



*From Concept to Reality
Providing Engineered Solutions*

June 26, 2019

Ms. Tammy Good, PMP, CGC
CIP Manager
City of Pompano Beach Engineering Department
1201 NE 5th Ave
Pompano Beach, FL 33060

Re: **Exhibit A-Scope of Work
Work Authorization No.9;
Survey and Design Services for N.E. 3rd Street and N.E. 4th Street Drainage Improvements-
Revised#5**

Dear Ms. Good:

Thank you for asking Munson Design and Consulting, Inc. (MDC) to offer this Scope of Work to the City for this important and high-profile project. This Scope of Work is for the preparation of a right-of-way survey and drainage design plans for NE 3rd Street and NE 4th Street. It is understood that these two roads will be retrofitted with a drainage system which will discharge to one of the adjacent 'finger canals' of the intercoastal waterway. MDC will size and fit the roads with a series of inlets and culverts which will provide as much "water quality" as possible. The "water quality" will be provided within a new exfiltration trench system with weir which will connect to the City's existing drainage system before indirect discharge.

MDC will preform the field work and provide the office time to prepare the new 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 architectural services required to provide a tree inventory and tree valuation and tree disposition plan for approximately 122 palm trees and 12 dicot trees within the public rights-of-way for NE 3rd and NE 4th and Harbor Drive.

Background:

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 inspections. This Scope of Work is intended to provide the City with a scope of consulting services related to these services for the retro fitted drainage improvements for the named roads.

Limits of Design Study:

The limits of the design are bound by the north and south rights-of-way lines for N.E. 3rd Street and N.E. 4th Street. The eastern one-half of Harbor Drive right-of-way is also included between N.E. 3rd and 4th Streets. A portion north of N.E. 4th Street which leads to the outfall at the canal is also within the limits of the project.

Scope of Services:

Munson Design and Consulting, Inc. (MDC) will provide the City the following Tasks listed below. All investigative services, 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 this project.

Task 1-Surveying Services (\$12,600)

MDC shall provide a right-of-way survey for the purposes of capturing the existing improvements 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 bound by the north and south rights-of-way lines for N.E. 3rd Street and N.E. 4th Street. The eastern one-half of Harbor Drive right-of-way is also included between N.E. 3rd and 4th Streets as well as a portion north of N.E. 4th Street which leads to the outfall at the canal. All of the improvements within the rights of way will be located and drafted. Topographic information will be taken at each improvement and at ten feet on center along the roadway. All elevations will be displayed in N.A.V.D. '88 Datum.

Task 2-Soft Dig Services (Pot Holing) (\$7,600)

MDC will hire a sub-contractor to preform soft dig services at over 15 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.

Task 3-Soils Percolation Drilling and Testing (\$1,800)

Fee for MDC to hire a Geotechnical testing company to perform four 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 4-Tree Inventory and Tree Valuation (\$6,450)

Site Inventory & Analysis- This work order will provide a tree inventory and tree valuation and tree disposition plan for approximately 122 palm trees and 12 dicot trees within the public rights-of-way for NE 3rd and NE 4th and Harbor Drive. MDC's sub-contractor will become familiar with the site in terms of its existing characteristics, vegetation, abutting properties, adjacent roads, waterways and views which will influence the design. MDC will provide a tree inventory and a tree valuation based on the above highlights.

Task 5-Broward County EPD Surface Water Permit (\$4,900)

This Work Order assumes that only one drainage permit will be applied for and obtained for this project. This drainage permit will include all roads simultaneous. MDC will apply for a Surface Water Management Permit with Broward County. This permit will provide an approval for the roads drainage system. 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. *MDC will 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. The permit "handling and running" and permit fees shall be by the contractor.*

Task 6-Broward County Traffic Engineering Division Plan Approval/ Permit (\$2,500)

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 7-Construction Drawings (\$39,900)

MDC will provide preliminary design and layout for the improvements on the three streets after the soft dig analysis is completed. The construction drawings will be provided to the City at three levels of completion. MDC will provide review sets at 60%, 90% and 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 8-Limited Project Pre-Bid and Bidding Assistance to City (\$1,900)

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 9-Limited Permit Assistance for City's Building Department Permit (\$900)

The contract winning contractor will apply for a City Building Permit. MDC will be on hand to assist them by providing sign 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.

Task 10-Construction meetings (\$2,300)

MDC shall attend pre-construction and in progress monthly meetings held by the contractor. A total of 6 meetings are anticipated for this task.

Task 11-Construction Site Visits and Inspections (\$7,500)

MDC will provide weekly or periodic site visits to inspect the quality of work by the contractor. This proposal assumes that there will be three inspections per week for a three-month period. MDC will also 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 of inferior items that need to be corrected.

Task 12-As-built Reviews, Punch List and Project Close-out Procedures (\$2,500)

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 (\$600):

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 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
- Planting Design or Planting Plans
- Construction Services from the Landscape Architect or Arborist
- Designs, drawings, calculations and/or permitting Florida Department of Transportation (FDOT)
- Broward County's Environmental Protection Department Biological Resources Division
- Florida Department of Environmental Protection Permits
- Mitigation Services
- Pedestrian Crosswalks or pedestrian crossing signals
- New Potable water design or permitting
- New potable water or sanitary sewer design or permitting
- Utility relocations
- Sanitary sewer design or permitting
- Fire main design or permitting
- Irrigation or landscape Design or permitting
- Public involvement meetings
- Pump stations or force mains
- Drainage Wells
- Easement layouts or modifications
- Site lighting
- Electrical Engineering
- Structural Engineering
- Environmental Design or Permitting
- Permitting fees, Plan approval fees or Impact fees
- Architectural work

- Water Use Permits irrigation wells with South Florida Water Management Department (SFWMD)
- N.P.D.E.S. Permit (Contractor shall obtain)
- Design, calculations and/or permitting for City Traffic or County Engineering or Traffic Departments
- Survey staking or layout for construction or construction as-builts or record drawings
- Easement sketches and descriptions for 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.
- This proposal does not include any off-site FDOT related designs or turn lanes, traffic signals or traffic counts or studies, Off-Site Design or Permitting of any sort.
- Wall or fencing plans
- Construction, Architectural, Electrical, Site lighting or Architectural Landscape or irrigation designs

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.

The City of Pompano Beach shall pay MDC a total Lump Sum amount of \$91,450.

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 15 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.

Sincerely,
Munson Design and Consulting, Inc.

Shane Munson

Shane Munson, P.E.
Owner/ Lead Engineer

SIGNED APPROVED: _____

PRINT NAME & TITLE: _____

DATE: _____