



January 18, 2019
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SCOPE OF WORK

City of Pompano Beach, Florida

Kester Park Redevelopment

Bermello Ajamil & Partners, Inc. (BA) is pleased to provide this Scope and Fee to the City of Pompano Beach (City) for professional design services for the redevelopment of Kester Park.

PART I - PROJECT BACKGROUND AND DESCRIPTION:

The City has recently passed a General Obligation Bond for park improvements and has requested BA to perform survey and mapping, geotechnical exploration and reporting services and prepare design and construction documents and perform construction administration services for improvements at Kester Park. The Park is located in the neighborhood between East Atlantic Avenue and Pompano Beach Air Park and is bound by NW 6th Street on the north, NW 4th Street on the south, NE 9th Avenue on the east and NE 7th Avenue to the west. The park is approximately 9.7 acres. The current park is fully developed and includes parking, two baseball fields, open green space, a playground with shade canopy, a restroom building, a picnic pavilion and a volleyball court. A new restroom building is being designed by others and is expected to be constructed prior to implementation of the design work prepared by BA.

The BA park improvements and design work shall include:

- Renovation of two existing baseball diamonds with new
 - Fencing and back stops
 - Dugouts
 - Sodding and drainage
 - Irrigation (Repairs)
 - Replace existing athletic field light fixtures with "cut off" LED fixtures
- Sand volleyball court delineation (out of bounds lines) net and posts
- Sand volleyball lighting
- Perimeter landscape
- Pedestrian walkway connections
- Expand parking lot on east side with drainage, lighting, landscape and irrigation
- Vehicles deterrents around park perimeter
- Picnic Shelter
- Coordinate pedestrian connections to restroom designed by others

The following outlines the scope of each service included in this proposal:

Survey and Mapping:

Services shall include boundary and topographic survey locating and identifying all visible existing above-ground and underground utilities (as marked in the field) within the above limits. Coordination with civil engineer to survey utility locates when marked and painted. Provide location of all existing buildings, concrete pads, valve boxes, water/electrical meter boxes, electrical pull boxes, telephone/cable risers, fences, hydrants, above-ground utilities, wood/concrete utility & light poles, overhead electrical lines, culverts, guardrails,

pavement limits, pavement markings, traffic signage, headwalls, endwalls, manholes, vaults, driveways, sidewalks, right-of-way limits, landscaping, and any other visible improvements.

Provide a fifty foot (50') grid of elevations and fifty foot (50') interval cross-sections, including any highs and lows discovered off-grid. Provide rim and invert elevations and pipe size and type on all visible gravity sewer structures and/ or outfalls (sanitary and storm drainage) within the above limits. Provide location of vegetation and individual trees greater than two (2) inches in diameter. Digital maps shall delineate all field collected data as well as existing limits of referenced right-of-ways. The final survey map to be prepared at 1" = 20' horizontal in a standard 24" X 36" format. Provide 5 signed and sealed copies of the survey and CAD files.

Landscape Architecture:

Services include project management and coordination, conceptual through final landscape design and site planning; public presentations; City of Pompano Beach Development Review Committee (DRC) application and approval process (including CPTED); preparation of construction drawings and technical specifications, preparation of City of Pompano Beach Tree Removal Application, coordination with the City's selected CM@Risk construction contractor and building department permitting assistance, construction administration and one-year warranty walkthrough.

Civil Engineering:

Services include conceptual design drainage analysis, master engineering plans including drainage, general grading, fire hydrants, and utility services; paving, grading and drainage construction drawings; water distribution and sanitary collection system (pump system design is not anticipated); design of off-site connection to NW 27th Avenue. Coordination with the City's selected CM@Risk construction contractor and building department permitting; and construction administration services.

Geotechnical Engineering Subsurface Exploration and Reporting:

Services include performing two (2) Bore Hole Permeability (BHP) tests to a depth of ten feet (10'), and four (4) SPT borings to a depth of twenty-five feet (25') below existing grade within the proposed building. Some adjustments in the boring depths may be necessary depending upon the subsurface conditions encountered. Within the borings, penetration resistance testing will be performed in general accordance with the requirements of ASTM designations D 1586. Borings will be approximately located in the field by drilling personnel by measuring distances with a tape from known reference points. Prior to commencement of drilling activities at the project site, geotechnical engineer shall notify the local utility companies and request that underground utilities be marked. Given that utility companies will not mark privately owned utilities, this scope assumes that locating private utility lines will not be the geotechnical engineer's responsibility and private utilities shall be located by others'. The scope assumes that the site is accessible to a regular truck mounted drill rig.

Structural Engineering:

Services include the structural design and preparation of construction drawings for a wall around the dugouts for each of the baseball fields, and the foundations for a pre-engineered picnic shelter.

Mechanical, Electrical and Plumbing (MEP) Engineering:

Services include design and preparation of construction drawings for the addition of new cut-off lighting fixtures to the existing field lighting poles, new lighting at the volleyball courts, expansion of the east side parking lot with new lighting, and picnic shelters.

Cost estimating:

Services include an independent cost estimate submittal based on the initial 30% CD's; a review of cost estimates prepared by the CM@Risk construction contractor at 60% CD's stage; and at 90% CD's stage.

The construction budget (provided by the City) for this project is approximately \$800,000.00 (eight hundred thousand dollars). This budget is the basis for this scope of services and fees. It shall be considered an additional service if additional budget is allocated for the scope of work under this proposal.

Assisting BA (Architecture and Landscape Architecture) with these services shall be the following firms:

- | | |
|------------------------|--|
| • Gibb Land Surveyor | Survey and Mapping |
| • Harris Engineering | Civil Engineering |
| • Tierra South Florida | Geotechnical Subsurface Exploration and Analysis |
| • MUEngineers, Inc. | Structural Engineering |
| • Delta G | Electrical Engineering |
| • Kenneth DiDonato | Irrigation Design |
| • R.I.B. US Cost | Cost Estimating |

PART II - SCOPE OF WORK

TASK 1.0 – SURVEY AND MAPPING

- 1.1 Survey and Mapping** – BA shall prepare a boundary and topographic survey of the sites locating and identifying all visible existing above-ground and underground utilities (identified by locate company).

Deliverables for Task 1.0 Survey and Mapping – As a result of this task, BA shall deliver the following to the City:

- One (1) 24" X 36" black and white PDF of the Topographic and Boundary Survey
- One (1) AutoCAD (.dwg) file of the Topographic and Boundary Survey

TASK 2.0 – PROJECT INITIATION

- 2.1 Design Intent / Kick-Off Meeting** – BA shall attend one (1) meeting with City representatives to develop a shared vision for the project. The meeting shall be used to agree on the project schedule, timing and content of meetings, record keeping standards, and communications with the City, distribution procedures, meeting dates, public commission notification and preliminary and final submissions. BA shall prepare and distribute minutes of the kick-off meeting.
- 2.2 Site Visit, Inventory, Analysis and Assessment** – BA shall visit the site one (1) time with City representatives to discuss and observe key issues, opportunities or constraints. While on site, BA shall inventory surveyed trees. BA shall prepare and distribute a summary of observations and directions received.
- 2.3 Regulatory Development Requirements and Tree Mitigation Review** – BA shall review appropriate City land development regulations (LDR's) and provide one (1) consolidated list of development limitations that affect the proposed improvements.
- 2.4 Public Presentation** – BA shall attend one (1) public meeting to present a preliminary program and site conditions to the community. BA shall not be responsible for advertising or providing a location for the public meeting.

Deliverables for Task 2.0 Project Initiation – As a result of this task, BA shall deliver the following to the City:

- One (1) 8 ½" X 11" black and white PDF of minutes of Design Intent / Kick-Off Meeting
- One (1) 8 ½" X 11" black and white PDF of Site Visit, Inventory, Analysis and Assessment summary
- One (1) 8 ½" X 11" black and white PDF of Development Limitations summary
- One (1) 8 ½" X 11" black and white PDF of summary of public presentation

TASK 3.0 – SUBSURFACE EXPLORATION & REPORTING (GEOTECHNICAL ENGINEERING)

- 3.1 Geotechnical Engineering** – BA shall perform geotechnical engineering subsurface exploration and reporting including Bore Hole Permeability (BHP) tests and SPT borings. The geotechnical report shall be used by the design team for drainage and structural design.

Deliverables for Task 3.0 Subsurface Exploration & Reporting – As a result of this task, BA shall deliver the following to the City:

- One (1) 8 ½" X 11" black and white signed and sealed copy of the Geotechnical Report
- One (1) 8 ½" X 11" black and white PDF of the Geotechnical Report

TASK 4.0 – SCHEMATIC DESIGN

- 4.1 Schematic Design** – Based on direction given and themes discussed at the Design Intent meeting, onsite observations and LDR requirements, BA shall develop a schematic design that depicts the size and shape of all park improvements. Submittal shall consist of one (1) 24" X 36" plan view color rendering; hard copies and PDF format.
- 4.2 Schematic Design Review Meeting** - BA shall attend one (1) meeting to discuss the schematic design drawing with the Client. The Client shall provide BA one (1) consolidated list of comments or changes. Minor revisions shall be incorporated into the documents during the next phase of work. Major changes that represent a significant departure from the original design program shall be provided as an additional service. BA shall prepare and distribute minutes.

Deliverables for Task 4.0 Schematic Design – As a result of this task, BA shall deliver the following to the City:

- One (1) 24" X 36" color PDF of the Schematic Design plan
- One (1) 8 ½" X 11" black and white PDF of minutes of the Schematic Design Review Meeting

TASK 5.0 – DESIGN DEVELOPMENT

- 5.1 Design Development** – Based on comments received on the schematic design, BA shall prepare and develop design development drawings. These documents shall further refine and articulate the project elements established in the schematic design phase.
- 5.2 Design Development Review Meeting** – BA shall attend one (1) meeting to discuss the design development drawing with the Client. The Client shall provide BA one (1) consolidated list of comments or changes. Minor revisions shall be incorporated into the documents during the next phase of work. Major changes that represent a significant departure from the original design program shall be provided as an additional service. BA shall prepare and distribute minutes.

- 5.3 Public Presentation** – BA shall attend one (1) public meeting to present the approved Park plan concept and program to the community. BA shall not be responsible for advertising or providing a location for the public meeting.
- 5.4 Design Review Committee Submittal** – Based on the approved design development drawings and direction from the client after the public presentations, BA shall prepare and submit the appropriate drawings required for Development Review Committee Review. BA shall attend a DRC meeting to discuss comments. BA shall revise drawings that may be necessary for Committee approval.

Deliverables for Task 5.0 Design Development – As a result of this task, BA shall deliver the following to the City:

- One (1) 24" x 36" color PDF of Design Development Drawings
- One (1) 8 ½" X 11" black and white PDF of minutes from the Design Development Review Meeting
- One (1) 24" X 36" black and white signed and sealed set of DRC application plans
- One (1) 8 ½" X 11" black and white PDF of summary of public presentation

TASK 6.0 – CONSTRUCTION DOCUMENTS

- 6.1 30% Construction Drawings** – Based on the approved final design, BA shall prepare 30% construction drawings including architectural plans and details, civil engineering plans and details, structural plans and details, mechanical, electrical and plumbing plans and details, aquatic engineering plans and details, tree disposition plans and details and landscape plans and details. Drawings shall communicate the design intent and construction materials. The construction drawings shall be provided as 24" X 36" black and white PDF's.
- 6.2 30% Construction Drawings Opinion of Probable Cost** – BA shall prepare and provide to the City an opinion of probable cost based on the 30% construction drawings. This information shall be provided to the City as a PDF.
- 6.3 30% Construction Drawings Review Meeting** – BA shall participate in one (1) review meeting with the City to discuss their comments on the 30% CD's, and associated opinion of probable cost. Minor revisions shall be incorporated into the drawings during the next phase of work. Major changes that represent a significant departure from the original design objectives shall be provided as an additional service for an agreed to fee. BA shall prepare and distribute meeting minutes.
- 6.4 60% Construction Drawings** – Based on the approved final 30% CD's, BA shall prepare 60% construction drawings including architectural plans and details, civil engineering plans and details, structural plans and details, mechanical, electrical and plumbing plans and details, aquatic engineering plans and details, tree disposition plans and details, landscape plans and details and irrigation plans and details. Drawings shall communicate the design intent and construction materials. The construction drawings shall be provided as 24" X 36" black and white PDF's.
- 6.5 60% CM@Risk Cost Coordination** – BA shall analyze the 60% CM@Risk cost estimate and provide recommended adjustments shown side-by-side, including estimator notes for each adjusted line item. The report shall provide the recommended total project cost (bottom line cost) reflecting all adjustments as noted.
- 6.6 60% Construction Drawings Review Meeting** – BA shall participate in one (1) review meeting with the City to discuss their comments on the 60% CD's, and associated CM@Risk cost analysis. Minor revisions shall be incorporated into the drawings during the next phase of work. Major changes that represent a significant departure from the original design objectives shall be provided as an additional service for an agreed to fee. BA shall prepare and distribute meeting minutes.

- 6.7 90% Construction Drawings** – Based on the approved final 60% CD's, BA shall prepare 90% construction drawings including civil engineering plans and details, structural plans and details, mechanical, electrical and plumbing plans and details, aquatic engineering plans and details, tree disposition plans and details, landscape plans and details and irrigation plans and details. Drawings shall communicate the design intent and construction materials. The construction drawings shall be provided as 24" X 36" black and white PDF's.
- 6.8 90% Technical Specifications** – BA shall prepare full length MasterSpec format technical specification of applicable Division 00 through Division 33 sections for the proposed improvements. This shall be provided to the City as 8 ½" X 11" black and white PDF's.
- 6.9 90% CM@Risk Cost Coordination** – BA shall analyze the 90% CM@Risk cost estimate and provide recommended adjustments shown side-by-side, including estimator notes for each adjusted line item. The report will provide the recommended total project cost (bottom line cost) reflecting all adjustments as noted.
- 6.10 90% Construction Drawings Review Meeting** – BA shall participate in one (1) review meeting with the City to discuss their comments on the 90% CD's, and associated CM@Risk cost analysis. Minor revisions shall be incorporated into the drawings during the next phase of work. Major changes that represent a significant departure from the original design objectives shall be provided as an additional service for an agreed to fee. BA shall prepare and distribute meeting minutes.
- 6.11 100% Construction Drawings** – Based on the approved final 90% CD's, BA shall prepare 100% construction drawings including, civil engineering plans and details, structural plans and details, mechanical, electrical and plumbing plans and details, aquatic engineering plans and details, tree disposition plans and details, landscape plans and details and irrigation plans and details. Drawings shall communicate the design intent and construction materials. The construction drawings shall be provided as 24" X 36" black and white PDF's.
- 6.12 100% Technical Specifications** – BA shall prepare full length MasterSpec format technical specification of applicable Division 00 through Division 33 sections for the proposed improvements. This shall be provided to the City as 8 ½" X 11" black and white PDF's.

Deliverables for Task 6.0 Construction Documents – As a result of this task, BA shall deliver the following to the City:

- One (1) 24" x 36" black and white PDF set of 30% CD's
- One (1) 8 ½" X 11" black and white PDF of the 30% CD's Opinion of Probable Cost
- One (1) 8 ½" X 11" black and white PDF of 30% CD's Review Meeting Minutes
- One (1) 24" x 36" black and white PDF set of 60% CD's
- One (1) 8 ½" X 11" black and white PDF of the 60% CM@Risk Cost Analysis
- One (1) 8 ½" X 11" black and white PDF of 60% CD's Review Meeting Minutes
- One (1) 24" x 36" black and white PDF set of 90% CD's
- One (1) 8 ½" X 11" black and white PDF set of 90% Technical Specifications
- One (1) 8 ½" X 11" black and white PDF of the 90% CM@Risk Cost Analysis
- One (1) 8 ½" X 11" black and white PDF of 90% CD's Review Meeting Minutes
- One (1) 24" x 36" black and white PDF set of 100% CD's
- One (1) 8 ½" X 11" black and white PDF set of 100% Technical Specifications

TASK 7.0 – REGULATORY PERMIT REVIEW

7.1 Regulatory Permitting – BA shall prepare and submit the following regulatory permit applications including:

- Broward County Health Department for Water Main Extensions
- Broward County EPD for Sanitary Sewer Main Extensions
- DEP/NPDES for Pollution Prevention
- City of Pompano Beach Engineering Department
- City of Pompano Beach Utility Department
- Broward County EPD Water Management
- SFWMD ERP (Broward County)
- Broward County Traffic Engineering as agent for Pompano Beach
- City of Pompano Beach Tree Permit

7.2 Resubmittals – BA shall respond to agency comments as required. BA shall also track and coordinate with the appropriate agencies to minimize potential problems and allow permits to be issued in a timely manner. Any changes required for issuance of a regulatory permit shall be incorporated into the drawings and be included in the building permit drawings.

TASK 8.0 – CM@Risk COORDINATION & BUILDING DEPARTMENT PERMITTING

8.1 Bidding RFI Responses – BA shall respond in writing to CM@Risk questions. If necessary and to accompany RFI responses, BA shall make revisions and reissue the appropriate drawings.

8.2 Building Department Permitting – BA shall provide to the CM@Risk signed and sealed construction drawings for building department permitting. BA shall work with the CM@Risk to address building departments including attending meetings, drawing revisions and written responses to comments.

Deliverables for Task 8.0 CM@Risk Coordination & Building Department Permitting – As a result of this task, BA shall deliver the following to the City:

- One (1) 8 ½" X 11" black and white PDF's of RFI Responses
- Two (2) 24" X 36" black and white signed and sealed sets of Construction Drawings

TASK 9.0 – CONSTRUCTION ADMINISTRATION SERVICES

9.1 Submittal Review – BA shall review and comment on shop drawings, samples, and other data and reports, which the selected Contractor is required to submit for review. This review shall only be for conformance with the design concept of the project and compliance with the information provided on the contract documents. Such review shall not extend to methods, means, techniques, construction sequence(s), procedures, or to safety precautions and related programs. It is assumed that the shop drawings shall be handled through digital means, such as e-mail or contractor managed/initiated third party construction management web site (such as Submittal Exchange or ProCore).

9.2 Responses to RFI's – BA shall respond to and provide clarifications and interpretations of the contract documents as needed and requested by the CM@Risk or City. It is assumed that RFI's shall be handled through digital means such as e-mail or contractor managed/initiated third party construction management web site (such as Submittal Exchange or ProCore).

9.3 Pay Application Review – BA shall review and comment on up to eighteen (18) pay applications provided by the CM@Risk.

9.4 Site Visits and Meetings – For the duration of the assumed eighteen (18) month construction period, BA shall perform site visits and/or attend site construction meetings on an as needed bases. During these site visits or meetings, BA shall become familiar with the progress and quality of the CM@Risk's work and determine if said work is generally proceeding in accordance with the contract documents and be present to discuss issues or topics on site. Site visits shall be summarized by a detailed field report that outlines observations, activities and any work determined to be in non-conformance with the contract documents. BA shall not be responsible for scheduling or coordinating meetings with the Contractor or for producing minutes afterwards. Number of construction visits/onsite meetings by discipline during the anticipated 18 month construction is as follows:

Project Management/Landscape Architecture	14
Civil Engineering	4
Electrical Engineering	2
Structural Engineering	2
Irrigation Design shall be handled by the landscape architect	

9.5 Substantial Completion Walkthrough – BA shall visit the site one (1) time with the City to conduct a substantial completion walkthrough to determine if the completed work by the Contractor is in general accordance with contract documents and shall provide a comprehensive punch list of outstanding issues that need to be completed/corrected. This service shall be completed in addition to the Site Visits and Meetings Task.

9.6 Final Completion Walkthrough – BA shall visit the site one (1) time with the City to conduct/complete a final Completion walkthrough to determine if the completed work by the Contractor is in general accordance with contract documents and that all punch list items have been resolved. BA shall provide a final completion notice to the City once the project is deemed to be in full accordance with the contract documents. This service shall be completed in addition to the Site Visits and Meetings Task. Additional walkthroughs required due to the Contractors inability to complete all punch list items the first time shall be provided as an additional service for an agreed to fee.

9.7 One-Year Warranty Walkthrough – One year after the time of final acceptance by the Client, BA shall perform (1) one warranty walkthrough to identify and determine if any product, item or installation is in none-conformance with the contract documents. BA shall prepare a comprehensive list of outstanding issues that need to be corrected by the CM@Risk.

Deliverables for Task 9.0 Construction Administration Services – As a result of this task, BA shall deliver the following to the City:

- One (1) 8 ½" X 11" black and white PDF copy of each reviewed submittals
- Black and white PDF Field Reports for each site visit
- One (1) 8 ½" X 11" black and white PDF responses to RFI's
- Twelve (12) 8 ½" X 11" black and white PDF of Reviewed Pay Application
- One (1) 8 ½" X 11" black and white PDF of Substantial Completion Punch List
- One (1) 8 ½" X 11" black and white PDF of Final Completion Notice.

PART III - COMPENSATION

Tasks 1.0 through 9.0 – The BA shall bill the City a lump sum fee for Tasks 1.0 through 9.0 as follows:

TASK 1.0	SURVEY AND MAPPING	\$	12,500.00
TASK 2.0	PROJECT INITIATION	\$	8,930.00
TASK 3.0	SUBSURFACE EXPLORATION & REPORTING	\$	4,430.00
TASK 4.0	SCHEMATIC DESIGN	\$	18,575.00
TASK 5.0	DESIGN DEVELOPMENT	\$	18,430.00
TASK 6.0	CONSTRUCTION DOCUMENTS	\$	96,865.00
TASK 7.0	REGULATORY PERMIT REVIEW	\$	11,000.00
TASK 8.0	CMR COORDINATION & BUILDING DEPARTMENT PERMITTING	\$	9,120.00
TASK 9.0	CONSTRUCTION ADMINISTRATION SERVICES	\$	40,050.00
	SUB TOTAL	\$	219,900.00

Reimbursable Expenses (estimated, not to exceed) \$ 1,500.00

Reimbursable expenses shall be billed in addition to the fee listed above and billed at actual costs and include, but not be limited to, photocopies and printing, postage and shipping, long distance telephone, faxes and all travel related expenses. Expenses and trips associated with travel to the project site shall be billed as reimbursable expenses.

PART IV - SERVICES NOT INCLUDED

The following services are not included in this Scope and shall be provided by the BA as an additional service:

1. City of Pompano Beach ACC application and approval process
2. City of Pompano Beach P&Z application and approval process
3. Special structural inspections
4. Revit or BIM services
5. 3D renderings or models
6. Vertical construction design services