



City of Flagler Beach

P.O. Box 70 • 105 South 2nd Street
Flagler Beach, Florida 32136

Phone (386) 517-2000 • Fax (386) 517-2008

November 7, 2016

Mr. David D. Skipper, PE
Vice President
Mott MacDonald Florida, LLC
220 West Garden Street
Suite 700
Pensacola FL 32502

Re: Request for Proposal-Post Hurricane Matthew Damage Repair
City of Flagler Beach Pier and Life Guard Building Temporary Public Safety Repairs (Task II)

Dear Mr. Skipper

As a result of the impact of Hurricane Matthew, the City of Flagler Beach (City) lost approximately 160 feet of its fishing pier, with the balance of the structure sustaining damage estimated from minor to substantial. To temporarily reopen the remaining pier structure, the City wants temporary, public safety repairs made to and has identified the following tasks requiring preparation by a qualified engineering firm (Engineer): The task will have a not to exceed identified as \$ 80, 000.00

PROPOSAL SCOPE OF SERVICES

Task No. 1: Design

1. Engineer shall develop temporary, public safety repair drawings and public bid documents for the City of Flagler Beach Pier utilizing the following reference documents:
 - a. Engineer will utilize the "Flagler Beach Pier Post Hurricane Matthew Substructure Inspection October 13-26, 2016" from Logan Diving and Salvage to identify areas that require repair and rehabilitation.
 - b. Engineer will utilize the "Flagler Beach Pier Reinforcement Improvements "FEMA HMGP Project #1785-49-12 Dated October 2014" pier plans prepared by Quentin L. Hampton Associates, Inc. Consulting Engineers to reference the existing pier structure alignment and configuration.
 - c. Engineer will utilize the "CITY OF FLAGLER BEACH, FLORIDA, Inspections and Inventory of City-owned Property, and Facilities Damaged by Hurricane Matthew" document of November 2016 prepared by Mott MacDonald.

2. Engineer will perform additional literature research and onsite review of the pier's condition as may be required by the Engineer to prepare the required documents and plans.
3. Engineer will submit an initial review set of drawings for a meeting with FEMA and the City on December 09, 2016.
4. Engineer will submit a final review set of drawings and Class 2 Opinion of Probable Construction to City by December 16, 2016.
5. Engineer will provide final public bid documents to the City by December 23, 2016.
6. Engineer will perform a quality assurance and quality control review of drawings and documents to be submitted to the City.

Task No. 2: Bidding Assistance

7. Engineer will attend the pre-bid meeting and provide assistance to the City of Flagler Beach in answering technical questions during the meeting. The Engineer will prepare the pre-bid meeting agenda and issue meeting minutes to the City.
8. Engineer will provide technical assistance during the bidding phase to answer questions submitted by the Contractors, and issue written addenda to prospective Bidders as required.
9. If required by the City, the Engineer will attend the receipt of public bids for the project and prepare a summary of bids received report to the City with the results of the bids submitted.
10. Engineer will incorporate any addenda items into the 100 percent bid set and prepare the conformed set of drawings.

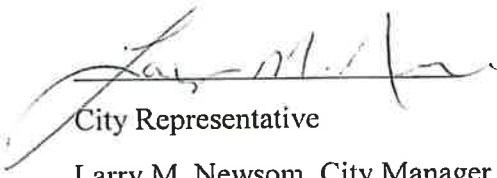
Task No. 3: Construction Administration

11. This Task is based on a total construction period from the City's Notice to Proceed to completion. The Engineer will not provide full-time construction observation services. The Engineer will review the Contractor's monthly pay applications, and review and advise the City on any change order claim by the Contractor.
12. Engineer will attend the pre-construction meeting and assist the City in answering technical questions during the meeting. Engineer will assist in preparation of the meeting agenda and provide meeting minutes documenting all discussions.
13. Engineer will provide a review of the shop drawings required to complete the project. Engineer will also provide review of Request of Information (RFI) submitted by the Contractor. This scope will assume only two RFI's per month.
14. Engineer will attend a total of 3 progress meetings, excluding the pre-construction meeting. At each meeting, Engineer will provide a meeting agenda, perform a site review of the work performed, and prepare meeting minutes for distribution.
15. Engineer will provide periodic inspection visits to evaluate the work being performed.
16. Engineer will perform a substantial and final completion walkthrough of the work and prepare a punch list noting deficiencies required to be addressed prior to final completion.
17. Record Drawings: It will be the Contractor's responsibility to document all changes, survey information and other items as construction progresses, on a set of full size conformed drawings. These red-line drawings shall incorporate any and all changes, including RFIs, etc.

Engineer will be responsible for incorporating these red-line drawings into a final set of Record Drawings. Engineer will make reasonable efforts to coordinate with the Contractor for accuracy. However, should the Contractor not comply with documenting changes, Engineer will only be responsible for incorporating the changes provided. Engineer will provide a total of one full size and four half size hard copies of the record drawings and a CD in PDF and AutoCAD format to the City.

The City requests a proposal from Mott MacDonald for the above scope of services required. The proposal shall be an all-inclusive cost Lump Sum or reimbursable, not to exceed, amount for each of the three Tasks described above.

City of Flagler Beach

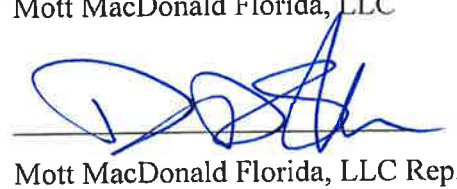

City Representative
Larry M. Newsom, City Manager

11/7/16
Date

Attest:


Penny Overstreet, City Clerk

Mott MacDonald Florida, LLC


Mott MacDonald Florida, LLC Rep.

David D. Skipper, P.E., Vice President

Print Name and Title

January 9, 2017

Date