



June 28, 2024

Revised: March 19, 2025

Ms. Christine Vrabic, P.E.
Stormwater Engineer II
Marion County Office of the County Engineer
Stormwater Management Section
412 SE 25th Avenue
Ocala, FL 34471

Re: Revised Task Authorization Proposal for EOR Services during Construction
Project: Timucuan Road Culvert Replacement Project

Dear Ms. Vrabic:

In accordance with the Scope of Services we received that defines the "Engineer of Record Services During Construction" (see attached), Pigeon-Ardurra (CONSULTANT) is pleased to submit this Task Authorization proposal to provide the subject services to the Marion County Office of the County Engineer, Stormwater Management Section as requested.

I. PURPOSE

The purpose of this Task Authorization and referenced Scope of Services is to assist Marion County with the necessary construction stage engineering services as the Engineer of Record (ENGINEER) as well as provide supplemental additional services if called upon.

II. SCOPE OF SERVICES

The detailed Scope of Services as requested and prepared by Marion County is attached as "Attachment A". The attachment defines the detailed tasks and responsibilities of the ENGINEER throughout the duration of the construction process.

Changes to the scope as provided by the County include:

1. Changing the contract time from notice to proceed to final completion from 4 months to 12 months.
2. The number of Progress Meetings from 6-8 total to 20 total.
3. Final As-built Certification will also be provided to Army Corps of Engineers (or FDEP) as applicable.
4. Adding in environmental services including:
 - Review and Approve Plants
 - Field visits during Planting Process (Maximum four visits)
 - Field Inspection Reports (Five)
 - Review of As-Built Survey
 - As-Built Certification to Marion County and SJRWMD



III. PROFESSIONAL FEE AND AUTHORIZATION

This Scope of services will be performed on a lump sum and Hourly as-needed basis for the tasks shown below and defined in Attachment "A". A breakdown of the budget fees based on the requested inspection hours for professional services is listed below and tabulated on the spreadsheet Attachment "B".

Description	Fee
Task 1: Construction Engineering Services (LS)	\$ 37,390
Task 2: Project Closeout (LS)	\$ 9,890
Task 3: Hourly Services (Hourly)	\$ 12,180 (Budget)
Total Task Authorization Budget	\$ 59,460.00

This scope of work may be approved by issuing CONSULTANT a Purchase Order for the work as our Notice To Proceed. All work and services shall be conducted in accordance with the Engineering Services Agreement between Ardurra Group, Inc. and Marion County Board of County Commission.

IV. INVOICING

All Invoicing will be submitted to: Christine Vrabic, P.E.
Marion County Office of the County Engineer
412 SE 25th Avenue
Ocala, FL 34471
(352) 671-8686

Performance of the items outlined in this proposal shall comply with the terms of the "Agreement Between Owner and Consultant" for Ardurra Group, Inc. and Marion County, dated June 6, 2023.

Sincerely;

Ardurra Group, Inc.

Chuck A. Pigeon, P.E.
Group Leader
Enclosures

**MARION COUNTY BOARD OF COUNTY COMMISSIONERS
ENGINEERING SERVICES DURING CONSTRUCTION
TIMUCUAN ROAD CULVERT REPLACEMENT PROJECT
SCOPE OF SERVICES**

GENERAL

This Scope of Services has been prepared by the Marion County Office of the County Engineer (COUNTY) for Ardurra, LLC (ENGINEER) to provide engineering services during construction related to the Timucuan Road Culvert Replacement Project.

The scope of this project consists of removing and replacing a triple barrel culvert crossing along SE Timucuan Rd. The work will include dewatering, maintenance of traffic, temporary road construction and removal, construction of headwalls and approaches, wetland planting restoration, and earthwork per the attached plans and specifications.

Marion County will provide the construction management services during construction of the project. Ardurra will be considered the ENGINEER OF RECORD (ENGINEER) for the purposes of the work tasks described below. Service to be provided by Marion County staff (COUNTY) are also described below.

Task 1 - Construction Engineering Services

The COUNTY shall provide the following construction services:

- COUNTY will prepare pre-construction meeting agenda and minutes.
- COUNTY will review agendas and meeting minutes.
- COUNTY will prepare and issue Change Orders (CO).
- COUNTY will prepare and issue Proposed Contract Modifications (PCM).
- COUNTY will prepare Contract Field Orders (CFO) as needed. The COUNTY will review pay requests from the Contractor for periodic and final construction payments and progress of work.
- COUNTY will maintain a log of PCMs, CFOs, COs, RFIs, and pay requests.
- COUNTY will prepare and maintain the documentation control system (files) of the project.

The ENGINEER shall provide the following construction services as lump sum items:

- ENGINEER will attend pre-bid meeting at Marion County Procurement to answer any questions from Contractors.
- ENGINEER will work with the COUNTY to provide responses to questions during bidding for preparation of Addendums by Marion County Procurement.
- ENGINEER will attend pre-award meeting, if required, at Marion County Procurement.
- ENGINEER will provide an updated Construction Plan Set incorporating any changes/addendums discussed during bidding. ENGINEER will provide one full scale hard copy, four half scale hard copies, one digital copy (PDF), and DWG files for the final updated Construction Plan Set to the COUNTY for distribution to Contractor and CEI. ***(This shall replace #8 of the Consultant's responsibilities under Task 4 of the Design Proposal.)***
- ENGINEER will review pre-construction meeting agenda and minutes.
- ENGINEER will attend pre-construction meeting and provide support as needed.
- ENGINEER will attend ~~and facilitate~~ construction progress meetings. The progress meetings are anticipated to be held on-site and occur approximately once every two weeks. A total of ~~six to eight (6-8)~~ progress meetings are anticipated.

eighteen to twenty (18 to 20)

- COUNTY will facilitate construction progress meetings.

**MARION COUNTY BOARD OF COUNTY COMMISSIONERS
ENGINEERING SERVICES DURING CONSTRUCTION
TIMUCUAN ROAD CULVERT REPLACEMENT PROJECT
SCOPE OF SERVICES**

COUNTY

- ~~ENGINEER~~ will prepare progress meeting agendas and send progress meeting appointments. ~~Agendas shall be sent to the County for review at least 48 hours prior to any meetings.~~

COUNTY

ENGINEER COUNTY.

- ~~ENGINEER~~ will prepare progress meeting minutes and distribute to the Contactor, CEI, and ~~COUNTY.~~
- ENGINEER will review and approve all submittals for conformance with the Contract Documents including, but not limited to, shop drawings, MOT Plans, Dewatering Plans, Fill Material Submittals, density tests, COs, PCMs, CFOs, RFIs, pay requests, as-builts, etc.
- ENGINEER will provide engineering support and visit the site as required during construction activities to monitor construction compliance with the project documents.
- ENGINEER will provide field reports to document field visits other than progress meetings, which will be prepared and submitted to the COUNTY for each site visit to notify the COUNTY of any non-compliance or non-conformance issues. Non-compliance/Non-conformance issues noted during progress meetings should be reflected in the progress meeting minutes prepared by the ENGINEER.

Task 2 - Project Closeout

The COUNTY shall provide the following during project closeout:

- COUNTY will participate in the generation of the punch list.
- COUNTY will prepare, review, and execute all final documentation required in the Contract Documents for final completion.
- COUNTY will review as-built survey information as provided by the Contractor's surveyor.
- The COUNTY's CEI shall provide the following during project closeout per hour:

- ~~COUNTY~~ • ~~CEI~~ will prepare a preliminary punch list and provide to the COUNTY and ENGINEER for review.
- CEI will assist with final inspections and punch lists at the completion of the Project.

The ENGINEER shall provide the following during project closeout:

- ~~COUNTY~~ • ~~ENGINEER~~ will schedule and perform a Substantial Completion walkthrough and prepare the punch list. The punch list will incorporate items from a preliminary punch list provided by the ~~COUNTY~~ CEI, the walkthrough, and the ~~COUNTY~~ ~~ENGINEER~~
- ENGINEER will prepare the Certificate of Substantial Completion.
- ENGINEER will review as-built survey information as provided by the Contractor's surveyor and provide comments as necessary.
- ENGINEER will schedule and perform a Final Completion walkthrough. COUNTY will schedule walkthrough.
- ENGINEER will provide final as-built certification to Water Management District. and ACOE.
- ENGINEER will provide any additional permitting closeout with other agencies as required.

Task 3 – Hourly Services

The ENGINEER shall provide at the COUNTY's request the following construction services as time and material items:

- As directed by the COUNTY, ENGINEER will conduct additional design analysis and plans production efforts to revise construction plans to address changed field conditions.

**MARION COUNTY BOARD OF COUNTY COMMISSIONERS
ENGINEERING SERVICES DURING CONSTRUCTION
TIMUCUAN ROAD CULVERT REPLACEMENT PROJECT
SCOPE OF SERVICES**

COUNTY PROJECT TEAM

Engineer of Record:	Chuck Pigeon, PE, Pigeon-Ardurra
Project Engineer:	Linda Pigeon, PE, Pigeon-Ardurra
Project Manager:	Christine Vrabic, PE, Stormwater – Senior Engineer
CEI:	TBD
Contractor:	TBD
Testing:	TBD

PROJECT SCHEDULE

It is anticipated that the project reaches Substantial Completion within ~~90~~ ³⁴⁵ days from the Notice to Proceed and completed within ~~120~~ ³⁶⁵ days from the Notice to Proceed.

"ATTACHMENT B"

PROJECT COST ANALYSIS / FEE QUOTATION WORKSHEET

PROJECT NAME: TIMUCUAN ROAD CULVERT REPLACEMENT - ENGINEER OF RECORD SERVICES DURING CONSTRUCTION

COMPANY NAME: ARDURRA GROUP, Inc.

		Principal Engineer	Project Manager (Registered)	Project Engineer (Registered)	Staff Engineer	CADD Designer	Project Surveyor & Mapper	Staff Scientist	Clerical			
PROJECT ACTIVITY												
Task No.	Task Name	\$245.00	\$210.00	\$170.00	\$125.00	\$110.00	\$150.00	\$100.00	\$60.00	ACTIVITY AMOUNT	Manhours	% of Project
TASK 1	CONSTRUCTION STAGE SERVICES											
a	Attend Pre-bid Meeting	1		1						\$415.00	2	1%
b	Assist with Responses during bidding		2	8				2	2	\$2,100.00	14	4%
c	Attend Pre-Award Meeting	1		1						\$415.00	2	1%
d	Provide Updated Construction Plan Set (Incorporating any changes/addendums)		2	8		4			2	\$2,340.00	16	4%
e	Review Pre-Construction Meeting Agenda and minutes		1	1						\$380.00	2	1%
f	Attend Pre-Construction Meeting	2		2				2		\$1,030.00	6	2%
g	Attend & Facilitate Construction Progress Meetings (20 total)		16	40						\$10,160.00	56	17%
h	Prepare Progress Meeting Agendas & Send Meeting Appointments.		0	0					0	\$0.00	0	0%
i	Prepare meeting minutes & distribute to the Contractor, CEI & the COUNTY.		0	0					0	\$0.00	0	0%
j	Review & Approve all Submittals (No ENV)	2	8	20					4	\$5,810.00	34	10%
k	Engineer Support & Field Visits(4 visits)	8		16						\$4,680.00	24	8%
m	Field Inspection reports		4	8					4	\$2,440.00	16	4%
n	ENV Item - Review & Approve Plants							20	2	\$2,120.00	22	4%
o	ENV Item - Field Visits during Planting Process (4 visits)							36		\$3,600.00	36	6%
p	ENV Item - Field Inspection reports (5)							16	5	\$1,900.00	21	3%
SUB-TOTAL										\$37,390.00		

TASK 2	PROJECT CLOSEOUT											
a	Schedule & Perform a Substantial Completion visit & prepare the Punch List.	3		3				8	1	\$2,105.00	15	4%
b	Review As-Built Survey	2		6						\$1,510.00	8	3%
c	Prepare Certificate of Substantial Completion	1		2						\$585.00	3	1%
d	Schedule & Perform Final Completion Walk through	3		3						\$1,245.00	6	2%
e	As-Built certification to MC & SJRWMD & ACOE	1		4		10			1	\$2,085.00	16	4%
f	ENV Item - Review As-Built Survey							4		\$400.00	4	1%
g	ENV Item - As-Built certification to MC & SJRWMD					10		8	1	\$1,960.00	19	3%
SUB-TOTAL										\$9,890.00		
TASK 3	HOURLY SERVICES											
a	Respond to Technical RFI's from Contractor	2		24				8	1	\$5,430.00	35	9%
b	Review PCM for conformance with CD's	1		2					1	\$645.00	4	1%
c	Review CFO for conformance with CD's	1		2					1	\$645.00	4	1%
d	Review and recommend action for claims or contract modifications	2		4				4	1	\$1,630.00	11	3%
e	Conduct additional design analysis, plans production efforts to revise construction plans to address changed field conditions.	6		4		8		8		\$3,830.00	26	6%
SUB-TOTAL										\$12,180.00		
TOTAL		36	33	159	0	32	0	116	26	\$59,460.00	402	100%

SUB-TOTAL LUMP SUM PROFESSIONAL LABOR

\$59,460.00

SUBCONTRACTED SERVICES

(a) \$0.00

PRINTING & POSTAGE

(b) \$0.00

(a) DELIVERABLES: General printing and postage. \$0.00

(b) \$0.00

Sub-Total Add-On's **\$0.00**

TOTAL PURCHASE ORDER CONTRACT FEE AMOUNT \$59,460.00

By: CHUCK A. PIGEON, P.E.
Group Leader

Date: 28-Jun-24 Updated: 19-Mar-25