



City of Gulf Breeze

Memorandum

To: Samantha D. Abell, City Manager
From: Thomas Lambert, Director of Public Works
Date: November 30, 2021
Subject: Approval of Professional Services Fee of \$25,784 for Surveying Through the Utility Underground Conversion Project Manager, Utility Consultants of Florida, LLC.

REQUEST:

That the City Council meet as the Community Redevelopment Agency Board of Directors on Monday, December 6, 2021, and approve the professional surveying additional consulting services fee of \$25,784 requested by Utility Consultants of Florida, LLC related to the first task under for underground utility conversion.

BACKGROUND:

The City Council has focused on undergrounding overhead utilities since before 2012. Some smaller projects have been completed at the bridge entrance to the City. In 2019, Dewberry completed a relocation study for the CRA corridor, which was used to establish the funding and the plan moving forward.

The City Council authorized staff to negotiate with Utility Consultants of Florida, LLC, as the selected firm to provide project management services for the project at its May 17, 2021 meeting. On June 21, 2021, the City also approved the loan to fund the work within the CRA district. On September 8, 2021, the City Council approved the agreement and the fee for the first task order for sections A & B of the Highway 98 CRA corridor.

DISCUSSION:

The fee for surveying of the right of way was not included in the original task order fee pending the development of the requirements from Gulf Power and the potential use of the City's Master Services Agreements for the services. Upon finalization of the requirements from Gulf Power reflecting its consolidation with Florida Power & Light (FPL), Utility Consultants, LLC recommends using the firm included in their RFQ response for these services. This firm is based in central Florida and is familiar with FPL's survey needs for undergrounding projects.

FINANCIAL IMPACT:

The task order additional fee will be funded from the loan proceeds obtained for work in the Community Redevelopment Agency (CRA) district and will be included with the budget amendment for the project management services.

RECOMMENDATION:

That the City Council meet as the Community Redevelopment Agency Board of Directors on Monday, December 6, 2021, and approve the professional surveying additional consulting services fee of \$25,784 requested by Utility Consultants of Florida, LLC related to the first task under for underground utility conversion.

ATTACHED:

[UCoF CO for FPL Design Survey](#)

[Undergrounding Survey Proposal](#)



November 18, 2021

Dear Stephanie,

Utility Consultant's of Florida is respectfully requesting the City of Gulf Breeze accept the following proposal for the FPL survey in support of the undergrounding project. This survey scope provides the FPL design requirements along the right-of-way route for (UUC Zone CRA-A & CRA-B) Gulf Breeze. This survey will be performed by Bullseye Surveying for a lump sum fee - \$25,784 (see attachment) with no mark-up.

SCOPE OF SERVICES

FPL SURVEY FORMAT & REQUIREMENTS:

- File extension - .DWG (Drawing File) or .DXF (Drawing Interchange File) or .IGS (IGES Interchange File)
- Flatten 2D file.
- Completely bound AUTO CAD 2013 (not 20 to 100 CAD files that need to be merged) – not Microstation.
- No 3D elements, all structures points and lines should be at base point zero for the elevation.
- No X-REF files.
- Layers labeled.
- CENTER LINES, RIGHT OF WAYS, PROPERTY LINES, ROAD NAMES, STATION POINTS, EASEMENT LINES (utility and drainage), Survey curve data – existing and proposed.
- NORTH ARROW, BAR SCALE, BORDERS, MATCHLINES.
- EDGE OF PAVEMENT, WATER WAYS (lakes, ocean, ICW, wetlands, retention areas, etc.), SIDEWALKS - existing and proposed.
- OBSTRUCTIONS, WATER LINES, STORM SEWER LINES, SANITATION LINES, GAS LINES, FIBER OPTECH LINES, TELEPHONE LINES, CABLE TV LINES (inverts and services) – existing and proposed.
- The file should also be purged of all hidden, ghost type entities that would cause corruption of our design system and processes.

TIMELINE:

The estimated timeline to complete the survey = 45 days from purchase order.

This will include the survey data collection and subsequent CAD file required for FPL's design.

If you have any questions or concerns, please let me know. Again, we appreciate the opportunity to work with the City on this exciting project!

Sincerely,

Mark Porter

Mark Porter

attachment: Bullseye Surveying, Inc proposal

November 10, 2021

PROPOSAL TO CLIENT:

PROPOSAL FROM CONSULTANT:

George R. Martin, PSM
Bullseye Surveying, Inc.
2198 NE Coachman Road, Unit F
Clearwater, FL 33765
Tel:(727) 475-8088
Fax:(727) 264-0457
Email: gmartin@bullseyesurveying.com

PROPOSAL FOR: Right of Way Route Survey for (UUC Zone CRA-A & CRA-B) Gulf Breeze Florida 32561-32562.

SCOPE OF SERVICES: Please see Attachment "A" showing specific work items.

PROFESSIONAL FEE: The following service item will be performed for a Lump Sum Fee:

- **Right of Way Route Survey for (UUC Zone CRA-A & CRA-B) Gulf Breeze Florida 32561-32562 = \$25,784.00.**

Miscellaneous Sublet Services will be charged at actual cost plus 15%. Miscellaneous out-of-pocket expenses will be charged at cost plus 10%. These will include security training and badging, application fees, additional printing, photocopies, etc.

ADDITIONAL SERVICES:

If additional services are requested by you, we will issue an **Additional Services Order**. This work will either be performed for an agreed upon lump sum or at our current hourly rates. Please see Attachment "B" showing hourly rate schedule. Prior to scheduling extra work, all extra work shall be approved by the client in writing. Payment for **Additional Services** is due upon completion of individual extra work items.

AGREEMENT PROVISIONS:

All service items and/or additional services will be performed in accordance with the minimum requirements of Chapter 5J17-6 of the Florida Administrative Code, pursuant to Section 472.027 Florida Statutes. No hand digging, excavation or probing will be performed by Bullseye Surveying, Inc.

SCHEDULE:

Based upon current work load, we will commence work within ten (10) days of NOTICE TO PROCEED. This schedule is subject to revision based upon other PROPOSALS that are accepted between now and the actual receipt of a signed and accepted copy of this proposal. Services based on future requests such as construction staking and as-builts of on-going construction require the CLIENT to contact our office for scheduling service items with a minimum of 48 hours of advance notice.

NOTICE TO PROCEED:

The above described SCOPE OF SERVICES will be scheduled upon receipt of a signed, accepted copy of this PROPOSAL which shall become the AGREEMENT between the parties.

METHOD OF PAYMENT:

Monthly invoices will be submitted for work performed during the previous month on or about the 10th of each month. Payment in full is due upon receipt of the bill. Interest will be due on the unpaid balance 30 days from the date of billing at the rate of 1 ¼% per month. Full payment of all fees including any sublet services, out-of-pocket expenses and accrued interest is due upon completion of project. No plans, certifications, submissions, or waivers will be issued until arrangements for payment suitable to the CONSULTANT have been made.

WORK STOPPAGE:

If the account is not paid within 45 days of billing, work will cease and no maps and/or plans will be issued until the account is brought current.

COLLECTION COSTS:

In the event the CONSULTANT is required to employ collection agents (attorneys or others) in order to enforce payment of the agreement, the CLIENT shall pay all reasonable costs, attorney fees, and accrued interest over and above the billing for Surveying Services.

LIEN RIGHTS:

If you fail to act in accordance with this agreement, we may be entitled to a MECHANICS LIEN on the property upon which our services were performed.

MISCELLANEOUS:

Should this AGREEMENT be terminated for any reason, payment for work performed will be calculated at our HOURLY RATES in effect at the time the work was performed and is DUE AND PAYABLE at the time of termination.

There are no understandings or agreements except as herein expressly stated. All original papers and documents and copies thereof produced as a result of this AGREEMENT except documents which are required to be filed with public agencies, shall remain the property of the CONSULTANT and may be used by the CONSULTANT without any consent of the CLIENT.

PROPOSED BY: George R. Martin, PSM Bullseye Surveying, Inc.

DATE: November 10, 2021

ACCEPTED BY: _____

DATE: _____

ATTACHMENT "A"

SCOPE OF SERVICES

- **Right of Way Route Survey for (UUC Zone CRA-A & CRA-B) Gulf Breeze Florida 32561-32562 = \$25,784.00.**
- **Format and Requirements:**
- **File extension - .DWG (Drawing File) or .DXF (Drawing Interchange File) or .IGS (IGES Interchange File)**
- **Flatten 2D file.**
- **Completely bound AUTO CAD 2013 (not 20 to 100 CAD files that need to be merged) – not Microstation.**
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- **OBSTRUCTIONS, WATER LINES, STORM SEWER LINES, SANITATION LINES, GAS LINES, FIBER OPTECH LINES, TELEPHONE LINES, CABLE TV LINES (inverts and services) – existing and proposed.**
- **The file should also be purged of all hidden, ghost type entities that would cause corruption of our design system and processes.**
- **Cost over runs: per diem, hotel costs, may incur additional expenses due to seasonal rate changes, expenses not to exceed 10%.**
- **Exhibit = Gulf Breeze Map (UUC Zone CRA-A & CRA-B) ATTACHMENT "C".**

Deliverables

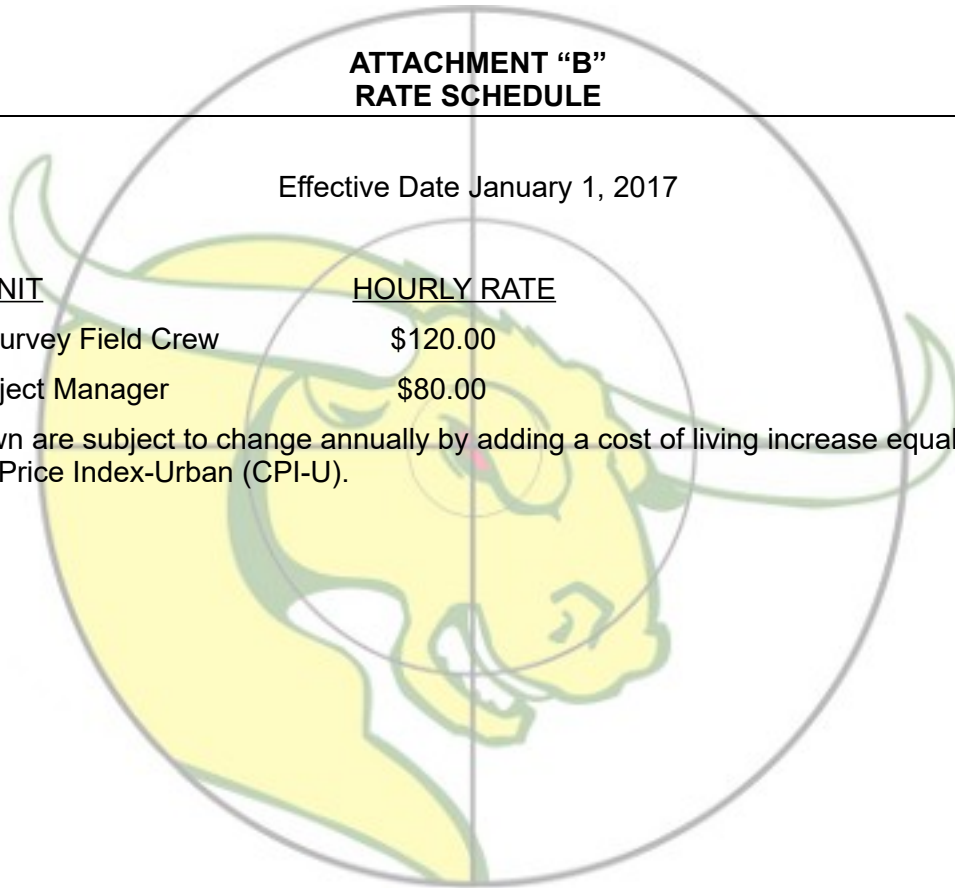
1. Provide five (5) certified copies of the map of survey and signed certification.

**ATTACHMENT "B"
RATE SCHEDULE**

Effective Date January 1, 2017

<u>BILLING UNIT</u>	<u>HOURLY RATE</u>
2 Person Survey Field Crew	\$120.00
Survey Project Manager	\$80.00

Rates shown are subject to change annually by adding a cost of living increase equal to the Consumer Price Index-Urban (CPI-U).



ATTACHMENT "C"

