



July 21, 2017

Inwood Project # SLC-023-02

Via email: crocek@stlucieco.org

Mr. Kyle Croce, PE
Port Engineer
St. Lucie County Public Works
2300 Virginia Avenue
Ft. Pierce, Florida 34982-5652

**Re: Harbour Pointe Conceptual Drainage Assessment
Amendment Request No. 1**
St. Lucie County, Florida
Stormwater Management Continuing Contract (RFQ #14-050)
Contract No. C14-11-677, Work Authorization No. 3

Dear Mr. Croce:

Inwood was previously retained by St. Lucie County to perform a conceptual engineering drainage assessment for the development of a County parcel within the Port of Fort Pierce. A draft report was submitted and reviewed by the County in June 2017. Based on the County's review of the draft report, additional project elements were desired to meet the County's needs, which requires a supplemental scope of work and project schedule. Accordingly, Inwood Consulting Engineers (Inwood) is pleased to submit for your review and approval the following proposal documents:

- Exhibit "A" – Scope of Work
- Exhibit "B" – Fee Estimate

We appreciate the opportunity to continue providing our services on this project. If you have any questions regarding the enclosed documents, please contact me at 407-971-8850.

Very truly yours,

INWOOD CONSULTING ENGINEERS, INC.

David Coleman, PE
Principal / Project Manager
dcoleman@inwoodinc.com

Steve Sommerfeldt, PE, CFM
Assistant Project Manager
ssommerfeldt@inwoodinc.com

cc: Susan Durden (via email: durdens@stlucieco.org)

EXHIBIT A – SCOPE OF WORK

Harbour Pointe Conceptual Drainage Assessment

Amendment No. 1

BACKGROUND

St. Lucie County owns two (2) undeveloped parcels (Parcel IDs: 2403-123-0000-000-1 & 2403-123-0001-000-8) with a combined area of approximately 21-acres within the Port of Fort Pierce. The parcels are within the limits of the City of Fort Pierce and adjacent to the Indian River Lagoon. The parcels currently are utilized by the County as a staging area for artificial reef building materials as well as limited recreational use, and a stormwater pond (Pond 3) associated with the recent and ongoing 2nd Street roadway improvements. The future use of the parcels is being contemplated by the County and there is interest in maximizing the usable land space within the parcel limits. As a result, the County has tasked Inwood to complete a conceptual alternatives analysis for options to reduce the size of or relocate the existing (approximately 2.2-acre) stormwater pond.

A draft Technical Memorandum was prepared and provided to the County for review. Based on the County's feedback on the Technical Memorandum, supplemental scoping items are desired including additional concept alternatives, and various coordination with County Officials.

PROFESSIONAL ENGINEERING SERVICES

The consultant shall perform the following scope of supplemental engineering services:

1. **Project General Tasks** – Including project administration, attending field/office meetings, interfacing with the County Project Manager, and monthly status reports (assume 5-month additional duration). Two (2) supplemental project coordination meetings are included in this task.
2. **Project Presentations** – Upon the County's direction, a PowerPoint presentation summarizing the Project Technical Memorandum will be prepared and presented to the County. It is estimated that two (2) separate presentations will take place at the County facilities. It is assumed that the County will provide the meeting space and audio / video equipment for each presentation.
3. **Alternatives Analysis** – Evaluate up to two (2) additional pond alternatives for addressing the increased drainage needs and volume required under build-out conditions. Similar to the original scope of work, conceptual drawings/figures and cost estimates for each preliminary alternative will be included. Each conceptual alternative will be evaluated for permitting requirements/costs, right-of-way needs/costs, long-term maintenance, water quality benefits, relevant construction costs, and estimated design and construction schedules (including right-of-way acquisition estimates).
4. **Draft-Final Technical Memorandum** – The results of the additional pond analysis will be incorporated into a supplemental Draft-Final Technical Memorandum. Two (2) hard copies and one (1) electronic version (PDF) of the Draft-Final Technical Memorandum will be provided to the County for review.

SCHEDULES

It is anticipated that the supplemental scope of work will be completed by no later than November 30, 2017.

The consultant should note the following procedures to be adhered to during the contract.

1. Refer to the original scope of work dated January 24, 2017.

EXHIBIT B - NOT-TO-EXCEED FEE ESTIMATE

Name of Project: **Harbour Pointe Conceptual Drainage Assessment**
 Client: St. Lucie County
 Contract No.: C14-11-677 Stormwater Mgmt. Cont. Contract

Consultant Name: Inwood
 Consultant No.: **SLC-023-02**
 Date: July 21, 2017
 Estimator: **Steve Sommerfeldt**

Task Description and Activity	Salary Cost By Activity
SUPPLEMENTAL PROFESSIONAL ENGINEERING SERVICES	
1. Project General Tasks	\$5,872
2. Project Presentations	\$14,478
3. Alternatives Analysis	\$5,350
4. Draft-Final Technical Memorandum	\$3,170
5.	\$0
6.	\$0
7.	\$0
8.	\$0
Totals	

Inwood Subtotal \$28,870

Project Manager: David Coleman, PE / Steve Sommerfeldt, PE
Chief Engineer: Co-Co Wu, PE
Senior Engineer: Josh Spence, PE
Project Engineer: Nick Troilo, PE
Engineer Intern: Tyler Pierce, EI
CADD/GIS Designer: Jeff Jones, GISP
Clerical: Jennifer Marsden, Jerru Buck & Tasha McGraw
Environmental Scientist: Jason Houck, PWS, GISP

HOURLY NOT-TO-EXCEED FEES \$28,870
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EXHIBIT B - NOT-TO-EXCEED FEE ESTIMATE

Name of Project: **Harbour Pointe Conceptual Drainage Assessment**
 County: St. Lucie
 FPN: C14-11-677
 Contract No.: C14-11-677 Stormwater Management Continuing Contract

Consultant Name: Inwood Consulting Engineers, Inc.
 Consultant No.: **SLC-023-02**
 Date: July 21, 2017
 Estimator: **Steve Sommerfeldt**

Staff Classification	Total Staff Hours	Project Manager	Chief Engineer	Senior Engineer	Project Engineer	Engineer Intern	CADD Technician	Clerical / Admin.	Chief Scientist	SH By Activity	Salary Cost By Activity	Average Rate Per Task
		\$249.00	\$189.00	\$158.00	\$133.00	\$88.00	\$81.00	\$77.00	\$134.00			
SUPPLEMENTAL PROFESSIONAL ENGINEERING SERVICES												
1. Project General Tasks	30	16	0	10	0	0	0	4	0	30	\$5,872	\$195.73
2. Project Presentations	90	20	0	48	0	20	0	2	0	90	\$14,478	\$160.87
3. Alternatives Analysis	46	2	0	14	0	30	0	0	0	46	\$5,350	\$116.30
4. Draft-Final Technical Memorandum	26	2	0	8	0	16	0	0	0	26	\$3,170	\$121.92
5.	0									0	\$0	--
6.	0									0	\$0	--
7.	0									0	\$0	--
8.	0									0	\$0	--
Totals	192	40	0	80	0	66	0	6	0	192	\$28,870	\$150.36

Inwood Subtotal \$28,870

Project Manager: David Coleman, PE / Steve Sommerfeldt, PE
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Senior Engineer: Josh Spence, PE
Project Engineer: Nick Troilo, PE
Engineer Intern: Tyler Pierce, EI
CADD Technician: Jeff Jones, GISP
Clerical: Jennifer Marsden, Jerru Buck & Tasha McGraw
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TOTAL NOT-TO-EXCEED FEES \$28,870
