

TASK ASSIGNMENT NO. 1

CONTRACT NO. 2018-049-AU with JONES EDMUNDS & ASSOCIATES, INC. for PROFESSIONAL ARCHITECTURAL AND ENGINEERING CONSULTING SERVICES

TITLE: Wild Spaces & Public Places Multi-use Trail and Gainesville Regional Utilities Solids Handling Facility Access Roadway – SE Williston Road to Sweetwater Branch Creek.

THIS TASK ASSIGNMENT is entered into on the ____ day of _____, 2021 between CITY OF GAINESVILLE, FLORIDA, a municipal corporation (“CITY”) and JONES, EDMUNDS & ASSOCIATES, INC., a Florida corporation (“CONSULTANT”) for services to be performed as described herein and in accordance with the Professional Services Agreement for Professional Architectural and Engineering Consulting Services, Contract 2018-049-AU, dated October 11, 2018.

SCOPE OF WORK AND ORDER OF PRECEDENCE: CONSULTANT shall perform the work described in the following contract documents, whether attached hereto or incorporated by reference:

- a. This Task Assignment.
- b. Professional Services Agreement for Professional Architectural and Engineering Consulting Services dated October 11, 2018.

BACKGROUND: The CITY’s Wild Spaces & Public Places program (WSPP) is developing a multi-use trail from Depot Park to the Sweetwater Preserve located on SE Williston Road (State Road 331). The trail is located within a high-voltage electrical transmission line corridor. In the southern portion of the trail – between Sweetwater Branch Creek and Williston Road – the trail will be located adjacent to a Gainesville Regional Utilities (GRU) access road. The CONSULTANT is under contract with GRU to develop design documents for a solids handling facility that will be located on a previous composting facility site on the property west of the electrical transmission line corridor. The design documents for the facility are at a 90% level and ready for permit application submittal.

DRMP, Inc., working for WSPP, developed 30% design plans for the multi-use path spanning from SE Williston Road to Depot Park. This conceptual design showed the multi-use path as parallel to the existing dirt road used by GRU to access their transmission lines. The grading, stormwater design, and permitting required for the access road and the trail are tightly intertwined, therefore GRU, WSPP, and DRMP agreed that the CONSULTANT would design the segment of the multi-use path in conjunction with the GRU access road from SE Williston Road to Sweetwater Branch Creek. The multi-use path design criteria are adapted from FDOT criteria.

The access road begins at a driveway off SE Williston Road at GRU’s Lift Station (LS) No. 40 and continues approximately 1,600 feet northwest through a GRU utility easement. Approximately 300 feet of the access road immediately north of LS No. 40 is within a Federal Emergency Management Agency (FEMA)-delineated floodplain zoned as AE with an associated floodway. The CONSULTANT is preparing an application to FEMA for a Letter of Map Revision (LOMR) as part of a separate scope of services. That LOMR will address floodplain impacts associated with LS40 and the access road.

The existing dirt access road is not currently suitable for the vehicle traffic and loading expected to enter the proposed GRU facility and will therefore require improvement and stabilization. The grade of the access road in the floodplain area exceeds 5% and may need improvements to meet Americans with Disabilities Act (ADA) requirements. The proposed improvement to the access road consists of culvert replacement(s), addition of fill, and grading.

PURPOSE: Work performed under this Task Assignment will include developing Contract Documents and preparing Permit Applications for the multi-use trail as well as the improved GRU Solids Handling Facility Access Roadway as described in the Scope of Services.

1.0 SCOPE OF SERVICES

Topographic survey data, geotechnical investigations, and wetland delineation/survey were performed as part of the GRU project. No additional site investigations, survey, or geotechnical data collection are included in this scope of services.

1.1 TASK 1 – PROJECT ADMINISTRATION AND AGENCY COORDINATION

Multiple coordination meetings were held with GRU and WSPP. A joint First-Step meeting was held in January 2020 with the CITY, GRU, and WSPP to discuss both projects. City permitting and floodplain compensation requirements are a current subject of discussion. This task is intended to cover a project kickoff meeting, additional meetings and communications not specified in the design and permitting task (Task 2), and project administration over the anticipated eleven-month design project duration.

This task includes budget for the following meetings:

- Project kickoff
- City permitting discussions including coordination with WSPP outside of City meetings

WSPP Responsibility:

- Coordination on meetings with the CONSULTANT.

Deliverables:

- Meeting Minutes.

1.2 TASK 2 – DESIGN AND PERMITTING

Contract Documents. The CONSULTANT shall prepare Contract Documents (Drawings and Specifications), Design Calculations, and Permit Applications for the multi-use trail. The Drawings shall consist of General, Civil, and Structural Drawings prepared using the CONSULTANT's presentation standards. The preliminary lists of drawings and specifications below are the basis for the design fee estimate. The combination of the WSPP multi-use trail with the GRU access road in a narrow corridor will require additional structural elements. It is expected the additional structural elements will be two low retaining walls (to achieve grades near power poles), a culvert with headwall configuration near Lift Station 40, and a shortening of the FDOT guard wall at Williston Road. A GRU "rental light" to illuminate the point of crossing for the access road and multi-use trail will be included on a simple electrical plan (shown on one sheet) for lighting the point of crossing for the multi-use trail and access road.

Drawing No.	Title
G-1	Cover Sheet
G-2	Drawing Index, Legend, and Abbreviations
G-3	General Notes
G-4	Key Map

Drawing No.	Title
G-5 to G-9	Existing Conditions
C-2 to C-3	Site Plan
C-4	Grading and Drainage Plan
C-7 to C-12	Access Road & Multi-Use Path Plan and Profile
C-13 to C-19	Access Road & Multi-Use Path Cross-Sections
C-20 to C-23	Standard Details
C-23 to C-25	Stormwater Pollution Prevention Plan Details
S-1	Structural Notes
S-2 to S-3	Structural Plan
S-4 to S-5	Structural Details
E-1	Electrical Plan

- Site plan sheets will be prepared with the following scales: Horizontal: 1 inch = 20 feet (full-size 22-x-34-inch); and 1 inch = 40 feet (half-size sheets 11-x-17-inch).
- Access road/trail plan sheets will be prepared with the following scales: Horizontal: 1 inch = 20 feet (full-size 22-x-34-inch); and 1 inch = 40 feet (half-size sheets 11-x-17-inch).
- Sections and details will be prepared with the following scales: Vertical: 1 inch = 5 feet (full-size 22-x-34-inch); and 1 inch = 10 feet (half-size sheets 11-x-17-inch).

The CONSULTANT shall reference FDOT standards on the drawings and will not develop Technical Specifications.

Task 2 will consist of three submittals – 60%, 90%, and Final Design. The CONSULTANT shall participate in review meetings to discuss and obtain comments from GRU and WSPP following the 60% and 90% Design Submittals. Changes agreed to at the review meetings will be incorporated into the Final Design Submittal documents.

1.2.1 60% DESIGN SUBMITTAL

A task kickoff meeting shall be held with WSPP and GRU staff to review the planned drawing sheets, submittal schedule, points of contact, and communications plan.

The CONSULTANT shall prepare and submit the 60% Design Submittal Package to GRU and WSPP for review and comment. The package shall include the following:

- Design Drawings:
 - Draft versions of the sheets listed in the table above including layout of the access road and multiuse trail.
 - Drawings shall include completed topographic surveys.
 - These Drawings will be used during the Pre-Application Meetings with the permitting agencies. The CONSULTANT shall coordinate Pre-Application Meetings after completion and review of the 60% Design with WSPP and GRU.

WSPP Responsibility:

- Review and provide feedback on the 60% Design Submittal.

- Meet with the CONSULTANT to review the Drawings.

Deliverables:

- 60% task kickoff Meeting Minutes.
- One electronic copy (.pdf) of 60% Design Drawings-
- 60% Review Meeting Minutes.
- Technical Memorandum to City of Gainesville and Alachua County providing documentation that the site is not in a sensitive karst area and providing a design approach for meeting stormwater detention requirements. The Technical Memorandum shall also include documentation of the anticipated water quality credits GRU and WSPP will need to purchase from the Depot Avenue Water Quality Credit Bank.
- Meeting Minutes from the pre-application meetings.

Key Assumptions:

- The project will have a minimal impact on the floodplain and required floodplain volume compensation can be incorporated within the current project footprint with minimal design and permitting effort.
- GRU/WSPP will require a 2-week minimum review time of the submittal.
- Review meetings will be held with GRU and WSPP staff at the same time.

1.2.2 90% DESIGN SUBMITTAL

The 90% Design Submittal Package shall be submitted to GRU and WSPP for review and comment and will include the following:

- Design Drawings: Updated Drawings from the 60% Submittal.

WSPP Responsibility:

- Review and provide feedback on the 90% Design Submittal.

Deliverables:

- One electronic copy (.pdf) of 90% Design Drawings.

Key Assumptions:

- GRU/WSPP will require a 2-week minimum review time of the submittal.

1.2.3 PERMITTING

After completion of the 60% Design, review of the submittal with GRU/WSPP, and incorporation of GRU/WSPP comments into the design drawings, the CONSULTANT shall schedule Permit Pre-application Meetings with agency representatives. The CONSULTANT's Project Manager shall provide an agenda, lead a discussion, and provide meeting minutes for these pre-application Meetings. The CONSULTANT shall incorporate agency comments from the pre-application meetings into the 90% Design.

Draft Permit Applications (SJRWMD, USACE, Florida Department of Transportation (FDOT), City of Gainesville, and Alachua County) shall be provided by CONSULTANT to WSPP and GRU as part of the 90% Design Submittal for WSPP signatures and submittal to the appropriate agencies. The final Permit Applications shall be submitted after receiving comments from WSPP and GRU on the draft applications. WSPP will coordinate resolution of comments with GRU if there is a conflict.

The CONSULTANT shall prepare Permit Applications and provide services as follows:

SJRWMD Individual Environmental Resource Permit (ERP) and USACE Individual Permit:

- Prepare and submit documentation for an SJRWMD ERP and a USACE Individual Permit and provide a response for up to one Request for Additional Information (RAI) from each agency.
- Coordinate and attend one on-site field meeting with SJRWMD and USACE to review the flagged wetland lines.

Alachua County Environmental Protection Department (EPD) Wetland Permit & Stormwater Review:

- Conduct one Pre-application Meeting with Alachua County regarding an EPD Wetland Permit. After the meeting, conduct one site visit with the County to walk the project route.
- Prepare the Application for the Alachua County EPD Wetland Permit.
- Copy the Alachua County EPD on the City's application with additional documentation regarding the County's stormwater code requirements.
- Respond to one Alachua County RAI related to the EPD Permit Application.
- Assist GRU to prepare for the Board of County Commissioners meeting supporting the EPD Permit Application. The CONSULTANT's Project Manager will attend the County Commissioners Meeting at the request of GRU.

FDOT Review:

- Conduct one Pre-application Meeting with the FDOT.
- Prepare and submit a driveway connection permit with guard wall adjustments.
- Prepare one response to an FDOT request for additional information (RAI) and one follow-up meeting with FDOT. This assumes the RAI will require clarifications and minor revisions, not significant redesign.

City of Gainesville ePlan Review:

- Submit permit application through the City ePlan Review online portal. This review process includes review and permitting for GRU, building, zoning, and planning compliance.
- Respond to one RAI related to the Permit Application. This assumes the RAI will require clarifications and minor revisions, not significant redesign.

City of Gainesville Stormwater Permit:

- Incorporate the City of Gainesville's stormwater requirements into the SJRWMD ERP Stormwater Report.
- Prepare the City of Gainesville Stormwater Permit Application.

- Respond to one City RAI related to the Stormwater Permit Application. This assumes the RAI will require clarifications and minor revisions, not significant redesign.
- Floodplain permitting requirements have not yet been determined and are not included in this scope of services.

WSPP Responsibility:

- WSPP will sign the final Permit Applications and provide payment for all associated permitting fees.

Deliverables:

- One electronic copy (.pdf) of the Draft and Final Permit Applications.

Key Assumptions:

- Only those Permit Applications specifically listed in this Scope of Services will be prepared. All other Permit Applications are outside this Scope of Services and Fee Estimate.
- Environmental site assessments, threatened and endangered species, archaeological, or historical investigations are not expected to be necessary and are excluded from this Scope of Services.
- Wetlands mitigation design and permitting are excluded from this Scope of Services.
- RAIs from permitting agencies will not result in significant changes to the design or construction methods.
- Delays in project schedule beyond CONSULTANT's control may require increases in fees.

1.2.4 FINAL DESIGN SUBMITTAL

The Final Design Submittal Package shall be submitted by CONSULTANT to GRU and WSPP, and will include the following:

- Final Design Documents: Updated Drawings from the 90% Submittal and incorporation of any RAI comments from the permitting agencies.

Deliverables:

- One electronic copy (.pdf), two signed-and-sealed full-size and four half-size copies of the Final Design Drawings, and two signed-and-sealed copies of the Technical Specifications.

Key Assumptions:

- Final Design will be submitted after receiving all approved permits from the permitting agencies. Schedule impacts due to permitting may occur and are beyond the CONSULTANT's control.
- Review period by permitting agencies may take up to six-weeks.

1.3 TASK 3– BID-PHASE SERVICES

The CONSULTANT shall perform the following Bid-Phase Services:

- Respond to bidder questions and issue up to one Addendum.

2.0 PROJECT SCHEDULE

The CONSULTANT expects the project to follow the schedule below and assumes the project will begin in February 2021 and is expected to be completed by the end of December 2021.

Task	Anticipated Start	Anticipated Finish
Task 1 – Project Administration and Agency Coordination	<i>February 2021</i>	<i>December 2021</i>
Task 2 – Design and Permitting		
<i>60% Design Submittal</i>	<i>February 2021</i>	<i>April 2021</i>
<i>90% Design Submittal</i>	<i>May 2021</i>	<i>July 2021</i>
<i>Permitting</i>	<i>July 2021</i>	<i>September 2021</i>
<i>100% Design Submittal</i>	<i>October 2021</i>	<i>November 2021</i>
Task 3 – Bid-Phase Services	TBD	TBD

3.0 DELIVERABLES

Section 1 describes the deliverables for each Task.

4.0 SPECIFIC WSPP RESPONSIBILITIES

Section 1 describes the specific responsibilities for each Task.

5.0 COMPENSATION

Compensation shall be on a time-and-materials basis and CITY will be billed by the CONSULTANT for actual hours worked each month based on the hourly rates in the Agreement dated October 11, 2018. The authorized maximum total compensation for the services provided under this Task Assignment is One Hundred Sixteen Thousand Seven Hundred Thirty-Eight Dollars (\$116,738.00). An approximate breakdown of the labor and expenses by task is provided below.

Task	Fee
Task 1 – Project Administration and Agency Coordination	\$11,328
Task 2 – Design and Permitting - <i>60% Design Submittal</i>	\$35,128
<i>90% Design Submittal</i>	\$23,969
<i>Permitting</i>	\$31,620
<i>100% Design Submittal</i>	\$13,185
Task 3 – Bid-Phase Services	\$1,508
Total	\$116,738

6.0 SPECIAL PROVISIONS

The WSPP Project Manager will be Betsy Waite, PE (352) 393-8187, waiteed@cityofgainesville.org, and the CONSULTANT Project Manager will be Walt Nickel, PE (352) 377-5821, wnickel@jonesedmunds.com.

IN WITNESS WHEREOF, the parties hereto have executed this Task Assignment on the day first above written.

JONES EDMUNDS & ASSOCIATES, INC.

CITY OF GAINESVILLE

By: _____

By: _____

Printed Name: _____

Lee Feldman

Title: _____

Title: City Manager

Approved as to form and legality:

City Attorney