



Marion County  
Board of County Commissioners

Procurement Services  
2631 SE Third St.  
Ocala, FL 34471  
Phone: 352-671-8444  
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BSS\_\_\_\_\_

PCA\_\_\_\_\_

## PROCUREMENT REQUEST FORM

**This form is to be used for General Requisition, Task Order Requests and/or Solicitation Action. Some fields may not be applicable and may be left blank. Forms with incorrect or missing information may be sent back for correction. Use your cursor to hover over a field for help.**

Date  Type of Request

Solicitation Number/Name

Department

Board Action Required?

If yes, Board Date Requested

Department Contact

Vendor Name and Address

Vendor Email Address  
(PO will be emailed to this address)

Ship To:

Street Address:

City

Zip Code

W-9 Attached (If new vendor) ☐

Total Purchase Amount

List all GL Accounts & Project Codes  
and Amounts by Line

This is a combination of Community Services CDBG & ARPA funding

FF449536-563102 *ame*  
UTCEXT004D

THIS SECTION FOR PROJECTS ONLY

Contingency % Amount

Substantial and Final Completion  
Dates

Liquidated Damages

State or Cooperative Contract  
Number

Quotes Attached

Services/Commodity

Detailed Description/Scope of Work/  
Grant Information if applicable

Engineer shall provide construction phase engineering support for the collection and transmission system construction.

*[Signature]* 4/21/22

Additional Information/County Admin.  
Notes for Agenda

Silver Springs Shores (SSS) - Unit 16 Water and Sewer Extensions initially started as a Community Services CDBG project and was combined with the much larger SSS Septic to Sewer ARPA funded project.

PROCUREMENT USE ONLY

BSS/PCA

Processed on

Notes

EXHIBIT "A"  
SCOPE OF WORK

A. PURPOSE

This Exhibit describes the agreement for scope of work to be provided by Davis Dinkins Engineering, P.A. (ENGINEER) and the Marion County Utilities Department (COUNTY), in connection with construction phase services for the water and sanitary sewer extensions for a portion of Silver Springs Shores Unit No. 16.

It will be necessary for the ENGINEER and consultants to have access to the project right of ways and utility easements for site evaluations, surveying, etc. The COUNTY will coordinate and secure, any and all necessary permissions, agreements, etc. needed to allow access as needed by the project to easements, prior to construction.

B. SCOPE OF WORK

The ENGINEER will provide construction phase engineering support for the gravity sewer collection system and potable water distribution system. This scope of work is based on a ten (10) month contract period following Notice to Proceed by the COUNTY and includes the following:

1. PROJECT ADMINISTRATION

A. ENGINEER will set up kick-off meeting with COUNTY staff and attend monthly progress meetings (up to ten (10)).

2. BID ASSISTANCE

A. All bid documents and administration of the bid will be prepared by COUNTY. ENGINEER will assist COUNTY with preparation of special provisions for bid documents.

B. ENGINEER will assist COUNTY with questions and addendum in response to requests for additional information during the bid phase, as requested by the County.

C. The ENGINEER will assist the COUNTY with special provisions that include the requirement of the contractor's verification of electrical service or option(s) regarding the same.

D. ENGINEER will attend two (2) meetings with COUNTY during this phase of work.

3. ENGINEERING UTILITY COORDINATION

ENGINEER may evaluate potential conflict areas and coordinate with COUNTY to provide guidance needed for construction. Based on utility locations verified by contractor prior to and during construction.

4. PERIODIC SITE OBSERVATIONS

ENGINEER will provide periodic site observations at intervals requested by COUNTY, as well as observation of certain testing. However, ENGINEER will not be responsible for daily site observations, nor is providing or offering to provide construction inspection services for the project. Time for this task is based on an estimated 20 total site observations including observing testing. Additional site visits may be provided if requested by COUNTY as an additional expense.

ENGINEER will review as-built provided by COUNTY and prepare "punch-list"; upon completion of punch-list and required testing ENGINEER will file clearance request with FDEP.

#### 5. GOVERNING REGULATIONS

The services performed by the ENGINEER will be in compliance with applicable COUNTY and FDEP Standards Guidelines to the best of the ENGINEERS knowledge and belief.

The ENGINEER'S consultant will perform a field visits to determine if further environmental permitting may be required.

The COUNTY will be responsible for any permitting for any relocation for threatened and/or endangered species, and any subsequent mitigation of permitting that may be required.

#### 6. ANY ADDITIONAL POST-DESIGN PHASE SERVICES

The fee for any additional design services that may be requested will be negotiated considering the scope and complexity of the project(s), and upon successful and agreeable negotiations, a contract amendment adding the additional services may be executed at the appropriate time.



EXHIBIT "B"  
Project #15Q-051  
Silver Springs Shores Unit 16 Water and Sewer Extensions  
CONSTRUCTION TIME ALLOCATION  
Revised March 22, 2022

	Principal Engineer \$175	Project Engineer (Registered) \$145	CADD Technician \$74	Project Surveyor & Mapper \$121	3-man Survey Filed Crew \$118	Clerical \$35	Subconsultants Fees \$	Engineer Fees \$	Total Anticipated \$
<b>SCOPE OF WORK</b>									
1. Project Administration	44					58		\$9,730	\$9,730
A. PROJECT Setup	4					8		\$980	\$980
B. Monthly Progress Meetings (10 included)	30					30		\$6,300	\$6,300
C. Progress Reports & Invoices	10					20		\$2,450	\$2,450
2. Bid Assistance	20	16	0			8	\$1,650	\$6,100	\$7,750
A. Special Provisions	6	8				4		\$2,350	\$2,350
B. Answer to RFI	6	8				4		\$2,350	\$2,350
C. Miscellaneous Meeting(s) (ENGINEER will attend up to 2)	8							\$1,400	\$1,400
D. Site Observations by Environmental Consultant							\$1,650.00	\$0	\$1,650
3. Engineering Analysis & Utility Coordination	40	40	60			20		\$17,940	\$17,940
A. Utility Coordination	40	40	60			20		\$17,940	\$17,940
4. Periodic Site Observation	66	68	24			50		\$24,936	\$24,936
A. Site Observations (20 trips maximum)	60	60	24			40		\$22,376	\$22,376
B. FDEP Partial Clearances									
1. ENGINEER will file Sanitary Sewer and Water Clearance Request	6	8				10		\$2,560	\$2,560
<b>Total Anticipated Effort =</b>	<b>170</b>	<b>124</b>	<b>84</b>			<b>136</b>	<b>\$1,650</b>	<b>\$58,706</b>	<b>\$60,356</b>