Attachment "A"

Scope of Services
South Santa Rosa County Sports Complex at PSC
Professional Engineering Services
Santa Rosa County
August 19, 2021

The following is a scope of services which defines those tasks necessary to design, permit and oversee construction for South Santa Rosa Sports Complex at PSC in Santa Rosa County, Florida. Herein after all references to the **County** will mean Santa Rosa County and all references to the **Consultant** will mean Moffatt & Nichol.

Location

The South Santa Rosa Sports Complex is located on the east side of the Pensacola State College South Santa Rosa Campus. Specifically, Santa Rosa County has leased two parcels (15-acre and 7.35 acre) on the campus along with and access easement to build a paved access road to connect from the existing campus road to each leased parcel.

Current Conditions

The existing leased property is a combination of wooded upland and wetlands. Wetland crossings and wetland permitting will be required pending and environmental assessment and wetland verification. The property currently has no existing utility infrastructure on each parcel, however, utility infrastructure is in place on the existing west campus. There are currently two entrances into the Pensacola State College South Santa Rosa Campus, one from Nantahala Beach Road and the other from US 98 where there is a full median opening and an east bound right turn lane along with a westbound left turn lane into the campus. An existing fire hydrant is located at the entrance road to the east campus which will now be the South Santa Rosa Sports Complex. Power is available along the south side of US 98. Sewer and potable water are available on the west campus. A 12-inch Sewer Force Main is located in the median of US 98.

General Scope of Services

Engineering services shall include, but may not be limited to, a detailed field review, planning, masterplan development, surveying, geotechnical investigation, architectural and engineering design, environmental assessment, environmental and site plan permitting, construction administration and development of construction plans and specifications, construction estimates, and bid documents. The design shall be in compliance with Santa Rosa County Land Development Code (LDC) and County Engineering Design Policies and Standards, Florida Greenbook, and ADA design requirements. Permitting through the NWFWMD, FDEP and possibly USACE will be required. The **Consultant** will assist the **County** with public planning workshops and meetings. With the current COVID 19 restrictions, in lieu of face to face meetings, the Consultant may be requested to assist with one virtual public workshop or placing materials on the County website. Utility upgrades include domestic water and fire service, sanitary sewer, sewer lift station, and electrical upgrades. Coordination with Gulf Power and other utility providers will be required. Other necessary infrastructure upgrades include a stormwater collection system, a stormwater management system, and an access roadway.

Schedule

This project will be implemented as a design-bid-build, with an anticipated schedule to produce final construction plans and bid package within 12 months of the issuance of a NTP by the **County.**

The **Consultant** shall design and prepare construction documents for the proposed improvements. This Scope includes the following tasks:

Design Tasks:

1. **Project Management**
2. **Data Collection**
3. **Planning**
4. **Design and Construction Plans Preparation**
5. **Re-zoning and Site Plan Approval**
6. **Post Design Services**

1.0 PROJECT MANAGEMENT

This task involves the internal management of the contract including project scheduling, electronic filing, billing, project kickoff meeting, monthly progress meetings and reports, coordination with Santa Rosa County staff and the various sports associations (Bayside, Tiger Point Sports Association, etc,). The Project Manager, assisted by other professionals, will be involved in critical milestone review meetings and presentations with the **County**, be readily available to the project team and Santa Rosa County, coordinate reviews, and keep Santa Rosa County apprised of the work progress, schedule, anticipated review dates. One presentation to the County Commission is anticipated.

2.0 DATA COLLECTION

2.1 Field Reviews/Data Collection - Coordination and scheduling of survey, geotech and environmental field reviews by subconsultants. Engineers will conduct two (2) field reviews/site investigations, one prior to data collection efforts and one after data collection to review field data collected prior to plans production. Consultant will obtain all Pensacola State College South Santa Rosa County Campus masterplan files from PSC or Bullock-Tice and Associates, the initial masterplan firm. The **Consultant** shall review existing utilities within the project limits and determine if there are any potential impacts with the proposed plans. The Consultant shall coordinate with the utility agencies on any proposed impacts, concerns, or potential construction conflicts.

2.2 Survey – Pittman Glaze and Associates, Inc will provide all survey services for the project in accordance with Santa Rosa County requirements. Specifically, they will provide the following:

- Horizontal Control (boundary ties)
- Stake Grid/cut line (20,000 +/- linear feet)
- Vertical Control (NAVD 88)
- Locate Utilities near US 98.
- Locate and Identify trees (Protected as per SRC LDC)
- Topography (50’ grid)

2.3 Geotechnical - The geotechnical services will be provided by our subconsultant, Tierra. Additional information is provided in Attachment E. The project will include an entrance road with roadside ditches/swales, associated parking areas, concession stands and restroom facilities, athletic fields, and stormwater ponds. The project will potentially be divided into 2 phases (subject to budget constraints), and proposal has been prepared accordingly based on the concept plan.

Phase I Field Testing

- Concession/Storage Building - 2 @ 20’ deep Standard Penetration Test borings
- Entrance Road & Parking Areas - 7 @ 5’ deep auger borings
- Athletic Fields/Playground - 11 @ 7’ deep auger borings
- Ditches/Swales - 3 @ 10’ deep auger borings
- Stormwater Ponds - 6 @ 20’ deep Standard Penetration Test borings with piezometers.

Phase II Field Testing **(Optional Services)**

- Concession Building & Restroom - 2 @ 20’ deep Standard Penetration Test borings
- Athletic Fields - 11 @ 7’ deep auger borings

Accessing the Standard Penetration Test borings will require a gyro-track to clear paths of least resistance. Tierra included the cost for this in their proposal.

Laboratory soil testing will be required to aid in soil classification and to evaluate and document general material properties (e.g. moisture sensitivity, permeability, etc.). Tierra’s cost estimate includes an allowance for several water content tests, grainsize tests, and three falling head permeability tests (in the Phase I study). More extensive laboratory soil testing, if necessary based on the subsurface conditions encountered, will not be performed without prior authorization.

Following the completion of the field and lab testing, Tierra will render a soils report which will include:

- Our understanding of the project information pertinent to the Geotechnical exploration.
- A summary of the activities performed during the study.
- Site or other Geotechnical conditions observed at the time of the study, and the impact(s) they could have on the proposed development.
- The soil and groundwater conditions encountered in the test borings.
- A summary of the laboratory soil test results.
- Site preparation recommendations including de-mucking requirements (if applicable), soil improvement requirements for unstable soils (as needed), control of groundwater during construction, and placement and compaction requirements for fill material in the athletic field and structure areas.
- Foundation design recommendations including recommended foundation type(s), site improvement requirements for shallow foundations (if applicable), allowable design capacities, and estimated settlements.
- Pavement design recommendations including subgrade improvement and compaction requirements, base material recommendations (if applicable) based on the soil and groundwater conditions encountered, and base compaction recommendations (if applicable). Typical pavement sections used in similar developments in the local area will be provided.
- Stormwater retention pond recommendations including an assessment of the general hydraulic conductivity of the soils encountered, the suitability of the subsurface conditions for on-site disposal of stormwater runoff, and potential stormwater disposal alternatives, if applicable (e.g. sand beds and underdrains, sand chimneys, etc.). Geotechnical design parameters for pond recovery analysis in accordance with current ERP requirements will be provided (i.e. vertical and horizontal permeability, porosity, aquifer thickness, and seasonal high-water table).

2.4 Environmental Data Collection

2.4.1 Field Review for Gopher Tortoises (GOPHERUS POYLPHEMUS) – The **Consultant** will conduct parallel transects by foot at 20- foot intervals in high probably tortoise habitat within the project area to field survey for the presence of Gopher tortoises. If Gopher tortoise burrows are identified, they will be located using a handheld submeter GPS unit and document activity status. The Consultant will conduct transects at intervals to be determined in the field of low probability areas as needed to determine absence or presence.

2.4.2 State and Federal Threatened and Endangered Species Desktop Review – The **Consultant** will use the following:

- U.S. Fish and Wildlife IPaC online system
- Florida Fish and Wildlife Conservation Commission website
- Florida Natural Areas Inventory website
- Available GIS mapping data
- Acknowledgement Letter from US and/or Florida Fish and Wildlife

2.4.3 Wetland Delineation and Jurisdictional Determination – The **Consultant** will perform the wetland delineation in accordance with the U.S. Army Corps of Engineers' 1987 Wetland Delineation Manual, 2010 Regional Supplement, and the Florida Wetlands Delineation Manual. The scope of work is as follows:

- Review soil survey information
- Review available aerial photography
- Determine if hydrology indicators are present
- Determine if hydrophytic vegetation is present
- Determine if hydric soils are present
- Locate wetlands using a handheld GPS unit
- Flag wetland areas
- Complete Corps of Engineers Wetland Data Forms
- Coordination with the NWFWMD for review of site wetlands will be conducted through the ERP permitting process for stormwater management facilities. Coordination with the Corps for review of site wetlands will be conducted through a request for a no permit required (NPR) and preliminary JD.

2.4.4 Phase 1 Environmental Site Assessment (ESA) - The Phase I ESA will be performed in accordance with the ASTM E-1527. The **Consultant** will review the following databases and/or files to determine prior ownership and usage:

- Fifty-year chain-of-title (provided by client)
- Environmental liens and activity and use limitations (provided by client)
- Soil Conservation Survey Maps and available published geologic information
- Historic city directories
- Current US Geological Survey (USGS) topographic maps
- Available historical aerial photographs
- National Wetland Inventory Maps, if readily available

The **Consultant** will review published regulatory federal records related to potential off-site sources of chemical and petroleum contamination within the standard ASTM-13 radius of the site, as well as documents related to on-site activities including:

- National Priorities List (NPL) – List of EPA high priority cleanups (Superfund) on properties within a one-half mile radius.
- Comprehensive Environmental Response, Compensation and Liability Information System (CERCLIS) – List of properties subject to investigation by EPA for contamination within a one-mile radius.
- Resource Conservation and Recovery Act (RCRA) – List of RCRAs within a one-mile radius, list of generators within a one-mile radius.
- Emergency Response Notification System (ERNS) – Site property only.

The **Consultant** will review state regulatory records and publications for environmental activities related to the site and potential off-site sources of chemical and petroleum contamination. These may include the following:

- State Lists of Hazardous Waste Sites – List of properties within a one-mile radius.
- State Leaking UST Lists – List of properties within a one-half mile radius.
- State Registered UST Lists – List of properties within a one-quarter mile radius.

Access retrieval and review of any federal, state or local documents related to the scope of work are limited to the availability of records requested from governmental agencies or commercial sources within the time frame allocated for this effort.

The **Consultant** personnel will visually examine the grounds at the site in an attempt to identify potential sources of on-site chemical releases. These potential sources may include tanks, chemical storage and disposal areas. The **Consultant** personnel will also visually observe (from curbside only) and categorize the use of the abutting properties as potential off-site sources of chemical and petroleum contamination. No entry will be made onto abutting properties.

2.4.5 Cultural Resources Site Survey - The purpose of the proposed archaeological study will be to determine if any prehistoric or historic properties exist within the project boundaries (approximately 25 acres), and if so to document and assess each based on criteria for designation for listing in the National Register of Historic Places (NRHP). All work will be conducted in compliance with Appendix C of 33 CFR 325 and Section 106 of the National Historic Preservation Act, as amended, and with standards set by the Florida Division of Historical Resources (DHR). This work will be supervised by a RPA-certified archaeologist who meets or exceeds the profession qualifications specified by the Florida Guidelines as well as the Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation.

TerraXplorations, Inc (TerraX) will complete a thorough review of the Florida Site Files to determine if properties listed on, being considered for listing on, or determined eligible for the National Register of Historic Places (NRHP) are located within or near the project area boundaries. Project area maps will be included in the consultation for reference purposes. TerraX will also consult documents, maps, records, and previous reports that may provide additional information.

The field survey will document all cultural resources within the Area of Potential Effect (APE). The specific goals of the survey will be to: 1) describe the distribution of cultural resources within the APE; 2) determine the location and condition of cultural resources, especially regarding potential NRHP eligibility; 3) determine the types of cultural resources present; 4) classify the types of individual cultural resources present; and 5)

record the physical extent of specific resources. In areas where shovel testing is not possible, standard archaeological techniques will be implemented, especially visual observation of the ground surface.

For this survey, subsurface testing will be performed along linear transects at 25-m, 50-m, or 100-m intervals as required by FDHR Module 3 guidelines. Judgmental shovel testing will also be implemented as needed. Each shovel test will be excavated to a depth of one meter unless subsurface obstructions, disturbed profiles, or water is encountered. Soils from each test will be screened through 1/4-inch hardware cloth for the purpose of recovering any cultural material that may exist at that location. Shovel tests will measure roughly 50 cm in circumference and will be dug to at least 100 cmbs or water is reached. Excavated shovel tests will be completely refilled immediately after excavation. No tests will be left open overnight during the course of this Phase I survey. Stratigraphy, soil types, and artifact depth will be recorded for each shovel test. All field work will be documented and supplemented by way of photographs and standardized field forms.

Full land coverage requirements will also be achieved by walking and visually inspecting the entire survey area. Any exposed surfaces will be carefully examined for cultural material.

When archaeological sites are discovered, the site area will be mapped, recording the location of all shovel tests (positive and negative), any surface material, topography, relative position to natural resources such as water, and other information that is determined useful for site interpretation. Delineation shovel tests will be placed in a cruciform pattern at 5 or 10-meter intervals to help define the horizontal and vertical limits of the site. This method of testing will continue until two negative shovel tests are encountered in each direction or until delineations extend beyond the project boundaries. Any artifacts that would be recovered during the investigation will be bagged by provenience, and returned to TerraX's laboratory for analysis.

Handheld Garmin and/or Trimble GPS units will be used to record UTM coordinates for shovel tests and for all archaeological sites discovered. Photographs will be taken of the site area and any features located at the site. Archaeological sites and other cultural resources will be evaluated to a preliminary level necessary for determining its potential eligibility for nomination to the NRHP. Florida state site forms will be completed for any newly discovered sites.

Following the fieldwork and analysis of laboratory materials and other data, TerraX will produce a report of the survey to be reviewed by the Florida DHR, meeting Florida report format guidelines. The report will be of publishable quality, both in format and content. Professionally drafted maps will be included in the report and will be in pdf format. TerraX will provide bound and digital copies of the final report. The report will be completed within four weeks of field completion.

3.0 PLANNING

3.1 Park Programming & Draft Masterplan – The **Consultant** will meet with the District 5 Commissioner to discuss the County's vision and purpose for the sports complex including sports priorities for the multiuse fields and how the complex will interact with Tiger Point Sports Complex. Identify expected amenities including playground, small concession and

bathroom facility, storage, picnic tables, water fountains, lights, trails, types of fields. Additional meetings will include the various sports associations/groups including Bayside Soccer, Tiger Point Sports Association and others as directed by the county. The **Consultant** will utilize the approved property easements obtained from Pensacola State College along with comments received from the Commissioners, Sports Association/Groups and County staff to develop a "Draft" masterplan for the sports complex. The masterplan will include Futsal fields, multipurpose fields, trails, parking areas, stormwater management sites, access road, sidewalks, proposed concession/bathroom facilities, storage and equipment building, picnic pavilions, playground location, garbage pick-up location, water fountains and benches. The **Consultant** will develop a rough order magnitude cost estimate based on the "Draft" Masterplan for the sports complex so that the County can begin developing an overall construction budget. The **County** may decide to Phase construction at the site.

3.2 **Rendering Preparation –** The **Consultant** will produce two renderings of the site during the planning phase of the project for the purpose of illustrating the layout and key features/amenities planned for the site. The renderings will be used for virtual workshops or surveys as required by the county during the Covid 19 pandemic and to solicit comments from the public. These renderings may also be utilized by the various sports associations to market sponsorships for the new sports complex.

3.3 **Public Input -** Due to Covid 19 health precautions, including state and local meeting restrictions, Public Workshops to solicit public comments will not be allowed to occur in person. The**Consultant** will provide concepts and other information (via a powerpoint) to the County PIO for placement on the county website that can be reviewed by the public and the public may make comments provided through the **County** website portal. Renderings described earlier in the scope will be utilized to help illustrate the sports park complex layout and amenities.

3.4 **Develop Final Concept -** The comments received from the public, sports associations/groups and others will be utilized to develop the final concept If the Commissioners decide to Phase the work effort the **Consultant** will coordinate with staff and the various sports associations/groups to prioritize Phase I fields and amenities. The **Consultant** will then update the final concept to show phased work effort.

4.0 DESIGN AND CONSTRUCTION PLANS PREPARATION (Phase I, Parcel A and Access Road)

4.1 **Drainage Design/Hydraulic Analysis –** Utilizing the survey data, the **Consultant** will analyze and develop a proposed stormwater design concept for the entire sports complex site. The **Consultant** will review the Pensacola State College stormwater master plan concepts but should develop the drainage plan that better fits a sports complex while minimizing impacts to adjacent residential properties (i.e. locate ponds away from residential areas) The proposed stormwater plan concept shall be evaluated based on constructability, easement constraints, wetland connectivity, construction cost, and stormwater requirements. The **Consultant** shall submit drainage calculations and plans for the collection, control, recovery of the required treatment volume for water quality and the disposal of excess run-off from extreme storm events, up to, and including, a one hundred (100) year, 24-hour storm. The calculations and plans shall be in accordance with specifications as required by the **County** and shall include design and performance standards pursuant to Section 62-302.500 and Section 62-330, Florida

Administrative Code. On-site retention and/or detention storage shall be provided for the increased storm water run-off from the proposed development and off-site contributing areas, if needed, for all critical duration design storms up to and including the twenty-four (24) hour, one hundred (100) year frequency storm. The drainage facilities shall provide a release mechanism to limit the storm water run-off peak rate and timing from the storage facility to that which would have been expected from the development site under natural or pre-developed conditions up to and including a one hundred (100) year critical duration storm. To meet the State and **County** stormwater standards listed previously, it is anticipated that one on-site wet pond located along the west side of Easement Parcel A will be constructed and potentially one smaller pond or ditches connected in a treatment train, as needed. A closed drainage system with some open ditch sections will be utilized to drain the multipurpose fields so that the fields drain as soon as possible after rain events. Erosion control through drainage design will also be important in this project. Outfall locations will be evaluated in relation to the overall Pensacola State College drainage masterplan. A detailed drainage design report complete with storm water calculations will be submitted to the **County** for review.

4.2 **60% Civil Design and Construction Plans -** The **Consultant** shall prepare construction plans for the project. The plans will typically include a key sheet, general notes, project layout, plan-profile, cross sections, wetland impacts, drainage plans/details, utility sheets (water, sewer, communication, electric) grading, erosion control plan, minimum of three bench marks referenced to USC&G and miscellaneous sheets as required. Preliminary Irrigation Design will be prepared at this stage. A design document shall be prepared by the **Consultant** to include all design criteria, sub-reports (geotech, survey, environmental, etc) design decisions and meeting minutes/correspondence. The 60% plans are considered preliminary subject to change based on **County** comments, utility coordination, and overall engineering analysis and review. The 60% submittal to the **County** shall be provided in digital format and include three full size hardcopies. A review meeting with the **County** shall be held after the 60% submittal.

4.2.1 Utility Design Services – Volkert will provide all required utility design, electrical and lighting service work associated with this project. This will entail:

- Coordination with Santa Rosa County, South Santa Rosa Utility System and Midway Water System.
- Coordinate with Gulf Power and develop conceptual electrical demand for overall Sports Complex.
- Coordination with Santa Rosa County regarding preferred lighting provider for fields (Musco, Geosport, etc)
- Conceptual Utility Design including design documentation and associated calculations for overall sports complex to include sewer, potable water, fire suppression, lighting, electrical and irrigation.
- Potable Water system design – 60% plans
- Sanitary Sewer system design – 60% plans
- Sanitary Sewer Lift Station design – 60% plans
- Fire Suppression Design – 60% plans
- Preliminary lighting plan layout for sports fields, access road and parking areas – 60%
- Entrance Sign Lighting design - 60% plans

4.2.2 Concessions/Bathroom – Bullock Tice & Associates (BTA) will coordinate with the **County** regarding expectations related to Bathroom/Concession/Storage Facility design at the

sports complex. BTA will provide sizing calculations for bathroom and preferred concession square footage based on overall sports complex size. Occupant count is assumed at this time to be 400 occupants. This might change based on consultation with the **County**. BTA will design one Concession/Bathroom/Storage Facility for the sports complex site. The sports association groups have also requested a teaching or sports instruction classroom which could also be utilized for weather protection during normal afternoon storm events and if required will be a separate facility adjacent to the Concessions/Bathrooms. BTA will provide one concept design for review by the **County** along with opinion of probable costs. The County will make the decision regarding the Concessions/Bathroom Facility including a sports instruction classroom. The Concession/Bathroom/Storage Facility will be a focal point for the sports complex so an aesthetically pleasing design is a requirement. BTA will provide complete architectural construction plans for the Concession/Bathroom Facility. BTA may utilize pre-engineered concession/bathroom facility designs subject to County approval, however, the design must be aesthetically pleasing. M&N will locate the hardscape features on the civil construction plans. BTA will provide architectural plans at the concept phase, 60%, 95% (for permitting) and final 100% plans for bidding and construction. submittal. Associated architectural specifications will be submitted at the 95% and 100% plan submittal phases.

4.3 **Permit Package and Submittal -** The **Consultant** staff will coordinate with permitting agencies on the proposed design and prepare environmental permits prior to construction. The **Consultant** shall attend pre-application meeting with the NWFWMD and/or USACE. The **Consultant** will respond to all stormwater and wetland permitting comments during the permitting process. The initial permitting approach will be to prepare a conceptual environmental resource permit for the entire Sports Complex to include phased construction, if needed. The **Consultant** will then coordinate with NWFWMD and the County during the design process to determine if the Phase 2 construction areas should be submitted as a separate individual permit or a conceptual permit as a result of budgeting and anticipated construction timelines. If requested by NWFWMD, a conceptual permit for Phase 2 will be submitted and will provide a specific permitting roadmap for future expansions of the sports complex in coordination with the respective agencies. The primary permit agency will be the Florida Department of Environmental Protection (FDEP)/Northwest Florida Water Management District (NWFWMD) – Environmental Resource Permit. This does not include any permit fees. The **County** will pay all permitting fees. The **Consultant** will coordinate deep well permitting for supplying irrigation water.

4.4 **60% Cost Estimate -** The **Consultant** will utilize the 60% construction plans to develop quantities for individual construction items and will then prepared an estimate of probable construction cost utilizing current unit prices based on FDOT and Santa Rosa County recent (last 12 months) bid data, as available. A 10% contingency will be utilized. During the 60% review meeting with the **County,** a review estimate of probable costs versus the project budget will be performed including discussion of necessary modifications to plans, if required to make budget.

4.5 **60% Quality Control -** The **Consultant** will utilize their documented internal Quality Control process to provide a quality control review of all 60% deliverables. The review will be conducted by a second set of competent and independent eyes to ensure the quality of the work products. A copy of the QC plans will be available for review by Santa Rosa County as requested.

4.6 **90% Civil Engineering, Landscape, Hardscape and Construction Plans -** The **Consultant** will provide a written response addressing all 60% review comments from Santa Rosa County and will subsequently update the plans to reflect the agreed upon changes to the 60% plans. The plans at this point should be considered complete but subject to change based on additional client comments or permit agency comments. The **Consultant** shall prepare preliminary specifications for the project and the drainage plans should be complete subject to changes from permitting comments. Preliminary landscape, hardscape and irrigation plans will be submitted during this phase. The Consultant will initiate well permitting for irrigation system. Volkert will include the following plans in the 90% submittal:

- Potable water system design – 90% plans
- Sanitary sewer system design – 90% plans
- Sanitary sewer lift station design – 90% plans
- Fire suppression design – 90% plans
- Sports field lighting design, access road and Parking lighting – 90% plans
- Entrance sign lighting design - 90% plans

The 90% submittal to the **County** shall be provided in digital format and include three full size hardcopies. A review meeting with the **County** shall be held after the 90% submittal.

4.7 **90% Cost Estimate -** The **Consultant** will utilize the 90% construction plans to develop quantities for individual construction items and will then prepared an estimate of probable construction cost utilizing current unit prices based on FDOT and Santa Rosa County recent (last 12 months) bid data, as available. A 10% contingency will be utilized. During the 90% review meeting with the **County,** a review estimate of probable costs versus the project budget will be performed including discussion of necessary modifications to plans, if required to make budget.

4.8 **90% Landscape and Hardscape Plans –** The **Consultant** will provide landscaping at entrance sign location, around the bathroom/concession building, fine grading and turf requirements for sports fields. **Consultant** will prepare sodding versus sprigging costs for sports fields. In addition, Consultant will review the buffer areas along the southeast section and add appropriate landscaping to meet County LDC buffering requirements. Consultant will identify the appropriate locations for benches, trash cans, bike racks, picnic pavilions, water fountains, flagpole, fencing, playground equipment or other hardscape elements.

4.9 **90% Irrigation Plans –** The Consultant will provide irrigation design for sports fields, and miscellaneous landscaped areas. Including piping, controllers, valves, rain shutoff sensors, sprinkler heads, deep well installation details, and submersible pumps sizing.

4.10 **100% Civil Engineering, Landscape, Hardscape and Construction Plans -** The Consultant will provide a written response addressing all 90% review comments from Santa Rosa County and update the plans to reflect the agreed upon changes. The plans at this point should be considered Final and ready for bidding. The Consultant shall prepare final specifications for the project and the drainage plans should be complete and all permits in hand. Final landscape plans will be submitted during this phase. Volkert will include the following final plans in the 100% submittal

- Potable water system design – 100% plans
- Sanitary sewer system design – 100% plans

- Sanitary sewer lift station design – 100% plans
- Fire suppression design – 100% plans
- Sports field lighting design, access road and parking lighting – 100%
- Entrance sign lighting design - 100% plans
- Sports field irrigation design - 100% plans
- Landscape and hardscape design – 100% plans

The 100% submittal to the **County** shall be provided in digital format and include three full size hardcopies.

4.11 **100% Cost Estimate** - The **Consultant** will utilize the 100% construction plans to develop final quantities for individual construction items and will then prepared an estimate of probable construction cost utilizing current unit prices based on FDOT and Santa Rosa County recent (last 12 months) bid data, as available. A 10% Contingency will be utilized if it fits within the budget. At this point the estimate of probable costs should be within budget tolerance.

4.12 **100% Quality Control** - The **Consultant** will utilize their documented internal Quality Control process to provide a final quality control review of all 100% deliverables. The review will be conducted by a second set of competent and independent eyes to ensure the quality of the work products. A copy of the QC plans will be available for review by Santa Rosa County, as requested.

4.13 **100% Landscape and Hardscape Plans –** Finalize landscaping and hardscape plans based on SRC review comments and civil site plan adjustments.

4.14 **100% Irrigation Plans –** Finalize Irrigation plans based on SRC review comments and final sports field plan modifications and permit requirements.

5.0 REZONING AND SITE PLAN APPROVAL

5.1 **Pre-application process** - The **Consultant** will attend a pre-application conference. This will be a meeting with the County Engineer (CE), County Planner (or designees) to discuss the requirements imposed by the LDC and specifically the zoning changes necessary (PBD to P2) to construct the sports complex. The **County** will provide checklists to be followed.

5.2 **Site Approval Process –** Preparation of detailed site evaluation document as per Santa Rosa County requirements. Work will include data collection as documented in Section 2 above and coordination with the **County** to document and complete certification elements. One hardcopy and one electronic copy will be submitted to the **County** for certification review and processing. The **Consultant** will address County certification questions throughout the site certification and approval process.

6.0 BIDDING

The **Consultant** will coordinate with the **County** regarding provisions of the contract documents for bid purposes, and coordinate with purchasing to assure that the contract front end documents are the latest and complete. The **Consultant** will review and update construction specifications. The **Consultant** will attend the pre-solicitation meeting. Additionally, the **Consultant** will respond to contractor initiated requests for information during the bidding phase. These requests and responses will be coordinated through the County

Engineering and Procurement Departments. The **Consultant** will attend the bid opening with **County** personnel. This task also includes bid reviews and recommendation of award.

7.0 OPTIONAL SERVICES – Costs included in overall fee, however services require a separate notice to proceed (NTP) from County to execute design services.

7.1 Traffic Study – The Consultant shall project daily trip generation using the latest ITE Trip Generation manual based on number of sports fields and expected usage shall be estimated utilizing modeling techniques or professional judgement. The sports complex access road will connect to the internal Pensacola State College access road at the existing T-intersection. The Consultant shall evaluate if a right turn lane is required at the T-intersection. No work is expected at the US 98 existing intersection, so no FDOT permit will be required. PSC has already permitted the full median opening at US 98 along with the turn lanes.

7.2 Construction Observation, Administration and Project Certifications - The consultant will attend a preconstruction meeting at the project site with the contractor and the County Engineer or his designee to review the construction activities, contractor requirements, and any construction concerns. The construction schedule is estimated at approximately 11 months or 44 weeks minimum. The **Consultant** will conduct necessary field visits to the project site during construction activities to ensure that the contractor is meeting the responsibilities of the permits, County Standards, and construction plans. For purposes of the fee estimate, the **Consultant** will provide an estimated 6 hours/week of construction administration (includes M&N and Volkert Time). The **Consultant** will provide assistance with responses to contractor requests for information (RFI) and the review of change order requests. The **Consultant** will mark up the construction plans to denote significant changes or modifications to the design throughout the construction process so as to provide a marked up as-built plan set upon construction completion. These requests and responses will be coordinated through the County Engineering Department. The County Engineer will coordinate change orders. The **Consultant** will review all submittals and contractor payment requests. The Contractor will be paid based on the percentage complete as of the date of the payment request. No payment will be recommended from the **County,** if the contractor has failed to address construction discrepancies, **County** requests, or permit violations. The **Consultant** shall review and approve shop drawings for conformance with design concepts and information provided in technical specifications.

Project Certifications - The **Consultant** will review the completed construction project and certify the project has been completed based on the marked up as-builts maintained by the Consultant throughout the construction process. The **Consultant** will provide certifications to the permit agencies for stormwater management sites following review of as-built surveys to be provided by the contractor.

7.3 Phase II Design Services for fields in Parcel B and associated Parking area
Design and construction plans preparation for fields and parking in Phase II. Includes civil engineering, permitting, landscaping, irrigation and field lighting. Doesn't include new bathroom facility.

ADDITIONAL SERVICES

Services authorized by the **County** other than those specifically listed above shall be considered additional services and the Consultant shall be compensated as described in the Fee Summary. Additional services may include, but are not limited to the following:

1. Boardwalk Design – Design and permitting of a boardwalk connection between the Pensacola State College west side campus parking area and the new sports complex. This will include coordination with PSC. The boardwalk will connect to the PSC west campus parking areas to provide additional parking for the sports complex. Design effort will require survey and wetland delineation support services.

2. Making revisions to drawings, specifications, or other documents when such revisions are inconsistent with written approvals or instructions previously given and are due to circumstances beyond the control of the Consultant.

3. Providing services of professional consultants other than as is specifically provided for under this scope of services.

4. Preparing supporting data and other services in connection with agency approvals if extensive studies and/or analysis are required beyond that which is incidental to this scope of services.

5. Any changes or modifications required due to changes in the project directed by the **County**.

6. Preparing to serve or serving as an expert witness in connection with any public hearing, arbitration, or legal proceeding.

7. Full time construction engineering and inspection services

8. Providing assistance or preparation of additional documentation required for legal transactions, including sale of property or preparation of lease agreements.

9. Additional Environmental Site Assessment services (Contamination, etc)

10. Civil Engineering site design and permitting for additional future phased sports park elements, as required (i.e. dog park, splash pad, frisby golf, basketball/volleyball courts, etc)

11. Gopher Relocation Services

CLIENT RESPONSIBILITIES

1. Designate in writing a person to act as the County representative with respect to the work to be performed under this agreement. Such person shall have complete authority to transmit instructions, receive information, interpret and define policies and make decisions.

2. The **County** shall pay all filing and permit fees, printing costs for approvals, permits, re-zoning costs, bid proposals, advertising, and construction documents.