

City of South Daytona

Office of the City Manager

1672 S. Ridgewood Avenue • South Daytona, FL 32119 • 386/322-3014



MEMORANDUM

To: James L. Gillis Jr., City Manager
From: Becky Witte, Deputy City Clerk
Re: Consideration of approving a Work Authorization with Mead & Hunt for the US 1 Undergrounding project Phase 2 Parts A & B from McDonald Street to Ridge Boulevard in our Community Redevelopment Area (CRA) as budgeted in this fiscal year.
Date: March 1, 2023

The attached Work Authorization and fee estimate is in conformance with the Master Agreement and Continuing Contract for Professional Services between the City of South Daytona and Mead & Hunt which was approved by the City Council on December 14, 2021. The Work Authorization is for services and fees related to the recommencement of the US1 Utility Undergrounding project.

Background: The most ambitious of all CRA projects to date, the US1 Streetscape Project (Phase 1) was completed in 2013. By utilizing Redevelopment Trust Funds, Federal Stimulus funds, and FDOT grants, major improvements including the burying of all overhead utility lines, additional landscaping, decorative light poles, intersection improvements, sidewalks, transit improvements and other amenities have transformed the north end of Ridgewood Avenue.

The project began as a vision in the original 1997 Redevelopment Master Plan. The first part of the project broke ground in 2009 and included undergrounding of utilities, installation of streetlights and mast arms. The City was awarded \$4 million of stimulus funds through FDOT/Volusia County River to Sea TPO. The second part of the project was completed in 2013 and included roadway improvements, sidewalk improvements, bus pull-outs, and landscaping. The City was awarded \$4.2 million of FDOT LAP funds for the second part of the project through the River to Sea TPO. The combined costs of both parts of the project in Phase 1 total approximately \$10.7 million dollars.

This streetscape project would not have occurred without the existence of the CRA, the visionary leaders of the City Council, and the continued support of the community. The city remains committed to the completion of the southern section in the CRA.

Analysis and Conclusion: Due to increases in property values and new construction projects in the CRA, such as the Enclave at 3230 and Majestic Gardens Assisted Living Facility, the amount of tax increment financing available for continuing the US1 Streetscape has also increased. City staff budgeted \$700,000 of Redevelopment Trust Funds in Fiscal Year 2022-2023 for undergrounding of utilities “circuit by circuit”. This public improvement project is an important aspect of economic development in the City’s main commercial corridor and CRA. The goal is to have the project completed by the end of 2026.

Recommendation: Staff recommends that the Community Redevelopment Agency approve the attached task order for services and fees provided by Mead & Hunt for the continuation of the US1 Streetscape and recommend approval to the City Council. If approved, the Work Authorization has a fee not to exceed \$74,988 to develop preliminary construction plans in conjunction with utility provider input.

Attachment: Mead & Hunt Scope of Services and Fee Estimate for US1 Utility Undergrounding



February 22, 2023

Josh McEnany, CPM
Economic Development Director
City of South Daytona
1672 S. Ridgewood Drive
South Daytona, FL 32119

Email: jmcenany@southdaytona.org

Subject: US1 Undergrounding Phase 2 Parts A & B (McDonald to Ridge)

Dear Mr. McEnany,

We are pleased to present the enclosed scope of services and fee estimate for the above referenced project. The attached scope of services describes, in detail, what our firm understands to be required for this portion of the utility undergrounding project. We look forward to the opportunity to work with the City on this project. If you have any questions or comments, please contact our office.

Sincerely,
MEAD & HUNT, Inc.

A blue ink signature of David King, PE, Vice President.

David King, PE
Vice President

A blue ink signature of John Mischle, Project Manager.

John Mischle
Project Manager

DAK/bf

Attachments: Scope of Services and Fee Estimate
Estimated Manhour Schedule

**SCOPE OF SERVICES AND FEE ESTIMATE
FOR
US1 UTILITY UNDERGROUNDING PHASE 2, PARTS A & B
(MCDONALD to RIDGE)**

This Task Order is in conformance with the Master Agreement and Continuing Contract for Professional Services between the City of South Daytona (CITY) and Mead & Hunt, Inc. (MEAD & HUNT) which was approved by CITY Council on December 14, 2021 and is referred to herein as the Contract.

GENERAL

The CITY desires to complete the utility undergrounding effort for the remaining portion of US1 from McDonald Street to the south CITY limits. The overall project will involve five parts as listed below:

- Part A - Utility Company Engagement/Data Collection
- Part B - Easement Acquisition
- Part C - Utility Service (Secondaries) Conversions
- Part D - Utility Conduit Installation/Traffic Operations Undergrounding
- Part E - Utility Installation and Removal of Overhead

The CITY desires to proceed with Parts A and B at this time for the first section of Phase 2, from McDonald to Ridge (+/- 2,000 feet). The remaining parts for this and other sections will be initiated at a later date and be addressed in separate scopes of services and fee estimates and/or change orders to this scope of services and fee estimate.

SCOPE OF SERVICES

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

PHASE 1 – PROJECT MANAGEMENT

MEAD & HUNT's Project Manager (PM) will initiate the project and manage the budget and schedule, manage project staffing, coordinate subconsultant work, review/process 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 Parts A and B services will cover an estimated 5-month period. 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. Following the meeting, MEAD & HUNT will prepare a written summary of the project meeting and distribute to the attendees. MEAD & HUNT will document the progress of the work via monthly progress reports and virtual progress meetings. MEAD & HUNT will prepare a list of issues, action items and action item responsible parties discussed at progress meetings and distribute such to the project team. Upon receipt of the utility company designs and binding cost estimates, MEAD & HUNT will prepare a technical memorandum describing the completed efforts and estimated project costs and timeframes to complete the project. Deliverables: Kick-Off Meeting Agenda and Summary, Monthly Progress Reports and Action Items, Monthly Invoices, Technical Memorandum

PHASE 2 – UTILITY ENGAGEMENT

The following activities are required for engagement of the utility companies and other aerial facility owners along the route. MEAD & HUNT will complete the activities as noted and provide documentation of such activities to the CITY via copies of correspondence to/from utility companies:

- Florida Power & Light (FPL)
 - CITY to request/receive Ballpark Estimate and Engineering Deposit from FPL (complete).
 - FPL will issue Engineering Deposit invoice to CITY; CITY to issue payment to FPL. (complete)
 - MEAD & HUNT will provide preliminary route survey product to FPL (see DATA COLLECTION below).
 - MEAD & HUNT to coordinate with FPL to identify preliminary layout of equipment locations
 - MEAD & HUNT will conduct field and desktop reviews of the locations and discuss the expected viability of such with CITY. Alternate locations to be identified as needed.
 - MEAD & HUNT will convey preliminary acceptability of or alternates for the locations.
 - FPL to provide final design and binding cost estimate
 - MEAD & HUNT to review FPL's design and confirm that the CITY's project goals are being addressed.
 - MEAD & HUNT will maintain additional documentation of efforts to mitigate impacts to the project workflow by expected changes in FPL personnel.
- AT&T
 - Same process as FPL, except MEAD & HUNT will request Ball Park Estimate and Engineering Deposit from AT&T.
- Spectrum
 - Same process as FPL, except MEAD & HUNT will request Ball Park Estimate and Engineering Deposit from Spectrum.
- Volusia County/FDOT Intelligent Transportation System (ITS)
 - MEAD & HUNT will contact Volusia County and FDOT to request determination of existence of existing overhead ITS facilities along route.
 - If existing ITS facilities, confirm the type/size with Volusia County/FDOT and verify requirements for replacement with underground ITS facilities.
- Other Aerial Facilities
 - MEAD & HUNT will utilize the Sunshine One Call system to determine the existing utilities along route. It is assumed that one additional aerial utility facility does exist along the corridor.
 - Same process as FPL, except MEAD & HUNT will request Ball Park Estimate and Engineering Deposit from utility company.

- City of Port Orange (later section)
 - MEAD & HUNT will coordinate with City of Port Orange as needed due to the potential of one or more of the utility companies desiring to transition back to existing overhead facilities beyond the CITY's limits and thus requiring work within the City of Port Orange.

PHASE 3 – DATA COLLECTION

MEAD & HUNT will assemble preliminary route survey product using past CITY project surveys/as-builts and other readily available mapping and GIS data. The preliminary route survey will designate CITY-owned properties along the route for utility companies' consideration for placement of utility equipment. Mead & HUNT will contract with and coordinate work by Southeastern Surveying and Mapping Corporation (SSMC) to conduct a route survey. Upon receipt of that route survey by SSMC, MEAD & HUNT will convey such to the utility companies for the use in their undergrounding design. Deliverables: Preliminary route survey, documentation of coordination efforts

PHASE 4 – EQUIPMENT EASEMENT ACQUISITION

The CITY will be responsible for utility equipment easement acquisition efforts with MEAD & HUNT assisting as described below. MEAD & HUNT will utilize SSMC to prepare easement sketches and descriptions. MEAD & HUNT's coordination may include providing direction to SSMC for orientation of easements for the utility equipment. SSMC work may also include temporary staking of proposed easements for review by property owners. MEAD & HUNT to assist the CITY with a limited amount of site visits/property owner discussions. MEAD & HUNT will prepare a project map designating the properties along the route based on information from the Volusia County Property Appraiser to be maintained throughout the CITY's easement acquisition efforts to designate the property owner information, addresses, acquired easements, and easement recording book and pages. If needed, MEAD & HUNT will coordinate design changes by the utility companies due to variations in the easements that are acquired. Deliverables: Project map, documentation of coordination efforts, easement sketches and legal descriptions

PHASE 5 – REIMBURSABLES

This phase includes allowances for the cost for reimbursables and other out-of-pocket costs such as reproductions, postage, travel outside of Volusia County, etc. Items included in this phase will be billed at actual cost.

EXCLUSIONS

This scope of services excludes all items not specifically described herein and specifically the following:

- Services related to Part C, D and E of the project
- Funding assistance
- Services for sections of US1 south of Ridge

SCHEDULE

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

Phase/Task	Estimated Duration to Complete	Starting Upon	Controlling Factor(s)
Phase 1 – Project Management	5 months	Receipt of notice to proceed	Factors below
Phase 2 – Utility Engagement	4 months	Receipt of notice to proceed	Responsiveness of utility companies
Phase 3 – Data Collection	3 months	Receipt of notice to proceed	SSMC route survey work completion
Phase 4 – Easement Acquisition	5 months	Receipt of notice to proceed	Easement acquisition by CITY, SSMC easement work completion

COMPENSATION

The not-to-exceed cost for this Scope of Services is **\$74,988** based on the following breakdown and attached estimated manhour schedule.

Phase	Fee/Cost	Basis
Phase 1 – Project Management	\$7,081	Lump Sum
Phase 4 – Utility Engagement	\$21,184	Lump Sum
Phase 5 – Data Collection	\$9,803	Lump Sum
Phase 4 – Easement Acquisition	\$9,920	Lump Sum
Phase 5 – Reimbursables (Allowance)	\$27,000	Actual Cost
TOTAL	\$74,988	

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 SOUTH DAYTONA

Approved by: MEAD & HUNT, INC.

By: _____

By:  _____

Name: _____

Name: David King, PE

Title: _____

Title: Vice President

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

Date: _____

Date February 22, 2023

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 SOUTH DAYTONA, 1672 S. RIDGEWOOD AVENUE, SOUTH DAYTONA, FL 32119, Deputy City Clerk, Becky Witte, (386) 322-3011, bwitte@southdaytona.org.

CITY OF SOUTH DAYTONA
US1 UTILITY UNDERGROUNDING PHASE 2, PARTS A B (MCDONALD TO RIDGE)
ESTIMATED MANHOOR SCHEDULE
February 22, 2023

	Hourly Rate	\$ 249.00	\$ 183.00	\$ 156.00	\$ 153.00	\$ 127.00	\$ 112.00	\$ 92.00			
Phase	Contract Position Title	Principal/ Senior Client Manager	Senior Project Engineer	Senior Technician	Engineer III	Technician III	Technican II	Adminstrative Support	Phase/Task Subtotal		
1	Project Management										
	Kick-off meeting	2	0	4	2	2	0	4	\$ 2,050		
	Monthly progress reports and meetings, action item followups	5	0	10	0	0	0	10	\$ 3,725		
	Technical memorandum	2	0	4	0	0	0	2	\$ 1,306		
	Subtotals	9	0	18	2	2	0	16	\$ 7,081		
2	Utility Engagement										
	Ballpark estimate/engineering deposit request	2	4	8	2	0	0	2	\$ 2,968		
	Provide preliminary survey	0	0	2	4	0	0	1	\$ 1,016		
	Coordinate equipment locations	0	0	8	0	8	8	1	\$ 3,252		
	Review equipment locations	2	4	4	0	4	4	1	\$ 2,902		
	Review final designs	4	8	8	0	4	0	1	\$ 4,308		
	Maintain additional documentation	0	0	8	0	4	0	4	\$ 2,124		
	ITS coordination	2	4	4	0	2	4	1	\$ 2,648		
	Other aerial facilities coordination	1	2	2	1	2	4	1	\$ 1,874		
	City of Port Orange coordination	0	0	0	0	0	0	1	\$ 92		
	Subtotals	11	22	44	7	24	20	13	\$ 21,184		
3	Data Collection										
	Assemble preliminary survey	1	3	3	10	15	0	1	\$ 4,793		
	Coordinate SSMC work	1	6	6	0	8	0	1	\$ 3,391		
	Transmit survey to utility companies	1	2	2	0	4	0	2	\$ 1,619		
	Subtotals	3	11	11	10	27	0	4	\$ 9,803		
4	Easement Acquisition										
	Coordinate SSMC work	1	4	4	0	0	0	2	\$ 1,789		
	Assist CITY with site visits/property owner discussions	2	6	6	0	0	0	1	\$ 2,624		
	Prepare/maintain project map	1	4	4	0	4	0	1	\$ 2,205		
	Coordinate utility design changes	2	8	8	0	0	0	1	\$ 3,302		
	Subtotals	6	22	22	0	4	0	5	\$ 9,920		
	TOTAL ALL TASKS	29	55	95	19	57	20	38	\$ 47,988		
5	Reimbursables Breakdown:								Subs/Reimbursables	\$ 27,000	
	Description	Amount								GRAND TOTAL	\$ 74,988
	SSMC Survey Allowance	\$ 24,000									
	Printing/Reproduction/Postage/Mileage Allowance	\$ 1,000									
	SSMC Easement Sketch and Legal Allowance	\$ 2,000									
	Total	\$ 27,000									