

**PROFESSIONAL CONTINUING SERVICES AGREEMENT 20-02**

**Task Order 13**

**PENINSULAR SIDEWALK  
DESIGN, PERMITTING, BIDDING, AND CONSTRUCTION-ADMINISTRATION**

**THIS Task Order** is made as of the \_\_\_\_\_ day of \_\_\_\_\_, 2024, between The City of Haines City, Florida, a Florida Municipal Corporation, (hereinafter referred to as the “City”), and Jones Edmunds & Associates, Inc., a Florida corporation, (hereinafter referred to as the “Consultant”).

**WITNESSETH:**

**WHEREAS, on May 24, 2021,** the City and the Consultant entered into a Professional Continuing Services Agreement in response to RFQ 20-02 (hereinafter referred to as the “Agreement”). The Agreement is referenced herein as though set forth in full.

**WHEREAS,** the City and the Consultant desire to enter into a written Task Order 13 pursuant to the Agreement.

**NOW THEREFORE,** for and in consideration of the mutual covenants and promises contained in the Agreement, the City and the Consultant hereby agree as set forth below:

1. The above recitals are true and correct and are incorporated herein.
2. The parties agree to the scope of work and budget outlined in the attached proposal attached hereto as Exhibit A.

**IN WITNESS WHEREOF,** the parties hereto have accepted, made, and executed this Task Order upon the terms and conditions written herein.

City of Haines City

\_\_\_\_\_  
Public Services Administrator

Date: \_\_\_\_\_

Jones Edmunds & Associates, Inc.

Stanley F. Ferreira, Jr.  
Stanley F. Ferreira, Jr. (Jan 11, 2024 15:51 EST)  
\_\_\_\_\_  
Stanley F. Ferreira, Jr., PE  
President & CEO

Date: January 11, 2024

*FHoyt/KVogel*

**CITY OF HAINES CITY**  
**PENINSULAR SIDEWALK**  
**DESIGN, PERMITTING, BIDDING, AND CONSTRUCTION-ADMINISTRATION**  
**PHASE SERVICES**

Jones Edmunds & Associates, Inc.

Opportunity No.: 95350-092-23 | Task Order 13

**Scope of Services and Fee Estimate**

## **BACKGROUND**

The City of Haines City asked Jones Edmunds to provide a Scope of Services and Fee Estimate for design, permitting, bidding assistance, and construction-administration services for the extension of a sidewalk along Peninsular Avenue from Grace Avenue to State Road 17 (1,000 feet). The project consists of evaluating the sidewalk routing on both the west and east side of Peninsula Drive and Lake Elsie Drive. Upon selection of the preferred sidewalk routing, Jones Edmunds will prepare the design and construction documents of the sidewalk extension.

## **SCOPE OF SERVICES**

Our proposed Scope of Services includes the following study, design, permitting, bidding, and construction-administration services.

### **TASK 1 – PROJECT MANAGEMENT, MEETINGS, AND COMMUNICATION**

Jones Edmunds will be involved in project management with the City throughout the project. Project management will include planning, coordinating, communicating, accounting, and general reporting. In addition, Jones Edmunds proposes a Kickoff Meeting with the City to address the following items:

- Identify the roles and responsibilities of Jones Edmunds and City personnel.
- Review the project objectives.
- Discuss critical success factors.
- Discuss available data.
- Review the project schedule.
- Discuss permitting requirements.
- Discuss deliverables.

Jones Edmunds will also communicate with the City via telephone, email, and written correspondence on a regular and on-going basis.

#### **DELIVERABLES:**

- Meeting agenda and meeting summary minutes.

## TASK 2 – ALIGNMENT STUDY

### 2.1 STUDY

Jones Edmunds will evaluate the alignment of the sidewalk on both the east and west side of Peninsular Drive and Lake Elsie Drive:

- Conduct a site visit to review the site conditions and potential constraints.
- Review available surveys and applicable plats to determine City right-of-way boundaries and other easements within the sidewalk alignment.
- Prepare a technical memorandum summarizing the two alignment options with the positive and negative attributes for each alignment and an estimated Engineer’s Opinion of Probable Construction Cost (EOPCC) for each option.
- Meet remotely with the City to discuss the two alignment options and respond to any questions/comments they have.
- Upon the City’s selection of a preferred alignment option, proceed with the design phase.

## TASK 3 – DESIGN

### 3.1 60% DESIGN

Jones Edmunds will prepare 60% design documents and provide the following services:

- Prepare sidewalk alignment drawings, identifying any utility or other surface improvement conflicts.
- Prepare grading plans for the new sidewalk (this information may be included on the alignment plans).
- Prepare a typical section and additional sections where site conditions warrant a deviation from the typical section.
- Indicate any tree/vegetation removal and other improvements such as intersecting driveways and sidewalks.
- Prepare an EOPCC.
- Prepare draft technical specifications.
- Submit the design documents, specifications, and cost estimate to the City for review.
- Attend a design-review meeting with the City and distribute meeting minutes of the review meeting by e-mail. The meeting minutes will include the disposition of the City’s comments.

#### Deliverables:

- 60% Design Documents (PDF)
- Draft Specifications (PDF)
- EOPCC (PDF)

### 3.2 90% DESIGN

Jones Edmunds will prepare 90% design documents including the following services:

- Finalize details and construction notes and incorporate City comments and Jones Edmunds internal quality control comments.
- Complete technical specifications including front end (Division 00) section for the City review.
- Update the EOPCC for the project.

**Deliverables:**

- 90% Design Documents (PDF)
- Specifications (PDF)
- EOPCC (PDF)

**3.3 100% DESIGN**

Jones Edmunds will provide the following services:

- Incorporate the City’s comments from the final 90% design into the 100% design documents.
- Provide specific details required for bidding the project that the City will include in the bid documents.
- Provide a final EOPCC for the project.
- Incorporate City comments in the front-end section and finalize the specifications.

**Deliverables:**

- Five signed-and-sealed paper copies and one electronic copy (PDF) of the drawings and specifications
- Final EOPCC (PDF)

**TASK 4 - PERMITTING**

This sidewalk project is expected to qualify for a permit exemption as the proposed improvements are for safety purposes.

- Attend a pre-application/meeting with SWFWMD.
- Prepare and submit an Environmental Resource Permit application to Southwest Florida Water Management District (SWFWMD) at the completion of the 90% design phase requesting a permit exemption for the new sidewalk.
- Respond to one Request for Additional Information (RAI).

**TASK 5 – BID SERVICES**

Jones Edmunds will provide the following services during the bid phase of the project:

- Coordinate Front-End Documents with the City.
- Attend a pre-bid meeting.
- Respond to bidder questions. We assume that the City will send out addenda, which will include responses to bidders’ questions.

## TASK 6 – CONSTRUCTION ADMINISTRATION

- Progress Meetings/Site Visits: Attend up to two progress meetings in addition to the substantial completion site visit. The progress meetings are to review construction progress, discuss project issues, and perform site visits.
- Submittal Review: Review the Contractor submittal required by the Technical Specifications for general compliance with the Contract Documents, including the materials testing reports (soil compaction, concrete tests). This proposal includes one submittal based on the Specifications.
- Requests for Additional Information (RFI): Coordinate review and respond to two RFIs submitted by the Contractor related to the Construction Documents.
- Substantial Completion: Conduct a Substantial Completion site visit and prepare a punch list that will be submitted to the Contractor.
- Final Completion: Rely on the City to conduct a final site visit to confirm that the Contractor has completed the punch-list items.

## PROJECT SCHEDULE

The project schedule will be mutually agreed on. A tentative schedule is presented below.

Task	Expected Start from NTP	Estimated Days to Complete
Task 1 – Project Management	–	–
Task 2 – Alignment Study	5	30
Task 3.1 – 60% Design	49	45
Task 3.2 – 90% Design	108	30
Task 3.3 – 100% Design	152	14
Task 4 – Permitting	138	45
Task 5 – Bid Services	183	TBD
Task 6 – Construction Administration	TBD	TBD

The schedule includes 14-day review period for the City for each submittal.

## PROJECT FEES

Jones Edmunds proposes to complete the work detailed above on a time-and-materials basis for an estimated amount of \$63,515. This fee shall not exceed the estimated amount without prior written authorization from the City of Haines City.

Task	Total
Task 1 – Project Management	\$9,480
Task 2 – Alignment Study	\$7,590
Task 3.1 – 60% Design	\$18,560
Task 3.2 – 90% Design	\$10,400

Task	Total
Task 3.3 – 100% Design	\$5,335
Task 4 – Permitting	\$2,790
Task 5 – Bid Services	\$3,090
Task 6 – Construction Admin	\$6,270
<b>Total Budget</b>	<b>\$63,515</b>

## EXCLUSIONS AND CONDITIONS

The following items are exclusions and conditions specific to this Scope of Services. Excluded items may be provided as Additional Services at additional costs to the City.

- Title search of adjacent property boundaries to the sidewalk is excluded from the Scope of Services.
- Preparation of right-of-way and/or easement documents will be by others.
- Redesign of irrigation systems that are impacted by the sidewalk are excluded from the Scope of Services.
- Any additional survey required for design and easements will be provided by the City.
- Ground restoration is limited to new sod. Any trees and/or bushes impacted will be identified on the design plans; however, Jones Edmunds will rely on the City to coordinate any plant replacement with the affected property owner.
- Historic preservation and cultural resources assessments are excluded from the Scope of Services.
- Geotechnical services are excluded.
- Progress meeting minutes are excluded.

Accepted By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_