

**Exhibit “A”
Scope of Services for**

West Socrum Loop / North Campbell Road Sidewalk

Design

**Professional Engineering Services for Roads and Drainage Contract
(Master Agreement #22-095)**

CSA #22-095-02

1/24/2024

SCOPE OF SERVICES FOR CONSULTING ENGINEERING SERVICES

A PURPOSE

The purpose of this Exhibit is to define the responsibilities of the **CONSULTANT** and the **COUNTY** for the design and permitting of drainage improvements along North Cambell Road, West Socrum Loop Road, and Old Dade City Road in Polk County, Florida.

The general objective is for the **CONSULTANT** to prepare a set of contract documents including plans, supporting engineering analysis, calculations and other technical documents in accordance with **COUNTY** policies, procedures and requirements. These Contract documents will be used by the contractor to build the project and test the project components.

1 PROJECT DESCRIPTION

West Socrum Loop, North Campbell Road, and Old Dade City Road are existing roads owned and maintained by **COUNTY**. The sidewalk network is incomplete and high pedestrian traffic has been observed traveling to and from Socrum Elementary School. The **COUNTY** desires to complete the sidewalk network on the west side of the road from 400 ft north of Pebblebrooke Blvd to Old Dade City Road and on Old Dade City Road from Socrum Loop Road to the north entrance to Socrum Elementary School.

Construction is funded by **COUNTY** funds. Design is funded by the **COUNTY**.

The **COUNTY** will provide boundary and topographic survey of the corridor including drainage structures, existing utilities, underground utility locates, and geotechnical borings. The **COUNTY** shall provide mapping and right-of-way services.

CONSULTANT shall coordinate the design with known utilities within the project limits.

CONSULTANT shall coordinate applications for and obtain approval of an environmental resource permit exemption from the Southwest Florida Water Management District. One request for additional information (RAI) is included. All permit application fees and all wetland mitigation costs will be paid by the **CONSULTANT** as a reimbursable expense.

No geotechnical investigation, landscaping design, or architectural design is included.

Construction shall be performed with the **COUNTY's** annual contractor bid. Specifications package preparation is not included.

The schedule assumes complete boundary and topographic survey is provided at notice to proceed (NTP). Design shall be completed in accordance with the following schedule:

Milestone	Days	Date
Notice to Proceed (receipt of survey)	-	3/1/2024
60% Design	120 days	6/29/2024
Final Design	120 days	10/27/2024

The CONSULTANT expects to complete design services within 240 calendar days (8 months). However, the CONSULTANTS contract will extend through construction.

The design will be prepared in accordance with the following standards

- Polk County Land Development Code
- FDOT Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways (“Florida Greenbook”)
- FDOT Standard Plans
- FDOT Standard Specifications
- MUTCD

2 ROADWAY

The **CONSULTANT** shall analyze and document Roadway Tasks in accordance with all applicable manuals, guidelines, standards, handbooks, procedures, and current design memorandums.

The **CONSULTANT** shall prepare a Level 1 temporary traffic control plan (TTCP).

The **CONSULTANT** shall prepare a design report documenting design decisions.

The **CONSULTANT** shall develop quantities and the supporting documentation,

including construction days when required.

The **CONSULTANT** shall prepare roadway, TTCP, utility adjustment sheets, plan sheets, notes, and details. The plans shall include the sheets necessary to convey the intent and scope of the project for the purposes of construction.

3 DRAINAGE

The **CONSULTANT** shall analyze and document Drainage Tasks in accordance with all applicable manuals, guidelines, standards, handbooks, procedures, and current design memorandums.

The **CONSULTANT** shall be responsible for designing swale regrading and storm drain improvements as necessary to maintain existing drainage patterns. All design work shall comply with the requirements of the appropriate regulatory agencies and **COUNTY** Standards.

The **CONSULTANT** shall coordinate fully with the appropriate permitting agencies and **COUNTY's** staff. All activities and submittals should be coordinated through the **COUNTY's** Project Manager.

The **CONSULTANT** shall compile a drainage design documentation into report format. Include documentation for all the drainage design tasks and associated meetings and decisions.

The **CONSULTANT** shall prepare Drainage plan sheets, notes, and details. The plans shall include the sheets necessary to convey the intent and scope of the project for the purposes of construction.

4 UTILITY COORDINATION

The **CONSULTANT** shall identify utility facilities and secure agreements, utility work schedules, and plans from the Utility Agency Owners (UAO) ensuring all conflicts that exist between utility facilities and the **COUNTY's** construction project are addressed. The **CONSULTANT** shall certify all utility negotiations have been completed and that arrangements have been made for utility work to be undertaken.

5 TRAFFIC DESIGN

The **CONSULTANT** shall design signing and pavement markings as needed at the sidewalk crossing of West Socrum Loop Road, including a Rapid Rectangular Flashing Beacon (RRFB) if so directed by the **COUNTY**.

6 OTHER DESIGN SERVICES

The **COUNTY** has directed the **CONSULTANT** to not include any permitting activities.

Post design services are not included in this scope.

7 COMPENSATION

The compensation is not exceed the total fee of \$129,490.00.

EXHIBIT A-1

Name of Project: W Socrum Lp/N Campbell Rd Sidewalk
 CSA: CSA 22-095-02

Consult. Name Rummel, Klepper & Kahl, LLP
 Description: Sidewalk Improvements
 Date: 1/24/2024
 Estimator: J. Baan

Staff Classification/Hourly Billing Rate	SH By	Chief Scientist	Engineer 1	Engineering Intern	Env. Specialist	Project Manager	Sr. Eng. Technician	Senior Engineer 1	Senior Engineer 2	Salary Cost By
Task Description	Activity	\$230.00	\$164.00	\$110.00	\$110.00	\$270.00	\$138.00	\$214.00	\$294.00	Activity
1. Project Management	40	0	16	0	0	12	0	12	0	\$8,432.00
2. Roadway	464	0	139	147	0	23	77	31	47	\$76,254.00
3. Drainage	187	0	31	75	0	9	22	31	19	\$31,020.00
4. Utility Coordination	51	0	31	10	0	0	0	10	0	\$8,324.00
5. Traffic	30	0	8	9	0	3	7	0	3	\$4,960.00
Total Staff Hours	772	0	225	241	0	47	106	84	69	
Total Staff Cost		\$0.00	\$36,900.00	\$26,510.00	\$0.00	\$12,690.00	\$14,628.00	\$17,976.00	\$20,286.00	\$128,990.00

Check = \$128,990.00

LABOR RELATED COSTS:	\$128,990.00
EXPENSES (INCLUDES SWFWMD ERP EXEMPTION FEE):	\$500.00
GRAND TOTAL ESTIMATED FEE:	\$129,490.00