Mr. Roger Blaylock, P.E.
County Engineer
Santa Rosa County Engineering Department
6051 Old Bagdad Hwy, Suite 300
Milton, FL 32583

Your Reference
Fidelis Park Improvements

Our Reference
404056

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RE: Task Order No. 2
Fidelis Park Recreation Improvements and Community Center Assessment

Dear Mr. Blaylock:

Mott MacDonald is pleased to provide this proposal to perform civil engineering design, environmental assessment, and permitting assistance for improvements to Fidelis Park, located at 13774 Highway 87 North in Jay, FL. The project consists of two distinct components presented separately in this document: Recreation Improvements and Community Center Assessment.

As an initial part of the Recreation Improvements task, a concept review is recommended to support Fidelis Park master planning and achieve concurrence among the recreation and community center concepts. Supplemental to the items identified in the grant concept for recreation improvements, the County is interested in analyzing options to construct a new U-14 baseball field within close proximity to the two existing fields. It is anticipated that the addition of a third field will also factor into community center design. The initial conceptual review will be performed to identify feasible options for the long-range plan considering current and future components.

Recreation Improvements in the park will be funded by a Land and Water Conservation Fund (LWCF) Grant and District III Recreation Funds. The objective for this component is to maximize a $400,000 construction budget to implement items identified in a conceptual site plan provided by the County. Key upgrades include providing a stand-alone restroom facility that is low maintenance and vandalism proof; providing accessibility improvements for users of all abilities; maximizing the use of space; and maximizing existing recreational opportunities. Completion date for design and permitting efforts is April 2019, with construction commencing after Spring 2019 baseball season.

Community Center Assessment is needed to support future improvements that are proposed to be funded by up to $300,000 of Commissioner District III Recreation Funds and Local Option Sales Tax proceeds. The existing building consists of the original school built in the 1920’s, a cafeteria which is currently used as a community center, and three small ancillary storage buildings. The community center is in need of major renovations. The building is considered a historic structure and is eligible for listing on the National Register of Historic Places. The County performed a community survey in 2017 which recorded local input. The intent of this component is to assess the requirements to renovate the existing school structure in the future for use as a community center, based on County feedback during the initial concept review phase. Relocation of the building within
the park boundary may be considered. Demolition of the cafeteria and ancillary structures may also be considered.

This Scope of Work has been developed based on our Master Services Agreement with Santa Rosa County dated July 17, 2018.

Proposal Conditions

- Santa Rosa County will provide documentation to include 2016 boundary survey (CAD drawing files), ADA recommendations report, historical structure report, and Bagdad Mill Site Park construction references
- Proposed design will proceed without impacts to the existing driveway located on SR 87; therefore, an FDOT Driveway Connection Permit will not be applicable to the project
- Based on map data provided by the National Wetlands Inventory, wetland impacts and permitting are not anticipated within the project site
- Special services not included in this scope of work that may be negotiated prior to the construction phase are listed as follows:
  - Gopher tortoise survey, permitting, and relocation tasks to be performed within 90 days prior to construction
  - Limited construction administration including site visits, RFI response, and as-built drawing certification

1) Scope of Services – Recreation Improvements

The scope for Fidelis Park Recreation Improvements includes four tasks: Concept Analysis and Coordination, Construction Plan Development, Permitting, and Bidding Assistance.

Recreation Task 1 – Concept Analysis and Coordination (60 days)

1A. Existing Information Gathering

Initial efforts for the project will be to gather and review existing site information available through historical records and through the County. This will include as-built information for the existing site, any existing survey data, as-built utility information, and preliminary coordination with FDEP and FDOT to identify permitting requirements.

Mott MacDonald will also perform a site visit under this task to perform an initial assessment of existing conditions. Mott MacDonald will coordinate with stakeholders, including County staff, the Fidelis Sports Association, and Florida Division of Historical Resources (DHR), for input during this phase.

1B. Topographic Survey

Santa Rosa County will provide drawing files of existing conditions for Mott MacDonald to use as boundary and site base maps. Mott MacDonald will perform topographic survey of the site to encompass all areas necessary for design and construction. This survey shall include the collection of both horizontal and vertical position data for all visible and apparent features.

1C. Concept Development

Mott MacDonald will perform an engineering assessment of the proposed improvements, including recreational areas, restroom and picnic facilities, accessibility and parking features, lighting/electrical design, and stormwater management. Facilities will be designed in accordance with the Santa Rosa County LDC, all applicable State of Florida Environmental Resource Permit requirements, and current sports/recreation guidelines.
Mott MacDonald will develop a concept exhibit for the ultimate site build-out. The exhibit will depict both the proposed LWCF recreation improvements and future considerations for the community center and U-14 baseball fields on site. Mott MacDonald will provide an exhibit with rough order of magnitude (ROM) cost data and meet with the County to review prior to proceeding with design.

**Recreation Task 1 Deliverables:**
- Meetings (2 with stakeholders; one FDEP; one FDOT; one County review)
- Topographic survey
- Concept exhibit and ROM cost data

**Recreation Task 2 – Construction Plan Development (60 days)**

Based on outcomes from the concept review, Mott MacDonald will provide 90% design plans for review, followed by final plans for project construction. An opinion of probable cost will be provided for both the 90% design plans and final plans. Construction Documents will include:

- Existing conditions with proposed demolition and erosion control
- Site dimension and layout plan
- Grading plan
- Construction details
- Project Specifications

**Recreation Task 2 Deliverables:**
- Meetings (2) and coordination
- 90% drawings and specifications (electronic and 2 hard copies)
- 90% opinion of probable construction cost (electronic and 2 hard copies)
- Final drawings and specifications (electronic and 2 hard copies)
- Final opinion of probable construction cost (electronic and 2 hard copies)

**Recreation Task 3 – Permitting (30 days)**

Mott MacDonald will prepare and submit documentation as required to NWFWMD, FDEP, and USACE for permitting.

This phase will consist of drawings, reports, calculations and applications for the proposed design for the project. Mott MacDonald will respond to comments received by reviewing agencies during this Task.

This Task does not include permit application fees.

**Recreation Task 3 Deliverables:**
- Meetings and coordination
- Permitting documentation and application(s)
- Review comment responses

**Recreation Task 4 – Bidding Assistance (30 days)**

Mott MacDonald will aid in the bidding process by incorporating technical specifications and front-end contract documents into a project manual, attending a pre-bid meeting and bid opening, and providing bid evaluation and contract award recommendation.

**Recreation Task 4 Deliverables:**
- Meetings and coordination (pre-bid and bid opening)
2) **Scope of Services – Community Center Assessment**

The scope for Fidelis Park Community Center Assessment includes two tasks: Cultural Resources Assessment/Archaeological Survey and Engineering Assessment.

**Community Center Task 1 – Architectural/Archaeological Assessment (60 days)**

Fidelis Community Center (8SR1844) is a c1925 Craftsman historic structure and is eligible for listing on the National Register of Historic Places. This task involves an architectural/archaeological assessment of this historical structure. The survey will include a background search for previously recorded archaeological sites, historic structures, and cultural resources studies in the project area. The study will adhere to the requirements established by the Florida Division of Historical Resources (FDHR). A cultural resource document of findings will be prepared and sent to the County and FDHR. Maps and photographs will accompany the report of investigations. Communications with the client and government agencies will be maintained to best assure project completion in a timely manner.

**Community Center Task 1 Deliverables:**
- Meetings and coordination
- Task 1 Assessment Report

**Community Center Task 2 – Engineering Assessment (90 days)**

Mott MacDonald will perform an engineering assessment of the community center, based on County direction in the concept phase. Facilities will be assessed in accordance with the Santa Rosa County LDC, Florida DHR requirements, and current design standards/codes.

Mott MacDonald will coordinate with a building moving company regarding feasibility of relocating the structure. A site visit will be performed to measure current support locations in order to re-support at same locations. Mott MacDonald will prepare a report with findings and provide descriptions (not complete design) of requirements and types of structural upgrades for future renovation based on current Florida Building Code, Existing Building; architectural considerations will also be incorporated based on results from the Task 1 Assessment. Mott MacDonald will provide design and construction plans for the following:

- New foundations (spread footing with piers) at the new location to support the structure and meet current wind loads for shear and uplift
- One new end wall to close the building off where detached from existing

As part of structural analysis and design, a geotechnical investigation will also be performed.

**Community Center Task 2 Deliverables:**
- Meetings and coordination
- Task 2 Assessment Report
- Geotechnical Engineering Report
Summary

In summary, our lump sum fee amounts are $55,255 for the Recreation Improvements Tasks and $37,410 for the Community Center Assessment Tasks. We look forward to working with you on this project.

Sincerely,
Mott MacDonald

T. Heath Jenkins, PE
Principal Project Manager

David D. Skipper, PE
Vice President

Approved by:

Board of County Commissioners
Santa Rosa County, Florida
### Fidelis Park Improvements

#### Staff-hour Projection

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