



TOWN OF LONGBOAT KEY

RFP 22-048 PROFESSIONAL ENGINEERING & ARCHITECTURAL SERVICES LIBRARY

WORK ASSIGNMENT NO. 2025-02

FLOOD MITIGATION DESIGN FOR SLEEPY LAGOON: BAYVIEW DR., DE NARVAEZ DR., AND JUAN ANASCO DR.

WHEREAS, on April 10, 2023 the parties entered into an Agreement whereby **Infrastructure Solution Services, LLC** (“Consultant”) would perform professional services for the Town of Longboat Key, Florida (“Town”) pursuant to an executed Work Assignment; and

WHEREAS, the Town wishes to authorize the Consultant to perform professional services concerning the need to improve the flood mitigation capability and resiliency in Sleepy Lagoon; and

WHEREAS, the Consultant wishes to perform such professional services.

NOW THEREFORE, in consideration of the premises and mutual covenants contained in the April 10, 2023 Agreement and in this Work Assignment, the parties agree as follows:

1. General description of the project: This project consists of professional services concerning the need to improve the flood mitigation capability and resiliency in Sleepy Lagoon; and.
2. Scope of services: The Consultant will provide services, as described in “Exhibit A, Scope of Services”. Additional services required beyond those identified in Exhibit A will require an amendment to this Work Assignment.
3. Schedule: The Consultant shall complete the services under this Work Assignment as prescribed in Exhibit A.
4. Compensation: The Consultant shall receive compensation in the Not-To-Exceed (“NTE”) amount of three hundred twenty-eight thousand two hundred twenty-five dollars (\$328,225.00.00) for rendering all of the identified goods and services as indicated in “Exhibit B, Fee Schedule”. The Town may authorize, in writing, in advance, adjustments in the compensation for particular tasks identified under this Work Assignment, provided such adjustments do not exceed the NTE compensation established herein. The Consultant shall submit to the Town invoices for the fees for those Services rendered, in arrears. The Consultant shall submit one monthly invoice for all Services performed during invoiced month. The Consultant shall submit invoices for compensation for identified goods and services in sufficient detail for a pre-and post-audit. The Town will make payment in accordance with the Florida Prompt Payment Act upon receipt of a proper invoice.
5. Special Conditions: N/A
6. The terms and conditions of the April 10, 2023 Agreement shall remain in full force and effect until the completion of this Work Assignment.

IN WITNESS WHEREOF, the parties hereto have made and executed this work assignment as of the day and year last written below.

ATTEST:

As to Infrastructure Solution Services, LLC

By: *Elena B. Armitilaga*
Signature
Elena B. Armitilaga Monteros de Jarrin

Date: 03/27/2025

Seal:



ATTEST:

As to Town of Longboat Key, Florida

By: _____
Trish Shinkle, Town Clerk

Date: _____

Seal:

CONSULTANT:

INFRASTRUCTURE SOLUTION SERVICES, LLC

By: *Brian Stahl*
Signature (Authorized Representative)

Print Name: Brian Stahl

Print Title: Managing Member

Date: 03/26/25

TOWN:

Town of Longboat Key, Florida

By: _____
Howard Tipton, Town Manager

Date: _____

Review of Work Assignment as to Form

By: _____
Maggie D. Mooney, Esq., Town Attorney

EXHIBIT A - SCOPE OF SERVICES

TOWN OF LONGBOAT KEY, FL

FLOOD MITIGATION/RESILIENCY

SLEEPY LAGOON: BAYVIEW DR, DE NARVAEZ DR, & JUAN ANASCO DR

No. 2025-02

TASK ORDER NO. ISS-LBK-001 (DRAFT)

SECTION I. BACKGROUND

The Town of Longboat Key, hereinafter referred to as “Town”, has identified the need to improve the flood mitigation capability and resiliency at three (3) streets within the Town. These improvements are being undertaken to improve resiliency in these streets. These projects will benefit the system by providing flood mitigation improvements for the Town residents in these three corridors. These three projects will be delivered as one (1) set of contract documents for bidding and construction. The three (3) street project locations within the Sleepy Lagoon Community are as follows:

- 1) Bayview Drive
- 2) De Narvaez Drive
- 3) Juan Anasco Drive

A figure for the proposed work area can be found as ATTACHMENT A.

The Town requested Infrastructure Solution Services (ISS), hereinafter referred to as “Consultant”, to provide design, permitting, bidding and partial services during construction phase services for the improvements at three streets as described in this Task Order.

The following are the details of the scope:

SECTION II. SCOPE OF WORK

ISS agrees to perform the following tasks:

TASK 1: PROJECT MANAGEMENT AND COORDINATION

- a) Overall project management and coordination with Town Public Works.
- b) Have a project kick-off meeting with the Town personnel to discuss the scope, data request list, regulatory concerns, and any other relevant information/issues provided by the Town. Prepare meeting notes.
- c) Public Involvement/Communication (4 hrs/week for the duration of the project design, 25 weeks) – Respond to public comments and concerns. Meet with residents with design related issues, with Town staff. Includes coordination with residents on potential temporary easements for construction.
- d) Prepare for/Attend Public Meeting. (2 meetings)
- e) Prepare for/Attend Design Meeting with Presentation to Commission. (1 meeting)
- f) Prepare project website. Update website throughout project duration. Website will include a “Comment” button for residents to submit their concerns about the project.
- g) Working with the Town attendance at project meetings, preparation of status updates, schedules and invoices, and meeting notes for the Town.
- h) Cross-coordination of innovative infrastructure solutions.

TASK 2: DESIGN AND PERMITTING SERVICES

- a) Perform site visits to determine existing conditions and coordinate field work.
- b) Perform a specific purpose engineering survey and engineering data collection of the proposed project locations for Bayview Dr, De Narvaez Dr, and Juan Anasco Dr to include:
 1. Using the nearest published horizontal and vertical control ISS will establish a minimum of five site control points with NAD 1983 State Plane coordinate values and NAVD 88 vertical values for the collection of data and to be used as site benchmarks.
 2. Establish all of the of the Right of Way lines and approximate lot lines for the PB7 PG083 SLEEPY LAGOON PARK PLAT and BAYVIEW ESTATES PLAT (yet to be located).
 3. Map all above ground existing conditions utilizing conventional survey and GPS RTK methods within the project scope. Perform cross sections of Bayview Drive, De Narvaez Drive, and Jaun Anasco Drive at intervals no greater than 50' and extending 10' past the established right of way line. Obtain the finished floor elevations of all homes within the project scope. Map any accessible stormwater and sanitary sewer gravity systems within the project scope. Collect any marked underground utilities. (This scope assumes that any underground utilities that need to be mapped will be identified by others prior to commencement of the existing conditions survey.)
 4. Fly a predefined route in accordance with all FAA part 107 regulations with a Wingtra drone to obtain aerial images. Aerial images will be processed with photogrammetry software for image only.
 5. Draw the existing conditions utilizing Autocad Civil 3D in State Plane Coordinates. Plot the existing conditions on a signed and sealed survey map.
- c) Prepare one (1) preliminary design documents package including a Drainage Design Report with calculations (limited to inlet spread and HGL calculations; ICPR modeling is not anticipated or included in the scope), design layouts, preliminary opinion of probable cost, and partial specifications. Submit a preliminary design documents package to the Town. Plan sheets anticipated in the plan set to FDOT Standards: Key Sheet, Pay Items, Drainage Map, Typical Sections, Project Layout and Control, General Notes, Special Details, Plan and Profile Sheets (Driveway and Landscape Restoration to be shown), Drainage Structure Sections, Outfall Profiles, Cross Sections, Utility Adjustment Sheets, BMP Sheets.
- d) Attend a preliminary design review meeting with the Town.
- e) Schedule and attend a pre-application meeting.
- f) Prepare Southwest Florida Water Management District (SWFWMD) and Florida Department of Environmental Protection (FDEP) Environmental Resource Permit with attachments / exhibits. Submit to the Town for signatures. One permit is anticipated for the three street locations with individual (partial) certifications as each completed.
- g) Address comments received as Request for Additional Information (RAI) from the permitting agencies. Response to one RAI is anticipated from each permitting jurisdiction and is included in this task order.
- h) Coordinate and review subsurface utility investigations (through a subconsultant) of critical utility crossing, where required for the design.
- i) Coordinate and review geotechnical investigations (through a subconsultant).
- j) Prepare one (1) set of final contract documents, including technical specifications, incorporating comments from the Town review, soft dig information, and geotechnical evaluation into the design. Prepare an updated opinion of probable cost.
- k) Attend a final design review meeting with the Town.
- l) Submit one (1) set of final contract documents incorporating comments from the final design review and permitting agency comments.

- m) Submit an Engineer's Opinion of Probable Cost with the final design submittal.

TASK 3: SPECIFICATIONS AND DETAILS

- a) Prepare technical specifications and details based on Manatee County approved specifications and standard details. Roadways to be designed per FDOT standards.
- b) Additional contract document required specifications will be provided by ISS.

TASK 4: BID SERVICES

- a) Compile one (1) set of electronic files of bid documents with detailed line item, unit price all-inclusive bid form, contract documents, and an estimate of the construction time for use by the Town. ISS will provide the Town with the estimated days of construction and the Engineer's Opinion of Probable Cost for use in the bid package.
- b) Attend the pre-bid meeting.
- c) Prepare answers to bidder questions for the Town to use in preparation and distribution of bid addenda.
- d) Review bids & qualifications of bidders and provide a recommendation of award letter.

TASK 5: SERVICES DURING CONSTRUCTION AND CERTIFICATIONS

- a) Attend the pre-construction conference.
- b) Review and approve shop drawings.
- c) Answer Contractor questions and requests for information (RFIs).
- d) Attend periodic construction progress meetings as required during the construction phase.
- e) Provide limited oversight during construction with 6 field observations at critical points in the construction to allow certification. Town will be actively inspecting the project.
- f) Public Involvement/Communication (6 hrs/week for the duration of the construction – anticipating 30 weeks) – Respond to public comments and concerns. Meet with residents with construction related issues, with Town staff.
- g) Coordinate with Owner's construction inspector on a periodic basis regarding project progress and review field observation photos for certification.
- h) Attend project walk-through at substantial and final completion stages of the work. Prepare punch list of observed discrepancies and deficient items requiring correction.
- i) Review the record drawings prepared by Others based on as-built information collected by the Contractor and their Surveyor during construction.
- j) Prepare and submit certificates of completion to the FDEP and SWFWMD as required utilizing the aforementioned record drawings.

TASK 6: PROJECT SUBMITTALS

- a) Compile one (1) set of electronic files of bid documents with one original hard copy of their plans, technical specifications and details by 26 weeks after the Kickoff meeting.
- b) The technical specifications, bid form and all other written material will be provided electronically in Microsoft Word format and portable document format (pdf). The plans will be provided in (pdf) and in AutoCAD. Once this contract is complete, the plans, the technical specifications, bid form and details will become the property of the Town.

SECTION III: PROJECT REPRESENTATIVES

Town of Longboat Key: Jennifer Fehrs, PE
941-381-9610
jfehrs@longboatkey.org

Infrastructure Solution Services: Devyn Brown, PE
941-228-4074
dbrown@infrastructuress.com

SECTION IV: PERMITTING

The following permitting is included in this Task Order:

- 1) SWFWMD and FDEP Environmental Resource Permit Submittal

SECTION V: TOWN'S RESPONSIBILITY

The following items are required from the TOWN to complete the Task Order as mentioned above:

- a) Reasonable access to the site.
- b) Copies of available record drawings.
- c) Copies of prior survey work, geotechnical work, utility locate work.
- d) Prior modeling data and results prepared for these streets.
- e) Payment of permit application fees.
- f) Coordination with other Town offices and federal and state regulatory agencies.
- g) Review of preliminary design and final design document submittals.
- h) Attendance at regulatory and other meetings.

SECTION VI: DELIVERABLES

The following project deliverables shall be delivered by the Consultant in Word, Excel, AutoCAD, and electronic PDF format unless otherwise noted within this TO.

- a) Kickoff meeting and meeting notes
- b) Data request list
- c) Attendance at progress meetings with Town and Community, as noted in scope
- d) Project Website link to be included on Town's website
- e) Preliminary design submittal package
- f) Engineer's estimate of probable cost
- g) Permit applications, as needed
- h) Final design plans and calculations, permits (as needed), specifications and details, 26 weeks after the kick-off meeting.
- i) Attend pre-bid meeting, if applicable
- j) Respond to any requests for additional information during the bidding process for construction.
- k) Attend pre-construction meeting
- l) Review of shop drawings/submittals
- m) After construction, provide certification of construction, as required for permitting agencies
- n) Review record drawings (prepared by others)

SECTION VII: SCHEDULE

Project Schedule for Engineering Services				
Task Name	Task Days	Estimated Days from NTP	Estimated Weeks from NTP	Date
				Monday, February 3, 2025
Field Surveying Services (includes locates)	28	28	4.0	Monday, March 3, 2025
Preliminary Design	45	73	10.4	Thursday, April 17, 2025
Owner Preliminary Design Review	7	80	11.4	Thursday, April 24, 2025
90% Plans, Specs, Cost Estimate	46	126	18.0	Monday, June 9, 2025
Owner 90% Plans Review & ISS QC Review	7	133	19.0	Monday, June 16, 2025
Permit Application Submittals & Reviewed	35	161	23.0	Monday, July 14, 2025
100% Contract Documents with Permits	10	171	24.4	Thursday, July 24, 2025
Total Project Duration		171	24.4	Thursday, July 24, 2025

24.4 wks

SECTION VIII: BASIS OF COMPENSATION

The lump sum fee for the scope of work described in Section II shall not exceed a total of **\$328,225** as shown in the table below. The subconsultants fee is estimated and shall be billed on a cost not to exceed basis. The Town shall periodically compensate the Consultant a portion of the task fee based on mutually agreed upon percentages of completion of each task.

TASK #	DESCRIPTION	FEE
1	Project Management and Coordination	\$ 48,365
2	Design And Permitting Services	\$ 149,670
3	Specifications and Details	\$ 10,130
4	Bid Services	\$ 15,170
5	Services During Construction and Certification	\$ 62,130
6	Project Submittals	\$ 2,560
	Sub-Total	\$ 288,025
	Subconsultants (Subsurface Utility Locates, Geotechnical, Landscape Architect)	\$ 37,000
	ISS Expenses (includes web hosting)	\$ 3,200
	Total	\$ 328,225

At the direction of the Town, ISS may be requested to provide additional services. These additional services will be billed at ISS standard rates.

SECTION IX: ACCEPTANCE

If the above scope and fee meet your approval, please indicate by your signature in the space provided below and return one signed copy, which will constitute an "Agreement and Notice to Proceed" for the accomplishment of this work.

ATTACHMENT A
Aerial View of Bayview, De Narvaez, and Juan Anasco Drives



**Professional Engineering Services for the Town of Longboat Key, Florida
Flood Mitigation/Resiliency Sleepy Lagoon: Bayview Dr, De Narvaez Dr, Juan Anasco Dr
Task Order No.
ISS Project Number: LBK001**

DRAFT



g	Address comments received as Request for Additional Information (RAI) from the permitting agencies. Response to two RAI is anticipated from each permitting jurisdiction and is included in this task order.		20		16	8				44	\$7,060
h	Coordinate and review subsurface utility investigations (through a subconsultant) of critical utility crossing, where required for the design.		12		10	10				32	\$4,940
i	Coordinate and review geotechnical investigations (through a subconsultant).		4		8					12	\$1,860
j	Prepare one (1) set of final contract documents, including technical specifications, incorporating comments from the Town and agency review, soft dig information, and geotechnical evaluation into the design. Prepare an updated opinion of probable cost.	4	30	24	40	80				178	\$26,370
k	Attend a final design review meeting with the Town.		3	3						6	\$1,125
l	Submit one (1) set of final contract documents incorporating comments from the final design review and permitting agency comments.		8	16	20	24				68	\$10,140
m	Submit an Engineer's Opinion of Probable Cost with the final design submittal.	2	8		12	12				34	\$5,080
Task 2: Total		10	158	107	190	294	160	0	0	919	\$149,670
Task 3: Specifications and Details											
a	Prepare technical specifications and details based on Manatee County approved specifications and standard details		8	20	8	20			2	58	\$8,850
b	Additional contract document required specifications will be provided by ISS.		4			4				8	\$1,280
Task 3: Total		0	12	20	8	24	0	0	2	66	\$10,130
Task 4: Bid Services											
a	Compile one (1) set of electronic files of bid documents with detailed line item, unit price all-inclusive bid form, contract documents, and an estimate of the construction time for use by the Town. ISS will provide the Town with the estimated days of construction and the Engineer's Opinion of Probable Cost for use in the bid package.		8		16	24			8	56	\$7,160
b	Prepare for and attend the pre-bid meeting.		8		4			4		16	\$2,600
c	Prepare answers to bidder questions for the Town to use in preparation and distribution of bid addenda.		4	8	4				6	22	\$3,090
d	Review bids & qualifications of bidders and provide a recommendation of award letter.		4		4			8		16	\$2,320
Task 4: Total		0	24	8	28	24	0	12	14	110	\$15,170
Task 5: Services During Construction and Certifications											
a	Attend the pre-construction conference (1 contract with 2 staff @ 4hrs/mtg)		4					4		8	\$1,280
b	Assist City with Review and approval of the shop drawings (1 contract with 12 shop drawings/ 1 hr ea)		12					12		24	\$3,840
c	Assist City with Contractor questions and requests for information (RFIs). (1 contract with 6RFIs/ 1 hr ea)		6					6		12	\$1,920
d	Attend periodic construction progress meetings as required during the construction phase. (1 contract with 6 meetings @ 2hrs/mtg)		12					12		24	\$3,840
e	Provide limited oversight during construction with 6 field observations at critical points in the construction to allow certification. Town will be actively inspecting the project.. (1 contract with 12 visits @ 2hrs ea)		24					24		48	\$7,680
f	Public Involvement/Communication (6 hrs/week for the duration of the construction – anticipating 30 weeks) – Respond to public comments and concerns. Meet with residents with construction related issues, with Town staff		60					120		180	\$26,700
g	Coordinate with Owner's construction inspector on a periodic basis regarding project progress and review field observation photos for certification. (1 contract 6 contacts @ 1.5 hrs/ contact).		9					9		18	\$2,880
h	Attend project walk-through at substantial and final completion stages of the work. Prepare punch list of observed discrepancies and deficient items requiring correction. (1 contract with 2 completion visits @ 3 hrs/ visit)		6		6			6		18	\$2,730
i	Review the record drawings prepared by Others based on as-built information collected by the Contractor and their Surveyor during construction. (1 contract with 3 street locations @ 4 hr ea).		12					16		28	\$4,340
j	Prepare and submit certificates of completion to the SWFWMD and FDEP as required utilizing the aforementioned record drawings.(1 contract with 3 street locations @ 8 hrs ea).		12		8	16		12		48	\$6,920
Task 5: Total		0	157	0	14	16	0	221	0	408	\$62,130

Professional Engineering Services for the Town of Longboat Key, Florida
 Flood Mitigation/Resiliency Sleepy Lagoon: Bayview Dr, De Narvaez Dr, Juan Anasco Dr
 Task Order No.
 ISS Project Number: LBK001

DRAFT



Task 6: Project Submittals										
a	Compile one (1) set of electronic files of bid documents with one original hard copy of the plans, technical specifications and details by 26 weeks after the Kickoff meeting.		4			4			8	\$1,280
b	The technical specifications, bid form and all other written material will be provided electronically in Microsoft Word format and portable document format (pdf). The plans will be provided in (pdf) and in AutoCAD. Once this contract is complete, the plans, the technical specifications, bid form and details will become the property of the Town.		4			4			8	\$1,280
Task 6: Total		0	8	0	0	8	0	0	0	\$2,560
Total Labor Hours		25	482	166	320	406	160	233	16	1,808
% OF Total Labor Hours		1.4	26.7	9.2	17.7	22.5	8.8	12.9	0.9	100.0
Total Labor Fee		\$5,000	\$93,990	\$29,880	\$43,200	\$50,750	\$35,200	\$29,125	\$880	\$288,025

Subconsultants	Total
ALLOWANCE for Subsurface Utility Locates - GPRS	\$ 10,000
ALLOWANCE for Geotechnical Field Investigation - Universal Engineering Services	\$ 12,000
ALLOWANCE for Landscape Architect (if required)	\$ 15,000
Total Subconsultant Fees	\$ 37,000

Expenses Estimate Breakdown	Quantity	Units	Total
Travel from ISS Sarasota			
Site Visits/Meetings (Trips = 40; Miles/Trip = 50)	2000	Miles	\$ 1,400
Travel (Other)			
Hotel		Person/night	\$ -
Per Diem		Day	\$ -
Copies (B&W 8 1/2 x11)	1000	Per Copy	\$ 200
Copies (B&W 11 x 17)	500	Per Copy	\$ 200
Copies (COLOR 8 1/2 x 11)	500	Per Copy	\$ 250
Copies (COLOR 11 x 17)	250	Per Copy	\$ 250
Miscellaneous Expenses	3	LS	\$ 900
Total Estimated Expenses			\$ 3,200

Summary of Task Estimate	Total
ISS Labor Estimate Total	\$ 288,025
Subconsultant Fees	\$ 37,000
ISS Expenses Estimate Total	\$ 3,200
Total Estimated Cost	\$ 328,225