Dear Tom:

Please find attached 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); and
- Exhibit "C" (Subconsultant Fee Proposal).

It is our understanding that the City of DeBary is requesting professional engineering services to design and prepare construction plans to expand the existing west parking lot to create additional spaces in an attempt to prevent spillover parking along West Highbanks Road. It is also our understanding that 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. Lastly, in order to keep the project costs below $200,000, it is our understanding that the Public Works Department will purchase and install the proposed ditch bottom inlets and storm pipes.
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.

Sincerely,

PEGASUS ENGINEERING, LLC

David W. Hamstra, P.E., CFM
Stormwater Department Manager

Enclosures

Rob Sullivan Community Park
West Parking Lot Improvements

Fursan Munjed, P.E. Principal
Officer’s Title

__________________________
Authorized Signature

__________________________
Officer’s Title

__________________________
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).
Exhibit “A”

Scope of Work
EXHIBIT "A"

SCOPE OF WORK

FOR THE

ROB SULLIVAN COMMUNITY PARK | WEST PARKING LOT IMPROVEMENTS

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 expand the existing west parking lot within the Rob Sullivan Community Park. The purpose of the project is an attempt to create additional parking spaces during specific events and avoid spill over parking along West Highbanks Road.

PROFESSIONAL ENGINEERING SERVICES

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

1. 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 within the project limits (approximately 125 feet x 525 feet); and
   
   b. Survey the location of the existing 6-inch PVC irrigation line that will be staked by City staff.

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.
PROPOSED PARKING LOT EXPANSION

ASPHALT MILLINGS
(80 SPACES)

FILL EXISTING SWALE

PROPOSED STORM SEWER SYSTEM
(TO BE INSTALLED BY THE PUBLIC WORKS DEPARTMENT)

PROPOSED CURB GUTTER (TYPICAL)

EXISTING WOOD FENCE TO BE RELOCATED TO THE EAST SIDE OF THE PARKING LOT EXPANSION

MODIFY EXISTING ASPHALT MILLINGS PARKING AREA

WEST PARKING LOT

PLAYGROUND

ROB SULLIVAN PARK

EXISTING WOOD FENCE TO BE RELOCATED TO THE EAST SIDE OF THE PARKING LOT EXPANSION

SOURCE:
AERIAL PICTOMETRY.COM, 2018

SCALE: 1" = 70'
2. Conduct a field review to confirm the content and accuracy of the preliminary topographic survey.

3. 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 ensure 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.

4. Prepare a 60% "concept" plan depicting the proposed parking lot expansion.

5. Conduct a "pre-design" meeting with City of DeBary to discuss the road alignment and grades.

6. 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 improvements will include the following six (6) sheets:

   - Title Sheet (1 sheet)
   - Topographic Surveys (2 sheets)
   - Site Plan (2 sheets)
   - Miscellaneous Details (1 sheet)

7. 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.
8. Plot and submit the 90% construction plans and the cost estimate to the City of DeBary for review.

9. Conduct a meeting with the City of DeBary to discuss the 90% construction plans.

10. Prepare and submit "final" bid documents (construction plans, bid schedule, and the engineer's construction cost estimate) in order for the City of DeBary to advertise for construction bids.

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 locate the existing 6-inch irrigation main in order for the surveyor to locate.

2. It is assumed that the Public Works Department will purchase and install the ditch bottom inlets and storm pipes.
3. 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.

4. Construction Engineering and Inspection (CEI) services will be performed by others, if required.

5. The following subconsultant services are not included:
   - Geotechnical
   - Environmental
   - Structural

6. No temporary construction or permanent easements are 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.
Exhibit “B”

Manhour and Fee Estimate
## Task Description

<table>
<thead>
<tr>
<th>Task Description</th>
<th>Sr. Project Manager</th>
<th>Project Engineer</th>
<th>Task Hours</th>
<th>Task Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>(Continuing General Engineering Services Hourly Rates)</em></td>
<td>$175.00</td>
<td>$125.00</td>
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<tr>
<td>Review the As-Built Survey for the Football Fields and the Irrigation Plans</td>
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<td>2</td>
<td>$250.00</td>
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<td>Coordinate with the Survey Subconsultant regarding the Topographic Survey</td>
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<td>$500.00</td>
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<td>Conduct Field Review to confirm the content of the preliminary Survey Drawing</td>
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<td>Determine the Total Impervious Area based on Current and Proposed Conditions</td>
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<tr>
<td>Review the Permitted Construction Plans and Stormwater Calculations prepared by Harris Engineering</td>
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<td>$1,000.00</td>
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<td>Prepare a 60% &quot;Concept&quot; Plan</td>
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<td></td>
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<td>$1,000.00</td>
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<tr>
<td>Design the Existing Swale and Drainage Systems</td>
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<td></td>
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<td>$1,500.00</td>
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<td>Conduct a &quot;Pre-Design&quot; Meeting with the City of DeBary</td>
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<td>Prepare 90% Construction Plans (6 Sheets)</td>
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<td>* Title Sheet, Location Map, and Index of Drawings (1 sheet)</td>
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<td></td>
<td>2</td>
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<tr>
<td>* Topographic Surveys (2 sheets)</td>
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<td></td>
<td>2</td>
<td>$250.00</td>
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<tr>
<td>* Site Plan (2 sheets)</td>
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<td>16</td>
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<tr>
<td>* Standard and Miscellaneous Details (1 sheet)</td>
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<td>$1,000.00</td>
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<tr>
<td>Prepare an Engineer’s Construction Cost Estimate (include the earthwork and grading volumes)</td>
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<td></td>
<td>6</td>
<td>$750.00</td>
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<tr>
<td>Prepare and submit the 90% Construction Plans and Cost Estimate to the City of DeBary for Review</td>
<td></td>
<td></td>
<td>12</td>
<td>$1,500.00</td>
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<tr>
<td>Conduct a Meeting with the City of DeBary to discuss the 90% Construction Plans</td>
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<td>4</td>
<td>$500.00</td>
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<tr>
<td>Prepare &quot;Final&quot; Construction Plans based on the City's 90% Review Comments</td>
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<td>$1,000.00</td>
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<td>Project Administration (Review all Work Products and Status Reports via Monthly Invoices)</td>
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### Task Hours

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<th>TASK LABOR COSTS</th>
<th>PERCENT BREAKDOWN</th>
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<td>6</td>
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<td>106</td>
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<td></td>
<td>$14,300.00</td>
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</table>

### Breakdown in Fees

1. Labor Costs = $14,300.00
2. Reimbursable Expenses = $300.00
3. Southeastern Surveying & Mapping = $4,026.00

### TOTAL LUMP SUM FEE

= $18,626.00

---

Filename: C:\WORK FILES\SPREADSHEETS\PEGASUS PROPOSALS\P-9451.xlsx
Effective Date: November 1, 2018
Exhibit “C”

Subconsultant Fee Proposal
November 01, 2018

Mr. 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 – West Parking Lot Improvements
Section 29, Township 18 South, Range 30 East, Volusia County, DeBary, Florida

Dear Mr. Hamstra,

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

**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 if designated and marked by the Utility Owners or their designated representative or a contracted service.

2. Obtain spot elevations on natural ground and existing improvements suitable for interpolation of one foot contours to be shown on the final drawing.

3. Locate trees in accordance with the City of DeBary Tree Ordinance.

4. Use existing site control/benchmarks.

5. Topographic coverage will be limited to the red clouded area and labeled “Survey Limits” on the attached exhibit (Figure 1) provided by Pegasus Engineering, LLC and attached hereto.

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

It is our experience that the utility owners will no longer designate and mark their utilities as a result of contacting Sunshine 811 during the design phase, therefore Southeastern Surveying and Mapping Corporation (SSMC) will request a Design Ticket from Sunshine 811 and provide the utility contact information received from said Design Ticket.
Our fee for the above referenced work will be **Four Thousand Twenty Six Dollars & 00/100 ($4,026.00)**.

**The fee estimate for the proposed scope of services is valid for six (6) months from the date of proposal.**

We anticipate completion of the above described work within three (3) weeks after receipt of 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

**Project Name:** Rob Sullivan Park - Parking Lot Expansion  
**Date:** Thursday, November 01, 2018  
**Contract:**  
**Name of Firm:** Southeastern Surveying and Mapping Corporation

### LUMP SUM FEE BREAKDOWNS

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<th>Professional Surveyor &amp; Mapper</th>
<th>Senior Technician</th>
<th>CAD Technician</th>
<th>Two Man Crew</th>
<th>Three Man Crew</th>
<th>Four-Man Crew</th>
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</tr>
</tbody>
</table>

**SUB-TOTAL**  
134.00 $100.00  

### 1. LUMP SUM FEE TOTAL  
- Professional Surveyor & Mapper: $134,000  
- Senior Technician: $100,000  
- CAD Technician: $1,246,000  
- Two Man Crew: $2,546,000  
- Three Man Crew: -  
- Four-Man Crew: -  

**TOTAL LUMP SUM FEE:** $4,026,000
ROB SULLIVAN PARK
WEST PARKING LOT IMPROVEMENTS
CITY OF DEBARY

PROPOSED PARKING LOT EXPANSION
(80 SPACES)

FILL EXISTING SWALE

PROPOSED STORM SEWER SYSTEM
(TO BE INSTALLED BY THE PUBLIC WORKS DEPARTMENT)

PROPOSED CURB GUTTER (TYPICAL)

MODIFY EXISTING PARKING AREA

FILL EXISTING SWALE

PROPOSED CURB GUTTER (TYPICAL)

SURVEY LIMITS

WEST PARKING LOT

PLAYGROUND

SURVEY LIMITS

ROB SULLIVAN PARK

SURVEY LIMITS

WEST HIGHBANKS ROAD

AERIAL PICTOMETRY.COM, 2018

FIGURE 1

SOURCE:
AERIAL PICTOMETRY.COM, 2018

SCALE: 1" = 70'

10/31/2018

PROPOSED CURB GUTTER (TYPICAL)