



July 23, 2019

Mr. Timothy Pinter, P.E.  
Public Works Director  
City of Marco Island  
50 Bald Eagle Drive  
Marco Island FL 34145

**RE: PROFESSIONAL SERVICES PROPOSAL  
INLET DRIVE AND ADDISON COURT SHARED USE PATHWAY  
HM File No.: 8200A**

Dear Mr. Pinter:

Hole Montes, Inc. is pleased to submit this proposal to provide professional engineering, surveying, and permitting assistance for the Inlet Drive and Addison Court Shared Use Pathway project.

Project Understanding

The proposed project consists of the construction of an 8-foot wide concrete shared pathway. The pathway is to be located on the east side of Inlet Drive beginning at the south side of Travidia Terrace. (An existing pathway is located on the north side of Travidia Terrace.) It is to continue south to Addison Court. At Addison Court, the pathway will continue eastward on the south side to the existing pathway at Otter Mound Historical Park. The proposed pathway is approximately 3,560 lineal feet in length. The pathway is to meet ADA requirements. The project is being funded through an FDOT LAP agreement. Submittals to FDOT will be made by Marco Island.

Crosswalks will be installed at the four intersections along Inlet Drive. It is anticipated that private driveway reconstruction may be required to meet ADA requirements. There are no cultural, historical or environmentally sensitive resources located within the proposed project limits (right of way).

Scope of Services

We propose to provide the following scope of service.

1. Perform engineering survey of the proposed project area. The existing right of way will be established on Inlet Drive from Travidia Terrace to Addison Court and on Addison Court from Inlet Drive to Leo Court. A topographic survey will be completed from the center line of the roadways to immediately past (5') the right of way on the pathway side. Additional topographic information will be obtained at the four intersections and at roadway cross drains.
2. Prepare a conceptual plan of the proposed pathway utilizing the completed survey and aerial mapping to finalize the final routing. We will meet with the City to review, identify any potential issues and their resolution.
3. Prepare 60% design and plans. The design shall be in accordance with the FDOT Green Book. The plan set shall include the Title Sheet, Typical Sections, General Notes, Project Layout and Plan Sheets. One hard copy and one PDF file will be provided with an Opinion of Probable Cost to the City. The City shall submit to FDOT for their LAP review. (Due on 10/1/19)
4. Conduct 60% design review meeting to discuss City and FDOT comments.
5. Prepare 90% design and plans. The plan set will incorporate (in addition to the 60% plans) detailed grading plans, summary of quantity sheets, stormwater pollution plan, Maintenance of Traffic details and cross section at 100 foot intervals. The plan sheets shall be updated to identify driveway replacement and drainage improvements. One hard copy and one PDF file will be provided with an updated Opinion of Probable Cost to the City. The City shall submit to FDOT for their LAP review. (Due on 2/1/20)

Mr. Timothy Pinter, P.E.  
HM File No. 8200A  
July 23, 2019  
Page 2

6. Conduct 90% design review meeting to discuss City and FDOT comments.
7. Prepare 100% design and plans incorporating comments received at the 90% design review. (Due on 4/1/20)  
Provide one hard copy and one PDF file of the 100% plans and final Opinion of Probable Cost. The City shall submit to FDOT for their LAP review.
8. Provide utility coordination at the 60% and 90% design stages. This shall include Marco Island Utilities, LCEC, Comcast, CenturyLink, TECO Peoples Gas and Summit Broadband.
9. Assist the City in obtaining permits for the project. It is assumed that a SFWMD exemption letter will be required for the pathway construction. No other permits are anticipated.
10. Upon receipt of any 100% comments, prepare the bidding documents for the City including the plans, copies of permits, bid form and any supplemental specifications. The City of Marco Island and FDOT Standard Specification are to be utilized for construction. One hard copy and one PDF file shall be provided.
11. We will assist the City during the bidding of the project. We will attend the pre-bid meeting, respond to bidders' questions through the City, provide plan revisions and addenda (if necessary), review bids received by the City and provide a recommendation of award. We have included one meeting with the apparently lowest, responsive bidder.
12. If desired by the City, we will provide assistance during the construction of the project. We will be available to attend the pre-construction conference, attend progress meetings (bi-weekly over a four month construction period), make periodic site visits in addition to those in conjunction with progress meeting (four included), review submittals and applications for payment, assist in the substantial completion inspections and prepare Record Drawings based on City and Contractor red lines and survey. The City shall provide full time observation of construction. The Contractor shall be responsible for all testing.

#### Understanding Professional Services

We have excluded the costs associated with the following activities: (a) Right of Way Permit (not required as a Capital Project), (b) Permit application fees, (c) investigation, management or permitting of cultural, historical or environmental issues (none anticipated), (d) subsurface utility exploration (SUE) for geotechnical investigations and (e) construction surveying. We will perform construction related services at the request of the City. The engineering services for the project shall be completed on Lump Sum or Time and Material basis as identified on the attached.

If you have any questions about this proposal, please give me a call at your convenience. Thank you for this opportunity to be of service to the City of Marco Island.

Sincerely Yours,

**HOLE MONTES, INC.**



David W. Schmitt, P.E.  
Vice President

DWS:dlh

Enclosure

C: Robert Murray, Hole Montes, Inc.  
Ronald Benson, Hole Montes, Inc.

CITY OF MARCO ISLAND  
 INLET DRIVE AND ADDISON COURT  
 SHARED USE PATHWAY

PROFESSIONAL FEES

TASK	DESCRIPTION	BUDGET	FEE BASIS
1	Survey & Base Plan Preparation	\$25,000	Lump Sum
2	Conceptual Plan & Review Meeting	\$6,200	Lump Sum
3	60% Design & Plan Submittal	\$36,000	Lump Sum
4	60% Design Review Meeting	\$1,700	Lump Sum
5	90% Design & Plan Submittal	\$37,000	Lump Sum
6	90% Design Review Meeting	\$1,700	Lump Sum
7	100% Design & Plan Submittal	\$13,000	Lump Sum
8	Utility Coordination 60/90%	\$2,600	Lump Sum
9	Permitting (SFWMD)	\$1,000	Lump Sum
10	Final Bid Documents	\$5,500	Lump Sum
11	Assistance in Bidding	\$6,000	Lump Sum
	<b>SUBTOTAL</b>	<b>\$135,700</b>	
12	Assistance During Construction (As Requested)	<u>\$26,000</u>	Time & Material
	<b>TOTAL</b>	<b>\$161,700</b>	