



"EXHIBIT A"

Scope of Work

Exhibit A-Work Authorization No.17

Surveying and Design Services for a portion of SE 15th Avenue and SE 1st Streets

Services pursuant to Work Authorization No.16 shall be provided in accordance with the terms and conditions of the Contract for Civil Services between the City of Pompano Beach and Munson Design and Consulting, Inc. dated March 3, 2021, approved by City Ordinance No. 2021-54

Proposal for Professional Consulting Services

January 30, 2024

Background:

Thank you for asking Munson Design and Consulting, Inc. (MDC) to offer this Scope of Work to the City for this project that will alleviate ponding problems on a portion of SE 1ST Street, SE 2nd Street and SE 3rd Street as well as SE 15th Avenue and SE 13th Avenues. The total roadway length is approximately 7,000 feet long including the areas between the houses adjacent to the canals south of SE 3rd Street. See Exhibit B for the limits and total extents of the survey and design work. Ultimately, this Scope of Work is for the preparation of drainage design plans for all of the named roads. It is understood that these roads flood and that drainage is required. These roads will be retrofitted with a combination of new solid pipe and new exfiltration trench drainage systems and that will add as much extra capacity and "water quality" as possible. The new drainage system will be hydraulically connected to all portions of the existing drainage system and then be sent to the nearby canals on the south side of SE 3rd Street. The main goal is to connect all drainage systems to the canals. The existing elevations of the roadways will not be altered. Some roadway swales will be reestablished depending on the location and existing condition.

Also included in this proposal are the efforts for MDC to prepare the new roadway topographic survey. From the survey MDC will prepare a set of construction drawings. These construction drawings will be used for bidding purposes and for permitting with outside agencies as well as used for the construction of the drainage system itself. MDC will act as the lead designer and will hire and coordinate other firms used to test the soils and research the existing utilities. Also included in this Scope of Work are the services for hiring the landscape arborist services required to provide a tree inventory and tree valuation and tree disposition plan for all trees within 10' of any work area. This will include most trees along the limits of the survey. See Exhibit B for the limits of the tree evaluations and survey and design work.

Summary:

Based on the City's request, Munson Design and Consulting, Inc. (MDC) is providing this Work Authorization for the scope of services required for MDC to provide the City with a comprehensive drainage design, permitting and construction services/inspections. This Scope of Work is intended to provide the City with a scope of consulting services related to this S.R.F. project and the requirements of the State plus the named design and permitting services for the retro fitted drainage improvements for the named roads.

Limits of Design Study:

The limits of the design are include a portion of SE 1ST Street, SE 2nd Street and SE 3rd Street which are bound on the east by SE 17th Avenue and bound on the west by SE 12th Avenue, bound on the north by Atlantic Blvd. and bound on the south by and including SE 3rd Street and the end of the canals. This proposal does not include any work related to private property or driveways located within the City's Rights-of-Way . The proposal does include the design of swales in the City's Rights-of-Way along the side of the road.

Scope of Services:

Munson Design and Consulting, Inc. (MDC) will provide the City the following Tasks listed below. All investigative services, survey and design field work, soil testing, tree valuations, plans preparation, meetings, drainage

permitting, bidding and construction related inspections are included. MDC will assume the role of the Engineer of Record and will act as Project Manager for the design services only for this project.

Task 1-Surveying Services (\$28,900)

MDC shall provide a road right-of-way and topographic survey for the purposes of capturing the existing improvements and elevations which will be used for the future design. MDC will perform all field reconnaissance and office time for drafting of the field work. The limits of the survey are include a portion of SE 1ST Street, SE 2nd Street and SE 3rd Street which are bound on the east by SE 17th Avenue and bound on the west by SE 12th Avenue, bound on the north by Atlantic Blvd. and bound on the south by and including SE 3rd Street and the end of the canals as shown in Exhibit B. All of the improvements within the rights of way will be located and drafted. Topographic information will be taken at each improvement and at twenty feet on center along the roadway. All trees within the Rights-of-Way and within 10' of the road's the Rights-of-Way will be located. Private driveways will be located. All elevations will be displayed in N.A.V.D. '88 Datum. No houses or commercial buildings or private features outside the Rights-of-Way will be located.

Task 2-Soils Percolation Drilling and Testing (\$2,100)

Fee for MDC to hire a Geotechnical testing company to perform three standard SFWMD Usual Open Hole tests and perform the laboratory analysis. These test results will be used to determine the quantity of stormwater attenuation within the proposed exfiltration trenches.

Task 3-Tree Inventory and Tree Valuation (\$8,900)

Site Inventory & Analysis- This work order will provide a tree inventory and tree valuation and tree disposition plan for all of the trees affected within and around the public rights-of-way and on private property for all named roads in Exhibit B. MDC's sub-contractor will become familiar with the site in terms of its existing characteristics, vegetation, abutting properties, adjacent driveways which could influence the design. MDC will provide a tree inventory and a tree valuation based on the above highlights. New Planting Plans will not be provided.

Task 4-Soft Dig Services (Pot Holing) (\$27,000)

MDC will hire a sub-contractor to perform soft dig services at 30 locations where the new drainage system will cross the existing utilities. The soft dig team will excavate over each utility and measure from the ground surface to the top of each pipe and record the sizes of each pipe. The asphalt will be patched where holes are dug. The left-over base rock will be reused, and asphalt cold patch will be compacted into each hole. Utility conflict reports will be provided. MDC will interpret these results and list the data on the design plans.

Task 5-Design Development Drawings (\$58,000)

MDC will provide preliminary design and layout for the improvements on the streets after the survey and soft dig analysis is completed. The Design Development drawings will be provided to the City at two levels of completion. MDC will provide review sets at 60%, 90% for the City's review and comment. 100% Construction documents are considered final and ready for bidding and/or construction purposes and are offered under Task No.9.

Task 6-Construction Drawings (\$29,000)

MDC will provide a final design for the improvements after all preliminary work is completed and the drainage permit is earned. The construction drawings will be provided to the City at this time will provide final review sets at 100%. 100% Construction documents are considered final and ready for bidding and/or construction purposes. With 100% plans, the calculations and permits will also be finalized. MDC will provide the City and contractor with informative and scalable plans from which to construct. These plans will meet all applicable codes within the scope of this project and will be suitable for bidding and construction purposes.

Task 7-Broward County EPD Surface Water Permit (\$17,900)

This Work Order assumes that one new drainage permit will be applied for and the existing drainage permit for this project. MDC will apply for the drainage/Surface Water Management Permits with Broward County and South Florida water management District (SFWMD). These new and/or modified permits will provide an approval for the road's drainage system. Design or permitting work for the canal, canal banks is not included in this proposal. MDC will electronically apply for and complete all required applications and backup paperwork for the electronic submittal. MDC will upload and produce all necessary design calculations and plans and exhibits for the procurement of this permit. It is the sole responsibility of the contractor to apply for and obtain any dewatering or water use permits. MDC will not assist the contractor in obtaining the potential dewatering permit. The contractor shall apply for and complete the applications with their pertinent information and MDC will assist them with relevant engineering information and permitting assistance.

Task 8-Broward County Traffic Engineering Division Plan Approval/ Permit (\$5,500)

This task includes applying for and obtaining plan approval for reinstalling the existing pavement markings and signage that may be removed during the construction process.

Task 9-Limited Project Pre-Bid and Bidding Assistance to City (\$2,500)

This task involves MDC assisting the City in hiring a contractor. MDC will be on hand for a bid meetings, answering requests for additional information (RFI's), provide written responses and provide plan modification or clarification if necessary so all bidders understand the scope of work.

Task 10-Limited Permit Assistance for City's Building Department Permit (\$2,500)

The contract winning contractor will apply for a City Building Permit. MDC will be on hand to assist them by providing signed and sealed plans and exhibits and copies of related drainage permits in order to make a submittal. MDC will also be on hand to answer the Civil related comments and correspondingly correct the plans based on the City's Civil comments. The Building Permit "handling and running" and permit fees shall be by the contractor.

Task 11-Construction meetings (\$5,500)

MDC shall attend pre-construction and in-progress standard and SRF meetings held by the City.

Task 12-Construction Site Visits and Inspections (\$17,200)

MDC will provide weekly or periodic site visits to inspect the quality of work by the contractor. This proposal assumes that there will be two inspections per week for a five-month period. MDC will work with City inspectors to ensure the quality of the work and conformance to the plans. MDC will also hold a substantial completion 'walk-thru' with the City as well as a 'punch list walk thru' in order to develop and list inferior items that need to be corrected.

Task 13-As-built Reviews, Punch List and Project Close-out Procedures (\$4,000)

MDC shall attend two close-out meetings and as-built review sessions along with field visits. MDC will correspond with the contractor in order to correct the deficiencies of the as-builts so that they are adequate to gain final approval from the permitting Authorities. MDC will provide an inspection for final completion and securing the City's Certificate of Completion.

Reimbursable Expenses (\$200):

Deliverables:

Six (6) signed and sealed copies of the plans plus copies of all obtained permits plus all that is required by the City or Contractor. Plots, prints, delivery methods, reports, etc. will be charged at cost plus 10%. Mileage will not be charged.

Conditions:

MDC reserves that right to adjust pricing if certain services are not desired or not included. All work that will be performed will be in accordance with professional ethics laws and governmental agency standards. This proposal only includes the information indicated above and does not include any items not described above. If any item is required, not explicitly mentioned above, a separate agreement shall be entered into. No other off-site designs and no off-site permitting are included until the full scope of work is known.

This proposal does not cover any additional scope of services that may arise out of the City's, County's or FDOT's application or plan review process. The following items are not included in this proposal.

- City DRC
- City P&Z
- City Variances
- City Commission Meetings or Approvals
- Planting Design or Planting Plans
- Can dredging or canal bank reconstruction
- New headwall or outfall designs
- Broward county's NPDES Compliance and Non-Discharge Licensing Section
- Nutrient Design or Discharge Analysis
- Construction Services from the Arborist
- Designs, drawings, calculations and/or permitting Florida Department of Transportation (FDOT)
- Florida Department of Environmental Protection Permits
- Public Involvement meeting
- City Commission approval process
- Designs, drawings, calculations and/or permitting with Broward County Engineering
- Pedestrian Crosswalks or pedestrian crossing signals
- New Potable water design or permitting

- New potable water or sanitary sewer design or permitting
- Utility relocations
- Fire main design or permitting
- Pump stations or force mains
- Drainage Wells
- Underground drainage storage systems
- Structural Engineering
- Environmental Design or Permitting
- Tree Mitigation Services
- Tree Relocation Services
- Permitting, Plan approval or Impact Fees of any sort
- Architectural work
- Water Use permits for dewatering or irrigation wells with South Florida Water Management Department (SFWMD)
- Dewatering Permit (Contractor shall obtain)
- N.P.D.E.S. Permit (Contractor shall obtain)
- Survey services for construction
- Construction as-builts or record drawings
- Easement sketches and descriptions for design or construction related issues.
- County, City or regulatory agency building permit fees, application fees, County or City plan review fees or impact fees, etc.
- Requests by the County, City or any Governmental Agency that are outside of the scope of this proposal.
- Wall or fencing plans
- Environmental Phase I or Phase II studies
- Environmental Design or Permitting
- Broward County's Environmental Protection Department, Biological Resources Division
- Broward County's Environmental Protection Department, Environmental Engineering
- NPDES Compliance and Non-Domestic Discharge Licensing Permits or Plan approvals
- Phosphorus removal or Total Daily Load Reduction plans or calculations or permits or approvals
- Florida Department of Environmental Protection Permits
- Broward County's Engineering Division Plan Approvals or Permits
- Pedestrian Crosswalks or pedestrian crossing signals
- Traffic Lights or signals
- Traffic counts or studies
- Reuse water redesign
- Easement layouts or modifications
- Roadway lighting
- Electrical Engineering
- Permitting fees, Plan approval fees or Impact fees

Compensation:

The method of payment for this project shall be lump sum. The City shall pay MDC in monthly installments based on submitted invoices for the services provided. All reimbursable expenses will be billed at cost plus 10%. It is assumed that the project will be carried out until completed. If the project is canceled by the client during or after the design phase, or put on hold for any length of time, the pro-rated contract amount is still owed. If the project is put on hold for longer than four months, MDC reserves the right to renegotiate this fee proposal. MDC will invoice monthly for the work completed and payment shall be rendered by the client within 30 days of the invoice date. This proposal is not transferable and is valid for 30 days from the date of the proposal. Please contact me if you have any questions and thank you for this opportunity to bid on this project. Please sign and return a copy of this letter in order for MDC to initiate work.

The City of Pompano Beach shall pay MDC a total lump sum base fee amount of \$209,200