

**Resolution No. 2021-2933**

**A Resolution of the City of Sanford, Florida, amending the City's annual operating budget for the fiscal year beginning October 1, 2020 and ending September 30, 2021 relating to the Mellonville Avenue Drainage Improvements Project; providing for implementing administrative actions; providing for a savings provision; providing for conflicts; providing for severability and providing for an effective date.**

**Whereas**, the Commission of the City of Sanford, Florida has adopted an annual operating budget for the fiscal year beginning October 1, 2020 and terminating on September 30, 2021 specifying certain projected revenues and expenditures for the operations of Sanford municipal government; and

**Whereas**, the City's budget presumes that each department generally will, to the best of their ability, maintain its expenditures within its allocated budgeted level and exercise prudence in expending funds during the course of the City's fiscal year; and

**Whereas**, from time-to-time circumstances and events may require that the original City budget may need revision such as addressing the Mellonville Avenue Drainage Improvements Project; and

**Whereas**, the City Commission, in its judgment and discretion, has the authority to adjust the budget to more closely coincide with actual and expected events.

**Now, therefore, be it adopted and resolved by the City Commission of the City of Sanford, Florida as follows:**

**Section 1. Adoption of Budget Amendment.**

The annual operating budget of the City of Sanford for the fiscal year beginning October 1, 2020 and terminating on September 30, 2021 is hereby revised and

amended by Attachment "A" relating to the Mellonville Avenue Drainage Improvements Project. The Attachment is hereby incorporated into this Resolution as if fully set forth herein verbatim. Except as amended herein, the annual operating budget for the City of Sanford for fiscal year beginning October 1, 2020 and terminating on September 30, 2021 shall remain in full force and effect.

**Section 2. Implementing administrative actions.**

The City Manager, or designee, is hereby authorized and directed to implement the provisions of this Resolution by means of such administrative actions as may be deemed necessary and appropriate.

**Section 3. Savings.**

The prior actions of the City of Sanford relating to the adoption of the City budget and related activities are hereby ratified and affirmed.

**Section 4. Conflicts.**

All resolutions or parts of resolutions in conflict with this Resolution are hereby repealed.

**Section 5. Severability.**

If any section, sentence, phrase, word, or portion of this Resolution is determined to be invalid, unlawful or unconstitutional, said determination shall not be held to invalidate or impair the validity, force or effect of any other section, sentence, phrase, word, or portion of this Resolution not otherwise determined to be invalid, unlawful, or unconstitutional.

**Section 6. Effective Date.**


This Resolution shall become effective immediately upon adoption.

**Passed and adopted this 8th day of February, 2021.**


Attest:

**City Commission of the City of  
Sanford**

  
Traci Houchin, MMC, FCRM  
City Clerk

  
Art Woodruff  
Mayor

For use and reliance of the Sanford  
City Commission only.  
Approved as to form and legality.

  
William L. Colbert, City Attorney





APPROVED

WS	__	RM	<u>X</u>
Item No.	8.C		

**CITY COMMISSION MEMORANDUM 21-047  
FEBRUARY 8, 2021 AGENDA**

**TO:** Honorable Mayor and Members of the City Commission  
**PREPARED BY:** Michael Cash, Public Works Engineer  
**SUBMITTED BY:** Norton N. Bonaparte, Jr., City Manager  
**SUBJECT:** Approval of Budget Amendment Resolution No. 2933 and Purchase Order to Neel-Schaffer, Inc.; Mellonville Avenue Drainage Improvements

**STRATEGIC PRIORITIES:**

- Unify Downtown & the Waterfront
- Promote the City's Distinct Culture
- Update Regulatory Framework
- Redevelop and Revitalize Disadvantaged Communities

**SYNOPSIS:**

Approval of Budget Amendment Resolution No. 2933 and of a purchase order issued to Neel-Schaffer, Inc. for Mellonville Avenue Drainage Improvements Project are requested.

**FISCAL/STAFFING STATEMENT:**

A procurement in an amount of \$86,160 is available from the Stormwater Reserve Fund.

**BACKGROUND:**

The Pump Branch Drainage Basin is located east of United States Highway 17-92 to the west of Mellonville Avenue and drains northward from just south of State Road 46 to Lake Monroe. Over the years the drainage infrastructure has become compromised due to the advanced age of the piping. The design services will address an area of flooding along Mellonville Avenue from Celery Avenue to East 20<sup>th</sup> Street.

Neel-Schaffer, Inc. is on the City pre-approved continuing services list to provide engineering services and the award is consistent with *Consultants Competitive Negotiation Act (CCNA)* requirements. The attached scope of services describes the tasks involved with the design of work to be performed.

**LEGAL REVIEW:**

The City Attorney's office has reviewed this agenda item and the associated documents and has no legal objections to the consultant being awarded work within the field of engineering under the CCNA contract awarded to the consultant with all procurement activities and implementing matters being accomplished in accordance with the City's Purchasing Policies and Procedures and the provisions of controlling law. The City Attorney's office has provided related comments to City staff with regard to this matter.

**RECOMMENDATION:**

City staff recommends that the City Commission approve Budget Amendment Resolution No. 2933 and the purchase order issued to Neel-Schaffer, Inc. for the Mellonville Avenue Drainage Improvements Project in an amount not to exceed \$86,160.

**SUGGESTED MOTION:**

“I move to Budget Amendment Resolution No. 2933 and the associated purchase order as proposed.”

Attachments: (1). Scope of Services for the Mellonville Avenue Drainage Improvements Project.  
(2). Budget Amendment Resolution No. 2933.

January 13, 2021

Mr. Michael Cash, CFM  
Public Works Engineer  
City of Sanford Public Works Department  
300 North Park Avenue  
Sanford, FL 32771

RE: Engineering Services Proposal for Washington Avenue Drainage Improvements

Dear Michael,

The City of Sanford (the "City") has requested Neel-Schaffer, Inc. (the "Engineer") provide Engineering design services to perform stormwater modeling and prepare construction plans, apply for required permits and provide bidding phase services for the construction of a stormwater retention system and drainage infrastructure improvements. The proposed retention pond will be located within the 1.15-acre vacant lot known as BelAir 1 Rose Way Park, between Washington Avenue and Palm Way and south of Crescent Street. The drainage infrastructure improvements will consist of new drainage inlets along Washington Avenue and replacing and upsizing existing infrastructure along Crescent Street and Mellonville Avenue if deemed insufficient during hydraulic modeling evaluation of the existing stormwater infrastructure. See Figure 1 for project scope area.

The fee proposal outlined below presents the scope of work, estimated fees, and completion schedule for the engineering services described above. Construction administration and site observation is beyond the scope of this proposal.

### **Task 1. Data Collection and Review**

The Engineer will collect and review pertinent information and data related to the project. This may include record drawings, aerials, topographic data, geotechnical data, tax maps, FEMA regulatory data and historical events of the project area and other public records. This will also include site visits to collect data on the existing stormwater infrastructure where data may be incomplete, environmental screening and review of any other design requirements. It is anticipated that there are no wetlands and threatened or endangered species at this site.

- ***Geotechnical Investigation***

The Engineer will use a sub-consultant (Ardaman & Associates, Inc.) to conduct Geotechnical subsoil investigation of the proposed pond area and to collect an asphalt core on Washington Avenue. The borings will be used to identify the type of soil present in the proposed pond area, the groundwater level, the seasonal high groundwater level, and the permeability of the soil. The asphalt core will be used to determine the existing roadway structure materials and aid with design for reconstruction of streets as required for the construction of stormwater infrastructure improvements.

- ***Surveying***

The Engineer will use a sub-consultant (Doudney Surveying) to conduct a topographic survey of approximately 4 acres, which include the proposed pond area and portions of Washington Avenue, Crescent Street and Mellonville Avenue. The survey limits will be from one Right-of-Way to the other along the streets of interest and all of the proposed pond area located in BelAir 1 Rose Way Park (See figure 1). The apparent Right-of-Way line will be located and shown in the areas of the design surveys ONLY per rule 5J-17 of the Florida Administrative Code in compliance with the standards of practice of surveying and mapping of the State of Florida.

The topographic survey will include locating all improvements and utilities, as evidenced by above ground features, or as marked by the Utility Owners representative, including pavement, sidewalks, curbs, existing structures, drainage structures, and evidence of underground sanitary sewer, water, and other underground

utilities. Other tasks will include: Obtain spot elevations on natural ground and existing improvements suitable for interpolation of one-foot contours to be shown on the final drawing.

This work also includes establishing the location of the Right-of-Way lines based on a combination of sectional monumentation, existing Right-of-Way monumentation, and a review of parcel descriptions as found on the Seminole County Property Appraiser's Site; Locate subsurface utility markers as flagged by others, isolated trees with a diameter at breast height (dbh) of 4" and larger plus shrubs located within the Right-of-Way at the proposed construction areas will also be located by survey.

- ***Utility Location***

The Engineer will use a sub-consultant (Blood Hound Underground Utility Locators) to locate detectable underground utilities horizontally and vertically within the limits of the project area.

### **Task 2. Hydrologic and Hydraulic Modeling**

Our Engineering services will include the evaluation of the hydraulic capacity of the existing stormwater infrastructure extending along Mellonville Avenue, south of North Street and north of East 20<sup>th</sup> Street. The stormwater infrastructure located along Crescent Avenue will also be included in this hydraulic capacity evaluation, along with any immediately connected parts of the system that are deemed relevant. The hydrology of the approximately 32-acre block surrounding BelAir 1 Rose Way Park will be modeled using ICPR4 software to properly design the proposed retention pond, identify any insufficient stormwater infrastructure and design improvements. This 32-acre drainage area will be modeled utilizing a special purpose survey, Seminole County LiDAR data, Neel-Schaffer's GIS inventory of the stormwater network, and Geotechnical investigation of the subsoil.

The modeling will be used to design the retention pond and stormwater infrastructure improvements, and to generate a stormwater report that will be used for permitting purposes with the Saint Johns River Water Management District (SJRWMD) and the City. The preliminary written report to explain findings and provide recommended improvements will be provided and reviewed with City staff. The report will be finalized to address City comments. This task also includes a pre-application meeting and permit application submittal with the SJRWMD, along with the anticipation of one RAI response to SJRWMD, and the permit application submittal to the City.

### **Task 3. Preliminary Design**

The Engineer will utilize the ICPR4 model results and AutoCAD to create a preliminary design of the retention pond and proposed improvements to the existing stormwater infrastructure. This preliminary design will be sent to the City for approval, prior to beginning final design plans. This task includes meeting with the City to discuss any potential changes in design.

### **Task 4. Preparation of Construction Drawings**

The drawings will be prepared in AutoCAD using a 11" x 17" drawing format at a reasonable scale to clearly detail the proposed construction required to meet SJRWMD and City of Sanford Criteria. The Engineer will prepare preliminary plans (30%) consisting of plan views of the stormwater infrastructure improvements, retention pond, roadways, details of the roadway and retention pond, curbs, ramps, swales, and other elements associated with the stormwater infrastructure and retention pond. The Preliminary Plans will then be submitted to the City for review.

Based on the review comments of the preliminary plans, the Engineer will prepare the 60% level construction Plans with full details of all the proposed improvements including cover sheet, pay items, general notes, typical sections, plan sheets, cross-sections, Maintenance of Traffic plans, erosion control plans, signing and striping plans and miscellaneous details. The Engineer will submit the 60% Plans to the City for review.

Based on the review comments of the 60% submittal, the Engineer will prepare the 90% level construction plans, finalizing all the design elements required for bidding. The Engineer will submit the 90% Plans to the City for review.

Based on the review comments of the 90% submittal, Engineer will make necessary revisions per the comments and prepare the 100% construction Plans for final submittal.

#### **Task 5. Preparation of Specifications and Opinion of Probable Cost**

The Engineer will use the City standard Front-End documents including all required contract forms and general conditions. FDOT technical specifications will be utilized to address all construction items including concrete, railing, asphalt, grading, seeding, sodding, signage, striping and other required items. The contract forms, general conditions and technical specifications will serve as the project manual for bidding. The Engineer will also perform quality control reviews and prepare and submit an Opinion of Probable Cost for review at the 60%, 90% and 100% level submittals. The City shall review all sections in the project manual and provide revision comments as deemed necessary.

#### **Task 6. Coordination/Meetings**

The Engineer will coordinate the work elements of this project with the City as described herein and will attend four meetings: at project initiation, preliminary design, and stormwater report submittal and 60% and 90% submittals.

#### **Task 7. Bidding Services**

The Engineer will provide an electronic PDF file of the plans and specifications for distribution to the bidders. The City will advertise the construction project, distribute bidding documents, and maintain the list of bidders and their contact information. The Engineer will be available by phone and email to respond to questions and comments from the bidders, provide clarification if needed, and prepare technical responses to be included in addenda. The Engineer will distribute the addenda documents to the bidders by email. Once the project is let and bids are opened, the Engineer will develop a bid tabulation and recommendation to award.

### **SCHEDULE**

- Preliminary design and preliminary stormwater report within 60 days of receiving an executed agreement between Neel-Schaffer and the City to allow time for completed topographic survey, geotechnical investigation, and initial design.
- 30% plans within 30 days of City review of preliminary design and stormwater report.
- 60% plans and specifications within 30 days of City review of 30% documents.
- 90% plans and specifications within 14 days of City review of the 60% documents.
- 100% plans and specifications within 7 Days of City review of 90% plans.

### **COMPENSATION**

We propose to provide these services for a total lump sum fee of \$ 86,160.00 based on the above tasks and the terms and conditions of the CCNA contract between Neel-Schaffer, Inc., and the City of Sanford. Fees will be submitted monthly upon percent completion in accordance with the lump sum method described in the CCNA contract. The total fee is comprised of the following components:

- Neel-Schaffer: \$68,160.00
  - Ardaman & Associates, Inc.: \$3,500.00
  - Doudney Companies, Inc.: \$7,500.00
  - Bloodhound Underground \$7,000.00
- Utility Locators:

Should additional services beyond the scope of this Letter Agreement be necessary, additional fees may be required. The lump sum fee cannot be increased unless approved by the City Council in writing. We will begin work upon receipt of an executed agreement.

Mr. Michael Cash, CFM  
January 13, 2021  
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The summary of fees and man-hour estimates are presented in the following tables:

- Table 1 – Summary of Fees
- Table 2 – Summary of Manhours

Sincerely,

NEEL-SCHAFFER, INC.



Steven R. Cockerham, P.E.  
Senior Project Manager

**ACCEPTED: CITY OF SANFORD**

**BY:** \_\_\_\_\_

\_\_\_\_\_

**DATE:** \_\_\_\_\_



**TABLE 1**  
**NEEL-SCHAFFER SUMMARY OF FEES**

Item Description	Engineer Manager	Project Manager	Project Engineer	CADD Technician	TOTAL
Total Manhours (See Table 2)	16	88	360	152	616
Labor Wage Rate (\$/hr)	\$180.00	\$145.00	\$110.00	\$85.00	
Total Labor Cost	\$2,880.00	\$12,760.00	\$39,600.00	\$12,920.00	\$68,160.00
Geotechnical Investigation					\$3,500.00
Survey Subconsultant					\$7,500.00
Utility Locator Subconsultant					\$7,000.00
<b>TOTAL LUMP SUM FEE (rounded to nearest dollar)</b>					<b>\$86,160.00</b>

**TABLE 2**  
**Neel-Schaffer Scope of Work and Manhour Estimate**

Task Description	Engineer Manager	Project Manager	Project Engineer	CADD Technician	Total	Total Cost Per Task
1 Data Collection, Review and Subconsultant coordination		4	40		44	\$4,980.00
2 Hydrologic and Hydraulic Modeling	2	16	64		82	\$9,720.00
<i>Stormwater Report</i>	2	4	24		30	\$3,580.00
<i>SJRWMD and City Permitting</i>		4	40		44	\$4,980.00
3 Preliminary Design		4	32	16	52	\$5,460.00
4 Preparation of Construction Drawings (Final Design)						
<i>Cover and General notes (2 sheets)</i>			4	8	12	\$1,120.00
<i>Plan and Profile sheets (9 sheets)</i>		8	40	64	112	\$11,000.00
<i>Various Plan sheets (2 sheets)</i>		4	16	40	60	\$5,740.00
<i>Misc. Detail sheets (4 sheets)</i>		4	4	16	24	\$2,380.00
5 Preparation of Specifications and Opinion of Probable Costs		16	64		80	\$9,360.00
<i>Quality Control Review</i>	8				8	\$1,440.00
6 Coordination/Meetings	4	16	16		36	\$4,800.00
7 Bidding Services		8	16	8	32	\$3,600.00
<b>Subtotal Design Services</b>	<b>16</b>	<b>88</b>	<b>360</b>	<b>152</b>	<b>616</b>	<b>\$68,160.00</b>

