

SOUTH WALTON FIRE DISTRICT

911 North County Highway 393, Santa Rosa Beach, Florida 32459

"Prompt, Competent, Caring Response in Time of Need"



Ryan H. Crawford
Fire Chief / Administrator

Addendum

Posted Date: January 23, 2025

Addendum No. 001

Solicitation Title: South Walton Fire District Request for Proposals for Architectural Services

Solicitation No: RFP No. 2025-001

Opening Date: February 18, 2025

Prospective Proposers and all concerned are hereby notified of the following changes and/or clarifications to the Request for Proposals document for the above-listed RFP.

1. Attachments provided for C through E of Tab 2 in Responses to the RFP will not count toward the 20-page count limit.
2. The Fire District intends to engage Innerlight Engineering Corporation as an owner hired consultant for all Civil Engineering work. Their proposed scope of work is provided as **Attachment A** below.
3. Resumes for all Key Personnel on Tab 4 must still be limited to two pages per individual but may be placed in an appendix and will not count toward the 20-page count limit.
4. The Table of Contents will not count toward the 20-page count limit.
5. Text used for captions for graphics and pictures may be a minimum of 8 point font.

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Attachment A

INNERLIGHT ENGINEERING CORPORATION

Mr. Daniel LaTour
Assistant Chief - Support Services
South Walton Fire District
911 North County Highway 393
Santa Rosa Beach, FL 32459

Re: Proposal for Professional Engineering Services
Walton County DSAP Fire Station
Walton County, Florida

Dear Mr. LaTour:

On behalf of Innerlight Engineering Corporation, please accept this proposal for the aforementioned property. The Specifics are presented below; the term **Engineer** represents Innerlight Engineering Corporation, the term **Client** refers to the Entity as provided in signature block below:

WHEREAS, the Client wishes to engage Engineer for the performance of Professional Engineering Services; and has determined that Engineer is qualified to serve as Engineer for the Client; and

WHEREAS, Client intends to employ Engineer to perform one or more of the following services as specified and contractually obligated through authorized requests in writing:

- Land Surveying
- Land Planning
- Civil Engineering
- General Transportation and Traffic Engineering
- General Consulting
- Entitlements and / or Permitting
- Technical Studies
- Construction Administration
- Construction Observation
- Miscellaneous Tasks Requested by Client and within the Expertise of Innerlight Engineering Corporation, it's Employees and / or Sub-Consultants

WHEREAS, Engineer shall serve as Client's professional representative in each service or project to which this Agreement applies and will give consultation and advice to Client during the performance of his services. **NOW, THEREFORE**, for and in consideration of the mutual covenants herein contained the acts and deeds to be performed by the parties, and the payments by the Client to the Engineer of the sums of money herein specified, it is mutually covenanted and agreed as follows:

Surveying:

Task 1: Boundary & Topographic Survey (Access Road Only)

The Specific Purpose Survey will include an area for approximately $\pm 2,000$ LF for a future road expansion and include the following:

Boundary Survey

- Perform a boundary survey on the subject project in accordance with the Minimum Technical Standards as prescribed by the Florida Board of Professional Land Surveyors in Chapter 61G17-6 FAC, pursuant to Section 472.027, Florida Statutes. The scope of the work includes:
 - Establishment of survey control traversing the subject property and field location of existing property monumentation and pertinent features to identify boundary lines, pertinent features and easements of record.
 - Analysis and evaluation of field located data and preparation of a boundary survey in accordance with the Minimum Technical Standards as prescribed by Florida State Statutes.

Topographic Survey

- Prepare a topographic survey of the existing conditions to meet the Minimum Technical Standards as prescribed by the Florida Board of Professional Land Surveyors in Chapter 61G17-6 FAC, pursuant to Section 472.027, Florida Statutes. The scope of the work includes:
 - Establishment of vertical datum and field survey control traversing the subject property
 - Collect topographic information on a grid of not greater than 100 feet for the subject property.
 - Outline perimeter of wooded areas.
 - Wetland flag locations are not included.

Design (Fire Station):

Task 2A: Civil Engineering - Stormwater Management (Fire Station)

The scope of work includes:

- Hydrologic / Hydraulic Modeling
 - Delineate Drainage Basins and Prepare Basin Map
 - Determine Hydrologic Parameters (Runoff / Time of Concentration Values)
 - Determine Hydraulic Parameters (Pipe Sizes, Manning's Coefficients, Etc.)
 - Build Hydrologic / Hydraulic Model
 - Conduct Necessary Simulations to Obtain Stormwater Design Requirements
 - Produce Input / Output Reports of Final Simulation
- Stormwater Management Report
 - Prepare Stormwater Management Report to include, at a minimum:
 - Introduction and Methodology
 - Existing Conditions Discussion
 - Proposed Conditions Discussion
 - Hydrologic / Hydraulic Modeling Discussion
 - Conclusion
 - Prepare Necessary Exhibits to include, at a minimum:

- Vicinity Map
- Aerial Map
- Topographic Map
- Flood Map
- Basin Maps

Deliverable(s):

- Stormwater Management Report

Task 2B: Construction Drawings (Fire Station)

The scope of work includes:

- Client and Project Team Coordination
 - Coordination with project Architect and building systems Engineers as required to complete the Civil Engineering design
- Final Engineering Design and Construction Documentation
 - Cover Sheet
 - General Notes and Specifications Sheets
 - Existing Conditions Plan and Erosion Control Plan
 - Demolition and Preservation Plan
 - Site Geometry Plan
 - Grading and Drainage Plan(s)
 - Site Utility Plans
 - Fire Water, Domestic Water, and Sanitary Sewer final layout and sizing
 - Construction Details

Deliverable(s):

- 24x36 Plans and Electronic PDF files will be provided.

Design Access Road (Assume existing dirt road and ±600 LF New Road):

Task 3A: Civil Engineering - Stormwater Management (Access Road)

The scope of work includes:

- Hydrologic / Hydraulic Modeling
 - Delineate Drainage Basins and Prepare Basin Map
 - Determine Hydrologic Parameters (Runoff / Time of Concentration Values)
 - Determine Hydraulic Parameters (Pipe Sizes, Manning's Coefficients, Etc.)
 - Build Hydrologic / Hydraulic Model
 - Conduct Necessary Simulations to Obtain Stormwater Design Requirements
 - Produce Input / Output Reports of Final Simulation
- Stormwater Management Report
 - Prepare Stormwater Management Report to include, at a minimum:
 - Introduction and Methodology
 - Existing Conditions Discussion
 - Proposed Conditions Discussion
 - Hydrologic / Hydraulic Modeling Discussion
 - Conclusion
 - Prepare Necessary Exhibits to include, at a minimum:

- Vicinity Map
- Aerial Map
- Topographic Map
- Flood Map
- Basin Maps

Deliverable(s):

- Stormwater Management Report

Task 3B: Construction Drawings (Access Road ±600LF New Road)

The scope of work includes:

- Final Engineering Design and Construction Documentation
 - Cover Sheet
 - General Notes and Specifications Sheets
 - Existing Conditions Plan and Erosion Control Plan
 - Demolition and Preservation Plan
 - Site Geometry Plan
 - Grading and Drainage Plan(s)
 - Site Utility Plans
 - Fire Water, Domestic Water, and Sanitary Sewer final layout and sizing
 - Construction Details

Deliverable(s):

- 24x36 Plans and Electronic PDF files will be provided.

Task 4: Construction Bid Documents

The scope of the work includes:

- Bidding Process Assistance
 - Finalize Construction Drawings and Specifications prepared in Task 2B & 3B above.
 - Prepare a schedule of values, if required.
 - Assist in bid process as needed.

Task 5: Meetings

The scope of the work includes:

- Special Coordination, not specifically related to permitting activities stated below, with Regulatory Agencies including but not limited to Walton County, Regional Utilities, Northwest Florida Water Management District (NFWFMD) and Florida Department of Environmental Protection (FDEP)
- Conference Calls
- Meetings as Required to meet Scope of Work

Task 6: Traffic Engineering

The scope of the work includes:

- This task will consist of preparing a traffic concurrency letter report and concurrency calculations for submittal to Walton County.

Task 7: Permit Submittals

The scope of the work includes:

- Prepare applications and documentation to submit for a Minor Development Order in accordance with Walton County Land Development Code.
- Prepare and submit applications and required documents for the following permits:
 - Regional Utilities – Water and Sewer Permits
 - FDEP Drinking Water and Wastewater Connection Permits (if required)
 - FDEP – NPDES Stormwater Construction General Permit
 - NFWFMD Environmental Resources Permit for Stormwater Management Systems only.
- Stormwater Pollution Prevention Plan (SWPPP), required for NPDES Permit
- Limitations and Exclusions:
 - Resubmittal of permit documents due to Client requested design changes after the initial submittal may result in an additional fee request.
 - Permitting of new offsite Public Water and Sewer improvements are not included.
- Assist Client in preparation of Wetland Dredge and Fill Exhibits needed for the Regional General Permit (RGP) and Ecosystem Management Agreement (EMA) Application. Wetland Permitting is not included.

Task 8: Ltd Construction Administration

The scope of the work includes the following:

- Weekly Site Visits (As Needed) to Observe Construction Progress & Prepare Observation Report
- Review of Shop Drawings

Task 9: Final Certification Process

Upon receiving final Record Drawing Survey (By Others) and upon verification that the Construction is in substantial compliance with the Construction Drawings and regulatory permit requirements, prepare Final Certification Packages for the following:

- FDEP Potable Water and Wastewater
- FDEP General Stormwater Permit Final Certification (Stormwater)
- Walton County
- Regional Utilities

Task 10: Additional Sub-Consulting Services

See Attached

The following Sub-Consulting Services are included as part of this contract and are attached to this proposal for professional services:

- **UES Professional Services, LLC – Geotechnical Engineering**

Assumptions and Exclusions

The following assumptions and exclusions are noted:

- FDOT Surveying services are not included.
- Client will provide checks for applications and review fees.
- Fees for all required mailings, public notices, and public notice signage will be billed as reimbursable expenses.

- It is assumed that an Environmental Assessment (EA) has already been performed for the master plan community and therefore preparation of a new EA is excluded from the scope of work above.
- It is assumed that the wetland impacts / dredge and fill permitting will be in accordance with the RGP and EMA and applications will be facilitated and completed by Client. Services for an Individual Permit or General Permit for wetland impacts are not included in the scope of work above.
- Landscape and Irrigation Design Services are not included.
- The Engineer's scope for retaining wall design will be limited to planar dimensions and surrounding grades. A Geotechnical Engineer and/or Structural Engineer will be required for wall thickness, foundation systems, tie-backs, and other structural components; these items are excluded from IEC's scope of work.
- Design of offsite utility systems improvements other than included above are not included.
- Offsite roadway design improvements other than included above are not included.
- Services other than those specifically outlined above are excluded.