



Marion County  
Board of County Commissioners

BSS \_\_\_\_\_

PCA \_\_\_\_\_

Procurement Services  
2631 SE Third St.  
Ocala, FL 34471  
Phone: 352-671-8444  
Fax: 352-671-8451

## 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	Jul 13, 2021	Type of Request	Task Order	15Q-051-TO-177
Solicitation Number/Name	15Q-051 Civil/Site Engineers for Miscellaneous Projects			
Department	Office of the County Engineer			
Board Action Required?	Yes			
If yes, Board Date Requested	Aug 3, 2021			
Department Contact	Christine Vrabic / 8365			

Vendor Name and Address	Davis Dinkins Engineering, P.A. 2201 SE 30th Ave, Suite 302-1 Ocala, FL 34471		
Ship To:	Office of the County Engineer		
Street Address:	412 SE 25TH AVENUE		
City	Ocala		
Zip Code	34471		
W-9 Attached (If new vendor)	<input type="checkbox"/>		
Total Purchase Amount)	65,630 <span style="float: right;">30</span>		

List all Account and Project Codes  
and Amounts by Line

Account: EK430538-563102; Project Code: SMC0007FL = \$65,630

OK

Am  
7-22-21

7/20/21

THIS SECTION FOR PROJECTS ONLY

Contingency % Amount

Substantial and Final Completion  
Dates

Liquidated Damages

State or Cooperative Contract  
Number

Quotes Attached

N/A

Services/Commodity

Detailed Description/Scope of Work/  
Grant Information if applicable

Consultant will provide Design/Permitting Phase services for the new DRA in Silver Acres 1st Addition subdivision. Consultant will coordinate with Geotechnical Services Provider and surveying sub-consultant to design and permit a new DRA and conveyance system improvements. The project will improve flooding in the area.

Additional Information/County Admin.  
Notes for Agenda

The County purchased the property shown on the exhibit and is working to vacate plat to allow construction of DRA in this location. The County has received numerous complaints of flooding in the area.

PROCUREMENT USE ONLY

BSS/PCA

Processed on

Notes

July 30, 2021

Ms. Christine Vrabic, P.E., Stormwater Engineer  
Office of the County Engineer  
Marion County Board of County Commissioners  
Stormwater Program  
412 SE 25<sup>th</sup> Ave.  
Ocala, FL 34471

(via email: [Christine.Vrabic@marionfl.org](mailto:Christine.Vrabic@marionfl.org))

**RE: REVISION III – SCOPE OF WORK AND FEE STRUCTURE  
SE 64<sup>th</sup> AVE RD DRA STORMWATER IMPROVEMENTS  
SILVER ACRES 1<sup>ST</sup> ADDITION**

Dear Ms. Vrabic:

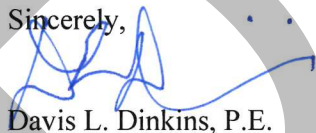
As requested enclosed is scope of work, fee structure, and consultant proposals for surveying and limited environmental assessment. Services included on the attached scope will be invoiced on a lump sum basis unless otherwise noted.

The fees for services are \$ 65,630.00 for basic services listed. This proposal does not include any other service not specifically stated within the attached Time Allocation. You will pay any and all application fees and direct reimbursable expenses.

Please understand, that we cannot guarantee the actions or in-actions of jurisdictional agencies during the project. Furthermore, that our firm shall not be responsible for any activities of the contractor, especially site safety issues.

This proposal, and time allocation, represent the entire understanding between us with respect to this project and may only be modified in writing and signed by both of us.

Sincerely,



Davis L. Dinkins, P.E.

Enclosures (as noted)

## **EXHIBIT 'A'**

### **SCOPE OF WORK**

#### **1. PURPOSE**

This Exhibit describes the agreement for scope of work to be provided by Davis Dinkins Engineering, P.A. (ENGINEER) and the Marion County Office of the County Engineer (COUNTY), in connection with the design and preparation of construction plans for the proposed "SE 64<sup>th</sup> Avenue Road DRA & Stormwater Improvements", in Marion County. This project and these services to be provided under a qualification-based selection process 15Q-051.

##### **Project Description**

This project is located within the Silver Acres 1<sup>st</sup> Addition subdivision along SE 64<sup>th</sup> Avenue Rd, north of SE Maricamp Rd and east of Baseline Rd (see attached Location Map). The project proposes to construct a new DRA on Marion County owned land as well as improve the conveyance system along SE 64<sup>th</sup> Avenue Rd. Included in the project will be stormwater modeling, design of new conveyance infrastructure and new DRA, and permitting as required by Marion County and/or St. John River Water Management District (SJRWMD).

There have been several drainage complaints in the area, and there are several flood prone areas within the vicinity. Central project objectives will include drainage improvements. However, no FEMA modifications are included, nor is complete relief from inundation in flood prone areas anticipated, guaranteed, or implied. The design storm will be discussed and agreed to by COUNTY initial stormwater modeling is performed.

Under this agreement the ENGINEER will perform or cause to be performed the survey work, limited environmental assessment, preparation of construction plans, and submittal of certain permits for the stormwater retrofit.

During the design stage, it will be necessary for the ENGINEER and consultants to have access to the site and environmental evaluations, surveying, etc. The COUNTY will coordinate and secure all necessary permissions, agreements, etc. needed to allow access as needed.

This Agreement does not include additional public involvement tasks, or any re-plating or plat vacation, or any other legal issues that may be needed.

This Agreement does not include support services for land acquisition through the eminent domain process, nor work that may be needed to acquire land through cooperative negotiation. Nor does this Agreement include any post-design services that would be provided prior to or during construction. Support and post-design services will be provided under a separate Agreement or an amendment to this agreement.

## **2. SCOPE OF WORK**

The ENGINEER will prepare the final design and construction plans. This scope of work is based on a twelve (12) month contract period following Notice to Proceed by the COUNTY and includes the following:

### **1. SURVEY SERVICES**

- A. A modified/limited route survey for the right-of-way within the project's vicinity (see attached Survey Exhibit). The survey should generally include:
  - 1. Any monuments that are evidence of existing right of way and property corners.
  - 2. State Plane Coordinates and NAVD 1988 vertical datum.
  - 3. Location of improvements within the right of way, visible utilities, and underground utilities marked by standard utility locate calls (Marion County will coordinate and request marking of utilities).
  - 4. Cross sections along route as needed.
- B. Parcel boundary and topographic survey (with tree type and locations 6" and larger) within the area shown of the project (see attached Location Map), will be provided by COUNTY for incorporation with the consultant's survey.
- C. Limited Environmental Assessment of Project Area
- D. Miscellaneous Meetings (up to two (2) general meetings with County, stakeholders, landowners, etc. (does not include advertised public meetings).

### **2. GEOTECHNICAL SERVICES**

COUNTY will provide initial geotechnical work and the ENGINEER will be provided with the report of the work.

- A. ENGINEER will Coordinate with Marion County and Provide Scope for additional Geotechnical work.
- B. ENGINEER will review geo-technical findings and request additional testing as required (payment of geotechnical work under a separate agreement by COUNTY).

### **3. ENGINEERING DESIGN AND PERMITTING SERVICES**

COUNTY will provide:

- A. Survey data within project limits.
- B. Payment of any and or application fees.
- C. County staff assistance, as needed, for response to requests for additional information (RAIs).



D. County staff to be available for discussions on design or comment questions by meetings, phone conversation, or e-mail.

ENGINEER will provide:

A. Project Administration

1. Kickoff meeting with County staff.
2. Project Schedule
3. Pre-application meeting with SJRWMD staff.

B. Preparation of 30% Plans

1. Prepare conceptual DRA and swale/conveyance modification plans (AFTER receipt of boundary and topo survey).
2. Preparation of stormwater model using existing watershed basin parameters (utilizing county's ICPR model as reference).
3. Prepare 30% design plans.
4. One meeting with MC to discuss progress of 30% design, review comments, and approve continuation to 60%.
5. Distribution of conceptual plan to applicable utility companies and coordination w/ same for mark-ups of location(s).

C. Preparation of 60% Plans

1. Prepare 60% plans incorporating MC comments from 30% review.
2. Preliminary drainage design report including stormwater modeling.
3. Preparation of SWPPP plan sheet(s).
4. Meeting at MC to discuss progress of 60% design, review comments, and approve continuation to 90%.

D. Preparation of 90% Plans

1. Prepare 90% plans incorporating MC comments from 60% review.
2. Update/Revise preliminary drainage report.
3. Preparation of SJRWMD - ERP permit application or exemption as needed.
4. Meeting with MC to discuss progress of 90% design, review comments, and approve 100% plan preparation.

E. Preparation of 100% Plans

1. Revise plans per MC review comments to provide 100% bid plans.
2. Meeting with MC to discuss project. COUNTY will prepare bid and contract documents, and administer the bid process.
3. Prepare summary tabulation of probable pay items.
4. Assist with technical specifications for inclusion in bid documents (only items not in MC contract documents).
5. Assist with special provisions for inclusion in bid documents (only items not in MC contract documents).
6. Attend pre-bid meeting.

F. Responses to RFI's received during county administered bid process.

G. Preparation of Final Construction Plans per any addendums issued during bidding and provide final construction drawings

H. ENGINEER will provide the COUNTY:

1. Up to Five (5) hardcopy sets of 11" x 17", and Three (3) sets of 24" x 36" size.
2. PDF Electronic Format
3. AUTOCAD (2016 or later) or the Base Drawing Information.

I. ENGINEER acknowledges that the working CAD files are often requested for assistance in the bid and/or construction process. COUNTY acknowledges that any electronic files, if provided, are merely as a convenience and they do not replace or supplement the paper copies of any drawings. Furthermore, that the ENGINEER has no involvement in the use or interpretation of the electronic files after they leave the office. The COUNTY will assist in obtaining waiver of claims or liability for the benefit of the ENGINEER for issues that may arise out of use or interpretation of the electronic files.

### **3. SERVICES NOT INCLUDED IN THE SCOPE OF WORK**

It is agreed by the County that the following work is not included in this scope. ENGINEER may provide these services by separate agreement or contract amendment:

- A. Post Design or Construction Phase Services
- B. Public Meetings / Presentations
- C. Landscape Plans
- D. Any other service not expressly included in the above scope

### **4. FUTURE SERVICES**

The COUNTY will negotiate a mutually agreeable contract amendment with the ENGINEER for any additional support services, and post-design services.

The fee for these services 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 will be executed at the appropriate time.

Bellwether Professional Park  
2201 S.E. 30<sup>th</sup> Avenue, Suite 102  
Ocala, FL 34471  
Phone: (352) 351-0091  
Fax: (352) 351-0093  
E-mail: [glen@plsinc.us](mailto:glen@plsinc.us)



State Certified SDVBE

Davis Dinkins, P.E.  
Davis Dinkins Engineering, P.A.  
2201 S.E. 30<sup>th</sup> Avenue, Suite 302-1  
Ocala, FL 34471

July 1, 2021

RE: S.E. 64<sup>th</sup> Avenue Road Drainage Retention Area Improvements

Dear Davis,

Our firm proposes to provide surveying services on the above referenced project based upon the following fee:

Route Survey +/- 5,900 linear feet (roads green highlighted in attached exhibit) - \$ 11,550.00

- Establish horizontal & vertical control
- Establish road right of ways
- Locate all visible improvements in right of way
- Topography (Spot elevations)
- Trees (10" & larger)
- Proposed drainage retention pond area

Additional surveying services not covered in this proposal will be provided at our prevailing hourly rates.

If you have any additional questions or concerns, please feel free to contact me anytime. Thank you for giving us the opportunity to offer our services on this project.

If you find this proposal acceptable, please sign & date below in the space provided and return it to this office as your notice to proceed.

Sincerely,

*Glen*

Glen H. Preece, Jr., P.S.M.

Authorized by: \_\_\_\_\_

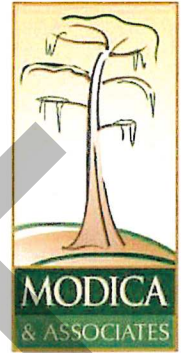
Date: \_\_\_\_\_



Via Email: [stephanie@dinkinsengineering.com](mailto:stephanie@dinkinsengineering.com)

May 26, 2021

Davis Dinkins  
Davis Dinkins Engineering, P.A.  
2201 SE 30<sup>th</sup> Avenue, Suite 302-1  
Ocala, FL 34471



ENVIRONMENTAL  
PLANNING  
DESIGN &  
PERMITTING

**Re: Proposal for Threatened & Endangered Species Assessment  
SE 64<sup>th</sup> Avenue Road DRA – Marion County, Florida**

Dear Davis:

Attached is a proposal to conduct a Threatened & Endangered (T&E) Species Assessment on the 3± acre Drainage Retention Area (DRA) generally located northwest of the intersection of SE 64<sup>th</sup> Avenue Road and Hemlock Terrace Pass in Ocala, Marion County, Florida. The project boundaries are depicted on the map provided by Davis Dinkins Engineering P.A. (map attached).

Modica & Associates appreciates the opportunity to provide you with our services. Please contact me if you have any questions regarding the attached proposal.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Elaine Imbruglia', is written over a large, light gray 'DRAFT' watermark that is oriented diagonally across the page.

Elaine Imbruglia  
President

**PROPOSAL FOR T&E ASSESSMENT  
SE 64<sup>TH</sup> AVENUE ROAD DRA  
MARION COUNTY, FLORIDA**

**May 26, 2021**

**SCOPE OF SERVICES**

The following Scope of Services is provide for the 3± acre Drainage Retention Area (DRA) generally located northwest of the intersection of SE 64<sup>th</sup> Avenue Road and Hemlock Terrace Pass in Ocala, Marion County, Florida. The project boundaries are depicted on the map provided by Davis Dinkins Engineering P.A. (map attached).

Threatened & Endangered Species Assessment

1. Review all existing technical information, to include aerial photographs, soils maps, quad maps, publicly available ArcGIS databases, and existing literature on listed species that could occur within the project corridor. The Florida Natural Areas Inventory (FNAI) Species Tracking List for Marion County will be reviewed to identify potential listed species that may occur in the project vicinity. This research will be done in-office to prepare for the site inspection.
2. Conduct an on-site inspection to determine the wildlife use of the project site. A list of wildlife observed, with specific attention given to the presence of wildlife species "listed" by the Florida Fish & Wildlife Conservation Commission (FWC) and the U.S. Fish & Wildlife Service (USFWS). Any wildlife observations of significance (i.e. gopher tortoise burrows) will be recorded using a hand-held GPS. *This site inspection does not constitute comprehensive surveys for any particular species of wildlife, but will be general across the site for all species. Additional species-specific surveys can be conducted at a later time if identified to be necessary.* This task includes travel to and from the property.
3. Prepare a summary letter detailing the results of the research and on-site inspection. This report will discuss any wildlife observed, and the potential for presence of protected species of wildlife on the project site. A map series of the property will be prepared using ArcGIS software to accompany the letter and will include an aerial, soils map, bald eagle nesting map, and an observed wildlife map as applicable.

**Cost: \$1,400.00**

## **ADDITIONAL SERVICES**

Any tasks not detailed in the above Scope of Services can be added at the request of the Client and will be considered Additional Services. Such tasks may include, but are not limited to: wetland delineation, comprehensive wildlife surveys, wildlife impact or relocation permitting, wildlife relocation, meetings with Client and Engineer, Environmental Resource Permitting, mitigation design work, mitigation monitoring, etc.

DRAFT

**PROPOSAL FOR T&E ASSESSMENT  
SE 64<sup>TH</sup> AVENUE ROAD DRA  
MARION COUNTY, FLORIDA**

**May 26, 2021**

**BILLING**

Any work not described in the Scope of Services will only be undertaken after being approved by the Client. Reimbursable expenses including overnight or courier delivery services, out of office reproductions, etc. will be billed to the Client at cost. Mileage will be billed separately at a rate of \$0.56 cents per mile or the mileage rate published by the IRS at the time of billing. Any work performed and billed on this project which remains unpaid after 60 days from initial billing shall be charged 1.5% interest per month. Any balance remaining unpaid after 90 days from the date of the initial billing shall be deemed in default with reasonable collection and attorney's fees due and payable.

**AUTHORIZATION TO PROCEED**

Accepted by:

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

Person to  
receive billing:

\_\_\_\_\_

Billing address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Billing phone:

\_\_\_\_\_

Billing email:

\_\_\_\_\_

Billing fax:

\_\_\_\_\_

Date authorized  
to begin work:

\_\_\_\_\_