumentation, controls, and related site improvements. The project also includes a grinder pump station, power supply, and force main intended to serve existing homes at the Waycross Circle cul de sac. The project consists of the following elements:

SCOPE OF SERVICES

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

PHASE 1 – PROJECT MANAGEMENT

Project Coordination

MEAD & HUNT'S Project Manager (PM) will monitor and manage the project budget, schedule, and scope throughout the estimated twelve (12) month project duration. The PM will manage the development of project work and subconsultant efforts.

PHASE 2 – CONSTRUCTION ADMINISTRATION SERVICES

MEAD & HUNT will provide the following CA services to the OWNER:

Issued for Construction Documents

MEAD & HUNT will prepare conformed drawings and technical specifications "Issued for Construction" by incorporating bidder questions and addendums and provide those to the OWNER (in electronic format) for inclusion in the Contract documents.

Deliverables – Issued for Construction Documents

- Issued for Construction Drawings
- Issued for Construction Specifications

Pre-Construction Meeting

MEAD & HUNT will coordinate and preside over one (1) in-person OR virtual pre-construction meeting with the OWNER, contractor, and other project stakeholders. MEAD & HUNT will prepare agenda and distribute to all invitees prior to meeting. MEAD & HUNT will prepare meeting summary and distribute meeting summary to all attendees.

Deliverables – Pre-Construction Meeting

- Meeting Agenda and Summary

Notice to Proceed

MEAD & HUNT will issue the notice to proceed (NTP) to the contractor on behalf of the OWNER.

Deliverables – Notice to Proceed

- Notice to Proceed Letter

Progress Meetings

MEAD & HUNT will coordinate and preside over eleven (11) in-person construction progress meetings. MEAD & HUNT will prepare agendas, meeting summaries, and distribute to all attendees.

Deliverables – Progress Meetings

- Monthly progress meeting agendas and summaries

Construction Submittals

MEAD & HUNT will receive, review, and respond to up to twenty (20) Contractor construction submittals and resubmittals for conformance with construction and contract requirements. Such review or other action shall not extend to means, methods, sequences, techniques, or procedures of construction selected by the Contractor, or to safety precautions and programs.

MEAD & HUNT will receive, review, and respond to Contractor assembled submittals for operations and maintenance manuals, guarantees, and certificates of inspection (for general contents as required by the Contract documents). These are included in the construction submittals count noted above.

MEAD & HUNT will maintain a log of submittals with submittal number, submittal name, date received, reviewer, action taken, and date returned. MEAD & HUNT will review and return shop drawings within fourteen (14) calendar days of receipt of the submittal. Contractor requests for substitute materials and/or equipment shall be reviewed during submittal process and MEAD & HUNT will provide a recommendation on the submittal response to the OWNER.

Deliverables – Construction Submittals

- Construction submittal review packages

- Submittal log

Requests for Information (RFI's)

MEAD & HUNT will receive and respond to up to ten (10) contractor RFI's related to clarification of the contract documents, design intent, or field conditions. MEAD & HUNT will prepare and maintain a RFI log, noting the date received, subject, resolution and date response was returned to the contractor.

Deliverables – RFIs

- RFI response packages
- RFI response log

Field/Change Orders

MEAD & HUNT will prepare, issue, and coordinate up to three (3) field order's, requests for proposals (RFP's), and change orders in coordination with the OWNER. MEAD & HUNT will maintain a log of field changes and pending changes. MEAD & HUNT will provide assistance during negotiations of contractor cost proposals and will review claims and provide recommendations to the OWNER.

Deliverables – Field/Change Orders

- Field and change order packages and supporting documentation
- Field and change order log

Pay Applications

MEAD & HUNT will review up to twelve (12) monthly payment applications from the contractor and provide a written recommendation for payment to the OWNER based on construction progress. MEAD & HUNT will review pay application supporting documentation, including updated construction schedules, record drawings, stored materials, release of liens, and as approved change/field orders.

Deliverables – Pay Applications

- Pay application recommendations

PHASE 3 – CONSTRUCTION OBSERVATION

MEAD & HUNT will supply a resident project representative (RPR) for construction observation and documentation for the expected twelve (12) months of construction activity. At this time, the needed construction observation efforts are estimated to be twenty-four (24) hours per week when construction activities requiring supervision is on-going. The duration and amount of work effort may vary based on the contractor's efforts and the OWNER's needs. 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 and verify resolution of resident/property owner complaints. These efforts will be documented in electronic reports of

construction and will include construction photographs. Quality control will be completed by an Inspection Supervisor and the Project Manager in the form of field visits and work product review.

Deliverables – Construction Observation

- Reports of Construction
- Construction Photographs
- Red-Line Construction Drawings

PHASE 4 – PROJECT CLOSEOUT

Substantial and Final Completion

MEAD & HUNT will determine substantial completion and attend substantial and final walkthroughs. RPR will document punchlist items at both substantial and final walkthroughs and verify completion of punchlist items before final closeout.

Deliverables – Substantial and Final Completion

- Substantial completion punchlist items (electronic PDF format)
- Final completion punchlist items (electronic PDF format)

As-Built Review and Record Drawings

MEAD & HUNT will review contractor final as-builts for compliance with the contract documents. MEAD & HUNT will prepare final record drawings utilizing contractor as-builts and inspector sketches, photographs, and other documentation. Record drawings to be provided electronically to the OWNER.

Deliverables – As-Built Review and Record Drawings

- Acceptable Contractor as-builts (Electronic PDF and AutoCAD Format)
- Record Drawings (Electronic PDF and AutoCAD Format)

PHASE 5 –REIMBURSABLES

Items under this phase include out-of-pocket direct job expenses such as reproductions, postage, etc.

PHASE 6 – 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.

SCHEDULE

MEAD & HUNT services are anticipated to be completed within twelve (12) months from Notice to Proceed (NTP), based on the assumption that NTP will be issued in October 2024.

COMPENSATION

The not-to-exceed cost for this Scope of Services is \$152,522.

The above fee is based on the following breakdown and the attached estimated labor breakdown:

Phase/Task	Fee/Cost	Basis
<i>Phase 1 – Project Management</i>	<i>\$12,050.00</i>	<i>Time & Expenses</i>
<i>Phase 2 – Construction Administration (CA) Services</i>	<i>\$48,245.00</i>	<i>Time & Expenses</i>
<i>Phase 3 – Construction Observation (440 hrs)</i>	<i>\$66,371.00</i>	<i>Time & Expenses</i>
<i>Phase 4 – Project Closeout</i>	<i>\$11,082.00</i>	<i>Time & Expenses</i>
<i>Subtotal</i>	<i>\$137,748</i>	
<i>Phase 5 – Reimbursables</i>	<i>\$1,000</i>	<i>Actual cost</i>
<i>Phase 6 - Contingency (10%)</i>	<i>\$13,774</i>	<i>Time & Expenses</i>
<i>TOTAL</i>	<i>\$152,522</i>	

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 Deltona

Approved by: MEAD & HUNT, INC.

By: _____

By:  _____

Name: Glenn Whitcomb

Name: Brad Blais

Title: Public Works Director

Title: Client Manager

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

Date: _____

Date: November 5, 2024

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 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.



CITY OF DELTONA
LIFT STATION NO. 7 CEI SERVICES
DELTONA, FL
ESTIMATED MANHOUR SCHEDULE
November 5, 2024

Phase	Description	Senior Associate, Principal	Project Engineer	Project Engineer	Technician III	Administrative Assistant	Administrative Assistant	Technician III	Mileage	Total Task (\$)	
	Hourly Rate	\$ 196.00	\$ 165.00	\$ 165.00	\$ 124.00	\$ 89.00	\$ 89.00	\$ 124.00	\$ 0.67	See Below	
1	Project Management										
	Project Coordination	40					40			\$ 11,400.00	
	Project Kick-Off Meeting									\$ -	
	Internal Kick-Off Meeting	1	1	1	1				\$ -	\$ 650.00	
	Subtotals	41.0	1.0	1.0	1.0	0.0	40.0	0.0	\$ -	\$ 12,050.00	
2	Construction, Engineering, and Inspection (CEI) Services										
	Construction Contract Execution					4				\$ 356.00	
	Issued for Construction Documents			6		5		4		\$ 1,931.00	
	IFC QAQC	4		2				2		\$ 1,362.00	
	Pre-Construction Meeting		3	4		2			\$ 90.85	\$ 1,423.85	
	Notice to Proceed					2				\$ 178.00	
	Progress Meetings (assume 11 meetings)		26	38		26			\$ 1,090.22	\$ 13,964.22	
	Construction Submittals (up to 20)		26	33	33	33				\$ 16,764.00	
	Requests for Information (RFI's) (up to 10)		6	6	6	10				\$ 3,614.00	
	Field/Change Orders (Up to 3)		3	3	3	6				\$ 1,896.00	
	Pay Application (up to 12)		14	14		24				\$ 6,756.00	
	Subtotals	4.0	78.0	106.0	42.0	112.0	0.0	6.0	\$ 1,181.08	\$ 48,245.08	
3	Construction Observation										
	Resident Project Representative (40 weeks @ hr/week)				440				\$ 11,810.76	\$ 66,370.76	
	Subtotals	0.0	0.0	0.0	440.0	0.0	0.0	0.0	\$ 11,810.76	\$ 66,370.76	
4	Project Closeout										
	Substantial Completion		4	4	4				\$ 90.85	\$ 1,906.85	
	Final Completion		4	4	4				\$ 90.85	\$ 1,906.85	
	Final As-Built Review		4	4	4					\$ 1,816.00	
	Record Drawings			8	16			8		\$ 4,296.00	
	Record Drawing QAQC		2	2	2			2		\$ 1,156.00	
	Subtotals	0.0	14.0	22.0	30.0	0.0	0.0	10.0	\$ 181.70	\$ 11,081.70	
	TOTAL ALL TASKS	45.0	93.0	129.0	513.0	112.0	40.0	16.0	\$ 13,173.54	\$ 137,747.54	
5	Reimbursables Breakdown:										
	Description									Lump Sum Total	\$ 137,747.54
	Amount									Subs/Reimbursab	\$ 1,000
	Survey Allowance									Contingency	\$ 13,774.75
	Geotech Allowance									GRAND TOTAL	\$ 152,522.29
	SUE Allowance										
	Printing/Reproduction/Postage										
	Total										\$ 1,000.00