

# **AGENDA**

## **Lake City Community Redevelopment Agency Meeting**

**May 2, 2011**

**6:15 p.m. at City Hall**

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. CRA Resolution No. 2011-02, if adopted by the CRA, will appropriate \$21,800.00 from its funds to pay GTC Design Group, LLC for the cost incurred under Supplemental Agreement Number Five between the City and GTC
5. Façade Grant Program Applications
6. Other Comments
7. Schedule Next Meeting
8. Adjournment

**CRA RESOLUTION NO. 2011-02**

**A RESOLUTION OF THE LAKE CITY COMMUNITY REDEVELOPMENT AGENCY ("CRA") AUTHORIZING THE CRA TO PAY THE COST OF \$21,800.00 INCURRED BY THE CITY UNDER THE TERMS AND CONDITIONS OF SUPPLEMENTAL AGREEMENT NUMBER FIVE TO BASIC CONTRACT FOR PROFESSIONAL CONSULTING SERVICES WITH GTC DESIGN GROUP, LLC. FOR ENGINEERING AND SURVEYING SERVICES FOR THE DESIGN AND PERMITTING OF A STORMWATER DRAINAGE SYSTEM TO SERVE THE FRANKLIN STREET IMPROVEMENTS PROJECT WHICH IS LOCATED WITHIN AND BENEFITS THE CRA AREA.**

**WHEREAS**, the Lake City Redevelopment Agency ("CRA") has requested the City to engage GTC Design Group, LLC. ("GTC") to perform the design and engineering services necessary for the Franklin Street Improvements Project which, when completed, will benefit the CRA area and will comply with the CRA Plan; and

**WHEREAS**, the City of Lake City, Florida ("City") intends to enter into Supplemental Agreement Number Five to Basic Contract with GTC for engineering and surveying services for the design and permitting of a stormwater drainage system to serve the Franklin Street Improvements Project which is located within the CRA area, at a cost of \$21,800.00; and

**WHEREAS**, the CRA desires and finds it to be in the public interest and to be in compliance with the CRA Plan for the CRA to pay from its funds the cost of the work to be performed by GTC for the Franklin Street Improvements Project.

**NOW, THEREFORE, BE IT RESOLVED BY THE LAKE CITY COMMUNITY REDEVELOPMENT AGENCY, AS FOLLOWS:**

**Section 1.** The above recitals are all true and accurate and are incorporated

herein and made a part of this resolution.

**Section 2.** The CRA hereby appropriates \$21,800.00 to pay GTC for the design and engineering services relating to the Franklin Street Improvements Project.

**Section 3.** This resolution shall be effective upon its adoption.

PASSED AND DULY ADOPTED with a quorum present and voting by the Lake City Community Redevelopment Agency this \_\_\_\_\_ day of May, 2011.

LAKE CITY COMMUNITY  
REDEVELOPMENT AGENCY

By: \_\_\_\_\_  
STEPHEN M. WITT  
Chairman

ATTEST:

\_\_\_\_\_  
AUDREY E. SIKES  
Secretary

APPROVED AS TO FORM AND LEGALITY

By: \_\_\_\_\_  
HERBERT F. DARBY  
City Attorney

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cwilliams@gtcdesigngroup.com

April 26, 2011

Thomas Henry  
Public Works Director  
City of Lake City  
205 N Marion Ave  
Lake City, FL 32055

**SUBJECT: Engineering Proposal - NE Franklin Street**

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GTC Design Group, LLC ("GTC") would like to thank you for allowing us the opportunity to design a stormwater system and provide you with a proposal for professional engineering and surveying services. It is our understanding that the stormwater system will serve the "Franklin Street Improvements Project."

**SCOPE OF PROJECT**

1. Provide a topographic survey, performed by Donald F Lee and Associates, Inc., of the project area. The survey will be utilized in design by locating relevant items. (i.e.: pavement, structures, utilities, sidewalks, curb and gutter)
2. Develop a preliminary drainage plan.
3. Submit preliminary drawings to client for approval.
4. Coordinate and make plan revisions based on owner comments.
5. Finalize drawings and calculations.
6. Submit drawings and calculations to Suwannee River Water Management District
7. Submittal of drawings and calculations to Florida Department of Transportation
8. Provide construction drawings and bid assistance.
9. Provide contractor invoice verification
10. Perform As-built certification

**ENGINEERING DOCUMENTATION**

1. Topographic Survey
2. Site Plan
3. Grading Plan
4. Plan & Profile Sheets
5. Stormwater Calculations
6. Construction Drawings

**ITEMS NOT INCLUDED**

The following items are not included in the scope, and will be provided by Client if required:

1. Permitting Fees
2. Wetland Mitigation/Delineation
3. As-Built Survey by Professional Surveyor and Mapper
4. Revisions to the project layout after client approval of the preliminary plan

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5. Geotechnical testing, evaluations, or studies
6. Traffic studies
7. Landscape Plans
8. Lighting Plans
9. Irrigation Design or Plan
10. Hazardous materials assessments
11. Fire protection design
12. Master Planning
13. Utility Planning, Design and Coordination

Work not specified in the above scope of services will not be performed without the client's prior knowledge and approval. When merited, a lump sum fee will be provided for any additional services. Otherwise, additional services will be performed on an hourly basis.

#### HOURLY CHARGES (IF REQUIRED)

Principal Professional Engineer	\$125
Professional Engineer	\$100
Senior Engineer	\$50
Senior CAD Technician	\$50
Junior CAD Technician	\$40
Clerical	\$30
Professional Surveyor (PSM)	\$90
Senior Surveyor/Mapper	\$50
Field Crew	\$80
Construction Inspector	\$60

#### PROJECT SCHEDULE

1. Topographic Survey – Used to locate existing on-site features, used for design purposes only.
2. Preliminary Site Plan – The client will be provided with copies of the proposed site plan to review and make changes as needed.
3. Finalize Drawings and Calculations – For submittal to required permitting agencies.
4. Final Set of Engineered Drawings – The client will be provided with four (4) sets of signed and sealed copies of the plans.
5. Bid Documents and Estimates – Will be provided for the project.
6. Construction Bid Assistance - GTC will provide bid documents to Client and contractors. GTC will assist Client in choosing contractor.
7. As-Built Certification – Provided as required by permitting agencies.

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## SCHEDULE OF FEES

Description	Cost
Preliminary Design	\$6,600.00
Topographical	\$5,000.00
Stormwater Design	\$10,200.00
<b>Total</b>	<b>\$21,800.00</b>

## ADDITIONAL PLANS

Four sets of plans will be provided after design and permitting is complete. Additional sets of plans will be provided upon request and the client will be billed at the following rate.

8 1/2" x 11"	\$0.50 per sheet
11" x 17"	\$1.00 per sheet
18" x 24"	\$2.00 per sheet
24" x 36"	\$2.00 per sheet

## PAYMENT AND INVOICING

The amount \$21,800.00, will be invoiced on a monthly basis with the final bill due upon receipt of the completed design documents. Payment is due upon receipt and should be made payable to GTC Design Group, LLC. Payment not received within 30 days of the invoice date may be charged a late fee not to exceed 1 1/2 % of the outstanding balance. In the event of a dispute concerning the accuracy or content of any invoice, the client shall, within 10 days of receipt of said invoice, notify GTC Design Group, LLC of the dispute.

Thank you,

Chad Williams, PE  
Project Engineer  
GTC Design Group

## CLIENT

I accept the above aforementioned proposal with the outlined conditions and the fee in the amount of \$21,800.00. This proposal and fee schedule are based upon acceptance within 30 days of the date of preparation. If not accepted within this time period, GTC Design Group, LLC reserves the right to re-evaluate the terms and conditions contained herein.

Signature

Date