



# INFRASTRUCTURE SOLUTION SERVICES

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August 17, 2018

Project No. CPG001

Ms. Julie Ryan, Planner  
City of Punta Gorda  
326 West Marion Avenue  
Punta Gorda, Florida 33950

**RE: U2017102/ENG-ANALYSISSTRUCT/1500  
Exhibit B – B2017155/SA1**

**PROPOSAL TO FURNISH PROFESSIONAL CIVIL ENGINEERING SERVICES FOR AN  
ENGINEERING ANALYSIS – SIDEWALK, DRAINAGE, AND LIGHTING – TASK 1**

Dear Ms. Ryan:

Infrastructure Solution Services, Inc. (ISS) is pleased to provide our proposal for professional services to the City of Punta Gorda (City) for the engineering analysis of existing infrastructure (sidewalks, drainage and lighting) within a portion of the Bethel-St. Mark Historic Overlay District as defined within the City's RFQ. ISS will provide the civil engineering scope of services as identified on the following pages.

**Section I. BACKGROUND**

The purpose of this infrastructure analysis is to review the conditions of the City's existing infrastructure within the project limits focusing on the existing sidewalks, drainage, and lighting. Based on the City's RFQ, the project area consists of 4.9 miles of existing sidewalk along with 4.2 miles of sidewalk gaps totaling approximately 9.1 miles of ultimate sidewalk network. The existing sidewalk network will be reviewed for its current integrity as well as compliance with ADA accessibility requirements. The pedestrian connectivity of the system gaps will also be reviewed for potential solutions.

The existing lighting system will be reviewed for its general effectiveness, efficiency, and overall system integrity. Recommendations for a standardized lighting solution will be provided along with suggestions for addressing supplemental coverage of the system.

The existing drainage network is comprised of various levels of infrastructure from limited surface drainage to open drainage, and closed drainage collection systems. The current drainage system appears to vary in effectiveness based on current function and discharge locations. The drainage features associated with the project limits will be reviewed and levels of alternative solutions will be considered.

This Proposal is for ISS to provide the services required for the initial data acquisition (Task 1) in preparation for the infrastructure analysis.

## **Section II. SCOPE OF SERVICES**

### **TASK 1 – DATA ACQUISITION**

#### **Task 1.1 – Historical Data Research and Collection**

The ISS Team shall review historical records and data to assist with baseline research for the engineering analysis. The Historical Data Research and Collection scope of services shall include:

- 1) Attend project Kick-off meeting. Coordinate with the City to establish the project specifics, parameters, and schedule. Participate in Task completion coordination.
- 2) Review Southwest Florida Water Management District (SWFWMD) records for previously approved stormwater permits and available record plans.
- 3) Coordinate with the City for any available R/W mapping and copies of City approved land development projects within the project limits.
- 4) Coordinate with the City for any available utility and public works record drawings applicable to the project limits.
- 5) Coordinate with the City and Charlotte County for available GIS base data.
- 6) Conduct utility coordination with private utility companies (electric, communications, gas, etc.) requesting record information of existing utility locations for consideration in the infrastructure analysis and conflict avoidance.
- 7) Prepare a summary table of acquired record data and provide to the City along with electronic copies of collected data.

Deliverable: Provide summary of acquired data, and copies of documents obtained.  
Provide copy of GIS base data.

#### **Task 1.2 – Field Investigation**

The ISS Team shall visit the project limits and document observations of existing infrastructure to assist with baseline research for the engineering analysis. The Field Investigation scope of services shall include:

- 1) Conduct site investigation and observe the full length of each corridor segment within the project limits.
- 2) Collect physical location data using a GIS data collector. Collected data to be comprised of primary sidewalk, drainage and lighting facilities and shall include existing sidewalk extents (including any observed deficiencies), existing drainage structures, and existing lighting fixtures within the public R/W.
- 3) Collect representative photographs of existing conditions and collected data, and provide GIS references. GIS database to be updated considering the existing ESRI local government information model.
- 4) Identify gaps in sidewalk network, identify drainage concerns, and identify ADA compliance conditions.
- 5) Prepare summary table of field observations and GIS data points for use in the preliminary engineering analysis.

Deliverable: Provide summary of observed conditions, and copies of project photos and preliminary GIS base data.

### **Task 1.3 – Supplemental Data Collection**

The ISS Team shall acquire current project specific aerial data for use in the engineering analysis. The Supplemental Data Collection scope of services shall include:

- 1) Verify if project limits fall within airport's controlled airspace. The airport does not participate in the instant authorization program, so we shall submit the FAA airspace authorization request.
- 2) Establish ground control and place aerial targets for data collection by drone.
- 3) Conduct drone flights for aerial photogrammetry of project corridors.
- 4) Conduct processing of collected data and prepare compiled aerial output.

Deliverable: Provide aerial mapping of project limits with integration to preliminary GIS base data.

### **Task 1.4 – Public Involvement**

The ISS Team shall provide public involvement assistance during the initial data acquisition phase of the project. The Public Involvement scope of services shall include:

- 1) Coordinate with the City to schedule stakeholder meetings and one (1) neighborhood meeting for the purpose of collecting historical insight in access, flooding, and lighting concerns, as well as obtaining input for design alternative preferences.
- 2) Prepare presentation materials for use in the public involvement efforts.
- 3) Attend Stakeholder meetings (6-8 meetings anticipated; schedule to be stacked for time efficiency).
- 4) Attend neighborhood meeting seeking public input for use in future analysis.
- 5) Prepare summary of public involvement input and associated information. Participate in Task completion coordination.

Deliverable: Provide summary of public involvement input and copies of presentation materials.

## **TASK 2 – ENGINEERING ANALYSIS**

The engineering analysis portion of the assignment is not included in the Scope of Services. The ISS Team shall provide the conceptual analysis, final analysis, and presentation portion of the analysis as part of a separate Task 2 work assignment.

## **TASK 3 – FINAL DESIGN**

Final design services are not a part of the engineering analysis Scope of Services and therefore are not included.

## **TASK 4 – ENGINEERING SERVICES DURING CONSTRUCTION**

Construction phase services are not a part of the engineering analysis Scope of Services and therefore are not included.

**Section III. SUBCONSULTANTS**

No subconsultants are proposed to be contracted directly through ISS for this project.

**Section IV. PERMITTING**

There are no design level permits proposed as part of the engineering analysis.

**Section V. OWNER'S/CLIENT'S RESPONSIBILITY**

The City of Punta Gorda shall provide all available background information available related to the project limits. The City shall review and provide appropriate Owner input for the engineering analysis. The City shall provide Owner representation at neighborhood meetings.

**Section VI. DELIVERABLES**

The ISS Team will provide deliverables to The City of Punta Gorda as indicated in the Scope of Services Tasks 1 and 2, and as referenced in the associated schedule in Section VII.

**Section VII. SCHEDULE**

The ISS Team's project schedule shall serve as the baseline for project tasks and deliverables. The following is the tentative project schedule:

<b>TASK</b>	<b>TASK DESCRIPTION AND DELIVERABLES</b>	<b>CALENDAR DAYS TO COMPLETE</b>	<b>TOTAL DAYS FROM NTP</b>
	Project Kick-off Meeting	5	5
1.1	Historical Data Research and Collection (Summary of acquired data and documents copies)	20	25
1.2	Field Investigation (Tabulation of investigation and GIS data deliverable)	20	45
1.3	Supplemental Data Collection (Compile Aerial Photogrammetry deliverable)	60*	105
1.4	Public Involvement (Public meeting and summary of public involvement input)	15*	120

\* Items may run concurrent or be expedited based on task efficiency and coordination with City.

**Section VIII. METHOD OF COMPENSATION**

The City of Punta Gorda shall compensate the ISS Team for the lump sum fee amount as listed below for a total value of Twenty-Nine Thousand Four Hundred Forty Dollars and Zero Cents (\$28,440) for the scope of services as specified prior in this task order.

At the direction of the City of Punta Gorda and with ISS Agreement, ISS may be requested to provide additional services, such as unforeseen but needed professional services, other engineering or permitting, etc. These additional services would be approved by the City and as

additional services based on a negotiated fee and schedule adjustment. ISS shall invoice the City of Punta Gorda based on completed deliverable tasks the percentage of work actually completed on this project.

The cost breakdown for the City of Punta Gorda Infrastructure Analysis – Task 1 project is as follows:

<b>TASK</b>	<b>TASK DESCRIPTION AND DELIVERABLES</b>	<b>LUMP SUM FEE</b>
1.1	Historical Data Research and Collection	\$ 5,000
1.2	Field Investigation	\$ 9,380
1.3	Supplemental Data Collection	\$ 5,980
1.4	Public Involvement	\$ 7,540
	Expenses	\$ 540
<b>TOTAL LUMP SUM FEE</b>		<b>\$ 28,440</b>

**SECTION X. ACCEPTANCE**

If the above scope and fees meet your approval, please indicate by your signature in the space provided below and return one (1) signed copy which will constitute an "Agreement and Notice to Proceed" for the accomplishment of this work.

**INFRASTRUCTURE SOLUTION SERVICES**

**THE CITY OF PUNTA GORDA**

**DRAFT**

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Brian Stahl, P.E.

08/17/17

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Date

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\_\_\_\_\_  
Date

p.c. Ms. Marian Pace, Procurement Manager  
Mr. Mark W. Mueller, Sr. Project Manager

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Hourly Labor Breakdown Estimate	Principal	Sr. Project Manager	Sr. Engineer	Engineer	GIS Consultant	Const. Engineer	GIS Technician	Sr. Designer	Clerical / Support Staff	Total Hours	Total Dollars
<b>TASK 1.1 - Historical Data Research and Collection</b>											
1 City Coordination		4		4							8 \$ 1,160
2 SWEFMD Research				4				2			6 \$ 700
3 City Mapping and Project Records				2				2			4 \$ 440
4 Review City Utility and Public Works Record Drawings				2				2			4 \$ 440
5 GIS Database Info					4		6				10 \$ 1,020
6 Utility Coordination				2				4			6 \$ 620
7 Prepare Data Tabulation				2				2			6 \$ 620
<b>TASK 1.1 TOTAL</b>	0	4	0	16	6	0	6	10	2	44	\$ 5,000
<b>TASK 1.2 - Field Investigation</b>											
1 Site Investigation		4		16				4			24 \$ 3,080
2 GIS Data Collection					16		4				20 \$ 2,280
3 Representative Photos Data Info				6				2			8 \$ 960
4 Identify Infrastructure Gaps / Concerns		4		6				4			14 \$ 1,780
5 Prepare Field/GIS data Tabulation				2	4		4	2			12 \$ 1,280
<b>TASK 1.2 TOTAL</b>	0	8	0	30	20	0	8	12	0	78	\$ 9,380
<b>TASK 1.3 - Supplemental Data Collection</b>											
1 FAA / Airport Coord.				2					2		4 \$ 380
2 Ground control				16	4		4	4			8 \$ 720
3 Conduct drone aerial photogrammetry		2		8	8						22 \$ 2,880
4 Process aerial data				26	12	0	4	4	2		50 \$ 5,980
<b>TASK 1.3 TOTAL</b>	0	2	0	26	12	0	4	4	2	50	\$ 5,980
<b>TASK 1.4 - Public Involvement</b>											
1 Neighborhood Meeting Coordination		4		2					2		8 \$ 1,020
2 Presentation Preparation		4		4	4		5	5			22 \$ 2,540
3 Stakeholder meetings		8		8					2		18 \$ 2,440
4 Attend Neighborhood Meeting		4		4							8 \$ 1,160
5 Public Involvement Summary				2					2		4 \$ 380
<b>TASK 1.4 TOTAL</b>	0	20	0	20	4	0	5	5	6	60	\$ 7,540
#REF!	0	34	0	92	42	0	23	31	10	232	\$ 27,900
<b>TOTAL LABOR HRS</b>	0	34	0	92	42	0	23	31	10	232	\$ 27,900
<b>TOTAL LABOR FEE</b>	\$0	\$5,440	\$0	\$11,960	\$5,040	\$0	\$2,070	\$2,790	\$600	\$27,900	\$ 27,900

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Expenses Estimate Breakdown	Quantity	Units	Units	Units	Unit Cost	Totals
Travel to City						
No of Trips =	4					
Miles per Roundtrip =	54				\$ 0.405	\$ 87.48
CDS AND DVDS:						
COPIES (B&W 8 1/2 x11)	2				\$ 5.00	\$ 10.00
COPIES (B&W 11 x 17)	400	Per Copy			\$ 0.10	\$ 40.00
COPIES (COLOR 8 1/2 x 11)	125	Per Copy			\$ 0.50	\$ 62.50
COPIES (COLOR 11 x 17)	250	Per Copy			\$ 0.75	\$ 187.50
PLOTS (24" x 36"):	3	Sheet			\$ 10.00	\$ 30.00
Miscellaneous Expenses	0	LS			\$ -	\$ -
<b>TOTAL ESTIMATED EXPENSES</b>		<b>0.00%</b>				<b>\$ 537.48</b>
<b>Subconsultant Estimate Breakdown</b>						
	SUBS					
SPECIAL PURPOSE SURVEY	\$ -					
GEOTECHNICAL SERVICES	\$ -					
ENVIRONMENTAL SERVICES	\$ -					
OTHER	\$ -					
<b>ESTIMATED COST OF SUBCONSULTANT SERVICES</b>	<b>\$ -</b>					
<b>SUMMARY OF TASK ESTIMATE</b>						
ISS LABOR ESTIMATE TOTAL	\$ 27,900					
EXPENSES ESTIMATE TOTAL (Rounded)	\$ 540					
<b>SUBTOTAL COST OF TASK</b>	<b>\$ 28,440</b>					
SUBCONSULTANT SERVICES	\$ -					
<b>TOTAL ESTIMATED COST OF TASK</b>	<b>\$ 28,440</b>					