



INDIAN RIVER COUNTY

Progressive Design-Build Services for Ixora Park Infrastructure Improvements (IRCDUS Project ID: 41.23.548)

PHASE NO. 1

Pre-Construction Scope of Services – 10/06/2025

INTRODUCTION

Ric-Man Construction/Wade Trim (Design-Builder or DB) have been selected to provide Progressive Design-Build services, including project management, planning, engineering, permitting, and construction services for Ixora Park Infrastructure Improvements located within Indian River County (County). This project will be a multi-year multi-stage undertaking and includes potable water, sewer, stormwater, and roads infrastructure rehabilitation, including but not limited to, piping, valves, meters, manholes, drainage, roadway, and lift station improvements. The Ixora Park area includes approximately 275 properties and is roughly defined as lying between 1st Street SW to the north, 20th Avenue on the east, South Relief Canal on the south, and 27th Avenue to the west.

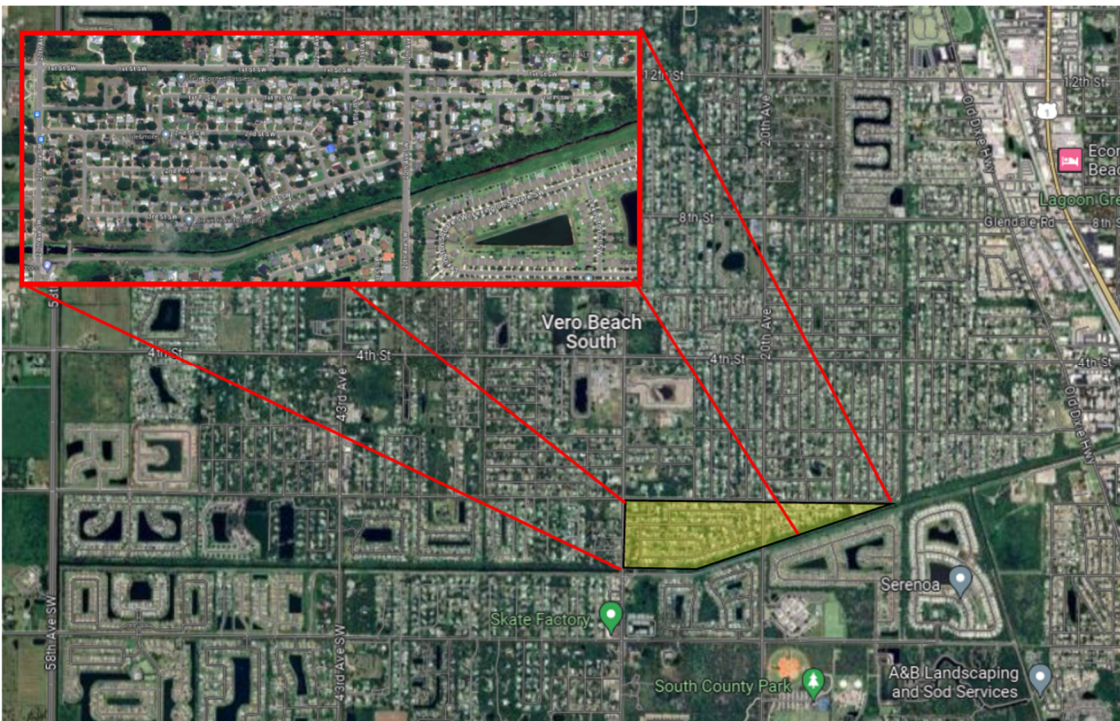


Figure 1: Project Area

PROJECT DESCRIPTION

Wastewater Services

Indian River County's Department of Utility Services (IRCDUS) currently owns and is responsible for the Ixora Park sewerage network containing 9,710 linear feet of vitrified clay pipe (VCP) gravity sewer and 23 manholes with installations dating from 1952. The Ixora Park area features two lift stations, the first in the south just west of 20th Ave. This station pumps to the second lift station which connects the system from the northwest corner of the Ixora Park area into a force main along 1st Street SW. Deficiencies in the VCP have been identified through pipe failures, closed-circuit television (CCTV) and roadway repair efforts.

This project will facilitate the complete replacement of the existing VCP sewer network and relocation of all sewers to the centerline of the roadway. As part of the effort, the Design-Builder will assess the feasibility of a new vacuum sewer system or the replacement and/or rehabilitation of the current gravity system.

The Design-Builder will assess the option of abandonment and demolition of the two (2) existing wastewater pump stations and design and construct a new single pump station or vacuum pump station located in the same location as the pump station at the intersection of 27th Ave SW and 1st St SW. This option for a new pump station will serve all Ixora Park with a new force main connecting into the force main in 1st Street SW.

Drainage Services

The Design-Builder will design and construct replacement stormwater drainage structures (in their current locations) with standard valley gutter structures, replace all valley gutters and, prepare roadway plans to meet County standard slopes for residential areas.

Water Services

Water distribution mains and associated meters and valves located outside of the roadway right of way, including those inside private property and within the roadways, shall be relocated as part of the project. The Design-Builder will assess the existing water mains to determine if rehabilitation or replacement is required. An assessment of the potable water piping network shall be conducted and improvements, if any, shall be included in the design to ensure that water supply to customers is not impacted during construction services.

Maintenance of Field/Plant Operations

The Design-Builder will assess the impact of the Ixora Park improvements on the operation of the existing water and wastewater treatment facilities, both during construction activities and following the infrastructure improvements.

Roadway Services

The Design-Builder will investigate the road settlement issues within Ixora Park to determine the cause(s) and design and build infrastructure, drainage, and roadway improvements to address the issues.

Project Management

The Design-Builder will be responsible for managing scope, schedule, and budget, and maintain regular communication with the County to keep the County fully apprised of project matters for duration of the project.

Based on the project description as presented by the County in the solicitation, the Scope of Work includes the following tasks:

- Task 1: Project Management and Coordination
- Task 2: Preliminary Investigation/Existing Document Review
- Task 3: Preliminary Design Services
- Task 4: External Funding Evaluation and Acquisition Assistance
- Task 5: Detailed Design Services
- Task 6: Permitting
- Task 7: Community Outreach Services
- Task 8: Guaranteed Maximum Price (GMP) Development and Value Engineering

SCOPE OF WORK

For the development of the Scope of Work, the DB has assumed the following:

- The existing gravity sewer system will be abandoned and replaced. The lift stations will be abandoned and replaced with a single lift station.
 - Should the analysis in Task 3.1 result in IRCUDS selecting a vacuum sewer system to replace the gravity sewer system, then the DB will prepare an Addendum to reflect the change in scope, fee distribution, and/or schedule.
- Water distribution mains and associated meters and valves located outside of the roadway right of way, including those inside private property and within the backyard alleyways, will be relocated.
 - Should the analysis in Task 3.3 result in IRCUDS leaving the existing water utility infrastructure in place, then the DB will prepare an Addendum to reflect the change in scope, fee and/or fee distribution, and/or schedule.

TASK 1 – PROJECT MANGEMENT AND COORDINATION

1.1 Project Management

Project Management Service activities include resource management, schedule development, management controls, budget and schedule management, subconsultant coordination, invoicing, monthly status report and coordination with the county. A project specific Project Management Plan (PMP) will be prepared establishing team members and responsibilities, lines of communication, project delivery schedules and project budgets overall and broken out by phase. The PMP will be updated and distributed based on decisions or changes to the project definition.

The DB will oversee, coordinate, and review all elements of the project to ensure timely and accurate work product. The early development of a risk register to identify risks and opportunities related to project schedule and budget will be established. The risk registry will be reviewed at progress meeting and act as the framework of risk management throughout

the project duration. A Critical Path Method Project Schedule will be created to track progress and ensure deliverables are ready on time. Progress (or variance) against the PMP schedule will be presented during progress meetings

The DB will be responsible for providing general correspondence and project administration services that will include project setup, the Project Management Plan, and electronic file systems. The DB will also provide monthly status reports to accompany monthly invoices for work completed and will administer the project from inception through the end of the detailed design services. The monthly status reports will include project action items status and variance analysis reports. DB will retain and manage all design subconsultants work under **Task 2**, including reviewing subconsultant progress and invoices monthly.

Assumptions:

- Project Management activities are based on an estimated 12 months of design phase services..

Deliverables:

- Monthly Status Reports
- Monthly Invoice
- Project Schedule
- Project Management Plan
- Monthly Risk Registry Updates

1.2 Project Coordination and Quality Management Plan

The DB will conduct coordination meetings throughout the Pre-Construction Phase to discuss the project schedule, progress of the work, coordinate activities, resolve outstanding issues, and assign tasks. Quality assurance (QA) reviews will be conducted by the DB. The QA professional(s) will be staff not routinely engaged in the Project.

DB will coordinate all the preliminary design services, including that of the subconsultants with the establishment of drafting standards, applicable design standards, project schedule, lines of communication, and design responsibilities; scheduling of field activities, monitor design progress, provide design progress reports, provide design clarifications, conduct bi-weekly internal design meetings, review invoices and provide recommendation for payment to the DB.

DB will also develop Quality Assurance/Quality Control (QA/QC) procedures and document them in an internal Quality Management Plan (QMP) prior to beginning work on the project. These procedures will define the intervals (level of completion) of review activities, the review techniques, reviewer qualifications, the review process flow diagram, documentation, and follow-up procedures. At a minimum, the QMP will facilitate the peer review of work products for accuracy in their scope, findings, and recommendations. During the design phase senior reviewers identified in the QMP will be engaged to review the project periodically for technical merit, constructability, and comparison to the project goals. Reviewers will also be engaged and consulted during the execution of the project.

DB will establish and maintain an online SharePoint site for the project team to access and share design files, reports, specifications, and other project relevant information. The design meeting agenda and meeting summary will be developed and distributed via electronic delivery in PDF Format by the DB.

Deliverables:

- QA/QC – Quality Management Plan
- Pre-Design Meetings – Summary Reports

1.3 Progress Meetings

The DB and key design subconsultants, as needed, will facilitate progress meetings with IRCDUS to review design activity progress, present an updated schedule (noting variances), review project costs, and discuss any current major project decisions needed or challenges being faced. When possible, other meetings, workshops, etc. will be scheduled to coincide with these meetings to increase efficiency. Attendance will be virtual using Microsoft Teams or similar software or in person if determined necessary. The progress meeting agenda and meeting summary will be developed and distributed via electronic delivery in PDF Format by the DB.

Assumptions:

- 20 meetings of a one-hour duration attended by two key team members have been budgeted for this task. Up to two-hours per meeting has been budgeted for preparation of agenda and meeting summary.

Deliverables:

- Progress Meeting Agenda
- Progress Meeting Summaries – Bi-Weekly

TASK 2 – PRELIMINARY INVESTIGATION/EXISTING DOCUMENTATION REVIEW

2.1 Formal Data Request/Review

Upon request, IRCDUS will provide to the DB copies of available information relevant to the Service Areas for review including, but not limited to:

- GIS – city and utility data
- Right-of-Way maps for the service area
- Water, Sanitary sewer and Lift Station as-built information
- Available videos and pictures depicting deficiencies in the existing gravity sewer that have been identified through pipe failures, closed-circuit television (CCTV) and roadway repair efforts
- Collection System PACP assessment performed by Kimley Horn
- Location, parcel data, and available surveys for properties owned by the County in the area
- Environmental reports, surveys, or assessments performed in the service area

- Location of public and private roads within the Service Areas
- Road design reports, design drawings, and as-built drawings
- Available right-of-way maps of the Service Areas
- Previous survey

The DB will provide the baseline schedule for key decisions to be made for the necessary field investigations to support the design and construction.

2.2 Site Visits

The DB will complete site visits for the service area that include data collection, as-built verification, exterior residential sewer line cleanouts, potential parcels for pump stations and vacuum pump stations, potential pipeline obstacles like large existing trees, identification of potential environmental impacts, and other data collection necessary for the project.

2.3 Survey

The DB will utilize a Surveying Subconsultant to perform survey services for the project area as depicted in **Figure 1** (above) and as described below that include the following:

- **Topographic Survey Horizontal and Vertical Control**

Set and reference Survey Control Points as horizontal and vertical control (HVC) points in well-established structures throughout the service area.

- The HVC control locations will be reviewed with the County Survey staff prior to establishment.
- Horizontal control data will be referenced to the Florida State Plane Coordinate System, East Zone and the North American Datum of 1983, Adjustment of 2011 (NAD 83/2011).
- Vertical control data will be referenced to the North American Vertical Datum of 1988 (NAVD88). A conversion from NAVD88 to the National Geodetic Vertical Datum of 1929 (NGVD29) will be provided for the site.

- **Right of Way, Easements, and Alignment**

Existing plats, easements, land surveys, deeds, and other relevant document shall be reviewed. Conduct title searches to identify existing easements, encumbrances, and ensure accuracy of rights-of-way limits. Identify discrepancies between the plats and actual site conditions. Provide Indian River County Right-of-Way Inventory files and confirm right-of-way lines and compile findings in a brief report summarizing research results, list of existing easements, and identified discrepancies or conflicts

Provide calculated alignments based on approximate centerline of pavement and include horizontal and/or vertical points of curvature (HPC/VPC) control points

shown and reference to alignment where applicable. NOTE: No alignment points will be set or referenced in the field.

- **Topographic Survey**

Complete a topographic survey of all public streets, rear lots where existing utilities are located, and pump station sites (two) located within the project area with a maximum grid spacing of 50 feet. A drainage survey will also be conducted in the project limits and included in the topographic survey file.

The survey will include the location of above-grade features or improvements within 10 feet beyond the right-of-way or within 10 feet on each side of existing utilities in rear lots including: visible features (pavement, curbs, sidewalks, walls, fences, power poles, fire hydrants, utility marker posts, pull boxes, valve boxes, manholes (rim and invert elevations, including size / material and direction where identifiable), rear lot private property features (fences, buildings/sheds, pavers, trees, shrubbery, decorative landscaping, slabs), storm inlets and outfalls (rim and invert elevations, including size / material and direction where identifiable), junction boxes, cleanouts, fire hydrants, trees above 4" Diameter at Breast Height (DBH), etc.

- **Jurisdiction Line Survey**

Utilize conventional survey methods to survey wetland flag locations, if any, as flagged by others.

Parcel delineations and plat and easement review based on available public data and/or information provided by Owner.

Deliverables:

- Topographic survey files
- Surveyor and Mapper report documenting the processes and procedures used for the completion of this project.

2.4 Subsurface Utility Engineering

The Design Consultant will utilize a Subsurface Utility Engineering (SUE) subconsultant to perform SUE services to complete Level A subsurface locates to use during design activities. This utility mapping will include developing base maps using existing record drawings and other existing information. Vacuum potholing and other locating methods will be used as needed to evaluate utility locations for existing underground utilities. Designation includes 2-dimensional collection of existing utilities and selected 3-dimensional verification as needed for designation. Location includes non-destructive excavation to determine size, material, service, and location of existing utility, as necessary for final 3-dimensional verification. Survey includes collection of

data on points as needed for designates and locates. Includes analysis and processing of all field collected data, and delivery of all appropriate electronic files.

It is assumed that up to 8 SUE locates will be required. Once identified, the location of utilities will be surveyed and shown on the project mapping. A SUE Table consisting of following information will be developed and included in the design drawings:

- Utility owner
- Utility service
- Pipe/conduit diameter
- Pipe/conduit material
- Grade elevation
- Utility elevation
- Utility depth
- Northing and easting coordinates

Work Zone Safety. The SUE Subconsultant will provide maintenance of traffic (MOT) as required per FDOT guidelines. The SUE subconsultant shall submit a dig ticket to Sunshine 811 requesting utility location services 48 hours in advance of the field work. County and FDOT permits will be obtained to perform work located within the roadway or where temporary lane closures are required. Maintenance of traffic will be provided for assumed test holes in the roadway and along roadways with no shoulders and ditches.

Assumptions:

- SUE services will commence within 10 days of NTP.
- Alignment for SUE locates will be coordinated between the DB and SUE Subconsultant.
- Survey of SUE locations to be coordinated with surveying subconsultant.

Deliverables:

- SUE Table and Utility Matrix

2.5 Geotechnical Services

The DB will utilize a Geotechnical Subconsultant to provide geotechnical data (soils and groundwater) along the pipeline alignments. Professional Geotechnical Engineering services will include the following:

- Review soil information published by the United States Department of Agriculture (USDA) Natural Resources Conservation Service (NRCS). Review potentiometric and topographic information published by the United States Geological Survey (USGS).
- Review available geotechnical soil borings in the vicinity of the proposed pipe alignments and, if appropriate, use the data to determine the proposed geotechnical exploration. (if Any)
- Perform a site reconnaissance to ascertain site access and establish a geotechnical field investigation plan.

- Coordinate utility clearances with Sunshine One Call. Utilities outside of Sunshine One Call's jurisdiction, such as privately owned utilities, will need to be located by others prior to geotechnical excavations.
- Coordinate with other subconsultant(s) who will be completing geotechnical field-services.
- Classify and stratify the soil samples encountered in accordance with Unified Soil Classification System.
- Conduct laboratory testing on select soil samples to confirm the visual classification and estimate engineering properties. It is anticipated that the following tests will be performed.
 - Single Sieve Grain Size Analysis Tests
 - Full Sieve Grain Size Analysis Tests
 - Atterberg Limits Tests
 - Organic Content Tests
 - Natural Moisture Content Tests
 - Corrosion Series Tests (Soil and Water - pH, Sulfates, Chlorides and Resistivity)
- Prepare a boring location plan and soil boring profiles that graphically depicts the soil and groundwater conditions encountered.
- Identify the locations and descriptions of any existing fill or potentially deleterious materials encountered within the borings.
- Perform 5 roadway pavement cores at select locations where the pavement is failing and as identified by the DB.
- Standard Penetration Test (SPT) borings
 - Sewer Pipe Alignment - Perform 12 SPT borings to a depth of 20 feet. SPT's locations to be coordinated with the DB.
 - Pump Station Site – Perform 1 SPT boring to a depth of 40 feet. SPT location to be coordinated with the DB.
 - The soil sampling will be performed in accordance with the American Society for Testing and Materials (ASTM) test designation D-1586. Typically, SPT resistance N-values will be taken continuously to a depth of 10 feet and on 5-foot intervals thereafter.
- Hand Auger Borings
 - Perform up to 8 hand auger borings to a depth of 5 feet at select locations along the water/sewer pipeline alignments.
 - Perform 4 hand auger borings to a depth of 10 feet at the proposed pump station site.
- Perform permeability testing at depths ranging from 5 to 10 feet below grade at locations to be identified in the field.
- Install at least one temporary piezometer within the project area and measure stabilized groundwater levels.
- Prepare a geotechnical report that summarizes the course of study pursued, the field data generated, laboratory test results, subsurface conditions encountered, and geotechnical recommendations related to utility installation and roadway repairs.

Work Zone Safety. The Geotechnical Subconsultant will provide maintenance of traffic (MOT) as required per FDOT guidelines. The Geotechnical Subconsultant shall submit a dig ticket to Sunshine 811 requesting utility location services 48 hours in advance of the field work. County and FDOT permits will be obtained to perform work located within the roadway or where temporary lane closures are required. Maintenance of traffic will be provided for assumed test holes in the roadway and along roadways with no shoulders and ditches.

Deliverables:

- Geotechnical Report

2.6 Environmental Services

DB will utilize an Environmental Subconsultant to perform preliminary project research and regulatory agency coordination to assure that design efforts are properly directed toward permit requirements. The Environmental Subconsultant will review survey and survey report for existing easements or other restrictions that may exist both within or adjacent to the proposed project boundary.

- **Wetland Delineation.** The jurisdictional boundaries of each wetland and surface water within the pipeline corridors and pump station sites will be delineated in accordance with the State of Florida Wetland Delineation Methodology outlined in Chapter 62-340, F.A.C. and the U.S. Army Corp of Engineer's (ACOE) Interim Regional Supplement to the Wetland Delineation Manual. GPS coordinates of the wetland flags will be collected, and maps prepared showing the approximate wetland limits overlain on aerial imagery. DB will meet on-site with staff from either IRCDUS or the Florida Department of Environmental Protection (FDEP) to obtain agency approval of the wetland and surface water boundaries, if any.
- **Habitat Assessment and Protected Species Evaluation.** A field review of the proposed improvement areas will be conducted to describe the habitats and determine the potential presence of species listed by the U.S. Fish and Wildlife Service (FWS) or the Florida Fish and Wildlife Conservation Commission (FWC) as endangered, threatened, or Species of Special Concern. In addition, FWS and FWC protected species databases and GIS data will be reviewed. A habitat assessment memorandum will be prepared that includes habitat descriptions, photos, and observed protected wildlife along with an aerial map showing their location.
- **Gopher Tortoise Survey.** The Environmental Subconsultant will conduct a survey of suitable gopher tortoise habitat within the project limits in accordance with methodology outlined in the Florida Fish and Wildlife Conservation Commission's (FWC) Gopher Tortoise Permitting Guidelines dated July 2020. Potentially occupied burrows will be marked in the field, the activity status noted, and GPS coordinates recorded.

It is assumed that no gopher tortoise permitting required. If needed, additional services will be provided as described under COMPENSATION.

Assumptions:

- Environmental services will commence within 10 days of NTP.
- Alignment for the environmental evaluations will be based on the layout of existing water and sewer utilities, including those that are in easements and/or rear lots within the Ixora Park service area.
- This scope does not include contamination assessment or mitigation activities in the project corridor.

Deliverables:

- Wetland boundary maps
- Habitat assessment memorandum
- Gopher tortoise survey

TASK 3 – PRELIMINARY DESIGN SERVICES**3.1 Sewer System Replacement Alternatives Analysis**

DB will prepare and submit a Technical Memorandum evaluating the feasibility of rehabilitating Ixora Park's current gravity sewer system, replacing it with a conventional gravity sewer system, or replacing it with a vacuum sewer system. The pros and cons for each approach will be provided, including regulatory constraints, construction limitations, timeframes for implementation, customer impacts, grant differences, installation costs, maintenance requirements and life cycle costs.

Specific items that will be considered as part of the alternatives analysis include the following:

- The DB shall review existing PACP assessments and other photos/videos obtained from ICRDUS to determine the need and amount of in-place gravity sewer rehabilitation required.
- The feasibility of replacing the two existing pump stations and replacing them with a new, single pump station located centrally located in project area.
- Potential impacts to the wastewater treatment facilities during and after construction.

The Technical Memorandum will be presented to IRCUDS for review and discussion with the outcome of the discussion resulting in the selection of the collection system that will be designed for Ixora Park.

3.2 Roadway Failure Investigation

DB will prepare and submit a Technical Memorandum to identify root causes of identified roadway deficiencies within Ixora Park. Existing information, including road design reports, design drawings, and as-built drawings will be reviewed and analyzed to determine the adequacy of the design. Field and laboratory testing results obtained from **Task 2** will be used to evaluate the damaged or failing road sections. Upon completion of the design analysis, physical inspections, and field/laboratory testing, the Technical Memorandum will provide recommendations and options for addressing the noted roadway deficiencies.

The Technical Memorandum will be presented to IRCDUS for review and discussion with the outcome resulting in the roadway improvements that will be designed for Ixora Park.

3.3 Water Main Assessment

The DB will perform a desktop assessment of the water main piping located within the ROW and all lines located within backyard easements will be replaced and relocated to the ROW. The assessment will evaluate the existing water main by date of installation and pipe material. Water main installed prior to 1980 or any material besides C900 PVC will be recommended for replacement. Locations with contradicting or insufficient data will be flagged for possible further analysis/exploration.

The results of the assessment will be presented to IRCDUS for review and discussion with the outcome of the discussion resulting in the design direction for the water main system in the project area.

3.4 System Hydraulics and Point-of-Connection

DB will coordinate system hydraulic modeling that documents the current and projected flow requirements and will confirm the hydraulic basis for the selected sizing of proposed pipelines, force mains, pump stations, and sewage transfer pump sizing based on the locations of pump station (s). DB will work with IRCDUS or designated representative to locate the point-of-connection into the water and wastewater systems.

3.5 Construction Phasing and Buildout Plan

The DB will prepare and submit a Technical Memorandum for a construction phasing plan that is intended to align with current and subsequent funding availability and minimize disruptions to the public while streamlining the installation of the improvements. Each phase will be provided, at a minimum, with the following details:

- Scope of Work
- Anticipated duration of design and construction
- Anticipated road closures
- Laydown and staging areas
- Potential disruptions to water or sewer services
- Demolition and Abandonment plan
- Private side (rear lot) access needs
- Community Outreach needs
- Budgetary cost estimate - rough order of magnitude (ROM)

The Technical Memorandum will be presented to IRCDUS for review and discussion with the outcome being documented as part of **Task 3.8**.

3.6 Pre-Design Workshop

DB will schedule and lead a pre-design workshop with IRCUD to discuss and kick-off the Basis of Design Report (BODR) and 30% design work. An agenda will be prepared and followed with a meeting summary posted at the end of the meeting. The meeting will discuss key deliverables, project milestones, expectations, and communication protocols.

3.7 30% Design

The DB will prepare 30% design drawings and specifications, to a level that illustrates the design intent. The 30% Design Submittal will include the following:

- Pipeline and right of way improvement plan sheets
- Pump Station Plan and Sections
- Civil, structural, mechanical, electrical and instrumentation needs will be provided in the form of a Technical Memorandum
- Table of Contents of project specifications
- Identification of anticipated permits

Depending on the level of survey completed, the documents will be prepared with available survey and when survey is not available, drawings will be completed using available County GIS files and right-of-way information that will be placed in CAD files and used to provide preliminary layouts and locations of the water and wastewater collection system.

The 30% design will be prepared in accordance with the County's standards. Drawings will, to the extent possible, use the County's CAD standards and technical specifications and conform to County standards. The DB will adhere to their own CAD standards for plotting and provide the County with the applicable plot files.

The DB will attend review meetings at the 30% design milestone in the design process.

3.8 Basis of Design Report

Based on the direction provided by IRCDUS regarding **Task 3.1 and Task 3.4**, the DB will prepare a Basis of Design Report (BODR) that documents the current and projected flow requirements and presents the hydraulic calculations showing the selected sizing of the proposed improvements such as water mains, collection mains, force mains, pump stations, pump sizing, and sewage transfer pump sizing. The 30% design drawings will be incorporated and will be submitted showing the proposed alignments, location of pump stations, and point-of-connection into the wastewater system.

The BODR will document the direction provided by IRCDUS per **Task 3.2**. Proposed hardscape improvements will be documented, and major deficiencies will be noted.

The BODR will include the phasing plan and ROM, pipeline alignments and permit requirements.

The BODR will include, as appendices, deliverables from **Task 2, Task 3.1, Task 3.2, Task 3.5, Task 3.6 and Task 3.7.**

The DB will meet with IRCDUS to discuss the draft BODR and incorporate any comments into the final BDOR Submittal.

TASK 4 – EXTERNAL FUNDING EVALUATION AND ACQUISITION ASSISTANCE

4.1 External Funding Recommendations

DB will review approved funding sources that have already been acquired by IRCDUS for the project and will identify additional grant opportunities through research and through the FundingScout grant identification process. Grant opportunities will be identified, with consideration being given to the phasing plan's anticipated timeline to commence the work, (Task 3.7) and summarized in a Grant Memorandum. The memorandum will summarize grant eligible uses, funding ranges, strategies to pursue, and regulatory or administrative impacts.

Upon review of the Grant Memorandum and concurrence from IRCDUS, the DB will proceed to **Task 4.2.**

Deliverables:

- Grant Review Memorandum

4.2 Grant Writing

DB will assist IRCDUS in developing grant applications or communications that support obtaining Federal, State, and other funding. This may include the development of grant narratives, illustrations, budgets, and other information required by grant guidelines. Special consideration will be given for securing grants that are in line with the phasing plan's timeline.

4.3 Post Submission Grant Support

Wade Trim will assist the Owner throughout the process of grant review and award, which often requires the Owner to respond to agency requests for information.

4.4 Other Grant Services

Other services may be requested relating to grant funding, which may include assisting the Owner with or performing grant administration and reporting.

TASK 5 – DETAILED DESIGN SERVICES

5.1 60% Design

Upon completion of **Task 2 and Task 3**, DB shall prepare and submit 60% Design Documents that consist of the following:

- Drawings developed to prepare and submit for permits to include:
 - General drawings
 - Cover, Legend, Abbreviations, SWPPP
 - Demolition and abandonment
 - Phasing plan
 - Plan and profile drawings of final pipe and appurtenances alignments
 - Plan and section views of pump station(s)
 - Pump Station structural, mechanical, electrical, and instrumentation drawings
 - Site, Roadway and Stormwater Improvements
 - Utility conflicts
 - Standard pipeline and connection details
 - Bedding and connection requirements
 - Air release and isolation valve locations
 - Maintenance of Traffic (MOT) and road closure drawings
 - Environmental delineations
 - Staging and storage areas
 - FDEP chlorine injection point and sampling locations details
- Technical specifications in CSI Format including:
 - Supplementary Conditions
 - Division 1 requirements per BODR
 - County standards and design requirements
 - Test reports
 - Schedule of submittals
 - Individual specification sections to include:
 - Material submittals
 - Shop drawings
 - Test reports
 - Closeout documents
 - Warranties/guarantees
 - Quality control plan
 - Testing schedule
 - Provide recommendations for tree protections, if needed, for protected trees or other exceptional trees to remain, using BMP and other ISA Arborist data
- Laydown area plan and a pipe and materials staging plan
- Pipe stringing and welding plan (if required)
- Copies of all meeting summaries and relevant correspondence
- A list of value engineering and constructability alternatives
- Alternative pricing for all value engineering alternatives
- Updated cost estimate (draft GMP) for the proposed work
- Updated Project Schedule illustrating critical path and any changes in schedule detail
- Permit applications will be prepared and submitted to IRCDUS for signature at the conclusion of the 60% phase of design.
- Attend a preliminary design review workshop with IRCDUS prior to 60% submittal.

- Attend a 60% design review workshop with IRCDUS.

Assumptions:

- One Set of Specifications will be prepared jointly between DB members for the entire project.
- DB will provide input on design activity durations, schedule preparation, and critical path identification

Deliverables:

- One electronic copy of the 60% Design Documents

5.2 90% Design

DB shall prepare and submit 90% Construction Documents that advances the design and incorporates 60% IRCDUS comments and additional comments received from the permit agencies that consists of the following:

- Complete Construction Documents consisting of drawings and technical specifications
- Copies of all meeting summaries and relevant correspondence
- Updated Design CPM Schedule
- Attend a preliminary design review workshop with IRCDUS prior to 90% submittal.
- Attend a 90% design review workshop with IRCDUS.

DB shall develop and maintain a 60% Design Review Comment Log with resolutions that will be populated with responses and submitted to IRCDUS via electronic delivery in PDF Format for approval prior to incorporating the comments and advancing the documents to 90% Documents.

Deliverables:

- One electronic copy of the 90% Design Documents
- 60% Design Document Review Comment Log with resolutions
- Updated Design CPM Schedule

5.3 Issued for Construction (IFC) Documents

Upon IRCDUS's approval of the responses to the 90% Design Review Comment Log, the DB shall prepare and submit IFC Documents that will incorporate IRCDUS's 90% review comments and the final comments received from the permitting agencies, and consist of the following:

- Complete Construction Documents consisting of drawings and technical specifications
- Copies of all meeting summaries and relevant correspondence.

DB shall develop and maintain a 90% Design Review Comment Log with resolutions that will be populated with responses and submitted to IRCDUS via electronic delivery in PDF Format

for approval prior to incorporating the comments and advancing the documents to IFC Documents.

Deliverables:

- One electronic copy of the IFC Documents
- 90% Design Document Review Comment Log with resolutions

TASK 6 – PERMITTING

6.1 Pre-Application Meetings

Upon completion of the 30% design phase, the DB shall schedule pre-application meetings with applicable permitting agencies to identify any existing permits and confirm specific permitting requirements for the project. The DB and key design subconsultants will provide a pre-application meeting agenda to IRCDUS for review two business days prior to each meeting and shall provide written minutes of each meeting within seven business days of the meeting for IRCDUS approval prior to distribution to attendees.

6.2 Permit Application Preparation and Submittal

After 60% design, the DB will prepare and submit all applications and prepare responses to all agency requests for additional information (RAI), including completion of design revisions that may be required to secure the required permits and provide draft response packages to IRCDUS. The DB will coordinate with IRCDUS until all permits are obtained. The comments received from the individual permitting agencies shall be incorporated into the design documents as needed.

Assumptions:

- All permit application fees will be paid by DB directly.

Deliverables:

- Meeting Agendas and Meeting Summaries
- Copies of permit applications and corresponding exhibits
- Responses to RAIs
- Copies of approved permits
- Permit Log

The following is a list of anticipated permits:

- Indian River County
 - Land Clearing Permit
 - Tree Removal Permit
 - Right-of-Way Use Permit
 - Site Work Permit
- Indian River Farms Water Control District
 - Utility Construction Permit Form
- Florida Department of Environmental Protection (FDEP)

- Environmental Resource Permit (pump station sites)
- Drinking Water General Permit – Water Main Extension
- Domestic Wastewater Individual Permit – Collection/Transmission System
- St. Johns River Water Management District
 - Environmental Resource Permit (right of way) – Verification of exemption
- US Army Corp of Engineers (USACE)
 - Section 404 Dredge and Fill Permit – Verification of exemption
- US Fish and Wildlife Service (USFWS) (If necessary)

TASK 7 – COMMUNITY OUTREACH SERVICES

The DB and Public Outreach Subconsultant (Valerin) will work with IRCDUS and other County staff to provide proactive public engagement and community outreach during the design, which is anticipated to last approximately 12 months. These tasks will include the following:

7.1 Public Engagement | Public Outreach Plan

Public Outreach Subconsultant will develop a Community Outreach Plan (COP) tailored to the specifics of the project that will serve as the communications blueprint for public engagement and information-sharing activities during design. The COP is a dynamic document that typically includes:

- Public Outreach Goals/Objectives
- Brand Consistent Messaging
- Public Outreach and Education Strategies, Activities, and Tools
- Key Stakeholders
- Schedule/Implementation Information

Deliverables:

- Public Engagement and Outreach Plan
- Public Outreach Exhibits

7.2 Stakeholder Data Management

Public Outreach Subconsultant will identify impacted property owners, residents, and tenants located within the Ixora Park area for the development of a stakeholder database to be approved by the IRCDUS. In addition, the database will include city and county government officials, local law enforcement, emergency management services, fire and rescue, schools, hospitals, homeowners associations, local chambers of commerce, transit authority (if applicable), media and other interested parties. All correspondence will be tracked and documented in the stakeholder database.

Deliverables:

- Mailing Area/Stakeholder Map

7.3 Project Phone and Email Contacts

Public Outreach Subconsultant will setup, monitor, respond to, and document communications received via the project phone number and email address. Project-related communications will be documented in the stakeholder database.

7.4 Project Collateral

Public Outreach Subconsultant will develop the following collateral for the design phase of the project. All collateral will be in “plain language” and will be ADA compliant.

- Fact Sheet with QR Code (including contact information)
- Frequently Asked Questions (FAQs)

All deliverables will be provided to the County for review and approval prior to distribution.

7.5 Website

Public Outreach Subconsultant will prepare and provide project content to the County for posting to the County’s project website and social media platforms.

7.6 Design Public Information Meeting

During the Design Phase, the Public Outreach Subconsultant will support, plan, coordinate, and attend one in-person Public Information Meeting. Tasks will include identifying and securing an ADA-compliant venue, conducting an on-site visit, and developing a meeting room/format layout. The Public Outreach Subconsultant will also check available local agency and county government calendars for potential date conflicts; prepare and distribute the meeting notifications; and assist with the preparation of meeting collateral such as handouts/fact sheets, Frequently Asked Questions (FAQs), press release, PowerPoint presentation, comment cards/forms, sign-in sheets, Welcome and Title VI boards. Meeting notifications will be provided in advance via direct mail, email, social media, or a combination of these methods. The Public Outreach Subconsultant will provide sufficient staff to assist with meeting logistics including meeting set up and tear down and participant registration/sign assistance. A meeting summary will be prepared to document attendees, prepared/presented information, and general comments/feedback from participants.

TASK 8 – GUARANTEED MAXIMUM PRICE (GMP) DEVELOPMENT

8.1 GMP Development

DB will prepare iterative cost models during design phase services (30% ROM, 60% Draft GMP) which will serve as the basis for the 90% GMP(s) development and submission. Depending on the construction phasing plan (TASK 3.5) multiple GMPs may be utilized during the construction services – Phase 2.

DB will prepare and submit a draft GMP(s) Proposal at the conclusion of the 90% design, which will be reviewed with IRCDUS. DB will develop and provide GMP(s) Proposal

Notebook(s). After review and negotiations of the draft GMP(s) Proposal the DB will be responsible for resolving all assumptions and clarifications prior to submitting the final GMP(s).

DB will assemble the package(s) - Proposal Notebook(s), including providing an estimate of quantities, input on schedules and review of the GMP(s) proposal.

DB will submit a detailed construction schedule for all work related to the completion of the Project. The schedule shall be consistent with any previously issued schedules approved by IRCDUS and shall not exceed time limits established within this solicitation, unless otherwise approved by the IRCDUS.

DB will work with IRCDUS to identify scope items for the development of Early Works Packages, such as site clearing/grubbing, access, utility relocation or shoring, equipment and materials procurement, etc. Upon mutual agreement of the scope of the early works packages, the authorization for the DB to perform any approved early works will be at the sole discretion of IRCDUS.

Deliverables:

- GMP(s) Proposal Notebook(s)
- Construction Schedule

PROJECT REPRESENTATIVES

Indian River County:

- IRCDUS

Project Manager	Howard Richards hrichards@indianriver.gov
Project Engineer (Utilities)	Harrison Youngblood hyoungblood@indianriver.gov
Project Engineer (Public Works)	Danny Ooley DOoley@indianriver.gov
Public Information Officer	Jay Shatara jshatara@indianriver.gov

Design-Builder:

- Ric-Man Construction, Inc.

Project Manager	Christopher Mancini christopherm@ric-manfl.com
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- Wade Trim, inc.

Project Manager David Mullen, PE
dmullen@wadetrim.com

Design Manager Christopher A. Little, PE
clittle@wadetrim.com

- Tim Rose Contracting, Inc.

Project Manager Zach Rose, CUC
zach@timothyrosecontracting.com

- KSM Engineering and Testing (Subconsultant) – Geotechnical / Eng Services
- Masteller, Moler & Taylor, Inc (Subconsultant) – Survey/Mapping
- Valerin (Subconsultant) – Community Outreach / Public Involvement
- Harnden Environmental(Subconsultant) – Environmental Investigations

SCHEDULE

DB anticipates the completion of all activities included in Phase One proposed tasks within 12 months from Notice to Proceed. The itemized schedule of deliverables for each task will be coordinated by the DB.

It is anticipated that IRCDUS will furnish review comments to the DB within ten working days after each submittal. Submittals will be made in accordance with the below Project schedule.

PROJECT SCHEDULE

<u>Milestone</u>	<u>Date Due from NTP (Calendar Days)</u>
Task 1: Project Management and Coordination	362 days
Task 2: Preliminary Investigations/Existing Document Review	68 days
Task 3: Preliminary Design Services	138 days
Task 4: External Funding Evaluation and Acquisition Assistance	74 days
Task 5: Detailed Design Services	348 days
Task 6: Permitting	310 days
Task 7: Community Outreach Services	348 days
Task 8: GMP Development	362 days
FINAL SUBMITTAL	362 days

The milestones shown in the above schedule are contingent upon receipt of the data requested from the County. If the Design Consultant does not receive review comments within the ten (10) working day review period, the Design Consultant will continue to progress the work. Receipt of late comments may result in revisions to the design schedule and design milestones.

COMPENSATION

The DB will provide the base services described herein for Tasks 1 through 8 for the lump sum fee of **\$1,698,399**. The table below summarizes the estimated fee associated with each task.

<u>Task</u>	<u>Fee</u>
Task 1: Project Management and Coordination	\$137,325.00
Task 2: Preliminary Investigations/Existing Document Review	\$160,839.00
Task 3: Preliminary Design Services	\$237,163.00
Task 4: External Funding Evaluation and Acquisition Assistance	\$45,750.00
Task 5: Detailed Design Services	\$778,084.00
Task 6: Permitting	\$54,476.00
Task 7: Community Outreach Services	\$52,312.00
Task 8: GMP Development	\$232,450.00
Subtotal	\$1,698,399.00
Permit Allowance	\$10,000.00
General allowance	\$50,000.00
Total	\$1,758,399.00

Additionally, an allowance of **\$10,000** is included to cover permit application fees and a **\$50,000** allowance is included for general items. These allowances will only be utilized if approved and authorized by IRCDUS.

The DB shall invoice the County the fee allocated for each task or subtask upon the completion of each milestone as determined by the completion of the specified deliverables. At the Direction of the County, the DB may be requested to provide additional services. These additional services will be detailed in a Work Change Directive and the fees will be negotiated with the County. Work for additional services will be priced the same as this Phase One proposed tasks. DB will submit a detailed tasks description and a fee schedule with staff and hours expected to complete. Work for additional services will not commence until authorization is provided by the County.

A detailed breakdown of the compensation for the scope of services is provided in the following sheets.