



June 17, 2022

Abigail Morgan, P.E. ENV SP
Assistant City Engineer/Streets & Stormwater Manager
City of Cocoa
155 North Wilson Street
Cocoa, FL 32922

Email: amorgan@cocoafl.org
Hard Copy Mailed Only on Request

**RE: DIXON AND INDIAN RIVER DRIVE IMPROVEMENTS
SCOPE OF SERVICES AND FEE ESTIMATE**

Dear Ms. Morgan,

Mead & Hunt is pleased to provide this engineering scope of services and fee estimate for the above referenced project. We look forward to the opportunity to complete another successful project for the City of Cocoa.

If you have any questions or require additional information, please contact me.

Sincerely,
MEAD & HUNT, Inc.

A blue ink signature of David A. King.

David A. King, P.E.
Vice President/Business Unit Leader

A blue ink signature of Andrew M. Giannini.

Andrew M. Giannini, PE
Senior Project Manager

DAK/AMG;bf

Attachment: Scope and Fee Estimate
Estimated Manhour Schedule

SCOPE OF SERVICES FOR DIXON AND INDIAN RIVER DRIVE IMPROVEMENTS

GENERAL

This Task Order is in conformance with the Agreement for General Civil Engineering Services ("Agreement"), RFQ-16-01-COC(A) dated January 27, 2016, between the City of Cocoa ("CITY") and Mead & Hunt, Inc. ("MEAD & HUNT") and is referred to herein as the contract.

GENERAL

The project includes proposed improvements to Indian River Drive and Dixon Boulevard in the vicinity of the intersection of the two roadways and involve minor raising of the roadway and stormwater quality improvements as described in the 2022 Indian River Drive and Dixon Boulevard Intersection Improvements Report (Report). The CITY intends to fund the design with a grant from the Indian River Lagoon National Estuary Program (IRLNEP) with expected notice to proceed by October 1, 2022.

SCOPE OF SERVICES

PHASE 1 – PROJECT MANAGEMENT AND MEETINGS

MEAD & HUNT'S Project Manager (PM) will initiate the project and manage the budget and schedule, manage project staffing, review subconsultant invoices, 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 8-month project duration. MEAD & HUNT will conduct a project kick-off meeting with the project team and CITY staff to review project goals, scope of work, project schedule and administrative issues. Design review meetings will be held after the CITY's review of the 60% and 90% design deliverables. Following the meetings, MEAD & HUNT will prepare a written summary of the project meeting and distribute to the attendees. MEAD & HUNT will implement a quality assurance and control process, which includes independent review of the project technical work products before its submission to the CITY. Deliverables: Monthly invoices, meeting agendas and summaries

PHASE 2 – SITE RECONNAISSANCE

MEAD & HUNT will visit the project site to verify existing conditions and requisite modifications to accommodate improvements. MEAD & HUNT will also collect available record information for existing improvements within the project area. MEAD & HUNT will coordinate the collection of additional topographic and route survey by a survey subconsultant and geotechnical investigation of site by geotechnical subconsultant. Existing and proposed rights of way and/or easements will be provided by survey subconsultant. MEAD & HUNT will also utilize an environmental subconsultant to delineate the extents of wetlands and waters of the State along with the potential of any impacts to threatened and endangered species. Deliverables: Signed & Sealed Topographic Survey, Geotechnical Report, Environmental Report, Proposed Right-of-Way/Easements

PHASE 3 – DESIGN

MEAD & HUNT will develop construction drawings and technical specifications that reflect the proposed improvements detailed in the Report. MEAD & HUNT will prepare an engineer's opinion of probable construction costs (EOPCC) based on recent similar bids and other sources such as FDOT average bid costs. Upon submittal of each deliverable, the CITY is expected to review such within a two-week period and a meeting will be held at the end of the CITY's review. MEAD & HUNT will coordinate and attend a design review meeting with CITY staff to discuss the CITY's comments with meeting summary provided. A comment/response log will be prepared with each subsequent deliverable with comments being incorporated. Design deliverables will be provided at the following stages:

- 60% Design
- 90% Design
- Final Design

Deliverables: Construction Drawings, Technical Specifications, EOPCC, Comment/Response Logs, Meeting Summaries

PHASE 4 – UTILITY COORDINATION

MEAD & HUNT will coordinate with CITY Utilities Department and franchised utilities (communications, electric, gas, etc.) during the design including requesting 'red/green/brown' markups at the 60% design phase in order to determine potential conflicts and resolution of such. MEAD & HUNT will meet with each utility as needed to develop the resolutions.

PHASE 5 – PERMITTING

Upon CITY acceptance of 90% design deliverables, MEAD & HUNT will pursue the following permit:

- SJRWMD/FDEP Environmental Resource Permit (ERP)

MEAD & HUNT will coordinate and virtually attend a pre-application meeting with CITY and SJRWMD/FDEP to present project and discuss permitting requirements. MEAD & HUNT will prepare and distribute an agenda and meeting summary for the meeting. MEAD & HUNT will prepare and submit the permit application in accordance with the specific permit requirements and input from the pre-application meeting. MEAD & HUNT will respond to up to two (2) Requests for Additional Information (RAI) from SJRWMD/FDEP. Responses will be limited to clarifications related to the submittals in accordance with the documented permit requirements or those identified in the pre-application meeting. Deliverables: Permit Application Package, Responses to RAIs, Issued Permit

EXCLUSIONS

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

- Right of Way/Easement Acquisition

- Utility adjustment/relocation design
- Permitting assistance for any permits not mentioned above
- Bidding phase assistance (to be provided in separate proposal)
- Construction Phase Services (to be provided in separate proposal)
- Funding assistance

SCHEDULE

MEAD & HUNT estimates the work included in this task order will be completed in accordance with the following schedule:

Phase/Task	Duration to Complete	Starting upon	Cumulative Duration
Phase 1 – Project Management	240 days	Receipt of notice to proceed	-
Phase 2 – Site Reconnaissance	90 days	Receipt of notice to proceed (concurrent with 60% design)	-
Phase 3 – 60% Design	75 days	Receipt of notice to proceed	75
Phase 4 – Utility Coordination	30 days	60% Design deliverable submittal (concurrent with 90% design)	-
Phase 3 – 90% Design	75 days	Receipt of additional survey/comments on 60% Design deliverable	150
Phase 5 - Permitting	60 days	90% Design deliverable submittal	210
Phase 3 – Final Design	30 days	Receipt of comments on 90% Design deliverable/permits	240

CITY, SJRWMD/FDEP review times may affect this schedule.

COMPENSATION

The estimated not-to-exceed cost for this Scope of Services is **\$119,906** based on the following breakdown and the attached manhour estimate:

Phase/Task	Fee/Cost	Basis
Phase 1 – Project Management	\$11,720	Lump Sum
Phase 2 – Site Reconnaissance	\$4,626	Lump Sum
Phase 3 - Design	\$57,700	Lump Sum
Phase 4 – Utility Coordination	\$3,796	Lump Sum
Phase 5 - Permitting	\$11,564	Lump Sum
SUBTOTAL	\$89,406	
Phase 8 – Subconsultants/Reimbursables	\$30,500	Time & Expenses
TOTAL	\$119,906	

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 COCOA

Approved by: MEAD & HUNT, INC.

By: _____

By:  _____

Name: _____

Name: David A. King, PE

Title: _____

Title: Vice President/Business Unit Leader

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

Date: _____

Date: June 15, 2022

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 COCOA, 65 STONE STREET, COCOA, FL 32922, City Clerk, Carie Shealy, (321) 433-8484, cshealy@cocoaf1.org.

THE CITY ACKNOWLEDGES AND AGREES THAT THIS TASK ORDER IS SUBJECT TO SECTION 558.0035, FLORIDA STATUTES WHICH PROVIDES THAT INDIVIDUAL DESIGN PROFESSIONALS EMPLOYED BY THE ENGINEER OR AN AGENT OF THE ENGINEER MAY NOT BE INDIVIDUALLY LIABLE FOR ECONOMIC DAMAGES RESULTING FROM NEGLIGENCE OCCURRING WITHIN THE COURSE AND SCOPE OF PROFESSIONAL SERVICES PERFORMED IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE AGREEMENT AND THIS TASK ORDER ISSUED THEREUNDER PROVIDED CERTAIN STATUTORY CONDITIONS ARE SATISFIED.

**Mead
& Hunt**

	Position	Principal/ Project Manager	Senior Technician	Engineer III	Engineer I	Technician III	Administrative Assistant	Total
Phase	Hourly Rate	\$ 201.00	\$ 156.00	\$ 153.00	\$ 124.00	\$ 127.00	\$ 92.00	
1	Project Management	40	0	0	0	0	40	\$ 11,720
2	Site Reconnaissance	2	4	8	8	8	4	\$ 4,626
3	60% Design	16	40	40	24	90	6	\$ 30,534
3	90% Design	8	20	20	12	60	4	\$ 17,264
3	Final Design	4	10	10	6	40	2	\$ 9,902
Design Subtotal								\$ 57,700
4	Utility Coordination	2	4	2	2	16	2	\$ 3,796
5	Permitting	4	20	16	24	16	2	\$ 11,564
	TOTAL ALL TASKS	76	98	96	76	230	60	\$ 89,406
			Lump Sum Total					\$ 89,406
4	Subconsultant/Reimbursables Breakdown:						Subs/Reimbursables	\$ 30,500
	Description	Amount	GRAND TOTAL					
	Survey Allowance	\$ 15,000						
	Environmental Allowance	\$ 5,500						
	Geotech Allowance	\$ 6,500						
	Printing/Reproduction/Postage/Permit Fee Allowance	\$ 3,500						
	Total	\$ 30,500						