Indian River County, Florida
Solid Waste Disposal District
Board Memorandum

Date: August 23, 2024

To: Solid Waste Disposal District Board of Commissioners

Through: John A. Titkanich, Jr., County Administrator
Sean C. Lieske, Director of Utility Services

Prepared By: Himanshu H. Mehta, PE, Managing Director, Solid Waste Disposal District

Subject: Work Order No. 2 to Jones Edmunds and Associates for 74th Avenue SW Widening Project

Descriptions and Conditions:

The Solid Waste Disposal District (SWDD) has authorized a new Automated Scale Project that is anticipated to be use by the end of this calendar year. This project will provide greater customer service to our routine account holders. However, during peak traffic flows, our current entrance as well as the current right turn lane into the landfill on 74th Avenue SW will become a bottleneck reducing the benefit of the new automated scale system.

Staff is proposing the widening of our entrance as well as a dedicated right turn lane on 74th Avenue SW to optimize the efficiency of the new automated scale system.

Staff received Work Order No. 2 from Jones Edmunds and Associates (Jones Edmunds) to provide engineering design, permitting, and bidding services and recommends approval from the SWDD Board.

Analysis:

Jones Edmunds has prepared Work Order No. 2, provided in Attachment 1, for engineering services detailing the scope of work, budget, and schedule for each of the tasks. The fees to be paid by SWDD for the execution of this work authorization are in accordance with the Continuing Contract Agreement for Professional Services (CCNA), dated May 2, 2023.

PHASE 1	***DESCRIPTION***	***TOTAL AMOUNT***
Task 1	Project Management, Meetings, and Communications	$23,135
Task 2	Data Collection	$29,225
Task 3	Design	$100,070
Task 4	Permitting	$15,750
Task 5	Bidding	$6,740
	TOTAL =	**$174,920**

Funding:

Funding for the 74th Avenue SW Widening Project work is budgeted and available in the SWDD/WIP/74th Ave Turn Lane, Gate & Cameras account, number 411-169000-23042, for a total amount of $174,920, which is funded from SWDD assessments and user fees.

Account Name	Account Number	Amount
SWDD/WIP/74th Ave Turn Lane, Gate & Cameras	411-169000-23042	$174,920

Recommendation:

Solid Waste Disposal District staff recommends that its Board approve Work Order No. 2 with Jones Edmunds and Associates, Inc. for $174,920, to provide engineering services related to the 74th Ave SW Widening project; and authorize the Chairman to execute the same, as presented.

Attachment:

Jones Edmunds Work Order No. 2

WORK ORDER 2___

This Work Order Number 2___ is entered into as of this ___ day of _____, _____, pursuant to that certain Continuing Contract Agreement, dated May 2, 2023 (referred to as the "Agreement"), by and between INDIAN RIVER COUNTY, a political subdivision of the State of Florida ("COUNTY") and Jones Edmunds & Associates, Inc. ("Consultant").

The COUNTY has selected the Consultant to perform the professional services set forth on Exhibit A (Scope of Work), attached to this Work Order and made part hereof by this reference. The professional services will be performed by the Consultant for the mutually agreed upon lump sum or maximum amount not-to-exceed professional fee. Any additional costs must be approved in writing, and at a rate not to exceed the prices set forth in Exhibit B (Rate Schedule) of the Agreement, made a part hereof by this reference. The Consultant will perform the professional services within the timeframe more particularly set forth in Exhibit A (Time Schedule), 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 1.4 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:

By: _____

Print Name: Stanley F. Ferreira, Jr., PE

Title: President & CEO

BOARD OF COUNTY COMMISSIONERS OF INDIAN RIVER COUNTY

By: _____
Susan Adams, Chairman

BCC Approval Date: _____

Attest: Ryan L. Butler, Clerk of Court and Comptroller

By: _____
Deputy Clerk

By: _____
John A. Titkanich, Jr., County Administrator

Approved as to form and legal sufficiency:

_____
Christopher A. Hicks, Assistant County Attorney

JonesEdmunds
Integrity • Knowledge • Service

August 23, 2024

Ronnie Jones, BSCE, A.M. ASCE
Assistant Managing Director
Indian River County – Solid Waste Disposal District
1325 74th Avenue SW
Vero Beach, Florida 32968
rjones@indianriver.gov

RE: 74th Avenue SW Street Roadway Turn Lane Improvements
Indian River County Solid Waste Disposal District
Scope of Services and Fee Schedule
Jones Edmunds Opportunity No.: 95479-189-24

Dear Mr. Jones:

Jones Edmunds appreciates this opportunity to provide professional engineering services for design, permitting, and bidding services for entry roadway widening including a new second turn lane that connects to a dedicated Automated Scale Lane off 74th Avenue SW Street into the Solid Waste Disposal District (SWDD) facilities. This turn lane work will include widening the entrance and connecting the entrance drive into the Automated Scale Lane under construction at the scale house. The existing entrance gate will be replaced with a wider gate. A camera or licensed plate reader will be added to the new gate.

The existing pavement section for 74th Avenue SW Street is a rural section with a dirt shoulder and open drainage ditch that will be modified with the new turn lane.

The project goal is to enable commercial hauler traffic to directly access the Automated Scale Lane, bypass the scale house, and not interfere with the residential waste disposal trucks, thereby reducing the traffic at the scale house.

Project design elements include:

- Design a second dedicated roadway right turn lane into the SWDD facility.
- Coordinate with existing utilities for relocating existing utilities that are impacted by the new road work.
- Coordinate and design the extension of the existing culvert under 74th Avenue SW Street with the Indian River Farms Water Control District.
- Realign and widen the main entrance into the facility.
- Address utilities that can be abandoned or capped.
- Delineate wetlands or habitat species impacted by road work.
- Prepare project specifications using the 16-Division Master Specification format (see attached for an example specification list). Division 2, Site Construction, will be the main

section with potentially additional documents included to address the new gate. The inclusion of Division 1 and 2 will be coordinated with SWDD.
- Prepare an Engineer's Opinion of Probable Construction Cost (EOPCC).

Jones Edmunds will provide the following services:

- Obtain a topographic and right-of-way survey of 74th Avenue SW Street and the SWDD entrance to prepare the project design.
- Obtain Subsurface Utility Engineering (SUE) information including horizontal and vertical information of utilities impacted by the new work. An allowance of four holes/locations have been included in this Scope of Services. This information will be surveyed and included on the design plans.
- Obtain geotechnical data to support the project design.
- Identify and delineate regulatory wetlands within the project limits.
- Coordinate with the County to identify easements and property acquisitions if required for the project.
- Coordinate with public and private utilities for any necessary relocations.
- Prepare Construction Drawings and Technical Specifications.
- Submit permit applications to the following agencies:
  - South Florida Water Management District (SFWMD)
  - County Community Development Department for site plan and Technical Review Committee (TRC) approval
  - Indian River Farms Water Control District – Canal Permit

The Scope of Work for this Work Order (WO) will be completed in accordance with the Continuing Contract Agreement for Consulting Engineering Services between Indian River County (COUNTY) and Jones Edmunds & Associates, Inc. (CONSULTANT) dated May 2, 2023 (Agreement)."

SCOPE OF SERVICES

TASK 1 – PROJECT MANAGEMENT, MEETINGS, AND COMMUNICATIONS

Jones Edmunds will attend a kick-off meeting with the County. The kick-off meeting will address the following items. This meeting will be conducted via a "Teams" meeting to discuss parameters of the project and to reduce costs.

- Identify the team roles and responsibilities for the project.
- Establish the project schedule.
- Reaffirm project goals.
- Discuss any key design issues/constraints.

After the kickoff meeting, Jones Edmunds will hold three in-person design review meetings at the 30%, 75% & 100% completion of plans and specifications on the project. We expect that the design and permitting will take approximately 9 months. Jones Edmunds will prepare meeting minutes for the meetings.

Jones Edmunds will communicate with the County via telephone, email, and written correspondence on a regular and ongoing basis.

TASK 2 – DATA COLLECTION

Jones Edmunds will perform or subcontract the following data-collection services:

- Topographic/right-of-way and SUE survey: We will subcontract with a Florida-licensed surveying firm for the survey work. Four locations for test holes to identify vertical and horizontal location of utilities have been included.

- Geotechnical exploration for roadway design: We will subcontract with a Florida licensed geotechnical firm to obtain designated borings. 0ne Standard Penetration Test (SPT) and three auger borings will be obtained.

- Wetland delineation and seasonal high-water elevations: Jones Edmunds' wetlands scientist will conduct a site visit to delineate wetlands and surface waters and determine seasonal high-water elevations as needed for permitting.

If required, this task includes delineating temporary or permanent easements that the County will need to acquire from property owners for the proposed turn lane improvements.

Deliverables

- Topographic/Right-of-Way Survey (PDF).
- Geotechnical Report (PDF).
- Wetlands Memorandum summarizing the field findings (PDF).

TASK 3 – DESIGN

30% DESIGN

Jones Edmunds will develop 30% Design Plans based on the data-collection services outlined in Task 2.

Design criteria for the project will follow Indian River County requirements and the requirements of the Florida Department of Transportation's (FDOT) *Manual of Uniform Minimum Standards for Design, Construction, and Maintenance for Streets and Highways* 2021 edition (commonly referred to as the *Florida Greenbook*). We expect the Plans to include the following sheets:

- Title Sheet.
- Legend, Index, and Abbreviations.

- General Notes.
- Preliminary Alignment Plan.
- Site Entrance Layout Plan
- Site Entrance Grading Plan
- Typical Sections.
- Grading and Drainage Road Plans

Jones Edmunds will submit the 30% Design Plans to the County for their review and comment. Thereafter, Jones Edmunds will meet with the County via TEAMS or Zoom to review the Plans and receive comments regarding the design.

Deliverables

- 30% Plans: electronic copy (PDF) and 1 full-size set of printed plan sheets.

75% DESIGN

Jones Edmunds will develop 75% Design Plans and Draft Technical Specifications by incorporating mutually agreed-on comments from the 30% Design. We will prepare an EOPCC.

Jones Edmunds will work with the County on the selection of a camera or licensed plate reader to be installed with the new gate.

The 75% Plans will include the sheets from the 30% Design plus the following sheets:

- Plan and Profile Sheets.
- Roadway Cross-Sections.
- Grading and Drainage Plans
- Utility Relocation Plans
- Wetland Impact Plans.
- Erosion- and Sediment-Control Plans.
- Maintenance of Traffic Plans
- Pavement Marking Plan
- Details

Jones Edmunds will submit the 75% Design Plans, Draft Specifications, and EOPCC to the County for their review and comment. Thereafter, we will meet with the County to review the Plans and receive comments regarding the design.

Deliverables

- 75% Plans: electronic copy (PDF) and 1 full-size set of printed plan sheets.
- 75% Draft Technical Specifications: electronic copy (PDF).
- EOPCC: electronic copy (PDF).

The County-reviewed and approved 75% Plans will be used for permitting.

100% Design

Jones Edmunds will prepare Final Construction Plans, Technical Specifications by incorporating relevant, in-Scope County comments from the 75% Design, and the Final EOPCC. The Final Construction Plans and Technical Specifications will be used for bidding and construction.

The 100% Plans will include the sheets from the 75% Design, any County and permit agency comments, plus the following sheets:

- Drainage Ditch Profiles.
- Construction Details.

Deliverables

- 100% Plans (signed-and-sealed): electronic copy (PDF).
- One full-size set of (signed and sealed) printed plan sheets.
- 100% Technical Specifications (signed-and-sealed): electronic copy (PDF).
- EOPCC: electronic copy (PDF).

Utility Coordination

During the design process, Jones Edmunds will coordinate with utility providers impacted by the project improvements. We will communicate and meet with the utility providers to confirm that they relocate their facilities if applicable in a timely manner. We cannot control the timeliness of utility relocations by others. As part of this Scope of Services, we will call out minor utility adjustments.

Task 4 – Permitting

Jones Edmunds will schedule and participate in a pre-application meeting with SFWMD.

Jones Edmunds will use the County-approved 75% Design Plans to prepare the permit applications. We will prepare the permit documents for County signature and will submit the permit packages to the appropriate agencies.

No record exists of any delineated wetlands on this site.

The following deliverables will be provided:

- SFWMD General Environmental Resource Permit (ERP) application.
- County Transportation Permit application.
- Indian Farms Water Control District Connection Permit.
- Responses to Request for Additional Information (RAI)s

Task 5 – Bidding

Jones Edmunds will assist the County during the bidding and award process for the project as follows:

- Provide electronic Bid Documents in .pdf format to the County and review the County's Invitation to Bid documents.
- Assist the County with one addendum to the Contract Documents. Verbal and written questions from prospective bidders will be directed to the County. The County and Jones Edmunds will decide if issuing an addendum is required. Jones Edmunds will prepare responses to the bidders' questions and submit them to the County. The County will post the addendums.
- Attend one pre-bid meeting with prospective bidders to discuss the project and answer questions.
- Review the bidders' cost proposals, prepare proposal tabulation, and develop a bid evaluation summary.

SCHEDULE

The project schedule will be mutually agreed to by the County and Jones Edmunds. The following presents a proposed schedule:

Project Schedule

Task	Calendar Days
Notice to Proceed	0
Data Collection	75
30% Design	60
75% Design	60
100% Design	45
Bidding	TBD

We assume that the County will require a 2-week review period for each submittal.

COMPENSATION

Based on the Scope of Services described above, the County will pay Jones Edmunds a lump-sum fee in accordance with the following breakdown of tasks:

Tasks	Total Cost
Task 1 – Project Management, Meetings, and Communications	$23,135
Task 2 – Data Collection	$29,225
Task 3 – Design	$100,070
Task 4 – Permitting	$15,750
Task 5 - Bidding	$6,740
Total	**$174,920**

PROPOSAL CLARIFICATIONS

- The County will pay all permit fees.
- Construction Contract Administration Services have been excluded. These services can be provided once the County defines the scope of these requested services.
- This Scope of Services excludes wetland mitigation design. If mitigation is required, we assume it will be handled by the purchase of wetland credits by the County from a local mitigation bank.
- Archaeological surveying and permitting are excluded from this Scope of Services.
- Coordinating historical preservation is excluded from this Scope of Services.
- The Project Site is assumed to be free of soil and groundwater contamination.
- Landscaping plans are included in this Scope of Services.
- Easement documents and legal descriptions of necessary project properties that the County will acquire will be performed under a separate Task Order.
- Public meetings and outreach are excluded from this Scope of Services.
- A traffic study is excluded from this Scope of Services.
- Major utility adjustments (e.g., upsizing or relocating utilities) are excluded from this Scope of Services and will be performed directly by the utility provider. All utility relocation costs are assumed to be the responsibility of the utility provider.
- Easement preparation, such as legal descriptions, sketches, and easement agreements, is excluded from this Scope of Services.

If you have any questions or comments, please contact us at (352) 377-5821 or via email at fhoyt@jonesedmunds.com or aaltman@jonesedmunds.com.

Sincerely,

Fred Hoyt, MBA, PE
Project Manager
13545 Progress Boulevard
Alachua, Florida 32615

Alan Altman
Client Services Manager

Attachment: Project Fee Estimate
Specifications List

JonesEdmunds

Project Name: Indian River County Solid Waste Disposal Right Turn Improvements
Client: Indian River County
Opportunity Number: 95479-189-24

		Staffing Plan												
		Civil	Civil Design	WR-Design	WR-Design		TechComm	Tech-Comm	Civil					
		QC	PM	Scientist	Enginee	Enginee DMcCullough	QC Jschmid	Edito NVaseen	Construction Dinkell					
		Direct Labor Rates				$28.85	$39.79							
		Billing Rates												
		$275.00	$220.00	$205.00	$220.00	$135.00	$125.00	$95.00	$170.00					
Task No.	Task Description	Hours								Labor Hours	Labor Fee	Subconsultants	Direct Expenses	Total Fee
1	**Project Management, Meetings, and Communications**													
	Project Initiation		2		2					4.0	$880.00			$880.00
	Kickoff Meeting (Virtual		2		2					4.0	$880.00			$880.00
	Kickoff Meeting minutes		1		2			1		4.0	$755.00			$755.00
	Monthly Meetings		12		12					24.0	$5,280.00			$5,280.00
	Monthly Meetings minutes		4		8			4		16.0	$3,020.00			$3,020.00
	Project Coordination/Managemen		40		16					56.0	$12,320.00			$12,320.00
	SUBTOTAL		**61**		**42**			**5**		**108.0**	**$23,135.00**			**$23,135.00**
2	**Data Collection**													
	Survey/SUE		1		2	2				5.0	$930.00	$18,000.00		$18,930.00
	Geotechnical investigation		1		1					2.0	$440.00	$4,500.00		$4,940.00
	Wetlands Identification/Mem			16				1		17.0	$3,375.00		$220.00	$3,595.00
	Ditch/Utilities/Road Jurisdiction Due Diligenc		4		4					8.0	$1,760.00			$1,760.00
	SUBTOTAL		**6**	**16**	**7**	**2**		**1**		**32.0**	**$6,505.00**	**$22,500.00**	**$220.00**	**$29,225.00**
3	**Design**													
	30% Design													
	Site Visit				6					6.0	$1,320.00		$220.00	$1,540.00
	Title Sheet,Legend,Index, and Abbreviation		1		4	6				11.0	$1,910.00			$1,910.00
	General Notes				2	2				4.0	$710.00			$710.00
	Preliminary Alignment Plan		1		8	8				17.0	$3,060.00			$3,060.00
	Site Entrance Layout Plan		1		4	8				13.0	$2,180.00			$2,180.00
	Site Entrance Grading Plan		1		8	8				17.0	$3,060.00			$3,060.00
	Typical Sections		2		4	4				10.0	$1,860.00			$1,860.00
	Grading and Drainage Road Plans		1		8	16				25.0	$4,140.00			$4,140.00
	Design Review meeting		6		6					12.0	$2,640.00			$2,640.00
	Review meeting minutes				1			1		2.0	$315.00			$315.00
	QC	2	2		4					8.0	$1,870.00			$1,870.00
	SUBTOTAL	**2**	**15**	**0**	**55**	**52**	**0**	**1**	**0**	**125.0**	**$23,065.00**		**$220.00**	**$23,285.00**
	75% Design													
	Pre-App meeting w/ SFWMD		1		1					2.0	$440.00			$440.00
	Plan and Profile Sheet		1		8	12				21.0	$3,600.00			$3,600.00
	Roadway cross-sections		1		8	8				17.0	$3,060.00			$3,060.00
	Grading and Drainage Plan		1		16	16				33.0	$5,900.00			$5,900.00
	Utility Relocation Plan		1		8	8				17.0	$3,060.00			$3,060.00
	Wetland Impact Plans (if required		1	2	2	4				9.0	$1,610.00			$1,610.00
	Erosion and Sediment Control Plan		1		4	6				11.0	$1,910.00			$1,910.00
	Maintenance of Traffic Plan		1		12	12				25.0	$4,480.00			$4,480.00
	Update 30% Plans		1		16	32				49.0	$8,060.00			$8,060.00
	Pavement Marking Plan		1		4	8				13.0	$2,180.00			$2,180.00
	Landscape Plans		1			2				3.0	$490.00	$2,000.00		$2,490.00
	Draft Specs		4		8					12.0	$2,640.00			$2,640.00
	Details(Entrance Gate)		1		8	8				17.0	$3,060.00			$3,060.00
	Submit plans to Indian River Farms Water Contro		1		4	4				9.0	$1,640.0			$1,640.0
	EOPCC		1		2	4				7.0	$1,200.0			$1,200.0
	Design Review meeting		6		6					12.0	$2,640.0			$2,640.0
	Review meeting minutes		1		1					2.0	$440.00			$440.00
	QC	2	2		4	8				16.0	$2,950.0			$2,950.0
	SUBTOTAL	**2**	**27**	**2**	**112**	**132**	**0**	**0**	**0**	**275.**	**$49,360.0**	$2,000.0		**$51,360.0**
	100% Design													
	Incorporate County/Agency/QC comments		4		24	40				68.0	$11,560.0			$11,560.0
	Drainage Ditch Profile		1		4	8				13.0	$2,180.0			$2,180.0
	Construction Details		1		4	8				13.0	$2,180.0			$2,180.0
	Final Specs;Coordinate Front End Docs w/ Count		4		4			2		10.0	$1,950.0			$1,950.0
	Final Cost Estimate		1		4					5.0	$1,100.0			$1,100.0
	Final Design Review meeting		6		6					12.0	$2,640.0			$2,640.0
	Review meeting minutes				1			1		2.0	$315.00			$315.00
	QC	4	2		4	8				18.0	$3,500.0			$3,500.0
	SUBTOTAL	**4**	**19**	**0**	**51**	**64**	**0**	**3**	**0**	**141.0**	**$25,425.00**			**$25,425.00**
4	**Permitting**													
	SFWMD		2	8	8	12				30.0	$5,460.0			$5,460.0
	County Permit		2	2	6	8				18.0	$3,250.0			$3,250.0
	Indian River Water Contro		1		4	4				9.0	$1,640.0			$1,640.0
	RAIs		2	2	10	16		2		32.0	$5,400.0			$5,400.0
	SUBTOTAL	**0**	**7**	**12**	**28**	**40**	**0**	**2**	**0**	**89.**	**$15,750.0**			**$15,750.0**
5	**Bidding**													
	Prepare one Addendum		2		8			2		12.0	**$2,390.0**			**$2,390.0**
	Attend Pre-Bid meetin		**1**		**8**					9.0	**$1,980.0**			**$1,980.0**
	Review bidder's proposals, prepare bid summar		**2**		6	2			2	12.0	**$2,370.0**			**$2,370.0**
	SUBTOTAL		5		22	2		2	2	**33.**	**$6,740.0**			**$6,740.0**
	TOTAL	**8**	**135**	**30**	**295**	**290**	**0**	**12**	**0**	**803.0**	**$143,240.00**	**$24,500.00**	**$440.00**	**$174,920.00**

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