



# TOWN OF LONGBOAT KEY

**Public Works Department**  
600 General Harris Street  
Longboat Key FL 34228  
(941) 316-1988  
FAX (941) 316-1984  
www.longboatkey.org

Incorporated November 14, 1955

## PROFESSIONAL ENGINEERING SERVICES FOR PW THIS IS NOT AN ORDER

Contact Person: Jennifer Fehrs, P.E., Town Engineer

Contact Phone: 941-381-9610

Contact Email: [jfehrrs@longboatkey.org](mailto:jfehrrs@longboatkey.org)

Date: November 21, 2024

Reply No Later Than: January 3, 2025 @2pm

### REQUEST FOR LETTERS OF INTEREST NO. 2025-03

#### FLOOD MITIGATION/RESILIENCY – BUTTONWOOD

The Town of Longboat Key Public Works Department, PW, is currently accepting Letters of Interest from all awarded firms within RFP 22-048, Professional Engineering & Architectural Services Library, Stormwater Category.

**INTENT:** It is the intention of PW to secure professional engineering services to increase resiliency by designing and permitting stormwater improvements to mitigate flood impacts due to sunny day flooding caused by high tides and king tides that are subjected to increased flood risks due to Sea Level Rise (SLR) for the minimum 25-year / 24-hour storm event.

#### **BACKGROUND/SCOPE OF SERVICES:**

##### **BACKGROUND**

The Town of Longboat Key, Town, has identified the Buttonwood neighborhood as an area of concern that is subject to sunny day flooding due to high tides and king tides and subject to increasing flood risks due to SLR. The Town previously contracted with Kimley-Horn Associates, Inc., KHA, to evaluate the impacts of rainfall, tidal events and SLR on the roadways and infrastructure in these areas within Buttonwood, and to identify projects to mitigate impacts.

A list of general recommendations, mitigation, and adaptation strategies were developed and discussed in the KHA report attached to this RLI. The strategies that were identified are possibilities to be implemented in this neighborhood and in the Town as best practices to improve resiliency.

##### **SCOPE OF SERVICES**

#### **TASK 1: PROJECT MANAGEMENT AND COORDINATION**

This task will include overall project management by the consultant and coordination with PW, attendance at project meetings, preparation of status updates, schedules and invoices, and assistance with project coordination as needed. This task will include a kickoff meeting with PW staff to review the project, regulatory concerns, and any items pertinent to the progress of the project.



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Additional data may be requested as needed. The firm will work with Town staff to acquire that information. This may include phone calls, meetings, site visits, and email communications with staff.

## **TASK 2: DESIGN AND PERMITTING**

The consultant will design and permit projects 4, 5 and 6 as indicated in the attached report, *Stormwater Analysis for Buttonwood*, prepared by Kimley-Horn Associates, Inc. These projects in the Buttonwood neighborhood will potentially reduce flood risk and improve water quality for the surface water discharging to Sarasota Bay and ultimately, the Gulf of Mexico. This mitigation strategy is intended to address the impacts of SLR and King Tides for the minimum 25-year / 24-hour storm event. The projects include ditch optimization for the Buttonwood ditch, a shoreline stabilization project on Buttonwood Drive, and the Monroe Street saltwater marsh project. This task will include Florida Department of Environmental Protection (FDEP), Southwest Florida Water Management District (SWFWMD) permitting, and any other agency as applicable to this project.

## **TASK 3: SPECIFICATIONS AND DETAILS**

Manatee County's technical specifications and details will be used for this project. Any additional specifications and details necessary for the project will be supplied by the selected firm.

## **TASK 4: BID SERVICES**

The firm shall develop a detailed, line item, unit price all-inclusive bid form, contract documents, and an estimate of the construction time for use by the Town. The firm will develop a detailed Engineer's Opinion of Probable Cost for use by the Town in the bidding process. The firm will attend a pre-bid meeting, as necessary, and assist the Town in answering contractor questions via addenda during the bidding process. Upon receipt of the bids, the firm will evaluate the bids and make an award recommendation to the Town.

## **TASK 5: SERVICES DURING CONSTRUCTION AND CERTIFICATIONS**

The firm will provide limited oversight during construction. The Town will be actively involved in the inspection of the project as it proceeds. Upon completion, the firm will certify construction to regulatory agencies, as required, to place the project into service.

## **Taks 6: PROJECT SUBMITTALS**

The firm shall provide an electronic copy, and one original hard copy of their plans, technical specifications and details by 26 weeks after the Kickoff meeting. The technical specifications, bid form and all other written material will be provided electronically in Microsoft Word format and portable document format (pdf). Any 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 property of Public Works and the Town of Longboat Key.

## **DELIVERABLES:**

The deliverables to be provided for this project include the following:

- Kickoff meeting and meeting notes



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- Data request list
- Attendance at progress meetings with PW as needed
- Preliminary design submittal package
- Engineer's estimate of probable cost
- Permit applications, if necessary
- Final design plans, permits (if necessary), specifications and details, 26 weeks after the kick-off meeting.
- Attend pre-bid meeting, if applicable
- Respond to any requests for additional information during the bidding process for construction.
- Attend pre-construction meeting
- Review of shop drawings/submittals
- After construction, provide a certification of construction, if applicable
- Provide record drawings

## PROPOSAL REQUIREMENTS

Proposals shall include a project plan which specifies the firm's understanding of project and required deliverables; ability and relevant expertise/qualifications of the firm's personnel to be used in performing the service; availability of staff to meet the project schedule that will meet the timeline requirements of this project; and proposed cost saving measures.

Firms are to provide references for at least three (3) similar projects within the last five (5) years. Name, title, email and phone numbers are required for appropriate contact for each reference.

Proposals are to include the names of all subconsultants and/or subcontractors to be used in this project.

## ATTACHEMENTS

- *Stormwater Analysis for Buttonwood*, report prepared by Kimley-Horn Associates, Inc.

Any questions concerning this project must be submitted via email to **Jennifer Fehrs, P.E. at [jfehrrs@longboatkey.org](mailto:jfehrrs@longboatkey.org)**, no later than December 12, 2024, at 2:00pm. All firms within RFP 22-048 Professional Engineering & Architectural Services Library, Stormwater Category, are encouraged to submit a letter, not to exceed five single-sided pages, that provides the information and adequately expresses why it would be in the Town's best interest to select the submitting firm(s).

**LETTERS OF INTEREST ARE TO BE DELIVERED TO THE TOWN OF LONGBOAT KEY PUBLIC WORKS ON OR BEFORE**

**January 3, 2025, at 2:00pm via email to:**

**Jennifer Fehrs, P.E. at [jfehrrs@longboatkey.org](mailto:jfehrrs@longboatkey.org)**

**AND**

**Julie Anderson at [jmanderson@longboatkey.org](mailto:jmanderson@longboatkey.org)**