

February 2010

**TASK NO. DESCRIPTION/PROGRESS SUMMARY APPROX. % COMPLETE**

**Task 1: Dredged Material Management Area Permit Level Design 0%**

The scope and sequence of Task 1 will proceed as follows:

- Sceda Ecological Associates will perform a natural resource investigation of the selected DMMA site.
- Sceda Ecological Associates will prepare a natural resource narrative sufficient for permit review by regulatory agencies.
- Taylor Engineering will create a preliminary engineering design sufficient for permit review by regulatory agencies. Subtasks for this design include:
  - Topographic, boundary, and hydrographic survey (Group3 Surveying and Mapping)
  - Geotechnical conditions site investigation coordination (Ardaman and Associates)
  - Barge and dredge pipeline access location documents
  - DMMA details
    - ◆ Site bulkhead evaluation
    - ◆ Design (permit-level)
    - ◆ Permit Drawings (Signed and Sealed)
    - ◆ Dewatering and Operations Plan

This task is on hold awaiting authorization to proceed.

**Task 2: Agency Coordination and Permit Modification 6%**

Taylor Engineering will work with the permitting entities — Florida Department of Environmental Protection (FDEP) and U. S. Army Corps of Engineers (USACE) — to modify the current permits for the project. In addition, Taylor Engineering will coordinate with the U.S. Coast Guard and Florida Fish and Wildlife Commission regarding channel signage requirements.

*2.1 Permit Modification Support Services*

If necessary, Taylor Engineering will provide the city with the following services for a permit modification for the selected dredged material management area:

- Prepare revised permit drawings showing the modifications identified and described above
- Prepare and submit draft permit modification request letter along with supporting documents created as part of Task 1 (drawings, natural resource narrative, and dewatering and operations plan) to the city for review and acceptance
- Revise draft permit modification request and supporting documents, as requested by the city, and submit this along with permit drawings to FDEP and USACE
- Attend one meeting each with FDEP and USACE to review proposed permit modifications (described in greater detail below)
- Provide coordination between the city, FDEP, and USACE regarding the permit modification request

## *2.2 Agency Coordination Meetings*

Taylor Engineering will prepare for and attend up to three separate meetings each with the FDEP and USACE. Taylor Engineering will attend these meetings to discuss adding provisions for maintenance dredging, removing any impacts to seagrasses or other natural resources during dredging, requirements for sediment chemistry testing, including allowances for overdepth dredging, and if initiated in Task 1, information that may arise during the DMMA review process.

At the meetings, Taylor Engineering will present a project overview to the regulatory agencies, including previous investigation results and any other relevant information assembled through the completion of this scope of services.

The current USACE permit does not include channels with seagrass impacts (specifically Channel 2, 20, 22, 25, and 29), which the FDEP permit covers. Concurrent with subtask 2.2, Taylor Engineering will discuss during its meeting with the USACE modifying the current USACE permit to incorporate these channels. This subtask provides limited engineering time (approximately 24 hours) to consult with the USACE to document what the city can do to receive Florida Fish and Wildlife Conservation Commission (Fish and Wildlife) approval of regulatory signage to mitigate concerns regarding vessels entering the seagrass mitigation area. Based on correspondence from Banks Engineering, in a letter dated June 19, 2008 addressed to then City Manager for the City of Port Richey, Richard Reade, Fish and Wildlife approval is the last item necessary for the USACE to provide permits to these channels.

The purpose of this consultation is to determine USACE permitting feasibility and additional efforts required to pursue directly a USACE permit for Channels 2, 20, 22, 25, and 29. Following discussions with the City Manager, Taylor Engineering will submit a written letter report summarizing the outcome of the USACE meeting. Should the city wish to pursue this matter, Taylor Engineering will submit a separate scope of services and cost estimate to cover any new work required to modify the USACE permit to incorporate channel 2, 20, 22, 25, and 29.

Two professional staff members and the City Manager and/or their staff designee will attend each of these meetings. Following discussions with each of the agencies, Taylor Engineering will prepare meeting minutes and provide them to the city.

Following the city's acceptance of meeting minutes from the two agency coordination meetings, Taylor Engineering will submit the final permit modification request and supporting documents to the FDEP and the USACE.

## *2.3 Regulatory Agency Request for Additional Information Responses*

A permit modification request typically results in one or more requests for additional information (RAI) from the regulatory agencies. This subtask provides time (approximately 24 hours of engineering time and 10 hours of technician time) for one response to a request for additional information received from each of the regulatory agencies listed above. Taylor Engineering has included time for Scheda Ecological Associates to assist with this task. Should the budgeted time and scope of services prove inadequate to respond to additional RAI

requests, Taylor Engineering will submit a separate scope of services and cost estimate to cover this additional work.

On January 19, the Port Richey City Manager authorized Taylor Engineering's review of evaluation of documents submitted to the FDEP (by former engineering consultants to the City of Port Richey). These documents relate to the sediment pollutant analysis and impermeable liner requirements, sediment testing requirements at the Waterfront Park site, and our conclusions regarding a potential modification to the existing permit. Final results of this analysis are pending a review of the LPA Group's testing methodology, which has not been provided as of February 3, 2010.

The remainder of this task is on hold awaiting authorization to proceed.

**Task 3: Community Education of Special Assessment District 60%**

Taylor Engineering will work with the City Manager and/or their staff designee to establish and implement a community education/outreach program to introduce the affected property owners to the proposed project and the special assessment methodology. Taylor Engineering will develop a preliminary outreach program limited to a dedicated webpage outlining the city's dredging program. Taylor Engineering will construct the webpage with all of the documents and information necessary to facilitate citizens' understanding of the proposed dredging project and to encourage their commitment (via ballot) to participate. The webpage will feature updates on the overall status of the program as well as the status of individual projects.

If the city desires, Taylor Engineering will solicit the services of a qualified public relations firm to muster a more rigorous public outreach program than the one described above. The current scope and budget does not include the services of a qualified public relations firm.

The dedicated project webpage (<http://www.taylorengineeringproject.com>) is online and linked to the City of Port Richey webpage. The website will be updated on a regular basis.

**Task 4: Special Assessment District for Canal Dredging Program 0%**

Taylor Engineering will coordinate with its subconsultant, Government Services Group (GSG), to help the city establish special assessments to fund this and subsequent canal dredging projects. GSG will develop and implement the proposed assessment program. Nabors, Giblin, & Nickerson, P.A. (NG&N) will assist GSG with the legal aspects of the special assessment program including the preparation of the legal documents necessary to implement the special assessments.

***4.1 Development of Preliminary Proforma Assessment Rates***

GSG and NG&N will evaluate the city's existing documents, ad valorem tax roll information, project data, agreements, reports, and other data pertaining to the canal dredging project. GSG will use the city's current financial information to evaluate the full cost of the proposed canal dredging project and identify issues that may affect the apportionment methodology. Taylor Engineering will work with GSG to determine the net revenue requirements. GSG will advise the City in determining the total project revenue requirements to identify the costs of: (a) net revenue requirements, (b) implementing the program, and (c) collecting the assessments.

- **Import ad valorem roll data and GIS files**
- **Use GIS overlays of the assessment area(s) to determine the list of parcels to be included in the assessment**
- **Analyze all parcels within the area and assign units based on the assessment methodology.**

Using the assessment billing and collection database, project cost data and defined project benefit areas, GSG and NG&N will develop the method of apportionment, classification of properties, and the use of the data on the assessment database. GSG and NG&N will review the assessment methodology for legal sufficiency and compatibility with all methods of collection. GSG will apply the apportionment methodology to the assessment database to test the data validity and legal sufficiency and will revise the apportionment methodology as necessary.

Using the assessment billing and collection database, GSG will calculate a proforma schedule of rates based on the apportionment methodology and revenue requirements for the assessment program. GSG will then prepare and present an Assessment Memorandum that documents the proposed apportionment methodology and proforma assessment rates. This subtask includes two onsite visits by GSG staff and one onsite visit by NG&N staff.

#### *4.2 Implementation of Proforma Assessment Rates*

NG&N will draft the Master Capital Assessment Ordinance to establish the procedures for implementation of a canal dredging assessment program. NG&N will draft an initial assessment resolution that conforms to the assessment ordinance and that implements the city's policy decisions and proposed methodology. Based on city review and comment on the draft resolution, NG&N will draft a final assessment resolution that conforms to the assessment ordinance and adopts final assessment rates.

GSG and NG&N will advise and assist with the legal requirements for the adoption of the final assessment rate resolution. GSG will advise and assist with the prepayment process including preparation and mailing of the prepayment notices and provision of a table or spreadsheet for city staff to track prepayments. For the initial billing cycle, GSG will assist the city in mailing the separate bills to the affected property owners (if the city elects to use a separate billing process) and will advise the city on finance and accounting procedures to monitor the separate billing process. The city will assume full responsibility for all subsequent billing cycles. This subtask includes one onsite visit by GSG staff and two onsite visits by NG&N staff.

#### *4.3 Final Opinion of Probable Cost*

Under a separate work order (#3) Taylor Engineering will provide the city with a preliminary opinion of probable cost for dredging channels within Miller's Bayou (Channels 1, 7, 8, 9, 10, 14, 15, 16, 17, 18, 24, and 26). The cost opinion will include all expected engineering, establishment of special assessment district (provided by GSG), construction, and final permit certification expenses. Taylor Engineering will perform material take-offs to estimate the quantities of project construction materials. We will research material unit costs, adjust for the project location and current market conditions. We will also attempt to obtain cost information from local contractors and material suppliers near the project. This subtask involves updating those costs based on the results of Task 1 through 4.2 and providing a final probable cost for dredging channels within Miller's Bayou (Channels 1, 7, 8, 9, 10, 14, 15, 16, 17, 18, 24, and 26).

**This opinion of probable cost will serve for planning purposes. Actual construction costs may vary depending on prevailing market conditions at the time of construction.**

This task is on hold awaiting authorization to proceed.

**Task 5: Special Assessment District Ballot** **0%**

**Before proceeding with this task, the City Council will determine the level of public acceptance and support necessary to move forward with the construction of the dredging project. Upon the completion of the proposed assessment methodology and proforma assessment rates, Taylor Engineering will work with GSG to draft a Special Assessment District Ballot in a manner conducive to providing survey results that clearly indicate support or opposition to the proposed assessment program. GSG will produce and send the ballot and return envelope (postage paid) via first-class mail to all affected property owners. GSG will tally and summarize the results of the ballot for the City Council review. Taylor Engineering will receive written authorization from the City of Port Richey City Manager and/or their staff designee prior to proceeding with the next task, final construction documents.**

This task is on hold awaiting authorization to proceed.

**Task 6: Final Construction Documents** **0%**

**Taylor Engineering will prepare final design drawings and technical project specifications.**

***6.1 Project Design Elements***

**Development of final dredging plans will include the following services.**

- **Prepare all final estimates of required dredging volumes.**
- **Prepare final channel design geometry including plan and cross-sectional layout consistent with the permit-level drawings submitted to the regulatory agencies. The dredging plans will include designated dredging cuts, stationing, and work areas limits, as appropriate. The dredging plans will also include adding 1 ft of overdepth dredging to each canal and providing two dredging template volumes — corresponding to widths of 30 and 50 ft — for Channels 1 and 26.**
- **Prepare final DMMA and disposal site plan and cross-sectional layout consistent with the permit-level drawings submitted to the regulatory agencies. The plans will include designated details described in the dewatering and operations plan.**

**Taylor Engineering will develop and incorporate into the final construction drawings a pipeline or barge route between each proposed dredging site to the DMMA. Taylor Engineering will base the location of each route on previously provided or collected information (permit documents) and the location of the federal channel within the Pithlachascotee River. This task includes time and budget to contact the U. S. Coast Guard (USCG) and develop drawings and specifications necessary to construct channel markers and navigational aids as previously identified in permitting documents.**

### ***6.2 Draft Construction Drawings***

Taylor Engineering will prepare AutoCAD-based digital full-size construction drawings. The plan set will include photo-based sheets depicting the project areas. Taylor Engineering will obtain existing aerial photography for this purpose. These drawings will provide plan views and cross sections of existing conditions, the proposed dredging template, and the proposed barge and pipeline routes. The drawings will also include information regarding the DMMA. Taylor Engineering will provide the city with two copies of the final draft construction plans for review and comment.

### ***6.3 Draft Specifications***

Taylor Engineering will prepare Division 2 Technical Specifications for the project and submit both hardcopy and digital formats to the city. This task includes time for limited editing (24 staff-hours) of the city's Division 1 template for consistency with the Division 2 Technical Specifications.

### ***6.4 Final Construction Documents***

Taylor Engineering will revise the draft construction documents as required based on city review and comments, and submit to the city two electronic (PDF format files on individual compact discs) and six hardcopies of the final construction documents — project drawings and specifications signed and sealed by a registered Professional Engineer. Taylor Engineering will also provide the city with an updated final opinion of probable construction cost.

Taylor Engineering will deliver all project engineering and construction drawing and documents to the city in electronic format (i.e., AutoCAD, PDF, Word, Excel, etc.). Taylor Engineering will compose the request for proposal with input from the City of Port Richey City Manager and/or their staff designee.

This task is on hold awaiting authorization to proceed.

## **Task 7: Bidding Assistance and Contractor Selection**

**0%**

Taylor Engineering will provide the city with support services during bidding and dredging contractor selection. Taylor Engineering will prepare and provide a master copy of bid packages to the city, clarify and interpret the project documents, and prepare addenda, if required. The Engineer of Record will attend the pre-bid meeting near the project site or in another location as directed by the City Manager and/or their staff designee. At this meeting, the Project Engineer will answer questions concerning elements of the project for which Taylor Engineering is responsible.

The Engineer of Record will attend and observe the bid opening. Taylor Engineering will assist with bid review and provide the city with written recommendations for contractor selection. Taylor Engineering's review of bid documents will focus on contractors' technical qualifications and excludes review of contractors' financial or contractual arrangements and other non-technical issues.

This task is on hold awaiting authorization to proceed.

**Task 8: Dredging Construction Administration Services**

**0%**

**Taylor Engineering has developed the scope of services for this task based on the following:**

- **The total maximum construction time (including mobilization/demobilization of construction equipment) will not exceed 240 calendar days. The total maximum construction time reflects a seven-day week, 12-hour day operating schedule for surveying, dredging and dredged material management activities (initial preparation of the DMMA, laying pipeline (if necessary), decanting the dredged material in the dredged material management facility, offloading the DMMA, and returning the site to its pre-construction condition (if necessary)).**
- **Project construction will adhere to the project plans and specifications and permit conditions.**
- **The contractor will take responsibility for all construction layout surveys and preparation of as-built drawings for final survey certification of the completed work.**
- **The contractor will take responsibility for water quality monitoring; monitoring of endangered, threatened, and other species of special concern; and all other activities required to comply with permit conditions and control of the job site.**
- **Taylor Engineering will help the city establish owner, engineer, and contractor lines of communication.**
- **Taylor Engineering will limit its review of contractor submittals, including permit-related documentation, to checking for general conformance with the design intent.**
- **The contractor will assume all responsibility for construction means and methods and project site safety.**

Should any of these assumptions prove incorrect, Taylor Engineering will work with the city to develop an appropriate additional scope of services and budget.

***8.1 Pre-Construction and Coordination Meeting***

**After the Notice to Award, but before the issuance of a Construction Notice to Proceed, Taylor Engineering will review the contractor's pre-construction submittals to understand the contractor's intended procedures and assist in preparation of the pre-construction meeting agenda. Taylor Engineering will conduct a preconstruction meeting with the City Manager and/or their staff designee, the contractor, and regulatory agencies. The purpose of the meeting is to achieve a mutual understanding with the contractor of required quality control procedures; to jointly review project design and resolve issues of concern; to discuss project drawings and specifications, schedule, and documentation; and to establish a good working relationship between the contractor's quality control staff and Taylor Engineering's construction administration representatives. Taylor Engineering will take minutes of the preconstruction meeting discussions and distribute them to the City Manager and/or their staff designee and the contractor.**

***8.2 Dredging Construction Administration***

**Taylor Engineering will help the city administer construction. Taylor Engineering's in-office duties will include the following:**

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- Review the contractor's shop drawings and submittals (limited to ten submittals)
- Review and recommend for approval up to eight progress pay application surveys
- Review and recommend for approval up to eight monthly pay applications
- Prepare up to eight change order directives
- Review work progress and contractor initiated change orders
- Review the release of lien, contractor affidavits, and contract certifications

Taylor Engineering will remain available through construction to provide advice and consultation to the city through site visits and teleconferences (see Task 9). In that role, Taylor Engineering will address questions pertaining to engineering, design, permitting issues, and any proposed changes to project design. During the project, Taylor Engineering will coordinate permit-related submittals (in accordance with the permit requirements) to the relevant permitting agencies.

Taylor Engineering's project staff will conduct up to 24 site visits to observe whether work is preceding in general conformance with permit conditions, plans, and specifications. Visits will include observation of the work; however, Taylor Engineering will not assume responsibility for the contractor's means, methods, sequence, and safety measures.

During the 24 site visits, Taylor Engineering will conduct eight scheduled onsite project meetings with contractor and City Manager and/or their staff designee to discuss project progress and to address questions pertaining to engineering, design, permitting issues, and conflicts that require resolution. Should unexpected problems arise outside of these planned meetings, Taylor Engineering staff will attend up to two-problem resolution meetings onsite and up to two meetings via teleconference.

Taylor Engineering will notify the City Manager and/or their staff designee of any contractor-reported permit violations, work stoppages, or conflicts and recommend to the city ways to resolve these issues. Taylor Engineering will not take responsibility for jobsite safety. Under subtask 7.2, Taylor Engineering has budgeted three hours per week of corporate level project review and quality control/quality assurance oversight.

This task is on hold awaiting authorization to proceed.

**Task 9: Dredging Construction Project Closeout and Certification**

**0%**

Upon notice from the City Manager and/or their staff designee, Taylor Engineering will visit the project site to determine whether the project is substantially complete. If Taylor Engineering finds the project less than substantially complete, Taylor Engineering will work with the city to develop preliminary and final punch lists of items for the contractor to complete or correct. After the contractor satisfies the requirements of the punch lists, Taylor Engineering will certify the project substantially complete. Taylor Engineering has budgeted for two onsite meetings (pre-final and final observation and closeout) during this stage of the project.

Taylor Engineering will collect and review the following information from the contractor before project closeout.

- Final waiver and release of lien from all subcontractors and suppliers
- Final pay application

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- **Post-construction/as-built survey**
- **Final contractor certification**
- **Final contractor affidavit**

**Following completion of the project, Taylor Engineering will prepare and submit a statement of completion and a certification (in accordance with the permit requirements) to the relevant permitting agencies.**

This task is on hold awaiting authorization to proceed.

**Task 10: Project Management and Public Meetings**

**27%**

**Taylor Engineering will track schedules throughout this project to monitor all costs and timelines. Taylor Engineering will adjust the schedule to account for agency review times, weather delays, or any other issues that could delay the progress of this project. Thus, Taylor Engineering will update the schedule with any progress information as Taylor Engineering receives it.**

**Taylor Engineering will prepare for and attend up to eight public meetings with the City Council during the duration of this scope of services. In addition, Taylor Engineering will be available via phone for up to 16 additional public meeting with the City Council. Taylor Engineering understands that the City of Port Richey will hold these meetings to solicit input from City Council and to provide project updates to residents and stakeholder representatives as deemed necessary and appropriate. Taylor Engineering's Project Manager and additional team members, as appropriate, will attend these meetings as needed. Should the City Council or City Manager request that Taylor Engineering's staff attends additional public meetings, Taylor Engineering will submit a separate scope of services and cost estimate to cover this additional work.**

**Taylor Engineering will complete 24 monthly status reports (i.e., updates), to the City of Port Richey. These reports will include current project schedule, agency actions/determinations, and an updated status of project budget to include current expenditures compared to the approved budgets. Taylor Engineering will provide copies of all correspondence with the regulatory agencies to the City of Port Richey for public distribution. In addition, Taylor Engineering will prepare and attach separate, monthly progress reports with invoices to the City of Port Richey. These reports will outline the work performed during the previous month on a task-by-task basis.**

**Taylor Engineering will provide project information, a project timeline, and current project status in PDF format on a website for public access. Taylor Engineering will update the information on this website for two years under this Work Order.**

To date Taylor Engineering has participated in 8 public meetings (August 25, September 8 and 23, and October 14 and 28, November 10 and 24, and December 8) via phone.

During this time Taylor Engineering has tracked project schedules to monitor all costs and timelines. When necessary, Taylor Engineering has updated the schedule with any progress information as Taylor Engineering receives it.

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**ANTICIPATED WORK NEXT MONTH:**

Taylor Engineering will maintain the project website, attend public meetings, and track project updates as they occur. The remainder of the tasks listed in this scope of services is on hold until authorization by the representatives of the City Council or City Manager.