



JAN 5 11 55 AM '15

December 10, 2015

P-229328

Mr. Tom Vandehey
Parks Superintendent
City of DeBary
16 Colomba Road
DeBary, Florida 32713

Re: Rob Sullivan Community Park

Subj: Phase 2 ADA Accessible Emergency Access Road

Dear Mr. Vandehey:

Please find enclosed two (2) copies of the following information for your review and approval associated with the above referenced project:

- Exhibit "A" (Scope of Work);
- Exhibit "B" (Manhour and Fee Estimate);
- Exhibit "C" (Estimate of Reimbursable Expenses); and
- Exhibit "D" (Subconsultant Fee Proposal).

It is our understanding that the City of DeBary is requesting professional engineering services to design and prepare plans to construct a 12-foot wide emergency access road within the Rob Sullivan Community Park. It is also our understanding that the project is being funded by the Volusia County FY 2015 / 2016 Community Development Block Grant (CDBG) program and the City of DeBary will solicit bids in lieu of utilizing one of their term contractors since the anticipated construction costs will exceed the current procurement threshold.

We look forward to the opportunity to continue serving the City of DeBary on this important assignment. If you have any questions regarding the enclosed documents, please contact me directly at 407-992-9160, extension 309, or by e-mail at david@pegasusengineering.net.

"Engineering a Higher Standard"

301 West State Road 434, Suite 309, Winter Springs, FL 32708 • 407-992-9160 • Fax 407-358-515

Mr. Tom Vandehey
December 10, 2015
Page 2

Sincerely,

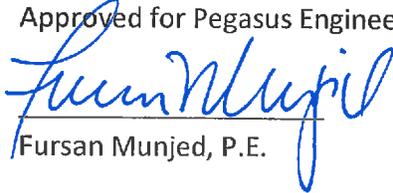
PEGASUS ENGINEERING, LLC

David W. Hamstra, P.E., CFM
Principal / Project Manager

Enclosures

**Rob Sullivan Community Park
Phase 2 ADA Accessible Emergency Access Road**

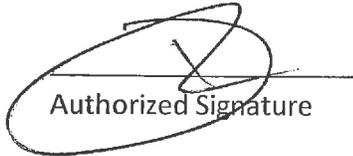
Approved for Pegasus Engineering, LLC


Fursan Munjed, P.E.

Principal
Officer's Title

December 10, 2015
Date

Proposal is hereby accepted and authorization to proceed is hereby given.
(Please return one executed copy of this proposal for our Pegasus Engineering records).


Authorized Signature

City Manager
Officer's Title

12/28/15
Date



**ROB SULLIVAN COMMUNITY PARK
PHASE 2 ADA ACCESSIBLE
EMERGENCY ACCESS ROAD**

EXHIBIT "A"

SCOPE OF WORK

EXHIBIT "A"
SCOPE OF WORK
FOR THE
ROB SULLIVAN COMMUNITY PARK | PHASE 2 ADA ACCESSIBLE EMERGENCY ACCESS ROAD

OBJECTIVE

The City of DeBary has requested a scope of work and fee proposal from Pegasus Engineering to design and prepare construction plans in order to construct a 12-foot wide ADA (Americans with Disabilities Act) accessible emergency access road within the Rob Sullivan Community Park. The purpose of the internal road is to provide emergency access from the existing east and west parking areas to the new soccer fields located along the north side of the park (refer to Figure 1). Besides the access road, the Phase 2 improvements also encompass two (2) ADA bleachers, shade structures over the bleachers, trail lighting for safety and security, and a 2-inch potable water line.

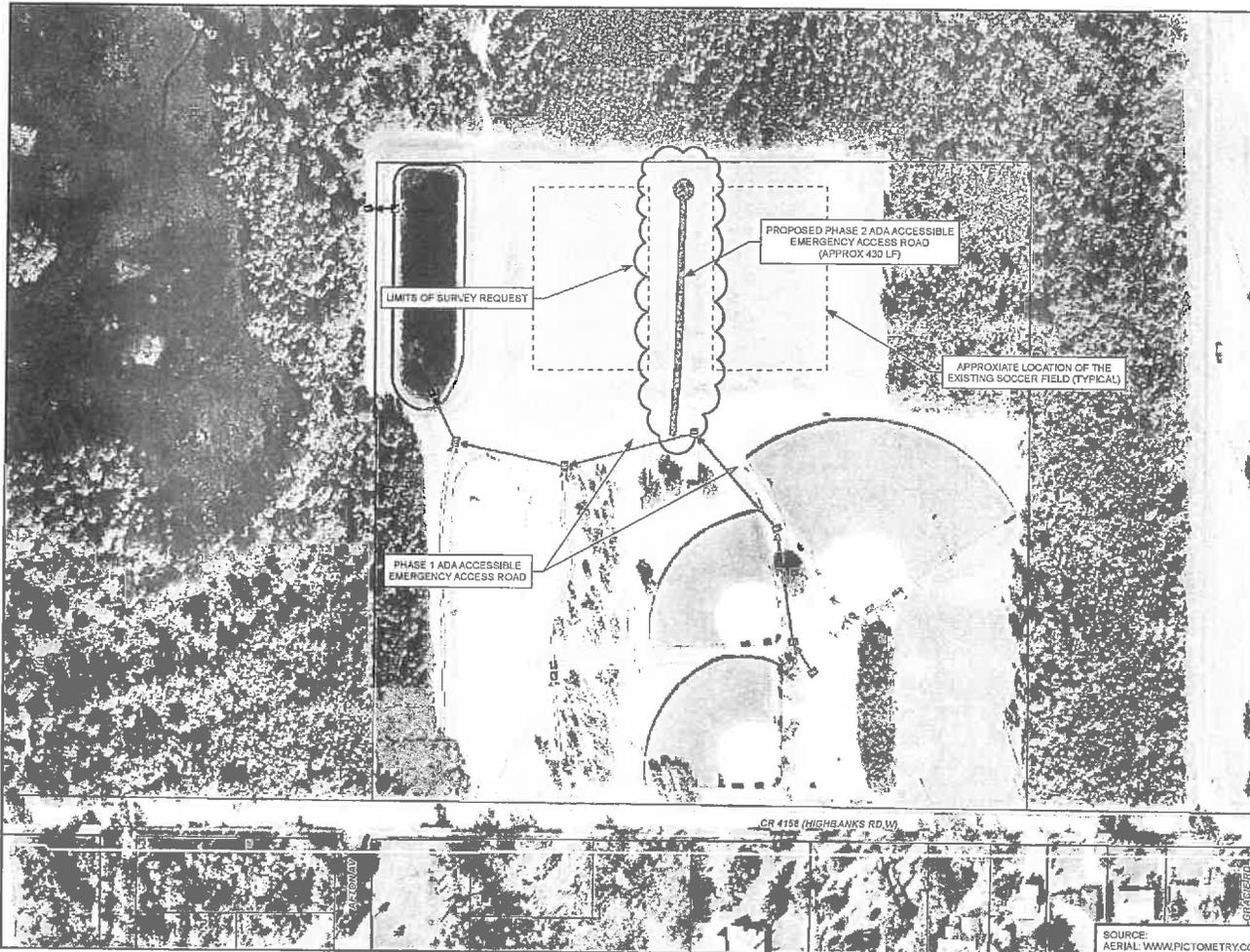
It is our understanding that the City of DeBary has secured a Community Development Block Grant (CDBG) grant from Volusia County to assist with the total project funding. It is noted that the design shall meet the **2010 ADA Standards for Accessible Design** and the completion of the requested professional services shall be consistent with the project timeframe outlined in the approved CDBG agreement

PROFESSIONAL ENGINEERING SERVICES

Pegasus Engineering, LLC (Consultant), shall provide the following engineering services enumerated below:

1. Review the as-built survey associated with the football fields (prepared by Abel Surveying) and the irrigation plans (prepared by Spade Irrigation Design).
2. As a subconsultant to Pegasus Engineering, Southeastern Surveying & Mapping Corporation (SSMC) will conduct the necessary surveys for the development of the construction plans. More specifically, the following services are anticipated to be performed by the survey subconsultant:
 - a. Topographic survey of the project corridor (approximately 450 feet x 100 feet); and
 - b. Locate and stake the north property line.

The survey subconsultant shall supply the Consultant with AutoCAD survey drawings depicting the existing topographic features within the project limits. The survey subconsultant shall also provide the City and the Consultant signed and sealed copies of all final work products.



SCALE: 1" = 150'

ROB SULLIVAN COMMUNITY PARK
 PHASE 2 ADA ACCESSIBLE
 EMERGENCY ACCESS ROAD
 CITY OF DEBARY



Pegasus
 ENGINEERING
 301 WEST STATE ROAD 434, SUITE 309
 WINTER SPRINGS, FL 32708
 TEL: 407-386-1000 FAX: 407-386-1051
 WEB: WWW.PEGASUSENGINEERING.NET

JOB NO.: P-229328
 DATE: 11/24/2015

FIGURE
 1

SOURCE:
 AERIAL: WWW.PICTOMETRY.COM (2015)

EXHIBIT "A"
SCOPE OF WORK
FOR THE
ROB SULLIVAN COMMUNITY PARK | PHASE 2 ADA ACCESSIBLE EMERGENCY ACCESS ROAD

3. Conduct a field review to confirm the content and accuracy of the preliminary topographic survey.
4. Review the approved construction plans and stormwater calculations (prepared by Harris Civil Engineers, circa 2005), as well as the St. Johns River Water Management District permit (Permit No. 40-127-102738-1), to insure that the permitted retention volume is sufficient to accommodate the additional impervious area proposed for this project. In addition, determine the total impervious area within Rob Sullivan Park based on current and future conditions.
5. Prepare a 60% "concept" plan depicting the alignment of the Phase 2 emergency access road.
6. Conduct a "pre-design" meeting with City of DeBary to discuss the road alignment and grades.
7. Prepare all construction plans necessary to form a complete and single bid package ready to award for construction. All design parameters, surveys, and construction plans shall be submitted in English Standard units. At a minimum, it is anticipated that the preparation of construction drawings for the proposed drainage improvements will include the following eight (8) sheets:
 - Title Sheet (1 sheet)
 - Topographic Surveys (3 sheets)
 - Site Plan (3 sheets)
 - Miscellaneous Details (1 sheet)
8. Prepare probable construction costs for the proposed improvements. Statements of probable construction costs and detailed cost estimates prepared by the Consultant represents his/her best judgment as a design professional familiar with the construction industry.

EXHIBIT "A"
SCOPE OF WORK
FOR THE
ROB SULLIVAN COMMUNITY PARK | PHASE 2 ADA ACCESSIBLE EMERGENCY ACCESS ROAD

9. Plot and submit the 90% construction plans and the cost estimate to the City of DeBary for review.
10. Conduct a meeting with the City of DeBary to discuss the 90% construction plans.
11. Prepare and submit "final" bid documents (construction plans, bid schedule, and the engineer's construction cost estimate) to the City of DeBary for review and approval.

GENERAL

The Consultant will adhere to the following procedures throughout the course of the contract.

1. Ninety percent (90%) complete construction plans shall be furnished to the City of DeBary for review and approval prior to final plans submittal. Two (2) sets shall be given to the City of DeBary and one (1) set shall be given to the City's construction management consultant (Kevin Hare). Upon final review and approval, the Consultant shall submit three (3) signed and sealed sets of the final construction plans to the City of DeBary for their files and ten (10) sets for bid purposes.
2. Final construction cost estimates shall show quantity breakdowns of all items following the Florida Department of Transportation (FDOT) numbering system.
3. Digital copies of all construction plans and work products shall be provided to the City of DeBary at the conclusion of the contract.

BASIS OF PROPOSAL / ASSUMPTIONS

The following conditions and assumptions are noted as qualifications to this proposal.

1. It is assumed that the City will coordinate with Duke Energy to install the five (5) light poles to provide adequate trail lighting. In addition, it is assumed that the City will install the 2-inch potable water line to provide drinking water.
2. It is assumed that structural drawings associated with the concrete slabs and footings for the bleachers and shade structures will be prepared by others (e.g., REP Services, Inc. and Poligon Fabric).

EXHIBIT "A"
SCOPE OF WORK
FOR THE
ROB SULLIVAN COMMUNITY PARK | PHASE 2 ADA ACCESSIBLE EMERGENCY ACCESS ROAD

3. No temporary construction or permanent easements are required.
4. A permit from the St. Johns River Water Management District "should" not be required. However, if the total impervious area for the new access road requires additional retention volume and a permit modification is required, it is understood that a change order / amendment to the task order will be submitted to authorize additional services.
5. City staff will administer all reporting requirements as required by the CDBG grant.
6. Construction Engineering and Inspection (CEI) services will be performed by others, if required.
7. Since the proposed construction activities are anticipated to result in less than 1-acre of disturbed land, a National Pollutant Discharge Elimination System (NPDES) construction permit application from the Environmental Protection Agency (EPA) is not required. Therefore, a Storm Water Pollution Prevention Plan (SWPPP), a Notice of Intent (NOI) and Notice of Termination (NOT) are not applicable.
8. The following subconsultant services are not included:
 - ✓ Geotechnical
 - ✓ Environmental
 - ✓ Structural



**ROB SULLIVAN COMMUNITY PARK
PHASE 2 ADA ACCESSIBLE
EMERGENCY ACCESS ROAD**

EXHIBIT "B"

MANHOUR AND FEE ESTIMATE



**Manhour and Fee Estimate
for the**

**ROB SULLIVAN COMMUNITY PARK | PHASE 2 ADA ACCESSIBLE EMERGENCY ACCESS ROAD
Final Design Services**



Task Description	Sr. Project Manager	Sr. Project Engineer	Designer	Task Hours	Task Fees
(Continuing General Engineering Services Hourly Rates)	\$175.00	\$155.00	\$80.00		
Review the As-Built Survey for the Football Fields and the Irrigation Plans		2		2	\$310.00
Coordinate with the Survey Subconsultant regarding the Topographic Survey		4		4	\$620.00
Conduct Field Review to confirm the content of the preliminary Survey Drawing		4		4	\$620.00
Determine the Total Impervious Area based on Current and Proposed Conditions		4		4	\$620.00
Review the Permitted Construction Plans and Stormwater Calculations prepared by Harris Engineering		8		8	\$1,240.00
Prepare a 60% "Concept" Plan depicting the alignment of the Emergency Access Road		8		8	\$1,240.00
Address the Existing Swale and Drainage Systems		4		4	\$620.00
Conduct a "Pre-Design" Meeting with the City of DeBary		3		3	\$465.00
Prepare 90% Construction Plans (8 Sheets)					
* Title Sheet, Location Map, and Index of Drawings (1 sheet)		2		2	\$310.00
* Topographic Surveys (3 sheets)		2		2	\$310.00
* Site Plan (3 sheets)		16		16	\$2,480.00
* Standard and Miscellaneous Details (1 sheet)		12		12	\$1,860.00
Prepare an Engineer's Construction Cost Estimate (include the earthwork and grading volumes)		6		6	\$930.00
Plot and submit the 90% Construction Plans and Cost Estimate to the City of DeBary for Review		2		2	\$310.00
Conduct a Meeting with the City of DeBary to discuss the 90% Construction Plans		3		3	\$465.00
Prepare "Final" Construction Plans based on the City's 90% Review Comments		8		8	\$1,240.00
Project Administration (Review all Work Products and Status Reports via Monthly Invoices)	6			6	\$1,050.00
TASK HOURS	6	88	0	94	
TASK LABOR COSTS	\$1,050.00	\$13,640.00	\$0.00	\$14,690.00	\$14,690.00
PERCENT BREAKDOWN	7.1%	92.9%	0.0%	100.0%	
Breakdown in Fees					
				(1) Labor Costs	= \$14,690.00
				(2) Reimbursable Expenses	= \$300.00
				(3) Southeastern Surveying & Mapping	= \$1,914.00
				TOTAL LUMP SUM FEE	= \$16,904.00



**ROB SULLIVAN COMMUNITY PARK
PHASE 2 ADA ACCESSIBLE
EMERGENCY ACCESS ROAD**

EXHIBIT "C"

**ESTIMATE OF REIMBURSABLE
EXPENSES**

EXHIBIT "C"
ESTIMATE OF REIMBURSABLE EXPENSES
FOR THE
ROB SULLIVAN COMMUNITY PARK | PHASE 2 ADA ACCESSIBLE EMERGENCY ACCESS ROAD

1. Copies (10¢/Page)

- Miscellaneous Correspondence: (assume 500 Pages)
- Total Copies = (500) x \$0.10/Page = \$50.00

2. 24" x 36" Bond Plots (\$1.00/Sheet)

No. of Sets

- 90% Submittal:
 - Construction Plans (8 sheets) 5
- 100% Submittal:
 - Construction Plans (8 sheets) 5
- Final Submittal:
 - Construction Plans (8 sheets) 15
- Total Prints = [(5 + 5 + 15) x 8] x \$1.00/Sheet = \$200.00

3. Miscellaneous Expenses (Faxes, courier charges, photographs, color copies, etc.) say \$50.00

4. Total Estimated Reimbursable Expenses = \$300.00



**ROB SULLIVAN COMMUNITY PARK
PHASE 2 ADA ACCESSIBLE
EMERGENCY ACCESS ROAD**

EXHIBIT "D"

SUBCONSULTANT FEE PROPOSAL



Steven L. Anderson, Jr., PSM, PLS
 Charles M. Arnett, PSM
 Russell G. Daly, PSM, PLS
 Michael L. Dougherty, PSM
 Bruce C. Ducker, PSM
 James M. Dunn, II, PSM
 Thomas F. Ferguson, PSM
 Ronnie A. Figueroa, PSM, GISP
 Tate B. Flowers, PLS
 Robert W. Gardner, PSM
 Brian R. Garvey, PE, GISP
 Daniel J. Henry, PSM, PLS
 Matthew G. Jennings, RLS
 Gary B. Krick, PSM
 Brad J. Lashley, PSM, PLS
 Myron F. Lucas, PSM
 James E. Mazurak, PSM
 Thomas K. Mead, PSM, PLS



Southeastern Surveying and Mapping Corporation
 Serving the Southeast Since 1972
 www.southeasternsurveying.com
 info@southeasternsurveying.com

Timothy O. Mosby, PSM
 James L. Petersen, PSM
 Eddie L. Richardson, PSM
 William C. Rowe, PSM
 Tony G. Syfrett, PSM, PLS
 John S. Thomas, PSM
 Edward W. Wackeman, PSM
 Kirk R. Hall, EI, GISP
 Brad A. Stroppel, EI, GISP
 Catherine E. Galgano, GISP
 Cheryl A. Isenberg, GISP
 Brian E. Latchaw, GISP
 Patrick J. Phillips, GISP
 Thomas P. Young, Jr., SIT, GISP
 Donna L. Hendrix, CST IV
 Frank B. Henry, CST IV
 David M. Rentfrow, CST IV
 Celeste B. van Gelder, CST IV

Land Surveying & Mapping Services • Sub-Surface Utility Designation & Location Services • Geographic Information Systems • GPS Asset Inventories

December 8, 2015

Via Email: david@pegasusengineering.net

David W. Hamstra, P.E., CFM
 Principal / Project Manager
 Pegasus Engineering, LLC
 301 West State Road 434, Suite 309
 Winter Springs, FL 32708

**RE: Rob Sullivan Park – Phase 2 Emergency Access Road - DeBary
 Section 29, Township 18 South, Range 30 East, Volusia County, Florida**

Dear Mr. Hamstra,

2. LOCATE AND STAKE THE NORTH PROPERTY LINE.

We are pleased to submit our proposal for Surveying and Utility Services on the above referenced project.

TASK I - SCOPE OF WORK:

Provide a Topographic Survey in accordance with Chapter 5J-17 F.A.C. to include the following:

1. Locate all improvements and utilities, as evidenced by above ground features or as marked by the designated utility company representative.
3. Obtain spot elevations on natural ground and existing improvements suitable for interpolation of one foot contours to be shown on the final drawing.
4. Establish site benchmarks along the route as necessary.
5. Topographic coverage will be limited to the are clouded and labeled "Limits of Survey Request" on the attached exhibit.

MISSING ATTACHMENT

The final product will be two (2) certified prints, and an electronic file for your use.

Survey Services

\$1,914.00

6500 All American Blvd Orlando, FL 32810 407.292.8580 407.292.0141 Fax	1130 Highway 90 Chipley, FL 32428 850.638.0790 850.638.8069 Fax	Cypress Business Center 8301 Cypress Plaza Drive, Suite 104 Jacksonville, FL 32256 904.737.5990 904.737.5995 Fax	119 West Main Street Tavares, FL 32778 352.343.4880 352.343.4914 Fax	10 East Lake Street Kissimmee, FL 34744 407.944.4880 407.944.0424 Fax	University Corporate Park 10770 North 46th Street Suite C-300 Tampa, FL 33617 813.898.2711 813.898.2712 Fax
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Licenses: PSM: Florida Professional Surveyor & Mapper • PLS: Alabama Professional Land Surveyor • RLS: Georgia Registered Land Surveyor • PE: Professional Engineer
 Certifications: EI: Engineering Intern • GISP: Geographic Information Systems Professional • CST: Certified Survey Technician

Page 2
David W. Hamstra, P.E., CFM
Rob Sullivan Park – Phase 2 Emergency Access Road
December 8, 2015

We anticipate completion of the above described work within three (3) weeks after receipt of approved permit and written notice to proceed. Payment is expected within thirty (30) days from date of invoice.

We look forward to the opportunity to work with you on this project.

Sincerely,



James L. Petersen, PSM
Vice President/Project Manager

JLP:gac

FEE QUOTATION PROPOSAL

Date: Tuesday, December 08, 2015

Project Name: Rob Sullivan Park - Phase 2 Emergency Access Road

Contract: Pegasus Engineering, LLC Name of Firm: Southeastern Surveying and Mapping Corporation

ACTIVITY	UTILITY PROJECT MANAGER / SURVEY PSM			TWO MAN UTILITY CREW			TWO MAN SURVEY CREW			UTILITY COORDINATOR			CAD TECHNICIAN		
	Man Hrs	Hrly Rate	Fee	Man Hrs	Hrly Rate	Fee	Man Hrs	Hrly Rate	Fee	Man Hrs	Hrly Rate	Fee	Man Hrs	Hrly Rate	Fee
H & V Control	1	118.00	118.00		191.00	0.00	4	118.00	472.00		88.00	0.00	2	77.00	154.00
Topographic Survey		118.00	0.00		191.00	0.00	6	118.00	708.00		88.00	0.00	6	77.00	462.00
		118.00	0.00		191.00	0.00		118.00	0.00		88.00	0.00		77.00	0.00
		118.00	0.00		191.00	0.00		118.00	0.00		88.00	0.00		77.00	0.00
		118.00	0.00		191.00	0.00		118.00	0.00		88.00	0.00		77.00	0.00
SUBTOTAL	1		118.00	0		0.00	10		1180.00	0		0.00	8		616.00

NOT TO EXCEED FEE BREAKDOWN

Utility Project Manager / Survey PSM	\$	118.000
Two Man Utility Crew	\$	-
Two Man Survey Crew	\$	1,180.000
Utility Coordinator	\$	-
CAD Technician	\$	616.000

Vacuum Excavation/Per Hole															
Single Test Hole				@	\$410.00	each	\$	-							
Single Test Hole -Asphalt/Concrete				@	\$510.00	each	\$	-							
Test Holes-Dirt (2-19)	15			@	\$350.00	each									
Test Holes-Concrete/Asphalt (2-19)	5			@	\$400.00	each									
Additional Test Holes-Dirt (20-50)				@	\$320.00	each	\$	-							
Additional Test Holes-Asphalt/Concrete (20-50)				@	\$360.00	each	\$	-							
Additional Test Holes-Dirt (51-100)				@	\$275.00	each	\$	-							
Additional Test Hole-Asphalt/Concrete (51-100)				@	\$320.00	each	\$	-							
101 or more Test Holes-Dirt				@	\$245.00	each	\$	-							
101 or more Test Holes-Asphalt/Concrete				@	\$280.00	each	\$	-							
GPR Bore Route				@	\$500.00	each	\$	-							

NOT TO EXCEED FEE TOTAL \$ 1,914.00