



**Volkert, Inc.**

215 Fairpoint Drive  
Suite B  
Gulf Breeze, FL 32561

Office 850.512.8935  
volkert@volkert.com

[www.volkert.com](http://www.volkert.com)

March 1st, 2021

Rebecca Jones  
County Engineer  
Santa Rosa County  
6051 Old Bagdad Highway, Suite 300  
Milton, FL 32583

**Re: Santa Rosa County Continuing Services TO#1  
Pine Blossom Road Drainage Study and Improvements recommendations - RFQ 21-006  
Scope of Services and Fee Proposal**

Dear Rebecca,

Volkert, Inc. is pleased to provide the included scope and fee proposal for Pine Blossom Road Drainage Study and Improvements project. We understand that the project includes a drainage study of the drainage basin surrounding 6854 Pine Blossom Road to 7084 Pine Blossom Road that has had frequent historic flooding issues. The drainage basin is approximately 437 acres. This area also contains an existing stormwater system with ditches, existing inlets and approximately 4000 L.F. of failing CMP that will be surveyed and analyzed.

The Scope of Services will include the following:

**Phase 1- Drainage Study-**

**Task 1- Due Diligence:**

- Coordination and review of county documents including drainage complaints
- Site Visit to review existing conditions including inspection of existing drainage system
- Topographic R/W Survey to include ex. Ditches, Drainage system, utilities, and building/structure FFE's along Pine Blossom Road and within the study area

**Task 2- Drainage Study:**

- Develop drainage model of drainage basin using ICPR
- Analyze Drainage Model to determine flooding problem areas for critical duration storms
- Analyze existing stormwater for adequacy for critical duration storms
- Develop two(2) recommendations with concept plans for flooding relief for project area
- Develop and provide cost estimates for recommendations
- Meeting to review recommendations with the County before finalizing report
- Develop and Provide Drainage Study report
- QA/QC

**Office Locations:**

Birmingham, Foley, Mobile, Montgomery, Alabama • Chipley, Ft. Myers, Gainesville, Orlando, Pensacola, Panama City, Tampa, Florida • Atlanta, Georgia • Collinsville, Wheaton, Illinois • Baton Rouge, New Orleans, Shreveport, Slidell, Louisiana  
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**Deliverables:**

- Signed and sealed Survey
- Preliminary drainage study report
- Final drainage study report with recommendations

**Phase 2- Plan Development-**

**Task 3- Engineering Services:**

**Project Management-**

- Coordination and Meetings with the County and Stakeholders
- Project Schedule and schedule updates
- Project Specific QC plan
- Monthly Progress Reports

**60% Design**

- Develop and Provide 60% Design Plans for review
- Provide 60% Estimated Quantities and Construction Estimate
- QA/QC

**90% Design**

- Develop and Provide 90% Design Plans for review
- Provide 90% Estimated Quantities and Construction Estimate
- QA/QC

**100% Design**

- Develop and Provide 100% Design Plans for construction
- Provide 100% Estimated Quantities and Construction Estimate
- QA/QC

**Task 4- Environmental/Permitting:**

- Wetland Delineation, if required
- Permitting w/ FDEP and/or NFWFMD
- Coordination and permit support for Santa Rosa County permitting/DO

**Task 5- Post Design Services:**

- Provide review of Bid Documents
- Respond to RFI's
- Attend Pre-bid Meeting

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- Provide review of Bid Recommendation
- Attend Pre-con Meeting
- Attend Construction Update Meetings
- Shop Drawing reviews
- Provide Construction Inspections, as needed

**Deliverables:**

- Project Schedule and schedule updates
- QC Plan
- Monthly progress reports
- 60%, 90% and 100% plans for review
- 60%, 90% and 100% estimated quantities and construction estimate
- 100% RFC Plans and Specifications
- Bid Recommendation
- RFI responses
- Shop Drawing reviews

Any additional services not specifically specified in the above scope of services will be negotiated at the time they are requested using Volkert's 2021 standard rates.

**Fees:**

**Phase 1- Drainage Study-**

Task 1- Due Diligence- \$55,892.00 Lump Sum

Task 2- Drainage Study- \$51,016.00 Lump Sum

Total- **\$106,908.00**

**Phase 2- Plan Development-**

Task 3- Engineering Services- TBD\*

Task 4- Environmental/Permitting- TBD\*

Task 5- Post Design Services- TBD\*

\*These services will be negotiated after preferred drainage study recommendation is approved by the county.

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**Schedule:** To be determined and provided after NTP received in accordance with the requirements of the County.

Should you have any questions or comments, please give me a call.

Sincerely,

Mike Warnke, P.E.  
Assistant Vice President / NF Lead  
**Volkert, Inc.**

X \_\_\_\_\_  
Accepted- David Piech- Santa Rosa County BOCC Chairman

Board Approved 3/9/2021



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**Manhour Estimate for Professional Services  
SRC Continuing Services- TO #1- Pine Blossom Road Drainage Study**

<b>Task 1- Due Diligence</b>	<b>Principle</b>	<b>Supervisor</b>	<b>Project Manager</b>	<b>Staff 2 Prof.</b>	<b>Staff 1 Prof.</b>	<b>Senior Designer</b>	<b>Designer/C AD Tech</b>
1 Coordination and review of ex. Docs	0	0	8	8	8	0	0
2 Initial Site Visit / Ex. Drainage system inspection	0	0	8	12	12	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>16</b>	<b>20</b>	<b>20</b>	<b>0</b>	<b>0</b>

<b>Task 2- Drainage Study</b>	<b>Principle</b>	<b>Supervisor</b>	<b>Project Manager</b>	<b>Staff 2 Prof.</b>	<b>Staff 1 Prof.</b>	<b>Senior Designer</b>	<b>Designer/C AD Tech</b>
1 Develop Drainage Model	0	0	4	24	24	0	0
2 Analyze Drainage Model	0	0	2	20	20	0	0
3 Analyze existing stormwater system	0	0	2	30	30	0	0
4 Develop Two(2) Recommendations w/ concept plans	0	0	6	30	30	0	48
5 Cost Estimates	0	0	2	8	8	0	8
6 Review Meeting	0	0	2	4	0	0	0
7 Develop Drainage Study Report	0	0	8	24	24	0	12
8 QA/QC	0	4	4	0	0	0	0
<b>Total</b>	<b>0</b>	<b>4</b>	<b>30</b>	<b>140</b>	<b>136</b>	<b>0</b>	<b>68</b>

**Cost Estimate for Basic Services**  
**SRC Continuing Services- TO #1- Pine Blossom Road Drainage Study**

<b>Task 1- Pre-Design Services</b>	<b>Rate</b>	<b>Manhour</b>	<b>Cost</b>
Principle	\$285.00	0	\$0.00
Supervisor	\$248.00	0	\$0.00
Project Manager	\$222.00	16	\$3,552.00
Staff 2 Professional	\$165.00	20	\$3,300.00
Staff 1 Professional	\$100.00	20	\$2,000.00
Senior Designer	\$116.00	0	\$0.00
Designer/CAD Tech	\$98.00	0	\$0.00
<b>Total Direct Labor</b>			<b>\$8,852.00</b>
<b>Other Services</b>			
Pittman / Glaze Survey			\$44,800.00
<b>Subcontractor Management- 5%</b>			<b>\$2,240.00</b>
<b>Total Task 1 Estimate</b>			<b>\$55,892.00</b>

LS

<b>Task 2- Engineering Services</b>	<b>Rate</b>	<b>Manhour</b>	<b>Cost</b>
Principle	\$285.00	0	\$0.00
Supervisor	\$248.00	4	\$992.00
Project Manager	\$222.00	30	\$6,660.00
Staff 2 Professional	\$165.00	140	\$23,100.00
Staff 1 Professional	\$100.00	136	\$13,600.00
Senior Designer	\$116.00	0	\$0.00
Designer/CAD Tech	\$98.00	68	\$6,664.00
<b>Total Direct Labor</b>			<b>\$51,016.00</b>
<b>Other Services</b>			
<b>Total Task 2 Estimate</b>			<b>\$51,016.00</b>

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**PITTMAN,  
GLAZE AND  
ASSOCIATES, INC.**  
**LAND SURVEYORS**

*Providing Professional Surveying Services Since 1976*  
 Licensed in Florida and Alabama

February 26, 2021

Mike Warnke  
 Volkert  
 215 Fairpoint Dr, Suite B  
 Gulf Breeze, FL 32561

Ref: Pine Blossom Drainage

Dear Mr. Warnke:

In response to your request for an estimate to supply surveying services for the referenced project, we submit the following:

Scope of Work

Topographic survey R/W/ to R/W, utilities, FFE (ditch listed separately)

<u>Field Work</u>	<u>Hours</u>	<u>Cost</u>
1. Horizontal Control (approx. R/W)	16 hrs.	
2. Stake Grid/cut line	16 hrs.	
3. GPS	2 hrs.	
4. Vertical Control (NAVD 88)	12 hrs.	
5. Locate improvements/utilities	24 hrs.	
6. Topo shots (50' grid)	48 hrs.	
7. FFE (20+/-)	<u>10 hrs.</u>	
<b>Total Field Crew</b>	<b>128 hrs.</b>	<b>\$23,680.00</b>


<u>Office Work</u>	<u>Hours</u>	<u>Cost</u>
1. Drafting/calculations/research	36 hrs.	\$3,060.00
2. Professional Land Surveyor/Supervision	18 hrs.	<u>\$2,340.00</u>
<b>Subtotal</b>		<b>\$29,080.00</b>

Scope of Work

(1) 50' grid, 700' off Pine Blossom, (2) 50' grid, 100' both sides on 90° bend, (3) 50' grid, 100' on all three sides where ditches merge, (4) 50' grid, 600' from Happy Hollow, and (5) GPS spot elevations along wooded parts of ditch, ditch outfall

<u>Field Work</u>	<u>Hours</u>	<u>Cost</u>
1. Horizontal Control	10 hrs.	
2. Stake Grid/cut line	12 hrs.	
3. GPS/spot shots	8 hrs.	
4. Vertical Control (NAVD 88)	10 hrs.	
5. Topo shots (50' grid)	<u>32 hrs.</u>	
<b>Total Field Crew</b>	<b>72 hrs.</b>	<b>\$13,320.00</b>

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<u>Office Work</u>	<u>Hours</u>	<u>Cost</u>
1. Drafting/calculations/research	16 hrs.	\$1,360.00
2. Professional Land Surveyor/Supervision	8 hrs.	<u>\$1,040.00</u>
Subtotal		\$15,720.00
 <b>Grand Total</b>		 <b>\$44,800.00</b>

*We appreciate this opportunity to present this proposal to you and we would look forward to working with you on the project. If you have any questions, please don't hesitate to call me.*

Thank you,



David D. Glaze, P. S. M.

DDG/bo

To accept proposal and execute notice to proceed please sign, date, and return.

\_\_\_\_\_  
Signature and Date

*\*Surveyor not responsible for acquiring underground utility location, but will locate all utilities flagged by clients' representatives*

TERMS: Net tenth of month following purchase, unless specified otherwise. All accounts 30 days past due will be subjected to a monthly service charge of one and one half percent, with a minimum of \$0.50 until paid. This represents an annual percentage interest rate of eighteen percent.

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 † www.pittmanglaze.com † email: pgasurvey@bellsouth.net †