



St. Johns County Board of County Commissioners

Purchasing Division

CONTRACT TASK ORDER NO: 04

RFQ No. 20-21; Professional Engineering Services for
Three (3) CDBG-DR Transportation & Drainage Projects
Master Contract No: 20-MCC-JON-11984

Consultant: Jones Edmunds & Associates, Inc.
730 NE Waldo Road
Gainesville, FL 32641

Date: July 28, 2020

Project: Big Soeey Drainage Improvements Project – Phase II

SCOPE OF WORK:

Task Order #04 is hereby issued to authorize Jones Edmunds & Associates, Inc. ("Consultant"), to perform design, permitting, and construction services, for the Big Soeey area of Hastings, FL. Services to be provided shall include but are not limited to: project management, meetings, communications, data collection, drainage improvements plans (hydrologic & hydraulic modeling, conceptual design), design (75% plans, 90% plans, final design submittal), permitting, bid-phase services, and services during construction; as provided in the Consultant's proposal dated June 25, 2020 incorporated herein and attached hereto.

PAYMENT TERMS:

The County shall compensate the Consultant, under Task Order #04, an amount not to exceed five hundred eighty-six thousand six hundred four dollars (\$586,604.00), for work satisfactorily completed in accordance with the provisions of this task order, and with the Master Contract dated June 15, 2020.

SCHEDULE:

The Consultant shall commence work upon receipt of a fully executed Task Order. The Effective Date of this Task Order shall be the date of signature by an authorized St. Johns County Representative. **Work shall be completed on or before August 31, 2022.** Any worked performed prior to the full execution of this Task Order shall be at the Consultant's Own Risk.

Receipt of a fully executed copy of this Task Order #04 shall serve as Notice to Proceed for this project.

Jones Edmunds & Associates, Inc.

Representative
Signature: *Brett A. Cunningham*
Printed Name Brett A. Cunningham
& Title: Managing Director & Senior Vice President

Date: July 28, 2020

St. Johns County, Florida

Representative
Signature: *Leigh A. Daniels*
Printed Name Leigh A. Daniels, CPPB,
& Title: Purchasing Manager

Date: 7/28/20

All terms and conditions of the above-referenced contract dated June 15, 2020 remain in full force and effect. All invoices must reference Task Order #04. By approving this task order, the SJC Dept is certifying the availability of funds for this. Do not approve/process this task order until funds are available in the appropriate line item.

ST JOHNS COUNTY *EM/leah 7/28/2020 FHyt: 7/28/2020 SKaufman 7/28/2020*

JUL 30 '20

PURCHASING



Integrity • Knowledge • Service

June 25, 2020

Valerie Pacetti
Project Manager
St. Johns County Engineering Division
2750 Industry Center Road
St. Augustine, Florida 32084

RE: Big Soeey CDBG-DR Transportation & Drainage Projects
Design, Permitting, Bid-Phase Services and Services During Construction
Scope of Services and Fee Schedule
Contract No. 20-MCC-JON-XXXX
Jones Edmunds Opportunity No.: 95242-390-19

Dear Ms. Pacetti:

Jones Edmunds appreciates the opportunity to assist St. Johns County in addressing drainage issues in the Big Soeey area of Hastings. The project area flooded during Hurricane Matthew, including extensive flooding at the intersection of E St. Johns Avenue and Orange Street. The County obtained a CDBG-DR Grant from DEO to design and construct drainage improvements in these areas.

Based on previous studies we anticipate that the project will include replacing existing culverts under North Main Street and Wilson Road, elevating the intersection of E St. Johns Avenue and Orange Street and increasing the hydraulic capacity of the Big Soeey channel between North Main Street and East Ashland Avenue.

Under a previous Task Order Jones Edmunds performed preliminary meetings, data collection, and preliminary design. This Task Order will include design, permitting, bidding, and services during construction for the Big Soeey project. Per the CDBG-DR grant, the project shall be constructed by June 2022. The goal is to design and construct improvements to reduce flooding in future storm events.

Jones Edmunds' services for this Task Order will consist of:

- Coordination and attend project meetings.
- Obtain a geotechnical data to facilitate the project design.
- Obtain subsurface utility engineering (soft digs) to facilitate the project design.
- Perform Hydrologic & Hydraulic (H&H) modeling to confirm the project benefits.
- Prepare drainage calculations.
- Coordinate with the County to identify easements required for the project.
- Coordinate with public and private utilities for necessary relocations.
- Prepare Construction Drawings and Specifications.

- Submit permit applications to the applicable Regulatory Agencies. We anticipate submitting permit applications to the following agencies - St. Johns River Water Management District (SJRWMD), US Army Corps of Engineer (USACE), and Florida Department of Transportation (FDOT).
- Perform Bid-Phase Services.
- Perform Services During Construction.

SCOPE OF WORK

TASK 1 – PROJECT MANAGEMENT, MEETINGS, AND COMMUNICATIONS

Under a previous Task Order Jones Edmunds coordinated and attended a kick-off meeting with the County. This task order includes additional meetings. At the time of preparing this scope of work, the County and much of the State are under restricted meeting and travel requirements. Meetings may need to occur remotely via web conference.

Jones Edmunds will communicate with the County via telephone, email, and written correspondence on a regular and ongoing basis. The task includes up to three (3) meetings with the County to discuss the project. Additional meetings and communications include the following:

- Status Reporting: Weekly status updating to include a Plan of Action and Milestones (POA&M).
- Attend up to two public presentations and meetings associated with the project; along with County staff, and the County's designated CDBG-DR program workgroup.
- Executive level meeting once a month to maintain executive level engagement and support (status report).

This Task Order includes general CDBG related grant administration efforts to support the County Engineering Project Manager and/or Administration Disaster Recovery Project Manager.

TASK 2 – DATA COLLECTION

Jones Edmunds will subcontract for the following data collections services:

- Geotechnical exploration.
- Subsurface Utility Engineering (SUE soft digs).

This task will include a site visit to meet, and ongoing coordination, with our subconsultants performing the data collection.

This Task Order includes delineating required easements on the plan sheets and coordinate with the County to acquire necessary easements from FDOT and other private property

owners which are needed for construction of the proposed improvements. County staff will obtain the easements needed for the project.

TASK 3 – DRAINAGE IMPROVEMENTS PLANS

HYDROLOGIC & HYDRAULIC MODELING

Benefits will be evaluated based on modeled reductions in flood stages due to the proposed drainage improvements. We will update the existing County Regional Stormwater Model with the topographic surveys, and the proposed design to perform a hydrologic and hydraulic (H&H) analysis. We will use the H&H analysis to refine and confirm the benefits of the proposed drainage improvements and to support the environmental resource permit application.

CONCEPTUAL DESIGN

We will use the modeling results and existing information, to prepare up to two conceptual plans for the drainage improvements. We will meet with the County PM to discuss the alternatives and to obtain the County's direction regarding which alternative to pursue.

TASK 4 – DESIGN

75% DESIGN

Upon selection of the preferred alternative, Jones Edmunds will develop the 75% Plans.

Design criteria for the project will follow St. Johns County requirements and the requirements of Florida Department of Transportation's (FDOT) *Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways* (commonly referred to as the *Florida Greenbook*). We expect the Plans to include the following sheets:

- Title Sheet
- Legend, Index, and Abbreviations
- General Notes
- Key Map
- Existing Conditions
- Demolition Plans
- Typical Sections
- Roadway Plan and Profile Sheets
- Ditch Plan and Profile Sheets
- Intersection Detail Sheets
- Wetland Impact Plans
- Pavement Marking Plans
- Easement Plans
- Utility Relocation Plans

- Roadway Cross-sections (at 50-foot intervals plus driveway profiles)
- Ditch Cross-sections (at 50-foot intervals)
- Construction Details, including driveway repairs
- Stormwater Pollution Prevention Plans
- Traffic Control Plans
- Signing and Pavement Marking Plans
- Structural Plans (Headwalls)

Plans will be fully developed and submitted to the County for their review and approval. Thereafter, Jones Edmunds meet with the County to review the Plans and receive any comments regarding the design.

We will prepare draft Technical Specifications as part of the 75% Design Submittal. We will use FDOT and St. Johns County Standards were applicable. We will prepare bid form and measurement and payment sections in the technical specifications. We will work with County purchasing staff to incorporate contract front end documents with the technical specifications.

The following deliverables will be provided:

- 75% Plans: Two hard copies, 11-inch-x-17-inch sheets, and an electronic copy (PDF).
- 75% Technical Specifications: Two hard copies, 8.5-inch-x-11-inch, and an electronic copy (PDF).
- Engineer's Opinion of Probable Construction Cost: Two hard copies, 8.5-inch-x-11-inch, and an electronic copy (PDF).

90% DESIGN SUBMITTAL

Jones Edmunds will prepare 90% Design Plans and Specifications by incorporating mutually agreed upon comments from the 75% Submittal.

The following deliverables will be provided:

- 90% Plans: Two hard copies, 11-inch-x-17-inch sheets, and an electronic copy (PDF).
- 90% Technical Specifications: Two hard copies, 8.5-inch-x-11-inch, and an electronic copy (PDF).
- Engineer's Opinion of Probable Construction Cost: Two hard copies, 8.5-inch-x-11-inch, and an electronic copy (PDF).

FINAL DESIGN SUBMITTAL

Jones Edmunds will prepare Final Construction Plans and Specifications by incorporating relevant, in-Scope County comments from the 90% Submittal. The Final Construction Plans and Specifications will be used for bidding and construction.

The following deliverables will be provided:

- Final Construction Plans (signed and sealed): Two hard copies, 11-inch-x-17-inch sheets, and an electronic copy (PDF).
- Final Technical Specifications (signed and sealed): Two hard copies, 8.5-inch-x-11-inch, and an electronic copy (PDF).
- Engineer's Opinion of Probable Construction Cost: Two hard copies, 8.5-inch-x-11-inch, and an electronic copy (PDF).

TASK 5 – PERMITTING

Jones Edmunds anticipates that the project will require an environmental resource permit (ERP) from SJRWMD, USACE and FDOT. Prior to 75% design we will attend a pre-application meeting with SJRWMD. We will use the County-approved 75% Design Plans to develop the permit applications. We will prepare the permit documents for County signature and will submit the permit packages to the appropriate agencies. Jones Edmunds will be responsible for the permit fees, as a reimbursable not-to-exceed expense of \$6,000.

The following deliverables will be provided:

- SJRWMD individual ERP application.
- USACE Individual Permit application.
- FDOT Drainage Connection Permit application.
- Up to 2 RAI responses for each agency.

TASK 6 – BID-PHASE SERVICES

Jones Edmunds will perform the following Bid-Phase Services:

- Coordinate Front-End documents with the County.
- Attend a Pre-Bid Meeting.
- Respond to bidder questions.

TASK 7 – SERVICES DURING CONSTRUCTION

Jones Edmunds will perform the following Services During Construction:

- Prepare for and attend a Pre-Construction meeting with the County and the Contractor.
- Review up to twenty technical submittals and five requests for information (RFIs).
- Conduct one Substantial and one Final Completion walkthrough.
- Conduct monthly site visits to observe construction operations (eight site visits).
- Certify permit closeouts.

SCHEDULE

The project schedule will be mutually agreed by the County and Jones Edmunds. Table 1 presents the proposed project schedule:

Table 1 Project Schedule

Task	Duration	Start Date	End Date
Notice to Proceed (Assumed)	1 day	July 27, 2020	
Data Collection	60 days	July 27, 2020	September 27, 2020
75% Design	60 days	July 27, 2020	October 31, 2020
Permitting	115 days	October 31, 2020	April 25, 2021
90% Design	60 days	December 24, 2020	February 20, 2021
Final Design	60 days	February 20, 2021	April 21, 2021
Bidding	90 days	May 26, 2021	August 21, 2021
Construction	280 days	August 21, 2021	June 1, 2022

We assume that the County will require a 2-week review period to review each submittal.

COMPENSATION

Based on the Scope of Work described above, Table 2 presents compensation payable by the County to Jones Edmunds on a lump-sum fee, percent-complete basis:

Table 2 Compensation

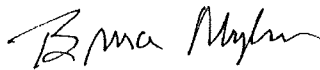
Tasks	Total Cost	% of Total Task
Task 1 – Project Management, Meetings, and Communications	\$82,514	84.9%
Task 2 – Data Collection	\$71,076	45.3%
Task 3 – H&H and Conceptual Plan	\$17,468	100%
Task 4 – Design	\$258,269	100%
Task 5 – Permitting	\$72,142	100%
Task 6 – Bid-Phase Services	\$26,347	100%
Task 7 – Services During Construction	\$58,788	100%
TOTAL	\$586,604	85.0%

PROPOSAL CLARIFICATIONS

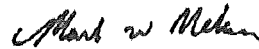
- Public Works staff familiar with drainage and roadway management in the County will be available for questions throughout project.
- Real Estate staff familiar with real property in the County will be available for questions throughout project.
- Archaeological surveying and permitting are excluded from this Scope of Work.
- Coordinating historical preservation is excluded from this Scope of Work.
- Hazardous materials (asbestos, metals, and polychlorinated biphenyls) investigation, testing, analysis, and abatement design are excluded from this Scope of Work.
- The Project Site is assumed to be free of soil and groundwater contamination.
- All Plans and Specifications will be prepared using English units.
- Any Easements required for the project will be prepared and obtained by the County.
- Landscaping plans are not included in this proposal.

If you have any questions or comments, please feel free to contact me at (352) 870-9038 or via email at mnelson@jonesedmunds.com.

Sincerely,



Bruce E. Myhre, PhD, PE, PMP
Project Manager
730 NE Waldo Road



Mark W. Nelson, PE
Project Director
Gainesville, Florida 32641



St. Johns County Board of County Commissioners

Purchasing Division

July 30, 2020

Jones Edmunds & Associates, Inc.
730 NE Waldo Road
Gainesville, FL 32641

RE: Task Orders #04 & #05
RFQ No: 20-21 – Professional Engineering Services for Three (3) CDBG-DR
Transportation & Drainage Projects
Master Contract No: 20-MCC-JON-11984


Dear Mr. Cunningham,

Attached, please find for your records a fully executed task orders #04 and #05 for the above referenced project.

If you have any questions regarding these task orders, you may contact April Bacon at 904-209-0162 or email abacon@sjcfl.us.

Thank you for doing business with St. Johns County.

Sincerely,
St. Johns County, FL
Purchasing Department



Leigh A. Daniels, CPPB
Purchasing Manager
(904) 209-0154 – Direct
(904) 209-0155 – Fax
ldaniels@sjcfl.us

cc: SJC Minutes & Records (Copy taken when attested)
SJC Purchasing RFQ 20-21 – Master Contract File