



220 West Garden Street, Suite 700
Pensacola, Florida 32502
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AAC000035 EB0000155 LB00006783 LC26000216

March 14, 2016

Mr. David Forte
Escambia County Engineering
3363 West Park Place
Pensacola, Florida 32505

Re: **Proposal for Detroit Boulevard Safety Upgrades
Phase II Improvements from Pine Forest Rd. (SR 297) to Pensacola Blvd. (SR 95/US 29)
HMM Project No. 330920**

Dear David,

Hatch Mott MacDonald (HMM) is pleased to submit our proposal to provide additional services for the Detroit Blvd. project previously authorized by Escambia County (County). After completing the preliminary engineering during Phase I, HMM presented our findings to the County for acceptance and approval. The County then requested a proposal to provide design, permitting and limited construction observation services necessary for the construction of the improvements agreed upon during the final coordination meeting for Phase I. This proposal is intended to provide a complete turnkey product and is based on our understanding of the project, the level of effort required to complete the scope of services defined below, as well as past experience with projects of similar size and scope.

BASIC SERVICES

TASK 1 - Limited Topographic Survey

Consultant shall perform limited topographic surveys for the County road rights of way to establish the horizontal and vertical location of all visible and apparent features. This task includes, but is not limited to, collecting miscellaneous topographic shots, locating above ground utilities, wetlands, establishing the right of way line and maintaining traffic safely through the corridor during these tasks. All surveying efforts shall be performed in accordance with State of Florida minimum technical standards and comply with the County's Surveying Departments' requirements.

Lump Sum Fee for Task 1 - \$2,715.00

TASK 2 – Geotechnical Exploration

Consultant shall perform a geotechnical investigation in order to determine the pavement designs for the project. This task shall include drilling 26, five (5) foot deep auger borings in the proposed widening areas to evaluate the subgrade conditions present. These shall be spaced approximately on 500 foot

centers, alternating left and right of the center of the roadway. Bulk samples of the subgrade soils will also be collected for the Limerock Bearing Ratio (LBR) testing to determine a design LBR value to use in the pavement design. This task shall also include laboratory soil testing to aid in the classification of the soil and to evaluate and document general material properties. Upon completion of these subtasks, a Roadway Soil Survey report will be written to summarize these efforts performed and document the recommendations.

Lump Sum Fee for Task 2 - \$21,030.27

TASK 3 - Jurisdictional Wetland Delineation and Permitting Assistance

This task shall include review and the update of the existing jurisdictional determination of all wetlands regulated under 33 CFR 320-330 (US Army Corps of Engineers in accordance with the Corps of Engineers 1987 wetland delineation manual) and Florida Department of Environmental Protection (FDEP) under 62-340 F.A.C. This task shall also include wetland impacts evaluation and scoring, permit application development, mitigation plan development including wetland impact assessment (if required) and functional quantification and final regulatory approval. For the purposes of this proposal, it is expected that the project will qualify for a General Permit (GP) from the Northwest Florida Water Management District (NFWFMD) and a nationwide permit from U.S. Army Corps of Engineers (USACE). Should individual permits be required from either agency, additional fee will be required.

Lump Sum Fee for Task 3 - \$6,593.71

TASK 4 - Roadway and Drainage Analysis

This task shall involve the roadway and drainage analyses necessary to design and construct the safety upgrades to Detroit Blvd. for the limits described above. Roadway efforts included in this task are the development of the typical sections and pavement design, establishment of the final horizontal and vertical geometry and the design of the Traffic Control Plan (TCP) to maintain the travelling public during construction. This task shall also involve drainage analysis, which includes the development of a drainage map, establishment of the base clearance for the roadway, and the design of the storm drain, cross drain and ditch systems for the project. The consultant shall also prepare and submit design documentation and construction cost estimates using the latest FDOT and County estimates for each phase submittal.

Lump Sum Fee for Task 4 - \$89,460.00

TASK 5A - Construction Plans and Specifications Preparation

This task shall involve preparation of construction plans, specifications and bid documents necessary to construct the proposed improvements. The plans will include, at a minimum, the sheets outlined in Escambia County's Summary of Phase Submittals which are pertinent to the project. Plans shall be submitted at the 60%, 90%, 100% and final design phases. This task shall include addressing and incorporating all comments issued by the County into the next plan phase submittal.

Lump Sum Fee for Task 5A - \$84,400.00

TASK 5B – Construction Plans and Specifications Preparation for Intersection Improvement Project

This task includes the additional work required to segment the Pine Forest Road and Detroit Blvd Intersection improvements into a standalone project. All necessary additional plans preparation, specifications preparation, submittal documentation, and quality control are included in this task.

Lump Sum Fee for Task 5B - \$15,980.00

TASK 6 - Utility Coordination

This task shall include preparation of plans and coordination with affected utility providers at each design phase submittal. This task shall also include attending Escambia County's monthly utility meetings and conducting utility coordination meetings at the 60% and 90% design levels. This shall also include the development of a utility conflict matrix in order to show all utilities which may be impacted.

Lump Sum Fee for Task 6 - \$16,920.00

TASK 7 - Public Involvement and Community Outreach

Consultant shall prepare for and facilitate a public involvement meeting with the general public. The meeting shall be held following the 60% submittal, with the purpose of presenting the public with the final improvements to be constructed. This meeting will be coordinated and scheduled with the Escambia County Engineering Department. The Consultant shall also develop a community outreach program to assist the public as the project progresses. This shall include developing frequently asked questions (FAQ's), preparing and distributing meeting flyers, scheduling and holding two "one on one" meetings, and compiling and responding to comments received from the public regarding the project.

Lump Sum Fee for Task 7 - \$15,042.50

TASK 8 - Permitting

This task shall include submitting and securing an Environmental Resource Permit (ERP) through the NFWMD and Nationwide permit through the USACE as required for construction of the proposed improvements. This task shall also include pre-application meetings as required, the preparation of permit drawings and applications, and the response to comments or requests for additional information received from the NFWMD and USACE. For the purposes of this proposal, it is expected that the project will qualify for a GP from the NFWMD and a nationwide permit from USACE. Should individual permits be required from either agency, additional fee will be required.

Lump Sum Fee for Task 8 - \$8,300.00

TASK 9 - Peer Review

Consultant shall provide independent peer review services for the above referenced project. This task shall include a comprehensive quality control/assurance review of the 90% phase submittal for consistency with accepted industry standards of practice. The Consultant shall complete phase review within one week from the submittal date. The County shall be copied on all submitted documents, review comments, and responses to comments.

Lump Sum Fee for Task 9 - \$8,000.00

TASK 10 – Bidding Assistance and Tabulation

This task shall include those efforts necessary to assist the County during both the competitive bid process of the Detroit Blvd safety upgrade project, as well as the pricing agreement process for the Pine Forest Rd and Detroit Blvd intersection improvement project. Included in this task is response to bidder request for information/clarification, preparation of addenda, completion of the pricing agreement, and attendance at the necessary pre-bid meetings and bid opening. HMM shall review and tabulate each submitted bid to verify calculations and the apparent low bidder.

Lump Sum Fee for Task 10 - \$6,645.00

Lump Sum Total for BASIC SERVICES (TASK 1 through 10) - \$275,086.48

OPTIONAL SERVICES**TASK 11 - Limited Construction Administration and Observation**

This task shall include the following as needed for both the Detroit Blvd Safety Upgrade project as well as the Pine Forest Road and Detroit Blvd intersection improvement project: attendance at pre-construction conferences, shop drawing review, limited construction observation services as necessary only to determine general compliance with the approved and permitted construction plans, preparation of both substantial and final completion letters, preparation of record drawings and certification of the constructed projects to NWFWMMD and Escambia County. The record sets of drawings shall be submitted in pdf format.

Fee Allowance for Task 11 - \$21,170.00

TASK 12 - Limited Legal Sketch and Descriptions

This task shall include preparation of legal sketch and descriptions necessary to define required right of way or temporary and/or permanent easements used for the construction of the proposed improvements. For the purposes of this scope, HMM assumes an allowance of up to sixty-five (65) right of way sketch and descriptions.

Fee Allowance for Task 12 - \$16,250.00

TASK 13 - Limited Subsurface Utility Exploration

This task shall include performing subsurface utility exploration at multiple locations included within the project. Subsurface utilities shall be located horizontally and up to 40 vacuum excavations of existing utilities to determine utility size(s), material(s), and elevations.

Fee Allowance for Task 13 - \$15,000.00

TASK 14 – Permitting Fees

This task is an allowance to cover any necessary permitting fees.

Fee Allowance for Task 13 - \$500.00

Total Fee Allowance for BASIC SERVICES and OPTIONAL SERVICES (TASK 1 through 14) - \$328,006.48

List of Deliverables

Detroit Blvd. Safety Upgrades Project:

- 1 Hard Copy of the 60%, 90% and 100% Construction Plans
- 1 Electronic Copy (CD or PDF) of each Phase Submittal
- 1 Final Submittal CD containing the following files:
 - Final released for construction plans in pdf format
 - All microstation dgn files needed to recreate the plans
 - Autocad dwg file of the final survey
 - Final design documentation in pdf format
 - Any other miscellaneous electronic files requested by the county provided that they were already produced during the design process
- 1 Electronic Copy (CD or PDF) of the final record drawings

Pine Forest Rd. and Detroit Blvd. Intersection Improvement Project:

- 1 Hard Copy of the 60% and 100% Construction Plans
- 1 Electronic Copy (CD or PDF) of each Phase Submittal
- 1 Final Submittal CD containing the following files:
 - Pdf of the final released for construction plans
 - All microstation dgn files needed to recreate the plans
- 1 Electronic Copy (CD or PDF) of the final record drawings

HMM appreciates the opportunity to provide Escambia County with this proposal for additional services. Work can begin immediately upon acceptance of our proposal. Thank you for the opportunity to be of service.

Sincerely,

Hatch Mott MacDonald Florida, LLC



Thomas A. McLendon, PE
Project Manager



David D. Skipper, PE
Vice President

Project Name: Detroit Boulevard Safety Upgrades
 Project No.: 330920
 Client: Escambia County
 Prepared By: TAM
 Date: March 14, 2016



Detroit Blvd. Safety Upgrades - Phase II Design Services		Projected Manhours							Line Item Sub-Total	Task Sub-Total
		Project Manager	Project Engineer	Engineer III/IV	Engineer I/II	Designer V	Technician I	Admin Assistant I/II		
Task	Description	\$135.00	\$125.00	\$100.00	\$80.00	\$110.00	\$50.00	\$45.00		
BASIC SERVICES										
1.0	Limited Topographic Survey									
	1.1 Survey Subconsultant								\$ 2,715.00	
	Sub-Total	0	0	0	0	0	0	0	\$ 2,715.00	\$ 2,715.00
2.0	Geotechnical Exploration									
	2.1 Geotechnical Subconsultant								\$ 21,030.27	
	Sub-Total	0	0	0	0	0	0	0	\$ 21,030.27	\$ 21,030.27
3.0	Jurisdictional Wetland Delineation and Permitting Assistance									
	3.1 Ecological Subconsultant								\$ 6,593.71	
	Sub-Total	0	0	0	0	0	0	0	\$ 6,593.71	\$ 6,593.71
4.0	Roadway and Drainage Analysis									
	4.1 Establish typical sections and pavement designs	8	12	16	16				\$ 5,460.00	
	4.2 Design horizontal and vertical geometry and MOT analysis	32	80	120	120				\$ 35,920.00	
	4.3 Develop drainage map and roadway base clearance	8	16	16	8				\$ 5,320.00	
	4.4 Design of storm drains, cross drains and ditches	32	80	80	100				\$ 30,320.00	
	4.5 Document roadway and drainage design criteria, calculate quantities and complete cost estimates	24	16	40	40				\$ 12,440.00	
	Sub-Total	104	204	272	284	0	0	0	\$ 89,460.00	\$ 89,460.00
5.A	Construction Plans and Specifications Preparation - Detroit Blvd Safety Upgrades									
	5.A.1 Prepare 60% plan set	32	60	100	40	100	240	8	\$ 48,380.00	
	5.A.2 Prepare 90% and Final plan sets	32	20	40	20	80	200	8	\$ 31,580.00	
	5.A.3 Prepare technical specifications	16	8		16				\$ 4,440.00	
	Sub-Total	80	88	140	76	180	440	16	\$ 84,400.00	\$ 84,400.00
5.B	Construction Plans and Specifications Preparation - Pine Forest Rd and Detroit Blvd Intersection Improvements									
	5.B.1 Prepare 60% plan set	8	20		24	8	50		\$ 8,880.00	
	5.B.2 Prepare Final plan set	8	12		16	8	30		\$ 6,240.00	
	5.B.3 Prepare technical specifications	4			4				\$ 860.00	
	Sub-Total	20	32	0	44	16	80	0	\$ 15,980.00	\$ 15,980.00
6.0	Utility Coordination									
	6.1 Prepare and distribute phase submittal plans to utility owners		8	8					\$ 1,800.00	
	6.2 Attend utility coordination meetings and modify plans as needed	16	24	16		8	40		\$ 9,640.00	
	6.3 Prepare utility conflict matrix and coordinate impacts with owners	8	16	24					\$ 5,480.00	
	Sub-Total	24	48	48	0	8	40	0	\$ 16,920.00	\$ 16,920.00
7.0	Public Involvement and Community Outreach									
	7.1 Prepare and attend one public involvement meeting	16	16	32				8	\$ 7,720.00	
	7.2 Community Outreach Subconsultant								\$ 7,322.50	
	Sub-Total	16	16	32	0	0	0	8	\$ 15,042.50	\$ 15,042.50
8.0	Permitting									
	8.1 Prepare dredge and fill exhibits	4	4	8		8	24		\$ 3,920.00	
	8.2 Attend Pre-application meetings and coordinate with NFWFMD and USACE	4	12						\$ 2,040.00	
	8.3 Address NFWFMD and USACE comments and secure permits	4	8	8					\$ 2,340.00	
	Sub-Total	12	24	16	0	8	24	0	\$ 8,300.00	\$ 8,300.00
9.0	Peer Review									
	9.1 Peer Review Subconsultant								\$ 8,000.00	
	Sub-Total	0	0	0	0	0	0	0	\$ 8,000.00	\$ 8,000.00
10.0	Bidding Assistance and Tabulation									
	10.1 Coordinate with County and respond to contractor RFI's	12	6						\$ 2,370.00	
	10.2 Attend Pre-Bid and Bid Opening meetings	12	12						\$ 3,120.00	
	10.3 Review Bids and Prepare Bid Tabulation	3	6						\$ 1,155.00	
	Sub-Total	27	24	0	0	0	0	0	\$ 6,645.00	\$ 6,645.00
BASIC SERVICES Sub-Total		283	436	508	404	212	584	24	\$ 275,086.48	\$ 275,086.48
OPTIONAL SERVICES										
11.0	Limited Construction Administration and Observation									
	11.1 Attend Pre-Construction meeting	8							\$ 1,080.00	
	11.2 Shop Drawing Review	8	16						\$ 3,080.00	
	11.3 Attend construction progress meetings	32	24						\$ 7,320.00	
	11.4 Prepare Record Drawings	6				24			\$ 3,450.00	
	11.5 Construction Observation site visits (Final and Substantial Completion)	24	24						\$ 6,240.00	
	Sub-Total	78	64	0	0	24	0	0	\$ 21,170.00	\$ 21,170.00
12.0	Limited Legal Sketch and Descriptions									
	12.1 Survey Subconsultant								\$ 16,250.00	
	Sub-Total	0	0	0	0	0	0	0	\$ 16,250.00	\$ 16,250.00
13.0	Limited Subsurface Utility Exploration									
	13.1 Subsurface Utility Subconsultant								\$ 15,000.00	
	Sub-total	0	0	0	0	0	0	0	\$ 15,000.00	\$ 15,000.00
14.0	Permitting Fees									
	14.1 Permitting Fees Allowance								\$ 500.00	
	Sub-Total	0	0	0	0	0	0	0	\$ 500.00	\$ 500.00
OPTIONAL SERVICES Sub-Total		78	64	0	0	24	0	0	\$ 52,920.00	\$ 52,920.00
Project Total		361	500	508	404	236	584	24	\$ 328,006.48	\$ 328,006.48

PITTMAN,
GLAZE AND
ASSOCIATES, INC.
LAND SURVEYORS



Providing Professional Surveying Services Since 1976
Licensed in Florida and Alabama

February 23, 2016

Thomas McLendon
Hatch Mott MacDonald
220 W Garden St., Suite 700
Pensacola, FL 32502

Ref: Detroit Boulevard Ph 2

Dear Mr. McLendon:

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

Scope of Work

Misc. Pick-up by Field Crew	16 hrs.	\$2,080.00
Drafting/calculations/research	5 hrs.	\$275.00
Legal Descriptions (65)	@\$250/each	\$16,250.00
Professional Land Surveyor/Supervision	4 hrs.	<u>\$360.00</u>
Grand Total		\$18,965.00

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.

✦ 5700 N. Davis Hwy., Ste. 3, Pensacola, FL 32503 ✦ ph (850) 434-6666 ✦ fx (850) 434-6661 ✦
✦ www.pittmanglaze.com ✦ email: pgasurvey@bellsouth.net ✦

TIERRA

February 24, 2016
Project No. 4511-14-004

Mr. Thomas McLendon, PE
Hatch Mott MacDonald, Inc.
220 West Garden Street, Suite 700
Pensacola, FL 32502

Subject: Detroit Blvd. Improvements – Phase II Design Efforts
Escambia County, Florida

Mr. McLendon:

Tierra, Inc. (Tierra) is pleased to submit this proposal to perform the Phase II Geotechnical and pavement design services for the subject project. Included in this proposal are our understanding of the project, the proposed Scope of Services, and the cost for our services.

Project Description

Based on our discussions of late and the information provided, we understand that the improvements will include, among other items, milling/resurfacing and reconstructing Detroit Blvd. from Pine Forest Road to Pensacola Blvd. (13,040 feet). The finished roadway cross section will consist of two 11-foot wide traffic lanes, 4-foot wide paved shoulders/bike lanes, and a sidewalk on the north side of the road. From Pine Forest Road to approximately Cove Lane, the roadway will be an undivided rural section and from approximately Cove Lane to Pensacola Blvd. the roadway will be an urban roadway with curb/gutter. To achieve the proposed cross section, approximately 4 feet of pavement will be added to the north and south edges of the existing pavement to accommodate the paved shoulder/bike lane.

Scope of Work

Based on our understanding of the above project information, we recommend drilling 5 foot deep auger borings in the proposed widening areas to evaluate the subgrade conditions present. For budgeting purposes, we propose an allowance for 26 borings on approximately 500 foot centers, alternating left and right of the center lane. We will concentrate the borings in the lower elevation areas and in areas where increased pavement distress is noted.

Bulk samples will be collected of the subgrade soils for Limerock Bearing Ratio (LBR) testing so that a design LBR value can be determined for use in the pavement design. We propose collecting 2 LBR tests per mile, or 5 tests based on the 2.47 mile roadway. Note that this is less than the more conventional 3 tests per mile given the anticipated relatively similar soils expected based on the preliminary work performed during the Phase I study.



1300 West Main Street • Pensacola, FL 32502
Phone (850) 462-8774 • Fax (850) 607-6953
Florida Certificate No. 6486

Laboratory soil testing will be required to aid in soil classification and to evaluate and document general material properties (e.g. moisture sensitivity, compactability, etc.). Our cost estimate includes an allowance for natural water content and grainsize tests, and the 5 LBR tests noted above. 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, we will render a Roadway Soil Survey report for the roadway widening and up to 3 pavement designs (one assuming milling and resurfacing, one assuming a total reconstruction, and one assuming milling and build-up to achieve desired cross slopes, grades, etc.). Note that pavement design parameters (design speed, design life, ESALs) will need to be provided to Tierra to support the pavement design.

Cost Estimate

Attached are the Staffhour Estimation Sheets (4 pages) and the itemized cost estimate for the scope proposed above. The cost for our services will be **\$21,030.27**.

Disclaimer

**PURSUANT TO FLORIDA STATUTES SECTION 558.0035(2013),
AN INDIVIDUAL EMPLOYEE OR AGENT MAY NOT BE HELD
INDIVIDUALLY LIABLE FOR NEGLIGENCE.**

Note that the bold and oversized font used above is mandated by Florida Statutes.

Tierra appreciates the opportunity to provide you with this proposal, and we look forward to working with you on this project. If you have any questions or comments, please feel free to call.

Sincerely,
TIERRA, INC.



Mitchell L. Smith, PE
Principal Geotechnical Engineer

Attachments: Staffhour Estimation Sheets (4 pages)
Itemized Cost Estimate





March 08, 2016

David D. Skipper, PE
Vice President
Hatch Mott MacDonald
5111 North 12th Avenue,
Pensacola, Florida 32504

**Re: *Detroit Blvd Road Improvements
Scope of Services and Proposal
WSI Reference #2013-***

Dear Mr. Skipper,

As requested, the following is our proposed scope of services and estimated costs necessary to provide the environmental data for the Detroit Boulevard safety upgrade project located in Escambia County, Florida. This proposal includes a review of furnished project information, presents our proposed scope of services, and contains deliverables and fee information.

SCOPE OF SERVICES

Activities to be performed for the Scope of Work are broken into two tasks to include fieldwork & preparation of environmental resource permitting summary.

TASK 1 – FIELD WORK

1. A jurisdictional determination of all wetlands regulated under **33 CFR 320-330** (US Army Corps of Engineers in accordance with the Corps of Engineers 1987 wetland delineation manual) and Florida Department of Environmental Protection under **62-340 F.A.C.** This effort will involve members of our staff to first conduct a field inspection in which WSI staff will identify all wetland resources and provide a written narrative describing our findings. In addition, Wetland Sciences, Inc. will locate the jurisdictional lines using a Differentially Corrected Global Positioning System (DGPS), which is typically 1-3 meter accurate. This data can be overlain onto aerial photographs, imported electronically into an AutoCAD drawing of the property survey, or used to generate an AutoCAD drawing with the parcel's boundaries approximated which will be attached to the report. This will assist survey crews in the location of the delineated boundary lines.
2. Review land uses and vegetation types, as well as those citing habitat preferences for rare, threatened and species of special concern, and identify any specific areas within the project area that could possibly support listed species. The study will be based on a Land Use, Cover and Forms Classification System (FLUCFCS) and will focus on habitats that could potentially support state or federally listed species or species of special concern. Surveys will be based on visual and audible detection methodologies as outlined within the FGFWFC manual entitled, *Wildlife Methodology Guidelines for Section 18.D of the Application for Development Approval, 1988.*

TASK 2 – ENVIRONMENTAL RESOURCE PERMITTING SUMMARY

Wetland Sciences, Inc. will summarize existing wetlands conditions & functions and the environmental resource permits necessary to authorize the proposed upgrades to the roadway. Wetland Sciences, Inc. will develop a permitting strategy that will include a preliminary evaluation of the proposed wetland impacts, potential wetland mitigation required, and the most appropriate state & federal mechanism to authorize the proposed activity.

ESTIMATED FEES

The estimated costs to complete the services outlined above are presented in the following table.

Professional Personnel	Meeting Hours	Field Hours	Reporting Hours	Total Hours	Salary	Overhead	Profit	Billing Rate	Total
Sr. Scientist	4	16	24	44	\$40.00	120.00%	10.00%	\$96.80	\$4,259.20
Staff Scientist		16	4	20	\$33.00	120.00%	10.00%	\$79.86	\$1,597.20
Environmental Specialist		8		8	\$25.00	120.00%	10.00%	\$60.50	\$484.00
Project Assistant, Clerical			5	5	\$16.00	120.00%	10.00%	\$38.72	\$193.60
	4	40	12	61	Total Fees				\$6534
Expenses	Number	Rate	Cost	Markup Percent	Cost				Total
Permit Fees	1	500.00	500.00	0%	500.00				\$500.00
Copying	100	\$0.10	\$10.00	10.00%	\$1.00				\$11.00
Shipping	1	\$25.00	\$25.00	10.00%	\$2.50				\$27.50
Travel	42	\$0.51	\$21.21	0.00%	\$0.00				\$21.21
					Total Expenses				\$559.71
					Total this task:				\$7,093.71

We are looking forward to working with you on this project. If you have questions regarding this proposal, please do not hesitate to call.

Sincerely,



Keith D. Johnson
Environmental Scientist



February 27, 2016

Thomas A. McLendon, PE
Project Manager

Hatch Mott MacDonald

222 West Garden Street

Suite 700

Pensacola, Florida 32502

Subject: Scope and Fee Proposal

**PROFESSIONAL PUBLIC INVOLVEMENT SERVICES
FOR THE DETROIT BOULEVARD (BLVD) DESIGN**

Escambia County, Florida

Dear Mr. McLendon:

Engineering & Planning Resources, P.C. (EPR) is pleased to provide you with the following proposal to execute the public involvement services for the Detroit Blvd Safety Upgrades design. This document outlines the team's planned efforts to gather the information gathered during the public involvement effort and prepare an outreach documentation set.

This Scope provides a description of EPR public involvement activities, including but not limited to communicating and receiving information from all interested persons, groups, and government organizations.

Task Series

Task 1 – General Public Involvement Tasks

1.1 Public Involvement Program

Assist in the preparation of the Public Involvement Program. Activities to include but not limited to review and provide comments.

1.2 Public Involvement Data Collection

This task includes the update and maintenance of mailing lists, correspondence, collecting and maintaining news articles and stories, public circulars, and transcripts from radio and TV news clips through the duration of the study. In



addition, EPR shall prepare, organize and update resident and business mailing lists for the use of the project. This information will be updated on an approved schedule.

This task includes the work that EPR was complete to investigate and catalogue prospective sites for any meetings. Consideration shall be given to seating capacity, sound system, lighting, and display space, and any other physical characteristics which would influence the selection of this site.

1.3 Scheduled Public Meetings

EPR shall provide all support, personnel, materials and facilitation tasks necessary for HMM to participate in various public meetings, which may include but not limited to:

a. Elected Officials Meeting

EPR will assist HMM to prepare all necessary displays, maps, script, etc. EPR will actively participate in all portions of the presentation.

b. Public Design Workshop– This meeting shall be held following the 60% submittal, with the purpose of presenting the public with the improvements to be constructed. These meetings will be coordinated and scheduled with the Escambia County Engineering Department. EPR shall also develop a community outreach program to assist the public as the project progresses.

EPR will find and set a meeting location, provide draft meeting layout, edit and prepare media distribution (radio, newspaper, and etc.), and provide minor site signs. In addition, EPR will prepare, review and mail property owner letters. EPR will provide engineering and administrative staff to provide meeting preparation, set-up meeting displays, handle crowd movement, check-in meeting attendees and etc. EPR shall prepare all meeting graphics, newsletters, newspaper ads, notification letters, and scripts with the exception of large board displays and presentations. EPR will actively participate in all portions of the presentation and will facilitate all meetings – unless otherwise notified by the HMM.

EPR will distribute newsletters and flyers to local schools, business, public agencies, local churches, other local organizations as determined by HMM and the Client. EPR will assist HMM to prepare all other necessary displays, maps, script, etc.



1.4 Un-Scheduled Public and Agency Meetings (includes small group or one on one meetings)

Includes two (2) "One on One" and/or small group meetings and (1) agency meeting.

One on One or Small Group Meeting - EPR will find and set meeting location, provide draft meeting layout, EPR will provide engineering and administrative staff to provide meeting preparation, set-up meeting displays and facilitate meeting. EPR shall prepare all meeting graphics with the exception of large board displays and presentations. EPR will actively participate in all portions of the presentation and will facilitate all meetings – unless otherwise notified by the HMM.

1.5 Special Public Involvement Requirements

1.5.1 General Public Correspondence – This task includes the compiling and responding to comments received on the project and the summarizing of the coordination effort.

1.5.2 News Letters, Preparation / Distribution N/A

1.5.3 Web Site Development - N/A

1.5.4 Web Site Maintenance – N/A

1.5.5 Videos, Renderings, etc. – N/A

1.5.6 Survey – N/A

FEE AND SCHEDULE

Given notice to proceed, we will undertake the above-summarized services for a lump-sum fee of \$7,322.50 and provide the deliverables as agreed upon. EPR will invoice HMM at the initial and final completion of each task. Payment shall be due within 14 days of receipt of invoice.



CLOSURE

If you concur with the foregoing and wish to direct us to proceed with the aforementioned services, please execute the contract agreement at your convenience. Receipt of the executed agreement will be our Notice to Proceed.

We appreciate this opportunity to work for Escambia County on this project. If you have any questions, or require any additional information please do not hesitate to contact us.

Sincerely,

Engineering & Planning Resources, PC

A handwritten signature in blue ink that reads "Bonita Player". The signature is written in a cursive, flowing style.

Bonita Player, PE
Principal