

**Task Order No. 1**  
**ASHMORE / GARDENVIEW AREA**  
**DRAINAGE EVALUATION**  
**AND**  
**DRAINAGE IMPROVEMENTS**

**February 2021**

**SCOPE OF ENGINEERING AND SURVEYING SERVICES**

**GOALS AND OBJECTIVES:**

The intent of this project is to provide professional services to Santa Rosa County for an evaluation and design of improvements associated with the Ashmore / Gardenview Area Drainage Project. Engineering services will include surveying, engineering analysis of current drainage conditions, and designs to improve identified drainage deficiencies. The project will be performed in 2 phases. Phase I will include field surveys, drainage analysis, conceptual improvements and report of findings. Phase II will include design of selected concepts, and development of construction documents for those concepts.

The project evaluation area is located in western Santa Rosa County near the 5 Points intersection of Woodbine Road, Berryhill Road, Quintette Road and Chumuckla Highway. The overall drainage basin for this area includes approximate 850 acres extending north to the Santa Rosa Sports Plex and southwest across the 5 Points intersection to the a tributary of Milligan Creek. The sub-basins of concern include the area northeast of the 5 Points intersection between Gardenview Road and Berryhill Road, Ashmore Place residential subdivision, areas between Chumuckla Highway and Woodbine Road and outfall areas that are tributaries to the Escambia River. Following the extreme rains in 2014, stormwater backed up into the Ashmore Place subdivision leading to flooding and structure damage to several homes. Extreme drainage flows downstream of Ashmore Place resulted in flooding conditions between Chumuckla Highway and Woodbine Road with stormwater overtopping conveyance ditches and crossing Woodbine Road near the 5 points intersection. The evaluation will define the causes of drainage issues, and recommended improvements and alternatives shall be prepared to mitigate the flooding conditions.

**PHASE I WORK SCOPE ELEMENTS:**

**Task 1            Topographic Survey**

A limited topographic survey will be prepared for the project to supplement existing LIDAR data obtained for the evaluation area. The topographic survey will be performed from the highest point of the evaluation area to the discharge points on Berryhill Road, Chumuckla Highway, and Woodbine Road. Existing drainage ditches, swales, pipe inverts and associated drainage components will be located horizontally and vertically. Horizontal and vertical controls will be set throughout the drainage evaluation area to assist with data collection and drainage evaluations. Select drainage conveyance systems south of the 5 points intersection will be located to evaluate impacts to upstream drainage systems and hydraulics. Cross sections will be obtained for the major drainage ditches along Chumuckla Highway and Woodbine Road. Outfalls from these systems to the Escambia River watershed will be defined, surveyed and mapped.

## **Task 2            Drainage Evaluation and Report**

Field inspections will be performed to evaluate existing drainage conditions and relate those drainage conditions to the topographic survey. A hydrologic and hydraulic model will be prepared for the evaluation area using ICPR4 software. Data from the topographic survey will be input into the model to establish flow links throughout the drainage system. The model will utilize typical IDF curves for rainfall input from the 25 year and 100-year storms plus rainfall data from the 2014 event and the hurricane Sally event. The model will be run for these storm events with a focus on drainage conditions along Ashmore Lane, Gardenview Road, Chumuckla Highway and Woodbine Road.

Following modeling activities, design concepts and alternatives will be developed to improve drainage conditions within the evaluation area. Those concepts will be illustrated in design plans and imported into the ICPR4 model for hydraulic evaluation. The results will be defined in a report of findings with an order of magnitude cost estimate for the improvements. The report of findings will be submitted to Santa Rosa County staff for review, discussion and/or approval.

## **PHASE II WORK SCOPE ELEMENTS:**

### **Task 1            60% Construction Documents**

Following the selection of conceptual improvements defined in Phase I, construction plans will be developed. Additional design-specific topographic information will be obtained to supplement the previous topographic survey. The proposed improvements will be designed and analyzed from a hydrologic and hydraulic perspective using Santa Rosa County standards. Utility providers will be contacted to evaluate potential impacts to their systems. Utility coordination will occur throughout the design process. Construction documents will be prepared for the improvements based on the analysis. Plan sheets will be developed to identify new improvements and work within the drainage and roadway systems. Initial technical specifications will be compiled utilizing Santa Rosa County standards and guidelines. An engineer's estimate of probable cost will be prepared at the 60% design stage.

### **Task 2            90% Construction Documents**

Construction documents will be completed to the 90% level. Comments on the 60% submittal from Santa Rosa County will be incorporated into the plans. An Exemption Verification will be completed and submitted for stormwater permitting. Construction details and technical specifications will be finalized for permit submittals. Technical specifications will be prepared based on Santa Rosa County standards. An engineer's estimate of probable cost will be prepared at the 90% design stage.

### **Task 3            Permitting**

A pre-application meeting will be scheduled and attended with the Florida Department of Environmental Protection (FDEP) and/or Northwest Florida Water Management District (NFWFMD) to confirm the work is exempt from permitting activities. If existing conditions observed during Phase 1 evaluations indicate that wetland permitting will be required as well, staff will be notified and **Task 3** will include services for pre-applications meetings with the U.S. Army Corps of Engineers (USACE), if needed, and environmental and geotechnical services required to satisfy regulatory and design requirements for wetland impacts.

If the work is deemed to need an Environmental Resource Permit or other wetland permitting, the permit application(s) will be prepared in accordance with the Regulatory Agency requirements and submitted to Santa Rosa County for signature.

Following signature, the permit package(s) will be submitted to FDEP, NFWFMD and/or USACE as needed for review. Review comments from Regulatory Agencies will be addressed, where feasible, and the permit documents will be resubmitted for permit approval.

**Task 4 Final Construction Documents**

Construction documents will be completed to the 100% level. Comments from Santa Rosa County, and FDEP, if applicable, will be incorporated into the plans in accordance with the permit requirements. Construction plans and technical specifications will be finalized for bidding activities. The plans and specifications may be structured in phases to allow for permit periods and funding allocations.

**Task 5 Bidding Services**

Bidding services will include document assistance for Santa Rosa County, attendance of a pre-bid meeting, addressing RFIs as they relate to the engineering design, compilation of bids when received and recommendation of award.

**Task 6 Contract Administration and CEI Services**

Engineering Services will be provided during construction. Submittals and shop drawings required in the design will be reviewed and responded to with appropriate documentation. Construction inspection services will be provided during major and critical tasks. Coordination with County staff and contractor will be provided throughout construction. When the project has reached substantial completion a final inspection with County staff will be performed. Record drawings and other documentation will be provided as necessary for the project close-out. Coordination with the chosen contractor will be required to ensure the proper submittal of the following documentation to the County: FDEP Notice of Intent, Notice of Termination, and Stormwater Pollution Prevention Plan.

For the purposes of this proposal, Contract Administration Services will include clerical activities necessary for contract compliance such as monitoring construction schedules, rain days, permit compliance and notification, pay request review and recommendations, correspondence, record keeping and closeout certification documents. Construction Engineering and Inspection (CEI) Services include construction related services such as on-site inspection and reports, responses to contractor RFI's and resident concerns, field adjustments for unanticipated circumstances, record drawing production.

**Task 7 Agency Coordination**

Coordination with FEMA and other funding agencies will be performed on an as-requested basis. The level of coordination is unknown and these services will be provided on a time and materials basis utilizing standard BDI billing rates applied to an estimated budget. The budget value will not be exceeded with additional authorization.

## **DELIVERABLES and PROJECT SCHEDULE**

Two (2) hard copies, half-size construction documents and one (1) digital copy (PDF format) will be provided at each submittal.

### **Phase I Submittal Schedule**

Task 1	Topographic Survey	60 Days from NTP
Task 2	Drainage Evaluation and Report	60 Days from Task 1

### **Phase II Submittal Schedule**

To be provided after Completion of Phase I selections

Items not specifically stated in our scope of services are excluded. Other items may be included as additional services upon request.

**BASKERVILLE-DONOVAN, INC.**  
 449 West Main Street  
 Pensacola, FL 32506  
 office 850-438-9661

February 25, 2021

**Professional Services Fee Estimate**

**Project: Ashmore/Gardenview Drainage Phase I**

Task Description						Amount
<b>PHASE I</b>						
<b>Task 1 - Topographic and Boundary Survey</b>						<b>\$27,340</b>
<b>Task 2 - Drainage Evaluation and Report</b>						<b>\$41,940</b>
<b>PHASE II - Fee estimate and schedule to be provided after concept selection</b>						<b>Not Included</b>
<b>Total Lump Sum Fee for Professional Services</b>						<b>\$69,280</b>

**IN WITNESS WHEREOF**, the parties have executed this Task Order and this 9<sup>th</sup> day of March 2021.

Submitted By:  
**BASKERVILLE-DONOVAN, INC.**

**Jim Waite**  
Digitally signed by Jim Waite  
 DN: cn=Jim Waite, o=Baskerville-Donovan, ou,  
 email=jwaite@baskervilledonovan.com, c=US  
 Date: 2021.03.05 11:34:35 -06'00'  
 Jim Waite, Executive Vice-President

Date: 3/5/2021

Accepted By:  
**SANTA ROSA COUNTY, FLORIDA**

  
 David C. Piech, Chairman

BOCC Approved: \_\_\_\_\_





