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October 11, 2024

Marc Burkett
Marion County, Office of the County Engineer
412 SE 25th Ave.
Ocala, FL 34471

Re: NE 148th Terrace Over Mill Creek Bridge Repair
Professional Services Proposal

Dear Mr. Burkett:

JBrown Professional Group Inc. (JBPro) is pleased to submit our professional services proposal for the **NE 148th Terrace Over Mill Creek Bridge Repair** project for Marion County Office of the County Engineer (herein referred to as "Client"). The JBPro team has extensive experience with transportation projects and working within Marion County. We are committed to providing you with the best professional services possible while maintaining a schedule that meets your needs.

I. Project Description

This project falls within the jurisdictional authority of Marion County in FDOT District 5 and includes bridge superstructure repair and roadway element replacements. The project is located at the NE 148th Terrace crossing over Mill Creek within County-owned Right-of-Way, as shown in **Attachment A**. The length of affected roadway is approximately 0.04 miles and is a two-lane roadway functionally classified as a Rural Local Street. This roadway has a current ADT of 414 in 2022, a future ADT of 719 in 2042, and a truck factor of 5%.



Civil Engineering



Surveying



Landscape Architecture



Planning



GIS



Construction Services

II. Scope of Services

A. **Surveying Services**

1. Limited Scope Topographic Survey

- a. A Limited scope Topographic Survey will be prepared utilizing the 1988 NAVD Datum, in accordance with Florida Administrative Code 5J-17 and typical FDOT standards. The survey will include topographic cross sections every 20-ft throughout the project area as shown in **Attachment A**. The bridge area data from abutment to abutment will be gathered using static LiDAR technology to create as part of the deliverable profiles of the bridge in 20' increments. All improvements at grade such as signs storm drains, roadways, driveways, etc. will also be located and shown on the map deliverable.
- b. The deliverable for this task will include a topographic survey map sheet, a horizontal and vertical control sheet, and profile sheets as needed to show the topography and bridge features sufficient for design requirements. The Survey drawing set will be prepared on 24" x 36" drawing size and prepared at a drawing scale of 1" = 10'.

B. **Civil Engineering Services**

1. Pre-Design Services

- a. Upon completion of the project survey, develop an initial Concept Layout for the roadway improvements and project limits. Guardrail is proposed to be brought up to current FDOT standards including bridge rail connections, lengths of need, and the applicable end terminals.
- b. Coordination with the Client to identify stakeholders and owners that may be affected by the proposed bridge repairs and roadway improvements. A virtual meeting will be held with the identified entities to discuss the proposed repairs and improvements and coordinate any conflicts.
- c. Coordination with Florida Department of Environmental Protection (FDEP) to submit a Verification of Exemption (VOE) from Environmental Resource Permitting (ERP) due to the project having less than one (1) acre of disturbed area.

2. Design Services

- a. Attend bi-weekly project meetings (as needed) during the design phase with the Client, review agencies, or others; to include onsite meetings, virtual meetings, or meetings at the Client's office. Additional meetings may be deemed additional services.
- b. Prepare a set of construction drawings for the bridge repair and roadway improvements project to include Cover Sheet, Project Controls, Typical Section(s), General Notes, Roadway Plan, Drainage Map, Temporary Traffic Control Plan, Structural Plans, Signing & Pavement Marking Plan, and Erosion Prevention & Sediment Control Plan.

- c. Project design will conform to the current edition of the FDOT Design Manual and Standard Plans, unless deviations are desired and requested by the Client.
 - d. Coordinate with the structural engineer to implement structural repair design services for the project and for the design to be developed with the civil engineering submittal schedule.
 - e. Coordination with FDEP to obtain necessary General ERP, if required, based on response to the VOE. A Project coordination meeting will be held with FDEP and the Client to discuss permitting needs if deemed necessary.
 - f. Provide submittals to Marion County OCE at 50% Construction Documents and 100% Construction Documents design phases. Address any review comments provided from the Client and provide written responses to all review comments with the subsequent submittal. A final conformed documents bid drawing set will be provided after any comments from the 100% submittal have been addressed.
 - g. All project specifications unique from current FDOT standards will be provided on the design drawings and not as a separate book of specifications, deviations, or exceptions.
 - h. Provide an initial pay item list of anticipated elements and materials with the 50% submittal for review by the Client. Provide a full Opinion of Probable Construction Costs (OPCC) with the 100% submittal. A final OPCC will be submitted with the final conformed documents set after any comments from the 100% submittal have been addressed. All lists and OPCCs will be developed using current FDOT Pay Item numbers and Historical Item Average Cost Reports.
3. Construction Services
- a. Provide construction administration and inspection services that are required after the project receives the final construction approval/permits. These services include all work requested by the Client during the construction phase and may include:
 - i. Attending Pre-Construction kickoff meeting, as required.
 - ii. Attending OAC meetings, as needed.
 - iii. Shop drawing/submittal review.
 - iv. Coordination with the General Contractor or Construction Manager to address field issues or cost control/value engineering items.
 - v. Provide site inspections during the construction phase and include inspection reports, as requested.
 - vi. Review contractor's pay applications and approve for client
 - vii. Address RFI's, Field Orders, and Change Orders.
 - viii. Review of contractor's, Client's or utility provider's issues raised during construction.
 - ix. Utility or agency certification inspections and forms.



- x. Punchlist and follow up inspections.
- b. Provide services of the Structural Sub-Consultant as itemized in the proposal included in **Attachment B**.

C. **Structural Engineering Sub-Consulting Services**

1. Structural Engineering

- a. Structural engineering services will be required to address the damage to the superstructure of the bridge. JBPro will utilize the services of **Apex Engineering Group, PLLC (AEG)** for providing these services. The AEG proposal for structural engineering services is included in **Attachment B**.

III. Fees

Item	Fee	Fee Type	Invoicing Schedule
Surveying	\$ 10,120	-	-
Limited Scope Topographical Survey	\$ 10,120	Fixed	Deliverable
Civil Engineering	\$ 27,210	-	-
Pre-Design Services	\$ 4,260	Fixed	Deliverable
Design Services	\$ 18,020	Fixed	Deliverable
Construction Services	\$ 4,930	Hourly (NTE)	Monthly
Structural Engineering - AEG	\$ 17,875	-	-
Structural Design	\$ 11,750	Fixed	Deliverable
Post-Design Services	\$ 4,500	Hourly (NTE)	
Consultant Administration	\$ 1,625	Admin - 10% of Consultant Fees	Monthly
Services Fee	\$ 55,205	-	-
Reimbursements	\$ 0	Itemized	Monthly
Total Fee	\$ 55,205	-	-

A. Fee Types

1. Fixed – A specific amount that is billed for the proposed services.
2. Hourly (NTE) – A variable amount that is billed hourly in accordance with the Hourly Rate Fee Schedules included within **Attachment B**. The Fee provided is a not-to-exceed (NTE) amount. The actual amount billed may be less than the Fee provided based on the work effort required.

B. Invoicing Schedules

1. Monthly – These line items will be invoiced monthly based on the percentage of work completed as of the end of the prior month.
2. Deliverable – These line items will be invoiced upon completion regardless of the time of month.

C. Reimbursements

1. Itemized – The Client is responsible for any incidental expenses directly related to the project, including but not limited to mileage, printing, and shipping expenses.

D. Sub-Consultant Services

1. If sub-consultant services are contracted through JBPro, a fee equal to ten percent (10%) of the sub-consultant billing will be charged for sub-consultant management and administration.

IV. Client Responsibilities

- A. In addition, the Client is responsible for the reimbursement of any expenses that are inherently the responsibility of the client that are paid for by JBPro, including but not limited to permitting fees and expenses associated with public meetings.

V. Additional Services

- A. Any services in addition to the Scope of Services will be billed per the Hourly Rate Fee Schedule included in **Attachment B**. Additional Services shall be performed only upon prior authorization by the Client.
- B. Additional Services may include but are not limited to the following:
 - 1. Geotechnical Engineering services
 - 2. Traffic Engineering services
 - 3. Environmental and Wetland services
 - 4. Additional permitting activity not currently anticipated
 - 5. Marion County Board of County Commissioners Meeting participation and attendance

We appreciate the opportunity to provide these services. Please reach out to me if you have any questions or comments.

Sincerely,



Drew Geisel, PE
Project Manager, JBPro

ATTACHMENT A

REFERENCE INFORMATION



Exhibit A
Project Location Map



Exhibit B
Project Survey Limits



ATTACHMENT B

FEE SCHEDULE & INFORMATION





ATTACHMENT B

Professional Consulting Services

Marion County Contractual Hourly Rate Fee Schedule

(Effective July 7, 2023)

Position	Hourly Rate
Civil Engineering	
Principal Civil Engineer	\$ 245.00
Project Manager (Registered)	\$ 210.00
Project Manager	\$ 175.00
Project Engineer (Registered)	\$ 170.00
Staff Engineer	\$ 125.00
CEI Inspector	\$ 90.00
CADD Designer	\$ 110.00
CADD Technician	\$ 90.00
Surveying	
Project Surveyor & Mapper (Registered)	\$ 150.00
Survey Technician	\$ 90.00
GIS Technician	\$ 90.00
3-Person Field Crew	\$ 150.00
2-Person Field Crew	\$ 130.00
Administrative	
Clerical	\$ 60.00



Attachment B
NE 148th Terrace Over Mill
Creek Bridge Repair
Fee Proposal - Work Effort Summary

I. Surveying Services

		Project Surveyor & Mapper (Registered)	Survey Technician	GIS Technician	2-Man Survey Crew	Clerical	Total Fees
Hourly Rate Fee:		\$150.00	\$90.00	\$90.00	\$130.00	\$60.00	
Item	Task						
1	Topographic Survey	8	40	0	40	2	\$10,120.00
Surveying Subtotal:							\$10,120.00
		\$1,200	\$3,600		\$5,200	\$120	

II. Civil Engineering Services

		Principal Civil Engineer	Project Manager (Registered)	Staff Engineer	CADD Technician	CEI Inspector	Total Fees
Hourly Rate Fee:		\$245.00	\$210.00	\$125.00	\$90.00	\$90.00	
Item	Task						
1	Pre-Design Services	2	12	10	0	0	\$4,260.00
2	Design Services	6	42	46	22	0	\$18,020.00
3	Construction Services	2	10	0	0	26	\$4,930.00
Engineering Subtotal:							\$27,210.00
		\$2,450	\$3,440	\$7,000	\$1,980	\$2,340	

III. Structural Engineering Sub-Consultant Fees:

		Consulting Fee	JBPro Admin Fee (10%)	Total Fees
1	Apex Engineering Group - Structural Design	\$11,750.00	\$1,175.00	\$12,925.00
2	Apex Engineering Group - Post-Design	\$4,500.00	\$450.00	\$4,950.00
Consultant Subtotal:				\$17,875.00

VI. Reimbursable Expenses:

		Total Fees
	Reimbursables	\$0.00
Reimbursable Subtotal:		\$0.00

Fee Total: \$55,205.00

ATTACHMENT B - STRUCTURAL ENGINEERING PROPOSAL



APEX ENGINEERING GROUP
110 Logan Lane, Suite 4
Santa Rosa Beach, FL 32459
(850) 231-4540
info@apexengineeringgroup.net
apexengineeringgroup.net

Sent Via Email

October 9, 2024

Drew Geisel, PE
Project Manager
JBPro
drew.geisel@jbpro.com

Cc: Jay Brown, PE
jay.brown@jbpro.com
John Gilreath, GISP
john.gilreath@jbpro.com

Re: **Structural Design Services**
Marion County Task Order
NE 148th Terrace Road Over Mill Creek (Bridge No. 364030)
Bridge Culvert Rehabilitation

Dear Drew:

Thank you for asking us to provide you with a proposal for the structural engineering design services for Marion County for the rehabilitation of the NE 148th Terrace Road Bridge (Bridge No. 364030) Over Mill Creek. Our proposed fee is based on our estimated time to complete this project's structural design, produce the required engineering documents for permitting and construction, and provide limited support services during the Bidding and Negotiations and Construction Administration phases of the project as detailed below. Our estimated effort is based on the information provided to us before this proposal.

The project scope is anticipated to include the development of repair details and specifications to rehabilitate the concrete headwalls of the existing 3-cell corrugated metal arch culvert. The repairs are anticipated to consist of the removal of damaged and deteriorated concrete and repair or replace portions of the headwall to provide a restored condition sufficient for new guardrail attachment. Design of repairs will be in accordance with FDOT design criteria and Standard Specifications for Roadway and Bridge Construction.

Phase One: Structural Design

This phase will include all required work required during the structural Construction Document (CD) production for the project based on the documents and materials provided to us prior to this proposal. Our Deliverables shall include (2) hard copies of the final signed and sealed structural construction documents and a digitally signed and sealed PDF copy of the final structural construction documents for your use and records upon completion.

This phase includes the following services:

- Coordination with roadway, geotechnical, hydraulic, and utilities disciplines
- Design headwall repairs and development of miscellaneous bridge details
- Structures plans to include (2) phase submittals at 50% and Final (100%) design



Phase Two: Post-Design Services

This phase includes the following limited services during the construction phase of the project:

- Limited permitting support services
- Shop Drawing / Structural Submittal review and approval.
- Up to (3) Contractor RFI reviews and responses.
- Participation in up to (1) one Pre-Construction and/or Site Meetings

Limitations: Included RFI's and RAI's shall be directly related to the final construction documents and will not include any requested plan deviations, substitutions, re-design, value engineering, or required design modifications or substitutions due to contractor error or request.

Our fee will be broken into project phases and correspondingly billed per the following approximate percentages:

Phase One:

Base Structural Design Fee: \$11,750.00 Lump Sum

Phase Two:

Post-Design Services Fee: Hourly Amount Not To Exceed \$5,000.00 without prior authorization.

Total Structural Fee: \$11,750.00 Lump Sum

Construction Inspections:

Inspections are not included in the *Structural Design Fee* and are performed during the construction phase for an additional fee when required. Re-Inspections required by our office due to contractor errors or scheduling mis-queue are in addition to the inspections count estimate noted above.

Please note that AEG inspections are limited to structural elements only and are separate from, and in no way supplant, any required or regularly scheduled Building Department Building Inspector's construction inspections. The actual number of inspections is dictated by the building process and staging. AEG does not supervise or direct the contractor's means, methods or techniques, nor does AEG take responsibility for the contractor's scheduling, safety practices and/or precautions. Coordination of construction inspections with our office is the client's, or his/her delegated representative's responsibility. Checkpoint Inspection deliverables include a report with summary findings, pictures, and progress narrative for your records.

Hourly Services beyond Design Scope of Services:

Additional consultation services can be provided under our hourly consulting rates or be covered within a separate scope of services contract if requested. Hourly consulting services beyond design development include but are not limited to: structural plan re-designs, structural submittal document reviews and coordination (note: typical shop drawing review is included within design scope unless designed by a delegate or specialty engineer), production for requested supplemental details, value engineering, structural revisions or substitutions due to contractor error or request, and project administration including contractor consultation and checkpoint meetings during construction. These services also may include foundation re-design due to geotechnical evaluation findings after preliminary foundation plans have been released. These elements are not typical for most projects. Efforts categorized as re-design are approved with notification from our office prior to performing work required. Any/All hourly billing will be itemized with summaries on invoices for your records and review.

Contract Approval:

If the proposed scope of services and fee are acceptable, please sign the attached Proposal Endorsement and return one copy of the executed contract.

