

## MEMORANDUM

March 29, 2018

TO: City Commission

THRU: Greg Harrison, City Manager  
Brian Donovan, Assistant City Manager

FROM: Horacio Danovich, CIP Manager

RE: Hillsboro Shores



### Issue

Staff is seeking City Commission approval to execute Work Authorization #028 between the City of Pompano Beach ("City") and Keith & Associates, Inc. ("Keith") in the sum of \$160,000.00 as negotiated.

### Recommendation

Staff recommends Approval.

### Background

The Utilities Department identified the Hillsboro Shores Drainage Improvements Project as a priority. The area is flood prone and in dire need of upgrades. Staff asked Keith to provide a proposal to assist the City with design efforts to improve drainage facilities in and around the community (see Exhibits "A-B"). This project was identified in the 2013 Stormwater Master Plan List (see "Exhibit C") and funding for design services is in place.

Per Keith's proposal, the firm will provide surveying services to identify existing conditions, landscape, utilities, etc. The firm will prepare a basemap that will be used to generate permit plans. Keith will assist the City throughout the permitting process and will provide construction administration services including periodic site visits to verify work has been conducted in substantial compliance with the approved plans. Ultimately, the firm will certify the project to all applicable government agencies.