

*Tillman & Associates*  
ENGINEERING, LLC.

**Marion County Utilities Department  
East Maintenance Building  
(approx. 4.5 +/- acres)  
Marion County, FL**

Marion County Utilities Department  
11800 South US 441  
Belleview, FL 34420  
(352) 307-6169

www.tillmaneng.com

**PROPOSAL**



July 12<sup>th</sup>, 2024

Marion County Utilities Department  
11800 South US 441  
Bellevue, FL 34420

RE: East Maintenance Building  
Proposal for Civil Engineering Services

Dear Jody,

We appreciate the opportunity to be considered for your exciting new project. At Tillman and Associates, we take pride in our multi-disciplinary approach, offering a comprehensive range of services that include Civil Engineering, Landscape, Architecture, Environmental Engineering, Geographical Information Systems (GIS), and Construction Engineering.

Our commitment to excellence extends beyond our individual disciplines. It is our belief that combining these areas of expertise under one roof fosters better collaboration and ensures our clients receive the most comprehensive consulting services available. With a proven track record of success and a team that thrives under pressure, we are confident in our ability to bring your project's vision to life.

Throughout our history, we have demonstrated our dedication to meeting tight scheduling requirements and effectively addressing unforeseen challenges that demand immediate responses. Our adaptability and problem-solving skills have been crucial in achieving project success.

We firmly believe that our team is uniquely qualified to assist your company in achieving its goals for this project. We are enthusiastic about the opportunity to contribute our expertise and look forward to the possibility of working together.

Thank you once again for considering Tillman and Associates. Please feel free to reach out to discuss this project further or if you have any questions.

Sincerely,

CC: Masterfile w/enclosures  
Client w/enclosures

## CONTRACT

**Tillman & Associates Engineering, LLC** hereafter referred to as **CONSULTANT** is pleased to provide the following Agreement for Professional Engineering Services for the proposed MCUD East Maintenance Building project in Marion County, Florida.

### SCOPE OF WORK:

It is understood in this Agreement that the initial development of the site will be engineered as one set of construction plans consisting of one phase. The services are more fully described in the following sections of this agreement.

#### TASK I – KICK OFF MEETING AND CONCEPTUAL PLANNING

1. Kick-off meeting with the Marion County Utilities (MCUD) to review project scope, overall project design objectives and discuss the work products and deliverables.
2. Preparation of one (1) conceptual plan that depicts the proposed building & site layout to meet Marion County criteria. Task includes all coordination with MCUD during the conceptual plan process. Upon review and approval by the MCUD, the conceptual plan will be converted into AutoCAD format and used for the preparation of the final engineering plans.

**Fee: \$3,110.00**

#### TASK II – DATA ACQUISITION & INITIAL SITE INSPECTION

1. Research of all permitted and as-builts plans/data in the vicinity of the proposed project using best available data, i.e. public records, County records, etc.
2. Initial site inspection and observation of the project area.

**Fee: \$1,655.00**

#### TASK III - FINAL ENGINEERING PLANS

- A. Preparation of Construction Drawings for the proposed project; utilizing the information provided by the client include to include the following:
  1. Cover Sheet
  2. Construction Notes, Symbols, and Abbreviations

3. Aerial Photograph with Proposed Utility Route
4. Potable Watermain Plans & Profiles
5. Construction & Utility Details
6. Code Minimum Erosion Control Plans

**Fee: \$22,110.00**

#### **TASK IV – STORMWATER DESIGN**

##### A. Stormwater Design

1. Service to include stormwater pipe design and gutter spread calculations as required by Marion County to route stormwater to one (1) onsite stormwater management facilities.
2. Service to include Stormwater Quantity and Quality design per St. Johns River Water Management District (SJRWMD) and Marion County criteria.
3. Preparation and submittal of the required National Pollutant Discharge Elimination System (NPDES) Notice of Intent (NOI) application to the Client's awarded contractor. It is understood that the contractor will be responsible for signing the application and submitting it to FDEP and will be ultimately responsible for erosion and sediment control best management practices and system monitoring during construction.

**Fee: \$8,420.00**

#### **TASK V - UTILITY DESIGN & COORDINATION**

##### Services to Include:

1. Coordinate with geotechnical and survey sub-consultants to obtain data as outlined in the sub-consultant tasks of this proposal.
2. Coordinate with local dry utility companies to determine approximate locations of existing utilities along the proposed watermain route.
3. Provide submittals to the MCUD via PDF sets for review and comment at 60% and 90% design stages.

**Fee: \$4,240.00**

## TASK VI – CODE MINIMUM LANDSCAPE DESIGN

Provide the following to meet the tree protection and landscape design code requirements as required by the municipality:

1. Tree preservation / tree removal plan and details. Includes one site visit to ascertain general viability of surveyed trees.
2. Planting plan and details (limited to minimum code required trees, plants, and buffer plantings; excludes non-code required design for buildings, park, courtyard, and off-site DRA).
3. Irrigation plan and details as required.
4. Service to include in-house coordination with civil plan designers.
5. Service to include Two (2) Requests for Additional Information (RAIs).

It is understood that code minimum landscape design is sufficient only to meet minimum code requirements. Additional landscape, irrigation, hardscape, and other landscape architectural services can be provided at the rates outlined in the Professional Services Hourly Rate Schedule, or as an Additional Services Agreement addendum to this contract at the request of the Client.

**Fee: \$5,415.00**

## TASK VII – PERMITTING

- A. Marion County – Major Site Plan:
  1. Service to include the preparation and submittal of the necessary Major Site Plan submittal to Marion County for construction plan approval. Please note that this task only includes one (1) approval with Marion County and additional permit approvals may be necessary. If additional permitting is required, it will be performed at an hourly rate as outlined in the included rate schedule.
  2. Service to include two (2) responses to Requests for Additional Information (RAIs).
- B. SJRWMD - Environmental Resource Permit (ERP)
  1. Service to include the preparation and submittal of the necessary ERP application for submittal to SJRWMD.
  2. Service to include Requests for Additional Information (RAIs).

**Fee: \$8,120.00**

## TASK VIII - MEETINGS

- A. A CONSULTANT principal and/or project managers will prepare for and attend the following meeting during the construction plan approval process:
1. One (1) meeting with MCUD Staff to discuss 60% plans.
  2. One (1) meeting with MCUD review staff comments after 90% plan submittal

**Fee: \$2,110.00**

FOR REVIEW

## Sub Consultant Services to include the following:

### TASK IX - GEOTECHNICAL

Services to include:

1. Execution of Geo-Tech proposal dated 5/6/2024.

**Fee: \$8,800.00**

### TASK X - SURVEY SERVICES

Services to include:

1. Execution of JCH proposal dated 5/9/2024.

**Fee: \$9,570.00**

### TASK XI - ENVIRONMENTAL SERVICES

Services to include:

1. Execution of Modica proposal dated 5/5/2023.

**Fee: \$4,482.50**

## SCHEDULE

Below is a list of plan milestones and the expected date of submittal to the client.

Milestone	Days from Proposal Acceptance
60% Submittal	90
90% Submittal	150
Final Submittal	180

## EXCLUSIONS

The tasks listed within the above proposal do not include the following items:

- Hydraulic Analysis
- NPDES Permitting (by Contractor)
- Marion County Right-of-Way Utilization Permitting (by County)
- Technical Specifications/Provisions
- Project Quantities
- Construction Staking
- MOT Plans
- As-Built Field Surveys for Contractor and/or Lending Institutions
- Application Fees





MCUD EAST MAINTENANCE BUILDING.  
 MARION COUNTY UTILITIES DEPARTMENT  
 JULY 12<sup>TH</sup>, 2024

**TASK SUMMARY**

Task I	\$3,110.00
Task II	\$1,655.00
Task III	\$22,110.00
Task IV	\$8,420.00
Task V	\$4,240.00
Task VI	\$5,415.00
Task VII	\$8,120.00
Task VIII	\$2,110.00
Task IX	\$8,800.00
Task X	\$9,570.00
Task XI	\$4,482.50
<b>Total Design &amp; Permitting</b>	<b>\$78,032.50</b>

FOR REVIEW

**PROFESSIONAL SERVICES HOURLY RATE SCHEDULE (per 20Q-074)**

Principal Engineer	\$200.00 /hour
Sr. Professional Engineer	\$185.00 /hour
Sr. Project Engineer	\$185.00 /hour
Project Manager (Registered)	\$165.00/hour
Staff Architect	\$150.00/hour
Project Engineer (Registered)/Engineer III	\$140.00 /hour
Staff Environmental Engineer	\$120.00 /hour
Engineer Scientist/ Engineer II	\$115.00/hour
Staff Construction Engineer	\$115.00/hour
Engineer Intern/Engineer I	\$95.00/hour
Landscape Architect	\$95.00/hour
Principal (Sr.) CADD Designer	\$95.00/hour
Sr. Inspector	\$85.00/hour
CADD Designer	\$85.00/hour
CADD Tech./GIS Specialist	\$70.00/hour
Inspector	\$65.00/hour
Field Services Technician	\$45.00/hour
Clerical	\$45.00/hour
Permit Coordinator	\$40.00/hour

## GENERAL CONDITIONS

### A. TERMINATION:

The agreement may be terminated by either party upon thirty (30) days written notice.

### B. DOCUMENTS:

All original drawings, computations, details, design calculations, and electronic media that result from Tillman & Associates Engineering, LLC., services are the property of Tillman & Associates Engineering, LLC. Upon payment in full for services completed, client may at his expense, obtain copies of any documents or reproducible copies of drawings. In doing so, client agrees that no additions, deletions, changes or revisions shall be made to same without the express written approval of Tillman & Associates Engineering, LLC.

### C. FEE RENEGOTIATION:

The hourly rates given in this contract are for **construction administration services, as-built certifications, and additional services** requested by the client outside the scope of the contract tasks. The hourly rates are applicable through December 31st of the year the contract was executed, and are subject to renegotiation on January 1, each year, thereafter. Contract prices shall remain as quoted for two (2) years after execution of the contract after which, contract prices shall be renegotiated for any remaining tasks.

### D. REGULATORY REQUIREMENTS:

The fees quoted herein are quoted based on all regulations, state and/or local that are presently in effect as of this contract date. If regulations change during the permitting and design phase of this project, Tillman & Associates Engineering, LLC., reserves the right to renegotiate fees for services that may be affected by regulatory changes.

### E. PERMIT ACQUISITION:

Tillman & Associates Engineering, LLC., cannot guarantee the acquisition of all permits and/or approvals. However, we will do everything possible to achieve this goal. The Client is responsible for payment of all consulting fees due Tillman & Associates Engineering, LLC., regardless of agency and/or governmental actions.

**F. PURSUANT TO FS 558.0035, EMPLOYEES OF  
CONSULTANT**

MAY NOT BE HELD INDIVIDUALLY LIABLE FOR  
DAMAGES RESULTING FROM NEGLIGENCE UNDER THIS  
AGREEMENT.

FOR REVIEW

## COMPENSATION

### A. ADDITIONAL SERVICES:

Tillman & Associates Engineering, LLC., will be compensated for additional services, such as:

1. Any changes made outside the scope of services defined in this contract at the Client's request.
2. Revisions caused by changes of governmental requirements after the date of this agreement.
3. Redesign per client after preliminary design has been submitted to the approving agency.

### B. OUT-OF-POCKET EXPENSES:

In addition to the fee schedule and additional services fees, Tillman & Associates Engineering, LLC., shall be reimbursed for out-of-pocket expenses which include, but are not limited to: blueprints, copies, plots, aerials, express deliveries, specialized postage, and travel outside of the Central Florida area.

### C. ACCEPTANCE:

Tillman & Associates Engineering, LLC., will begin work immediately after receipt of this executed Agreement. Tillman & Associates Engineering, LLC. understands the significance of the Project schedule and will use its best efforts to perform the services outlined in an attempt to meet the Project schedule. Tillman & Associates Engineering, LLC., will consult with the Client to establish a mutually agreeable timetable to perform its services. Tillman & Associates Engineering, LLC., billing shall be sent on a bi-monthly basis and each shall reflect the percentage of work completed during the billing period. All invoices shall be paid within thirty (30) days. All unpaid balances after thirty (30) days shall be subject to a finance charge of 1.5% interest (per month). Tillman & Associates Engineering, LLC., reserves the right to withhold submittal of applications until such time that all unpaid balances have been satisfied. The undersigned will pay all costs and expenses, including a reasonable attorney's fee, incurred or paid by Tillman & Associates Engineering, LLC., in the collection of this obligation by suit or otherwise. Tillman & Associates Engineering, LLC., reserves the right to stop work on the above agreed scope of services if any invoice remains unpaid in its entirety for more than 45 days.

Any and all outstanding balances shall be paid or brought current before submittal of Final Improvement Drawings for approval by state and local agencies.



MCUD EAST MAINTENANCE BUILDING.  
MARION COUNTY UTILITIES DEPARTMENT  
JULY 12<sup>TH</sup>, 2024

The total investment for professional services included within this contract for Tasks I - XI is \$78,032.50.

Thank you for your time and consideration. We look forward to working with you and your company.

APPROVED AND ACCEPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2024.

BY \_\_\_\_\_  
TITLE \_\_\_\_\_

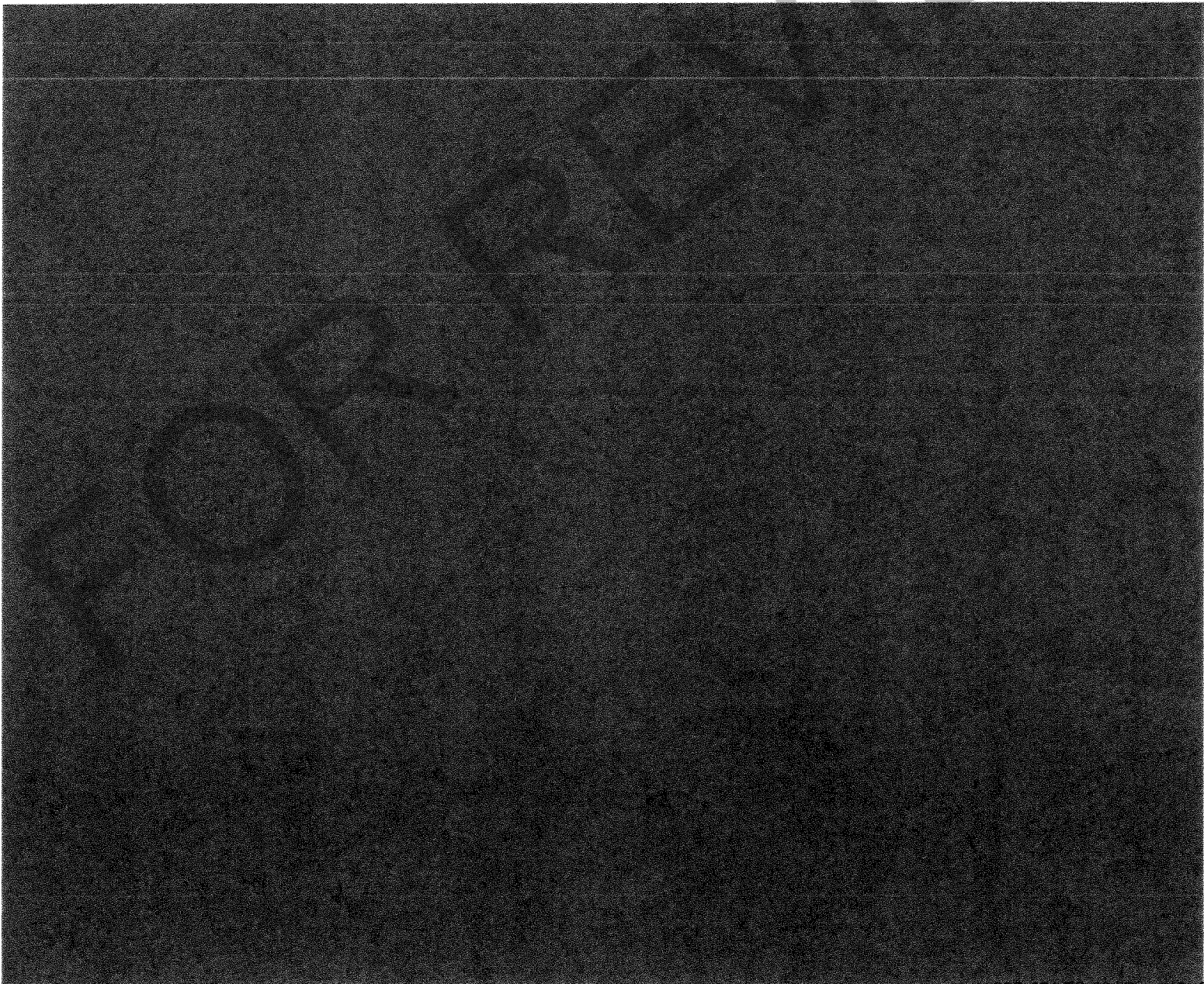
BY \_\_\_\_\_  
**Jeffrey McPherson, P.E.**  
Tillman & Associates Engineering, LLC.

FOR REVIEW

*Tillman & Associates*  
ENGINEERING, LLC.

www.tillmaneng.com  
1720 SE 16th Ave., Bldg. 100  
Ocala, FL 34471

VIEW



**Project:** Marion County Utilities Department - East Maintenance Building  
**Date:** 7/12/2024

Task	Description	Man-hour Estimate											Expenses	Estimated Fee
		Principal Engineer	Sr. Project Engineer	Project Engineer (PE)	Staff Engineer	Landscape Architect	Engineer Scientist	Principal CADD Designer	CADD Designer	GIS Specialist	Clerical			
		\$200.00/hr	\$185.00/hr	\$140.00/hr	\$115.00/hr	\$95.00/hr	\$115.00/hr	\$95.00/hr	\$85.00/hr	\$70.00/hr	\$45.00/hr			
I	Meeting & Conceptual	0	10	0	7	0	0	3	2	0	0	0	\$ -	\$ 3,110.00
	<b>Subtotal</b>	<b>0</b>	<b>10</b>	<b>0</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$ -</b>	<b>\$ 3,110.00</b>
II	Data & Site Inspection	0	2	0	3	0	0	0	10	0	2	0	\$ -	\$ 1,655.00
	<b>Subtotal</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>\$ -</b>	<b>\$ 1,655.00</b>
III	Final Engineering Plans	0	28	0	72	0	0	15	85	0	0	0	\$ -	\$ 22,110.00
	<b>Subtotal</b>	<b>0</b>	<b>28</b>	<b>0</b>	<b>72</b>	<b>0</b>	<b>0</b>	<b>15</b>	<b>85</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$ -</b>	<b>\$ 22,110.00</b>
IV	Stormwater Design	0	4	0	34	0	0	0	38	0	12	0	\$ -	\$ 8,420.00
	<b>Subtotal</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>34</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>38</b>	<b>0</b>	<b>12</b>	<b>0</b>	<b>\$ -</b>	<b>\$ 8,420.00</b>
V	Utility Design	0	4	0	14	0	0	0	18	0	8	0	\$ -	\$ 4,240.00
	<b>Subtotal</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>14</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>18</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>\$ -</b>	<b>\$ 4,240.00</b>
VI	Landscape Architecture	0	0	0	0	57	0	0	0	0	0	0	\$ -	\$ 5,415.00
	<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>57</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$ -</b>	<b>\$ 5,415.00</b>
VII	Permitting	0	10	0	28	0	0	0	20	0	30	0	\$ -	\$ 8,120.00
	<b>Subtotal</b>	<b>0</b>	<b>10</b>	<b>0</b>	<b>28</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>20</b>	<b>0</b>	<b>30</b>	<b>0</b>	<b>\$ -</b>	<b>\$ 8,120.00</b>
VIII	Client Meetings	5	6	0	0	0	0	0	0	0	0	0	\$ -	\$ 2,110.00
	<b>Subtotal</b>	<b>5</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$ -</b>	<b>\$ 2,110.00</b>
IX	Geotechnical												\$ -	\$ 8,800.00
X	Survey												\$ -	\$ 9,570.00
XI	Environmental												\$ -	\$ 4,482.50
<b>Project Total</b>		<b>5</b>	<b>60</b>	<b>0</b>	<b>124</b>	<b>57</b>	<b>0</b>	<b>18</b>	<b>135</b>	<b>0</b>	<b>40</b>	<b>0</b>	<b>\$ -</b>	<b>\$ 78,032.50</b>

**SUB-CONTRACTOR COSTS SUB-CONTRACTOR COSTS SUB-CONTRACTOR COSTS**

Geotechnical	\$8,000.00	\$8,800.00	\$800.00	10%
Survey	\$8,700.00	\$9,570.00	\$870.00	10%
Environmental	\$4,075.00	\$4,482.50	\$407.50	10%
<b>SUBCONTRACTOR COSTS</b>	<b>\$20,775.00</b>	<b>\$22,852.50</b>	<b>\$2,077.50</b>	

