

Recommendation re: Task Authorization with Environmental Science Associates for Lake Parker Shoreline Enhancement Project Bid Support and Construction Engineering and Inspection Services

Lake Parker is a verified impaired surface water body due to elevated levels of nutrients. The Florida Department of Environmental Protection (FDEP) has approved a Nutrient Reduction Plan for Lake Parker which allows the City of Lakeland to implement water quality enhancement projects to improve surface water quality. FDEP has awarded the City a Wetland Restoration and Protection Grant (WRP07) for a shoreline restoration project at Lake Parker. The project seeks to improve surface water quality through enhanced wetland function, shoreline restoration, and reintroduction of native beneficial aquatic plants. The project includes the enhancement of approximately 6,300 linear feet of shoreline on the north side of Lake Parker at Lake Crago Park. The City Commission approved the Grant Agreement at their August 5, 2024, meeting and the Agreement was executed between the City and the FDEP on September 12, 2024.

Environmental Science Associates (ESA), an engineering firm under a Lakes and Watershed Management Services continuing contract, has previously provided the Lakes and Stormwater Division with completed conceptual plans, final design, permitting and engineered construction plans for this project. ESA has submitted this proposal to provide ongoing engineering and consulting services, including bidding support, project management, and construction engineering and inspection services throughout the duration of the project.

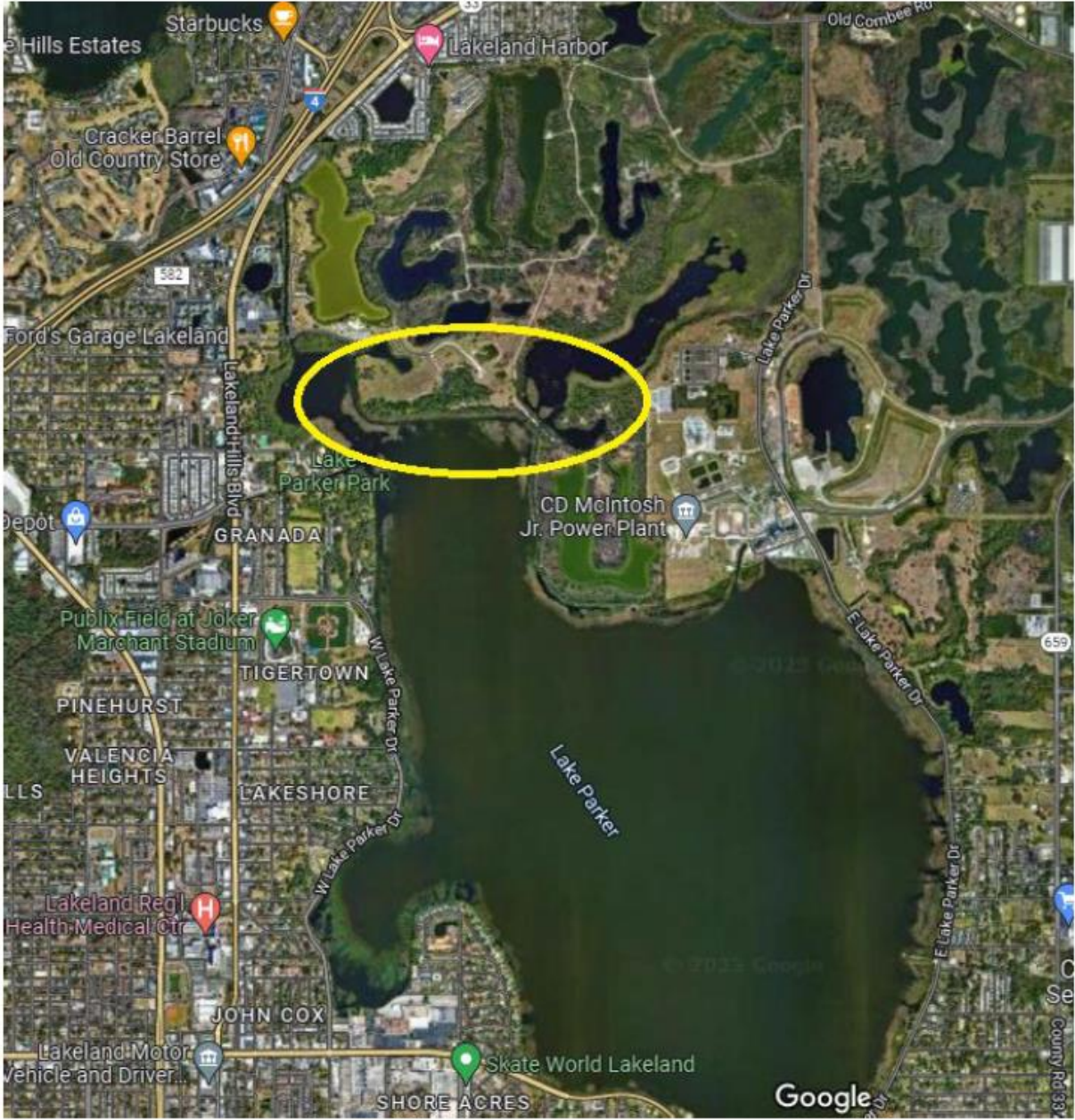
The tasks to be completed under this Task Authorization include:

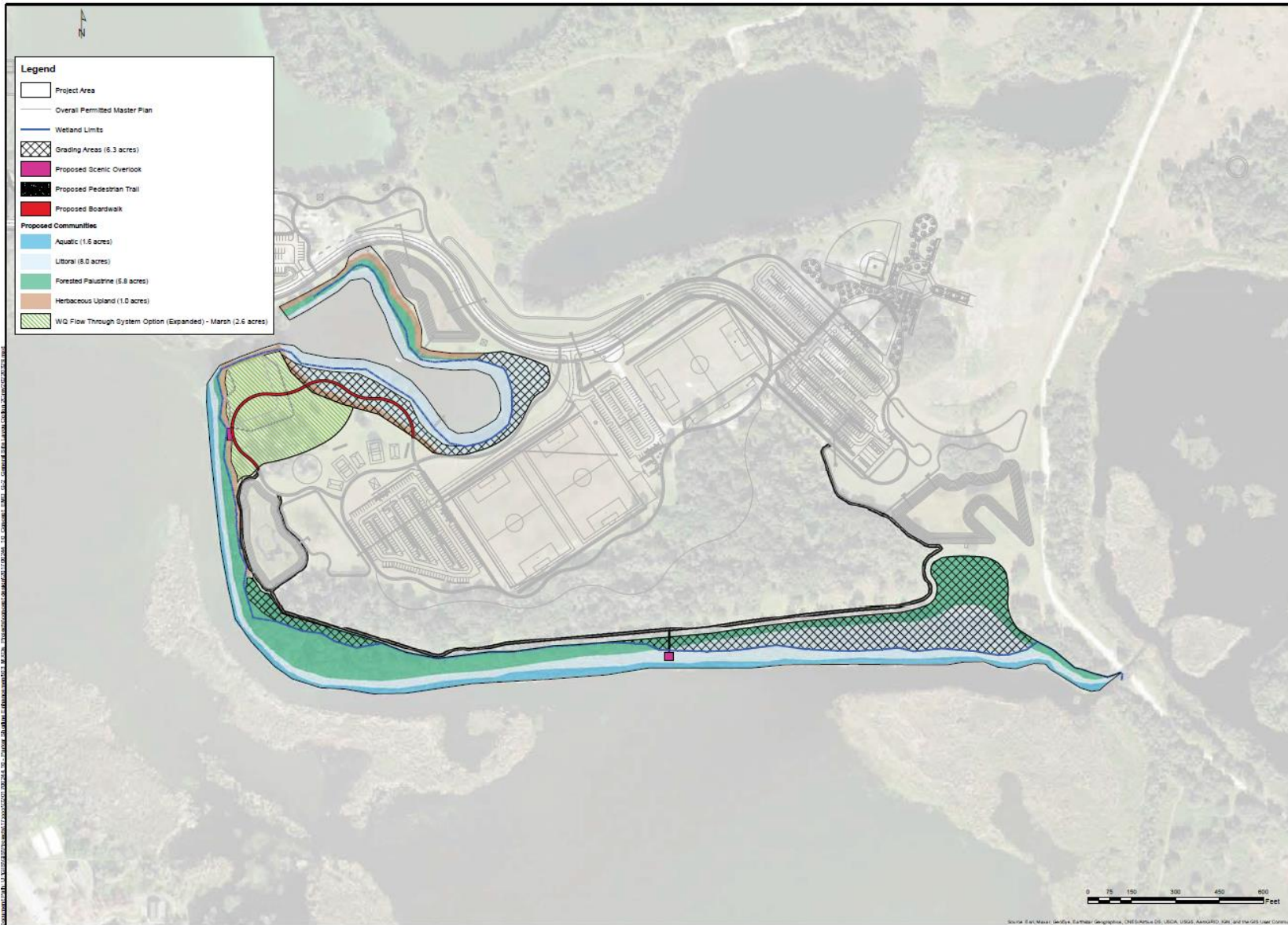
- Preparation of technical specifications, engineer's opinion of cost, and bid documents.
- Bid document review, contractor vetting, and contractor selection assistance.
- Engineering construction oversight and project management.
- Construction and environmental permit compliance activities.
- Final inspection and preparation and submittal of as-built drawings signed and sealed by the engineer of record.

Funding for this project in the not-to-exceed amount of \$122,155 is provided in the Fiscal Year 2025 Stormwater CIP budget within the Lake Parker TMDL Water Quality Treatment line item.

Staff recommends the City Commission authorize the appropriate City officials to execute the Task Authorization with ESA for the Lake Parker Shoreline Enhancement Project Bid Support and Construction Engineering and Inspection Services in the not-to-exceed amount of \$122,155.

Proposed Project Location
Lake Parker Shoreline Restoration





- Legend**
- Project Area
 - Overall Permitted Master Plan
 - Wetland Limits
 - Grading Areas (6.3 acres)
 - Proposed Scenic Overlook
 - Proposed Pedestrian Trail
 - Proposed Boardwalk
- Proposed Communities**
- Aquatic (1.6 acres)
 - Littoral (8.0 acres)
 - Forested Palustrine (5.8 acres)
 - Herbaceous Upland (1.0 acres)
 - WQ Flow Through System Option (Expanded) - Marsh (2.6 acres)

ESA
 CYPRESS CENTER 1 BUILDING
 5404 CYPRESS CENTER DRIVE
 SUITE 100
 TAMPA, FL 33607
 OFFICE - 813.207.7000
 WWW.ESASDCC.COM

STAMP
PRELIMINARY
 NOT FOR CONSTRUCTION



City of Lakeland
**Lake Parker
 Shoreline Enhancement**
 XXXX
 LAKELAND, FL 33801

REVISIONS

#	DATE	DESCRIPTION

DESIGNED EMD
 DRAWN EMD
 CHECKED BCF
 IN CHARGE EMD

PROJECT NUMBER 0201702044.10
 ISSUE DATE 02/12/22
 SCALE AS SHOWN WHEN PLOTTED TO FULL SIZE (22" X 34")

PHASE
CONCEPTUAL DRAWINGS

SHEET TITLE
GENERAL SITE LAYOUT OPTION 2C

SHEET NUMBER
G-4

SHEET 5 OF 7

Source: Esri, DeLorme, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

TASK AUTHORIZATION FORM

In accordance with the **Environmental Science Associates (ESA)** Continuing Contract and Agreement for Professional Lakes & Watershed Management Services, dated June 6, 2022, the City hereby authorizes the services as set forth in the attached work order by the City and/or attached scope of services proposed by the Engineer and the following:

Task Authorization No.: Environmental Science Associates (ESA)- 24-02

Project No: 596.246.7500.005293.614.00.000

Project Title: Lake Parker Shoreline Enhancement Project Bid Support and Construction and Engineering Inspection Services

Schedule: **Start:** Upon Acceptance
Complete: 180 days, or to completion of project

Billing: As set forth in the agreement and the approved proposal.

Not-To-Exceed Cost: \$122,155

Scope of Work: ESA Proposal (dated August 16, 2024) is attached herein as Exhibit "A." Engineer's reimbursable costs shall be in conformance with the City's Consultant Expense Reimbursement Policy, attached herein as Exhibit "B". Exhibits "A" and "B" are made a part of this Task Authorization.

AUTHORIZATION:

ENVIRONMENTAL SCIENCE ASSOCIATES

Accepted By: 
Doug Skurski, Southeast Regional Director

Date: 08/21/24

CITY OF LAKELAND

Reviewed By: 
Laurie Smith, Lakes & Stormwater Manager

Date: 9/13/24

Reviewed By: 
Heath Frederick, Director of Public Works

Date: 9/17/24

Accepted By: _____
Shawn Sherrouse, City Manager

Date: _____





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Suite 475
Orlando, FL 32819
407.403.6300 phone
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esassoc.com

August 16, 2024

Laurie Smith, CPM, CFM
Manager, Lakes & Stormwater
City of Lakeland
407 Fairway Avenue
Lakeland, Florida 33801

Subject: Scope of Services and Associated Fee Estimate
Lake Parker Shoreline Enhancement Project Bid Support and CEI
ESA Proposal No.: P202200419.07

Dear Ms. Smith:

In accordance with our recent discussion, ESA has developed a scope of services and associated fee estimate for the Lake Parker Shoreline Enhancement Project (Project). ESA staff will provide bidding support services, engineering services including technical specifications, an Engineer's Opinion of Probable Cost (EOPC) and construction engineering and inspection (CEI) oversight services at the Project site. This scope of work includes CEI oversight for third-party contractors to perform activities to construct the restoration project as detailed in the Project plan set dated July 2024 and associated bid sheets.

Scope of Services

Task	Description
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1.0	Technical Specifications and Bid Document Preparation
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Technical specifications will be prepared including construction compliance conditions from the SWFWMD and USACE permits. The permitted plans will serve as the basis for the contract drawings in the final package sent to prospective bidders. ESA shall prepare technical specifications, an EOPC and help the City of Lakeland craft front-end bid advertisement documents to support the permitted plan set.

Submittals will be provided to the City of Lakeland for review and comment. ESA shall revise any changes promptly and shall furnish the final drawings copies suitable for distribution to prospective bidders. Up to one (1) round of revisions is included in this task.

ESA will coordinate with the City of Lakeland to develop portions of the Contract Documents. Final cost estimates will be provided as well as a bid form, which will include a detailed estimate of the quantities and work to be performed. Components of the Contract Documents that will be provided include the following:

- Permitted Plan Set
- Technical Specifications
- Engineer's Opinion of Probable Cost (EOPC)



Ms. Laurie Smith
August 16, 2024
Page 2

- Bid Form (including estimated quantities)
- Appendix Information (Permits, aerial photography, and any other relevant information).

2.0 Bidding and Contractor Selection

ESA will coordinate the bid advertisement with the City of Lakeland to determine an appropriate date for a Pre-Bid Meeting. ESA will prepare for and attend the meeting and answer prospective Contractor inquiries or transcribe Contractor inquiries for subsequent research and respond to all meeting attendees as appropriate.

During the bidding period, ESA shall communicate frequently with City of Lakeland staff regarding receipt of prospective Contractor written inquiries seeking interpretation of the Contract Documents. Should ESA and the City of Lakeland receive such information within the stipulated time in advance of the advertised bid opening date, we will assist the City of Lakeland with preparation of bid addenda as appropriate by providing technical response to items. Such items include changes that may be warranted to the contract drawings, technical and supplemental general conditions or other construction-related issues as appropriate.

ESA will review bids for accuracy, completeness and contractor qualifications. ESA will evaluate and provide a written recommendation for award to City of Lakeland based on a review of the submitted bids.

3.0 Project Management

3.1 Site Visits / Construction Observation

A qualified scientist and/or engineer from ESA, familiar with the plan set and bid form conditions provided to the selected contractor, will oversee the construction of the referenced habitat restoration project. The CEI inspector will regularly visit the project site during construction to observe progress and resolve, with the input of the Project Engineer and City of Lakeland staff, any disputes or contradictions with the project plans and onsite conditions revealed during construction. ESA staff will assist in the development of pay schedules that match the progress and proper execution of the plan design and intent. Daily reporting of site observations will be completed and provided upon request to the Project Engineer and City of Lakeland. It is estimated that construction will take approximately five (5) months. Should unanticipated delays occur, this may extend the construction duration and cause unanticipated site visits for CEI which will be considered beyond scope and invoiced on a time and materials basis. ESA will notify the City of Lakeland immediately if such circumstances arise to discuss additional budget due to unanticipated delays and/or prolonged construction activities. Additionally, this task shall include notification of appropriate forms to permitting agencies per permit conditions.



Ms. Laurie Smith
August 16, 2024
Page 3

3.2 Final Inspection, Notice of Acceptance of the Work and As-Built Submittal

ESA staff will perform a final project review, in conjunction with the Project Engineer and the City of Lakeland to develop a listing of remaining or substandard items to be completed by the contractor, to satisfactorily complete the project as designed.

The Contractor will also transpose field notes and information from the project in combination with the as-built survey to create the certified As-Built Construction Drawings. Any modifications or alterations to the original project design will be recorded by the Contractor and be provided to ESA as well as the City of Lakeland. Following the recordation of modifications or alterations to the original Construction Drawings, ESA will sign and seal (i.e. certify) the document as a set of As-Built Construction Drawings. The certified As-Built Drawings would then be submitted to the applicable agencies for an official record of construction on the project site.

3.3 Project Management

This task covers the day-to-day management of the project, staffing & schedule coordination with contractor and the City of Lakeland staff. During the construction phase of the project, ESA will be available to communicate with the Contractor, answer questions/provide clarification, and discuss field changes/modifications to the Construction Drawings as field conditions warrant.

ESA shall also be responsible for quality control of the project throughout its duration. The project manager will manage the preparation of all documents, address specific issue items related to the design and construction. The ESA project director will have senior review responsibilities with an emphasis on Quality Control and Quality Assurance (QA/QC) of all documents. ESA will conduct internal meetings as well as meetings with the City of Lakeland to communicate the status of and the construction progress to quickly resolve any issues of concern that might arise.

Fee Estimate

The fee estimate totals **\$122,155**. This will be considered a Time and Materials estimate which will not be exceeded without prior written authorization from the City of Lakeland. The project will be billed monthly based upon the hours spent on the project.

Please note that the following assumptions were used for development of the scope of services and associated fee estimate:

1. Bid support documents and engineer's opinion of probable cost shall be based on permitted plans.



Ms. Laurie Smith
August 16, 2024
Page 4

2. It is assumed that permitted plans are sufficient to construct the project and meet City of Lakeland technical standards (if any).
3. 100% Construction Plans will not be generated under this scope of work. If the City requires a 100% Construction set of plans then a scope & fee amendment will be issued to complete that work.
4. The CEI field visits shall include daily construction log documentation as well as direct contractor oversight.
5. ESA staff will have limited presence during various construction stages. It is anticipated that ESA staff will be present no more than two (2) time per week. It will be a requirement of the selected contractor to conduct and document water quality monitoring twice daily as indicated in the permitted plans.
6. The contractor's work is anticipated to take approximately five (5) months.
7. Coordination and/or completion of pre and post construction surveys are not include under this scope of work.
8. Tree inventories, surveys and permitting to comply with City of Lakeland Municipal Code (if applicable) are not included in this scope of work.

ESA staff can begin the listed tasks upon acceptance and execution of this proposal and the initiation of construction activity.

Schedule and Budget

The budget tables below are based upon ESA's best estimate of the time and resources needed to assist the City of Lakeland with the Project tasks described above.

Task	Anticipated Completion Date	Budget
1. Technical Specifications and Bid Document Preparation	NTP thru Solicitation Awarded	\$15,429
2. Bidding and Contractor Selection	NTP thru Project Close	\$15,315
3.1 Site Visits and Construction Observation	Upon Contractor Completion	\$78,186
3.2 Final Inspection, Work Acceptance and As-Builts		\$6,180
3.3 Project Management	NTP thru Project Close	\$67,045
Project Total		\$122,155

We thank you in advance for your consideration of this scope of services and our included budget.



Ms. Laurie Smith
August 16, 2024
Page 5

Sincerely,
ESA

A handwritten signature in blue ink that reads "Elizabeth Dost". The signature is written in a cursive, flowing style.

Elizabeth Dost, PE
Principal Engineer



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 Suite 475
 Orlando, FL 32819
 407.403.6300 phone
 407.403.6301 fax

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Task # : Task Name/Description		Senior Engineer 2	Senior Scientist 2	Program Manager	Engineer 1	TOTAL ESA LABOR COST & FEES				Total ESA Labor Cost	TOTAL EXPENSE		TOTAL PROJECT COST
						ESA Total Hours	ESA Labor Subtotal (\$)	Technology & Data Management Fee	Total Labor Fee		Total Expense (\$) Amount		
1.1	Technical Specifications and Bid Document Preparation	36	16	\$220	\$150	76.00	\$ 14,700	\$ 441	\$ 441	\$ 15,141	\$ 288	\$ 15,429	
1	Task 1	36	16		24	76.00	\$ 14,700	\$ 441	\$ 441	\$ 15,141	\$ 288	\$ 15,429	
2.1	Bidding and Contractor Selection	12	8		8	28.00	\$ 5,340	\$ 160	\$ 160	\$ 5,500	\$ 9,815	\$ 15,315	
2	Task 2	12	8		8	28.00	\$ 5,340	\$ 160	\$ 160	\$ 5,500	\$ 9,815	\$ 15,315	
3.1	Site Visits and Construction Observation	160	120		120	400.00	\$ 75,400	\$ 2,262	\$ 2,262	\$ 77,662	\$ 524	\$ 78,186	
3.2	Final Inspection, Notice of Acceptance of the Work and As-Built Submittal	12	12		8	32.00	\$ 6,000	\$ 180	\$ 180	\$ 6,180	\$ -	\$ 6,180	
3.3	Project Management	16	8	8	8	32.00	\$ 6,840	\$ 205	\$ 205	\$ 7,045	\$ -	\$ 7,045	
	Total Hours	238	164	8	180	566.00	\$ 108,280	\$ 3,248	\$ 3,248	\$ 111,528	\$ 10,628	\$ 122,156	
	Total (\$) Amount	\$55,460	\$27,060	\$1,760	\$24,000								

City of Lakeland
Consultant Expense Reimbursement Policy
Revised 6/18/2018

General

This policy governs all eligible reimbursement expenses paid to consultants hired by City Departments under professional service contracts. All reimbursable expenses must adhere to the following provisions and be verified and approved by the appropriate department head, or their designated representative administering the professional contract. An exhibit to each contract or agreement must be accepted by each professional services consultant prior to the agreement being considered fully executed. All proposed reimbursable consultant expenses must be submitted to the managing designee with matching receipts and specific documentation outlining the nature of the business conducted in association with the expenditure prior to approval by the City.

Consultant Contract Provisions

1. Reasonable expenses will be reimbursed for customary business activities deemed integral to the completion of the consulting assignment (i.e. phone calls, copies, printing, facsimile services, etc.)
2. Reasonable travel expenses will be reimbursed at a rate not-to-exceed the following:
 - Car Rental – Limited to mid-size vehicles or smaller.
 - Airline Travel – Limited to tourist or coach class fare, all efforts will be made to identify the most economical flight options available at time of scheduling.
 - Use of private automobile for administration of project related requirements may be reimbursed at the current IRS mileage reimbursement rate. (www.irs.gov)
 - Local hotel accommodations will be reimbursed at a rate not-to-exceed the GSA lodging rate for Tampa, Florida per night plus sales tax. (www.gsa.gov) Incidentals related to the hotel stay will not be reimbursed.
 - Meal expenses will be reimbursed at a rate not-to-exceed the GSA M&IE rate for Tampa, Florida. A maximum of 15% gratuity on meals will be allowed.
 - No entertainment expenses will be reimbursed, including, but not limited to, alcoholic beverages, in-room entertainment, registrations, tickets to sporting events or entertainment events, banquet and or client entertainment.
 - No reimbursement will be provided for personal expenses of any nature.
 - When representing the interest of the City outside of the Lakeland area, reimbursement of reasonable hotel accommodation costs will be provided as determined by the responsible Department Head.

Collection of Back-up Documentation

All consultant expenditures submitted for reimbursement shall be properly documented and approved by the appropriate department head or designated representative managing the agreement. Original receipts must be provided for payment, along with documentation on purpose. The department head or designated representative will be responsible for the collection of this documentation and for communicating with the consultant on issues related to reimbursable costs or back-up documentation. It will be the responsibility of the department head or designated representative to obtain the necessary approvals from the City Managers' Office for variances to the policy.

Prior to payment of invoices, the following will be required:

1. Verification that invoice references the correct professional service contract.
2. Verification that the specific contract deliverables have been met and scope of work has been satisfactorily completed.
3. Verification that all consultant reimbursable expenses were incurred in conjunction with specified services rendered and billed at cost.
4. All reimbursable expenses must be submitted with receipts documenting expenses.
5. Verify all expense calculations are correct.

Variance Approval

All variances or modifications to the provisions in this policy must be approved by the City Manager or authorized designee.