

WORK ORDER NUMBER 2018029-3

**SECTOR 5 (CITY OF BEACH) BEACH AND DUNE RESTORATION PROJECT
2019 CONSTRUCTION EASEMENTS**

This Work Order Number 2018029-3 is entered into as of this ____ day of _____, 2019 pursuant to that certain Contract Agreement relating to Engineering and Biological support services for Sector 5 (Vero Beach) Beach and Dune Renourishment Project entered into as April 3, 2018 ("Agreement"), between Indian River County, a political subdivision of the State of Florida ("COUNTY") and Aptim Environmental & Infrastructure, LLC ("CONSULTANT").

The COUNTY has selected the CONSULTANT to perform the professional services set forth on Exhibit 1, attached to this Work Order and made part hereof by this reference. The professional services will be performed by the CONSULTANT for the fee schedule set forth in Exhibit 2, attached to this Work Order and made a part hereof by this reference. The CONSULTANT will perform the professional services within the timeframe more particularly set forth in Exhibit 2, attached to this Work Order and made a part hereof by this reference all in accordance with the terms and provisions set forth in the Agreement. Pursuant to paragraph 1.3 of the Agreement, nothing contained in any Work Order shall conflict with the terms of the Agreement and the terms of the Agreement shall be deemed to be incorporated in each individual Work Order as if fully set forth herein.

IN WITNESS WHEREOF, the parties hereto have executed this Work Order as of the date first written above.

CONSULTANT
Aptim Environmental & Infrastructure, LLC

BOARD OF COUNTY COMMISSIONERS
OF INDIAN RIVER COUNTY

By: 
Thomas P. Pierro, P.E., D.CE

By: _____
Bob Solari, Chairman

Title: Director of Operations

Attest: Jeffrey R. Smith, Clerk of Court and
Comptroller

Date: 2/20/2019

By: _____
(Seal) Deputy Clerk

Approved:

By: _____
Jason E. Brown, County Administrator

Approved as to form and legal sufficiency:

By: _____
William K. DeBaal, Deputy County Attorney



Aptim Environmental & Infrastructure, LLC
2481 NW Boca Raton Blvd.
Boca Raton, FL 33431
Tel: +1 561 391 8102
Fax: +1 561 391 9116
www.aptim.com

February 15, 2019

Ms. Kendra Cope
Coastal Environmental Specialist/Sea Turtle Coordinator
Indian River County Public Works
1801 27th St, Building A
Vero Beach, FL 32960

**Subject: Indian River County, FL
Sector 5 – 2018029 – Work Order #3
Construction Easement Services**

Dear Kendra:

This proposal outlines a scope of work for Aptim Environmental & Infrastructure, Inc., n/k/a Aptim Environmental & Infrastructure, LLC (APTIM), to provide professional services to Indian River County (the County) in support of continued development of the Sector 5 Beach and Dune Restoration Project. The scope of work described herein is to support the County in continuing to develop the Sector 5 project by obtaining construction easements from property owners within the project limits. This proposal is intended to follow WO#1 – Pre-Construction Services for the Sector 5 project. The tasks to perform this work are listed below and described on the following pages. A breakdown of the hours and expenses to develop the cost is attached. The scope and fee was developed following the provisions of the Professional Services Agreement between Indian River County and APTIM, dated April 3, 2018, to provide engineering and biological support services in support of the Sector 5 Beach and Dune Restoration Project (RFQ#2018029).

Task 1: Construction Easements

The County is required to obtain executed construction easements from each potentially affected property owner within the project limits. The draft Consolidated Notice of Intent (NOI) to Issue Joint Coastal Permit and Authorization to Use Sovereign Submerged Lands issued by the FDEP on December 27, 2018 includes a requirement to obtain said easements for the Sector 5 Beach and Dune Restoration Project. The background/basis of issuance section of the NOI states that “there may be areas where the construction activity may affect upland properties, in such instances, construction easements from the affected upland property owners will be obtained prior to any work being done on their property.”

Task 1: Scope of Work

APTIM will coordinate with the County to notify potentially affected property owners within the project limits of the construction easement requirement. APTIM will prepare a cover letter describing the project and the need for the executed easement, and mail the letter to each potentially affected property owner. APTIM will utilize the County-provided owner list to develop a mailing list, and update the list where applicable. APTIM will include the easement instrument (provided by the County) and the easement legal description (provided by the County’s surveyor) in the notification package. Based on prior discussion with the County, APTIM will utilize the following strategy to obtain the executed construction easements:

1. Mail initial notification package to potentially affected property owners. Develop list of non-responsive property owners.
2. Mail follow-up notification package to non-responsive property owners. Update list of non-responsive property owners.
3. APTIM to conduct door-to-door visits to updated list of non-responsive property owners. Update list of non-responsive property owners.
4. County to conduct door-to-door visits to remaining non-responsive property owners.

Task 1: Deliverable

APTIM will provide the County with a draft of the notification package for review and comment. Once finalized, we will submit the notification package to each potentially affected property owner by US Mail. APTIM will provide the updated list of non-responsive property owners to the County after each step in the process.

Task 1: Schedule

APTIM will mail the initial notification package within 2 weeks of the County providing the easement instrument and legal description for each potentially affected property. APTIM will mail the follow-up notification package approximately 1 month after the initial notification package is mailed. APTIM will conduct door-to-door visits approximately 1 month after the follow-up notification package is mailed. APTIM will provide the final list of non-responsive property owners within 1 week of completion of the door-to-door visits, approximately 3 months after the County provides the aforementioned items. We will inform the County if we are unable to meet this schedule.

Task 1: Cost

The lump sum cost for this task is \$17,904.00. The cost includes expenses to send two (2) certified mail notifications of the construction easement to all potentially affected property owners. This assumes an estimated 200 notifications send via certified mail as a cost of \$6.00 each, for a total of \$1,200. An additional 20% is added for uncertainty of mailing cost and number of notifications to be send. This also assumes 50% of the easement instruments will be signed and returned as part of the initial and follow-up notification packages.

Summary

The total lump sum cost to perform the proposed work described herein for Sector 5 – 2018029 – Work Order #3 is \$17,904.00. Please refer to Exhibit 2, attached to the end of this proposal, for a summary of the costs and labor hours of each Task. APTIM will proceed with the tasks upon receipt of a signed work order from Indian River County (unless stated otherwise in the schedule). It is noted that some aspects of this Work Order are dependent upon public response and are outside the control of APTIM and the County. As such, the scope, schedule and cost described herein is provided as a guideline. APTIM will strive to execute each phase of the work within budget and in as expeditious a manner as possible. We will coordinate with the County if deviations from the scope, schedule or budget arise due to unforeseen issues or circumstances.

Thank you for the opportunity to serve Indian River County. We look forward to continuing to provide expert professional services to the County. Please do not hesitate to call if you have any questions.



Sincerely,

A handwritten signature in blue ink, appearing to read 'J. Cheifet'.

Jordon Cheifet, PE, CFM
Senior Project Engineer
Aptim Environmental & Infrastructure, LLC

cc: Thomas Pierro, P.E., D.CE, APTIM
Stacy Buck, APTIM

EXHIBIT 2
Indian River County, FL
Sector 5 - 2018029 - Work Order #3
Construction Easements

Summary of Cost by Task

Task Number	Task Name	Labor	Subcontractors	Equipment	Materials	Other ODCs	Mobilization/ Travel	Totals
Task 1	Construction Easements	\$ 15,740.00	\$ -	\$ -	\$ -	\$ 1,440.00	\$ 724.00	\$ 17,904.00
Totals =		\$ 15,740.00	\$ -	\$ -	\$ -	\$ 1,440.00	\$ 724.00	\$ 17,904.00

Submitted By: Jordon Cheifet
Submitted To: Indian River County, FL
Submission Date: 02/14/19

Indian River County, FL
Sector 5 - 2018029 - Work Order #3
Construction Easements

Summary of Labor Hours and Cost

Labor Title	Labor Bill Rate	Construction Easements		Totals	
		Task 1		Labor Hours	Cost
		Labor Hours	Cost		
Principal Engineer/Sr Proj Mngr	\$ 250.00	4	\$ 1,000.00	4	\$ 1,000.00
Sr Coastal Engineer/Proj Mngr	\$ 165.00	38	\$ 6,270.00	38	\$ 6,270.00
Coastal Engineer I	\$ 105.00	52	\$ 5,460.00	52	\$ 5,460.00
GIS Operator	\$ 105.00	5	\$ 525.00	5	\$ 525.00
Clerical	\$ 71.00	35	\$ 2,485.00	35	\$ 2,485.00
Other ODCs	-	-	\$ 1,440.00		\$ 1,440.00
Mobilization/Travel	-	-	\$ 724.00	-	\$ 724.00
TOTAL	-	134	\$ 17,904.00	134	\$ 17,904.00

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Submitted To: Indian River County, FL
Submission Date: 02/14/19