

City of Palm Coast, Florida Agenda Item

Agenda Date: August 4, 2026

Agenda Item: F.3

Department UTILITY
Division PROJECT ENGINEERING AND
CONSTRUCTION

Amount \$199,405.00
Org/Account # 54029082-063000-82040

Subject: RESOLUTION 2026-XX APPROVING A WORK ORDER WITH CPH CONSULTING, LLC TO PROVIDE ENGINEER OF RECORD SERVICES DURING CONSTRUCTION OF THE A1A SEWER FORCE MAIN EXTENSION PHASE II PROJECT

Presenter: Brian Roche, Director of Utility

Attachments:

1. Resolution
2. Proposal

Background:

Council Priority:

D. Sustainable Environment and Infrastructure

This award is for CPH Consulting LLC (CPH) to provide post-bid services, as the Engineer of Record, for the A1A forcemain extension Phase II project. The Phase II project is for constructing an extension of the City's 12-inch sanitary sewer forcemain approximately 17,000 ft along A1A, from Mala Compra Rd to Marineland.

This phase II project, which is part of an Interlocal Agreement (ILA) between Flagler County and the City of Palm Coast, is funded through an FDEP Grant. Phase I, which consisted of approximately 14,000 ft of 12-inch forcemain along A1A was completed in October 2025.

CPH proposes to provide post-bid services for a not-to-exceed amount of \$199,405.00. These services will include shop drawing reviews, responding to Request For Information (RFI) from the contractor, attending progress meetings and providing conformed drawings.

Source of Funds Worksheet

Original Budget: \$6,992,860.00

Total Expended/Encumbered to Date: \$213,877.71

Pending Work Orders.Contracts: \$0.00

Current (WO/Contract): \$199,405.00

Balance: \$6,579,577.29

Recommended Action:

ADOPT RESOLUTION 2026-XX APPROVING A WORK ORDER WITH CPH CONSULTING, LLC FOR POST-BID SERVICES AS ENGINEER OF RECORD FOR A1A FORCEMAIN EXTENSION PHASE II PROJECT

RESOLUTION 2026-____
A1A SEWER FORCEMAIN EXTENSION PHASE II

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALM COAST, FLORIDA, APPROVING THE TERMS AND CONDITIONS OF A WORK ORDER WITH CPH CONSULTING, LLC IN THE AMOUNT NOT TO EXCEED \$199,405.00 FOR POST-BID SERVICES AS THE ENGINEER OF RECORD DURING CONSTRUCTION FOR THE A1A SEWER FORCEMAIN EXTENSION PHASE II; AUTHORIZING THE CITY MANAGER, OR DESIGNEE, TO EXECUTE THE WORK ORDER; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING FOR IMPLEMENTING ACTIONS AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, The City of Palm Coast desires to approve services for the above-mentioned project for the City of Palm Coast; and

WHEREAS, CPH Consulting, LLC desires to provide the aforementioned post-bid services as the engineer of record during the construction for the A1A Sewer Forcemain Extension Phase II Project for the City of Palm Coast.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PALM COAST, FLORIDA AS FOLLOWS:

SECTION 1. LEGISLATIVE AND ADMINISTRATIVE FINDINGS. The above recitals (whereas clauses) are hereby adopted as the legislative and administrative findings of the City Council.

SECTION 2. APPROVAL OF THE WORK ORDER. The City Council of the City of Palm Coast hereby approves the terms and conditions of the work order with CPH Consulting, LLC as attached hereto and incorporated herein by reference herein by reference as Exhibit "A."

SECTION 3. AUTHORIZATION TO EXECUTE. The City Manager, or designee, is hereby authorized to execute any necessary documents.

SECTION 4. FUTURE AMENDMENTS. The City Manager, or designee is hereby authorized to approve any future amendment to Contract Agreements for changes totaling less than \$100,000.00 as long as this amount does not exceed the line-item limit for

the budgeted purchase. Further, the City Manager has the authority to execute amendments to the Contract Agreements on behalf of the City for any other changes that may be necessary.

SECTION 5. SEVERABILITY. It is hereby declared to be the intention of the City Council that the sections, paragraphs, sentences, clauses and phrases of this Resolution are severable, and if any phrase, clause, sentence, paragraph or section of this Resolution shall be declared unconstitutional by the valid judgment or decree of a court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this Resolution.

SECTION 6. CONFLICTS. All resolutions or parts of resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

SECTION 7. IMPLEMENTING ACTIONS. The City Manager is hereby authorized to take any actions necessary to implement the action taken in this Resolution.

SECTION 8. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption by the City Council.

DULY PASSED AND ADOPTED by the City Council of the City of Palm Coast, Florida, on this 4th day of August 2026.

ATTEST:

CITY OF PALM COAST

KALEY COOK, CITY CLERK

MICHAEL NORRIS, MAYOR

APPROVED AS TO FORM AND LEGALITY

MARCUS DUFFY, CITY ATTORNEY

Attachment: Exhibit "A" Work Order CPH Consulting, LLC



SCOPE OF SERVICES

A1A Sewer Force Main Mala Compra to Marineland Construction Phase Engineer of Record Services

Pursuit #: 201.2600561.000

June 10, 2026

1. BACKGROUND

CPH Consulting, LLC (CPH) has completed the engineering design and permitting services for the A1A Sewer Force Main Mala Compra to Marineland for the City of Palm Coast (CITY). The project consists of approximately 17,569 linear feet (LF) of new 12-inch-14-inch sewer force main along A1A from Mala Compra Road to Marineland. Directional drill design includes 4,253-ft (+/-) of new 14-inch PE force main. Open cut design includes 13,316-ft (+/-) of new 12" PVC force main.

The CITY has informed CPH that construction, engineering, and inspection services will be provided by Consor as the City's representative. CPH will provide post-bid services as the Engineer of Record (EOR) during construction.

This proposal outlines the scope of services to be provided by CPH during the construction of A1A Sewer Force Main Mala Compra to Marineland.

2. ENGINEERING TASKS

2.1 Task 1 – Conformed Documents Preparation

2.1.1 CPH will prepare conformed documents (plans and specifications) incorporating issued addenda during bid. CPH will distribute the conformed Project Manual for CITY and Contractor use during construction in PDF. Up to eight (8) sets of the Conformed Construction Plans (4 Sets Full Size 22"x34" and 4 sets Half Size 11"x17"); and up to six (6) sets of the Conformed Project Manual can be provided to the CITY and CONTRACTOR upon request. One digitally signed and sealed set of conformed documents will also be provided to the CITY at the start of construction for its records.

2.2 Task 2 – EOR Services during Construction

2.2.1 CPH will attend the pre-construction meeting and progress meetings. It is assumed the Progress Meetings will be held once every two weeks during construction, starting approximately four (4) weeks after the Notice to Proceed and ending at Substantial Completion, covering a period of 52 weeks. Based on



this assumption, there will be up to twenty-six (26) progress meetings. This proposal includes 13 virtual progress meetings and 13 in-person progress meetings. Additional meetings beyond those identified herein will be considered Additional Services after the City's written authorization.

- 2.2.2 CPH will review Shop Drawings and submittals, coordinate with the CITY and Consor on distribution of submittals and compilation of the submittal review comments of all parties and distribute reviewed submittals (including comments) to the Contractor.
- 2.2.3 CPH will assist Consor as requested by responding to requests for information (RFIs) associated with the original design intent and proposed changes as forwarded by the CITY and Consor.
- 2.2.4 CPH will attend site visits as requested by Consor and Contractor. This proposal includes six (6) site visits during construction. Additional site visits shall require prior authorization by the City and will be billed as additional services. CPH will attend the final walkthrough of the constructed sewer force main along with representatives of the CITY, Contractor and Consor.
- 2.2.5 CPH will review and accept the Record Drawings prepared by the Contractor and Consor. One digitally signed and sealed set of Record Drawings, together with PDF and AutoCAD files, will be provided to the CITY.

The following services are not included in this proposal and shall be provided by Consor:

- 1. Prepare meeting agenda and minutes for Pre-construction meeting and progress meetings;
- 2. Review and approve payment applications;
- 3. Review and approve change orders;
- 4. Regular site visits;
- 5. Resident observation services to review the construction activities and associated communications with the CITY;
- 6. Prepare and issue punch list items after the walk through;
- 7. Prepare record drawings.

3. PAYMENT

CPH proposes to provide the engineering services described herein for a not-to-exceed fee of \$199,405.00. The proposed fee includes the direct labor (calculated by multiplying the current Standard Rates for each category of employee directly involved in the project by the number of hours worked on the project) and the reimbursable expenses. CPH will



bill the CITY based on the time spent monthly and the total amount billed will not exceed the above amount unless authorized by the CITY.

A summary of the fee for each task is listed below and a full breakdown of the Fee Schedule is attached in **Attachment A**.

Task #	Description	Cost
Task 1	Conformed Documents Preparation	\$4,420.00
Task 2	EOR Services during Construction	\$194,985.00
Total		\$199,405.00

APPENDIX A – Fee Breakdowns

										
Palm Coast A1A Phase 1 Construction EOR Scope of Services & Fee Schedule Date: June 10, 2026										
		Lucida Xu	Jason Kellog	Robert Odgen	Josh Pickett	Jeremy S	Eddie Alexander	Jill or Nicky		
TASK ITEM	DESCRIPTION	Project Manager IV	Engineer IV (EOR)	Engineer, EI	Construction Manager	Project Designer IV	Construction Representative II	Administrative III	Expenses	Cost by Task
	Hourly Rates	\$295.00	\$265.00	\$205.00	\$220.00	\$215.00	\$180.00	\$130.00		
Task 1	Conformed Documents Preparation	4	8					4	\$600.00	\$4,420.00
Task 2	EOR Services during Construction									
	Pre-construction meeting and progress meetings	20	20	20	40	40				\$32,700.00
	Shop drawings and submittals review and approval	13	40	150	100			20		\$69,785.00
	RFI Responses	26	78		100	78	20	30		\$74,610.00
	Site visits and final walkthrough		8		8		32		\$500.00	\$10,140.00
	Record Drawings Review and Approval	2	8		4	16	4			\$7,750.00
	Task 2 Sub-total									\$194,985.00
Total		65	162	170	252	134	56	54	1100	\$199,405.00