

EXHIBIT “A” SCOPE OF SERVICES

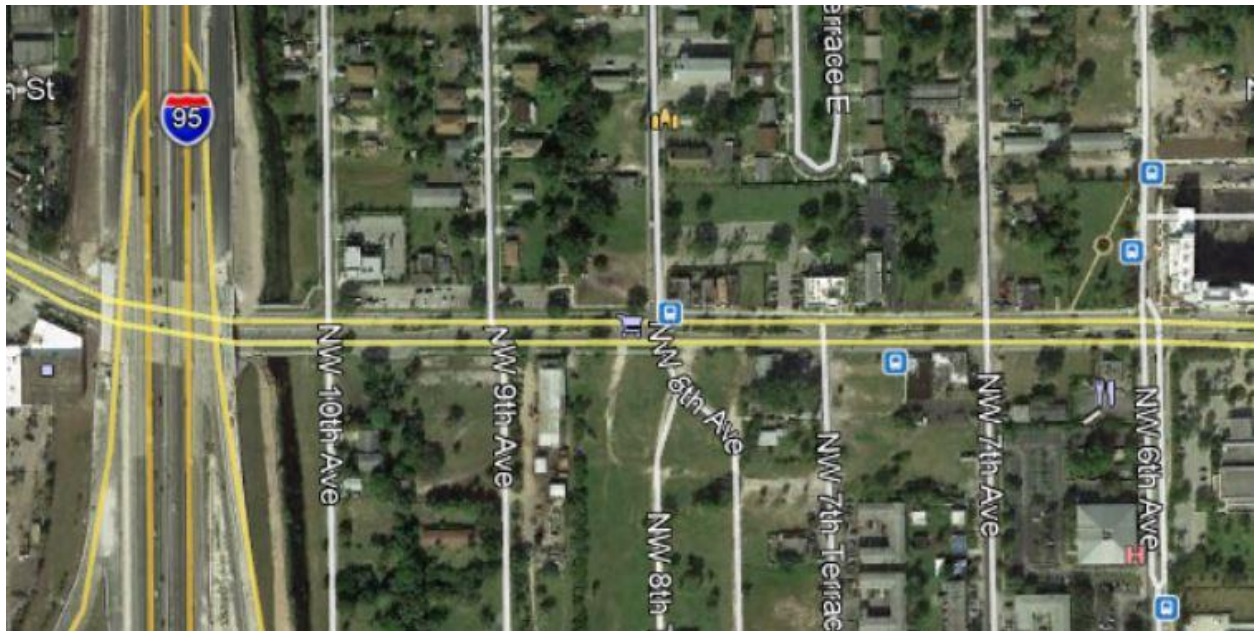
PROJECT UNDERSTANDING

This project includes services to re-activate part of the Phase 2 Dr. Martin Luther King Jr. Boulevard - Downtown Connectivity project that has remained dormant for three years. This project consists of roadway/streetscape/landscape/lighting and utility improvements along Dr. Martin Luther King Jr. Boulevard from NW 10th Avenue (I-95) to the west to NW 6th Avenue to the east in accordance with the previously completed plans by Keith and Associates, Inc. (CONTRACTOR).

These services consist of Design Coordination, Permitting (Re-permitting), Bid Assistance and Construction Administration Services for the proposed improvements.

PROJECT

General Site Area –



PROJECT SCOPE

CONTRACTOR services included for this project

☒ Survey

- ☐ ALTA/NSPS
- ☒ Topography
- ☐ Boundary
- ☒ Tree
- ☐ Sketch and Description
- ☐ Construction Layout
- ☐ Construction As-Built
- ☒ Other Utility poles

☒ SUE

- ☒ Horizontal Designation
- ☒ Location Services
- ☐ Utility Mapping
- ☒ Records Research
- ☐ Other _____

☐ Planning Services

- ☐ Due Diligence
- ☐ Platting
- ☐ Rezoning
- ☐ Conditional Use Permit
- ☐ Right of Way Vacation
- ☐ Site Plan Processing and Coordination
- ☐ Other – Public outreach and consensus

☒ Civil Engineering Services

- ☒ Paving, Grading and Drainage
- ☒ Water Distribution and Sanitary Sewer
- ☒ Storm Water Prevention
- ☒ Other Engineering permitting, Bid assistance

☒ Traffic Engineering Services

- ☒ Pavement Marking and Signage
- ☐ Signalization
- ☐ Roadway Lighting
- ☐ Other _____

☐ Transportation Engineering Services

- ☐ Major Roadway
- ☐ Minor Roadway
- ☐ Drainage
- ☐ Maintenance of Traffic Plans
- ☐ Quality Control
- ☐ Other _____

☒ Landscape Architecture Services

- ☒ Hardscape and Paving
- ☐ Fine Grading
- ☒ Landscape
- ☒ Irrigation
- ☒ Site Lighting
- ☐ Pools or Water Features
- ☐ Specialty Features
- ☐ Other _____

☒ Construction/Program Management Services

- ☐ Permitting
- ☐ Bidding Assistance
- ☒ Construction Observation
- ☒ Construction Certification
- ☐ Other _____

It is assumed adequate service points already exist on-site or at the abutting site boundary or in the adjacent public right-of-way. No sewage pump station or offsite improvements or extensions, other than service connections, are anticipated under this Proposal.

DESCRIPTION OF SERVICES AND DELIVERABLES

SURVEY SERVICES

Task 101 Update Topographic Survey

The CONSULTANT shall prepare a Topographic Survey update of the corridor based on improvements completed. Topographic survey update shall include the location of modified and/or new above-ground features within the limits of the project. The data collected will be incorporated into the existing survey for the project.

As part of previously completed Phase 1 Dr. Martin Luther King Jr. Boulevard - Downtown Connectivity improvements new FPL utility poles were installed along the entire corridor (from Dixie Highway to NW 10th Avenue). However, FPL and/or the prior City contractor provide CAD files of the FPL Pole As-builts. The Consultant shall survey location of all existing utility poles between NW 6th Avenue and NW 10th Avenue.

SUBSURFACE UTILITY ENGINEERING (SUE) SERVICES

Task 201 Horizontal Designation Services

CONSULTANT will horizontally mark any known tone able and non-tone able underground utilities that are represented on as-built plans, above ground appurtenances, and other miscellaneous utility records (to be provided by CITY). Conductive utilities will be marked on the surface utilizing active geophysical prospecting techniques in conjunction with electromagnetic equipment utilizing passive radio and audio frequencies. Known non-conductive utilities and/or structures will be marked on the surface utilizing Ground Penetrating Radar (GPR), above ground features, professional judgment, utility plats and/or as-builts.

Task 202 Location Services (*Vacuum Excavations*)

CONSULTANT will perform up to (24) test holes at specific sites requested by the design engineer. Test holes will be utilized to expose utilities to minimize any potential for damage. Test holes performed will be of minimum size (usually 1' by 1'). Backfill of test holes will be performed utilizing the removed material, if suitable. Areas will be restored back as close as possible to their original condition. Installation of an identifiable above ground marker will be performed at each test hole location. Field markers will consist of a nail and disk in asphalt, or an iron rod and cap with survey stake in grassed areas. Test holes performed in the street will be patched using cold patch. The test hole number and utility will be identified on the ground or on the stake, as appropriate. A test hole summary report will be created providing coordinates, depth of cover, type, size and material if applicable.

Task 203 Mapping Services

CONSULTANT will map the utility designation and test holes, utilizing conventional (Total Station) and/or GPS surveying equipment. A multilayered CAD file will be produced from information collected in the field.

PLANNING SERVICES

Planning Services – not included in this proposal

CIVIL ENGINEERING SERVICES

Task 401 Roadway Design Coordination and Updates

The CONSULTANT shall coordinate and make minor plan revisions to previously completed streetscape roadway plans in accordance with updated survey information collected under Task 101 based on other recently completed projects along the roadway corridor.

The CONSULTANT shall include roadway transition adjustments to the previously completed roadway improvements associated with Phase 1 - Dr. Martin Luther King Jr. Boulevard - Downtown Connectivity project east of NW 6th Avenue.

Task 402 Water Main Design Coordination and Updates

Based on the previously prepared water main plans and alignment approved by the City and CRA; the Consultant shall prepare updated final engineering plans (with no profiles) for the water main distribution system for Phase 2 - Dr. Martin Luther King Jr. Boulevard - Downtown Connectivity between NW 10th Avenue (I-95) and NW 6th Avenue.

The CONSULTANT shall include water main reconnection adjustments to the previously completed water main improvements associated with Phase 1 - Dr. Martin Luther King Jr. Boulevard - Downtown Connectivity project east of NW 6th Avenue.

Task 403 Preparation of Construction Documents

The CONSULTANT shall prepare written engineering technical specifications in order to detail the materials and construction techniques to be utilized during construction in order to ensure that the design is constructed properly. In addition, we will coordinate the written specifications with our plans in order to clarify any questions which may arise with regards to the Construction Plans and Documents.

The CONSULTANT shall prepare a detailed (itemized) Consultant's Opinion of Probable Cost - cost estimate for budgeting purposes based on the Final Design (approved) Plans. This cost estimate shall include all general categories/disciplines associated with the project and each will be itemized accordingly.

Task 404 Engineering Permitting

The CONSULTANT shall revisit the state of all permits for the project.

The following permits have expired and plans will need to be resubmitted for permit approvals:

- City of Pompano Beach - Engineering and Utilities Departments Plan Approval.
- City of Pompano Beach – Public Works Department Plan Approval.
- Broward County Highway Construction and Engineering Division, Paving and Drainage Plan Review – Trafficways
- Broward County Traffic & Engineering Dept. (BCTED) - Pavement Marking/Signage Plan Approval.
- Broward County Transit – Mass Transit Division – Plan Approval
- Broward County Environmental Protection and Growth Management Department (BCEPGMD) – Environmental Resource Permit and Surface Water Management (including TMDL – Impaired Water Body).
- Florida Department of Transportation - Access/Driveway Connection Permit.
- Florida Department of Transportation - Drainage Connection Permit.
- Florida Department of Environmental Protection - Water Main Extension.

The CONSULTANT will meet with all agencies having jurisdiction over the project as required to facilitate/expedite permit/plan approvals. The CONSULTANT shall prepare and submit the permit applications for the construction of the improvements designed and process them through the above listed regulatory agencies in conjunction with previously prepared plans.

Please note that resubmittal of expired previously permitted plans may result in agency required changes beyond this scope of work.

These services also include limited assistance to the CRA/City CIP Department in addressing civil related comments issued by the City Building Department during their cursory plan review.

Task 405 Bid Assistance Services

The CONSULTANT shall provide support to the City during the bidding process. This task includes:

- Provide bid and construction documents (plans and technical specifications) in CITY approved format.
- Attending one (1) pre-bid meeting with CITY, other Consultants and Contractor(s) and prepare meeting minutes.
- Issue technical addenda(s) and/or responses to request for information (RFI's) for clarification as necessary during the bidding process.

- Attending two (2) additional coordination meetings with CITY and Contractor (if required) (including bid opening).
- Assist CITY in the evaluation of the bids received (including written recommendation of contract award to the City Commission).

The services will be invoiced on an hourly basis, through depletion of the budget. At that time, additional services may be requested.

Task 406 Public Consensus and Outreach

As part of the project CONTRACTOR, will assist the City of Pompano Beach with the presentation and public outreach process for the communication of the project design and program. The general process will be as follows. CONTRACTOR will develop all supporting materials for the presentations. It is intended that each meeting will consist of preparation as well as minor review or preliminary meetings prior to the actual meeting.

1. Preliminary project meeting with City Staff and Advisory Board members
2. Public Meeting #1 – Intended to be a pre design review for project goals and program as well as community input or feedback
3. Secondary meeting with City Staff and Advisory Board Members
4. Public Meeting #2 – Present Conceptual Design for public input and feedback
5. Present Findings of all public meetings to Advisory Board
6. Present to City Commission

TRANSPORTATION ENGINEERING SERVICES

Transportation Engineering Services – not included in this proposal

TRAFFIC ENGINEERING SERVICES

Task 601 Signing and Pavement Marking Plan

The CONSULTANT shall revisit the design of the signing and pavement marking design for the project. The plan will be updated based on the updated survey and consistent with current design standards.

Task 602 Signalization Permitting

Signalization permitting – not included in this proposal

LANDSCAPE ARCHITECTURE SERVICES

Task 701 Hardscape, Lighting, Landscape and Irrigation Design Audit

The CONSULTANT shall coordinate and make minor plan revisions to previously completed streetscape Landscape Plans (previously prepared by others). The plans will coordinate necessary design revisions resulting from changes to walks, planters, infrastructure, etc. This does not include design changes to the installed hardscape and landscape east of NW 6th Avenue.

The CONSULTANT shall review the design prepared in the original plans for compliance with current City and industry standards.

Task 702 Hardscape, Lighting, Landscape and Irrigation Design Coordination and Updates Based on the completed Hardscape and Landscape Design Audit the team will develop the Design Development documents. The purpose of this phase is to develop a clear understanding of the materials and finish for the project elements. The drawings developed during this phase will be more detailed in nature but will not be considered construction documents. The drawings will be produced in ACAD format with supplemental hand drawings and character imagery.

Deliverables

1. Design Development Package

- a. Hardscape Plan – Material type and layout
- b. Layout Plan – General dimensions
- c. Sitework Details – General details and section/elevations for character and project understanding
- d. Landscape Plan and Details – Key elements, layout and coordination
- e. Irrigation Plans and Details - Zone layout and mainline configuration – determine cistern/grey water vs. potable water distribution
- f. Lighting Plan and Details – Fixture type, layout and catalog cut sheets
- g. Site Furniture – Furniture layout and general type of elements coordinated with interiors
2. Outline Specifications – Develop text format specification for all areas noted above
3. Opinion of Cost – Develop an updated opinion of cost for all elements noted above
4. Meetings and Team Coordination – During the specified duration in the project schedule, the Contractor team will attend all required meetings and coordination. It is assumed all meetings will be in South Florida.

Task 703 Preparation of Hardscape, Lighting Landscape & Irrigation Construction Documents

Based on the approved Design Development phase, CONTRACTOR will develop the construction documents in coordination with the overall design team and CITY. The drawings will be developed to Construction Documentation.

Deliverables

1. Construction Documents
 - a. Hardscape Plan – Material type and layout
 - b. Layout Plan – Key dimensions and digital layout coordination
 - c. Sitework Details – General details and section/elevations for character and project understanding
 - d. Landscape Plan and Details – Specific elements, specification, quantity and layout
 - e. Irrigation Plans and Details – Head layout, controller types, equipment and details
 - f. Site Furniture – Furniture layouts and specific catalog cuts and material selections
2. Specifications –Text format specification for all areas noted above
3. Opinion of Cost – Develop an updated opinion of cost for all elements noted above for review and approval
4. Meetings and Team Coordination – During the specified duration in the project schedule, the Contractor team will attend all required meetings and coordination. It is assumed all meetings will be in South Florida.

Task 704 Hardscape, Lighting, Landscape and Irrigation Permitting

The CONSULTANT shall revisit the state of all hardscape, landscape and irrigation permits and plan approvals for the project. The following permits have expired and plans will need to be resubmitted for permit approvals:

- City of Pompano Beach – Planning & Zoning Department Plan Approval.
- City of Pompano Beach – Public Works Department Plan Approval.

CONSTRUCTION/PROGRAM MANAGEMENT SERVICES

Task 801 Roadway Construction Observation and Certification Services

The CONSULTANT shall provide construction observation services in order to ensure the integrity of the

design intent and certify to the CITY and other jurisdictional agencies that the construction work has been completed in substantial compliance with the approved documents and permits. Services included in this task are described as follows:

Shop Drawings: CONTRACTOR shall review shop drawings, samples and calculations, which the selected contractor is required to submit for review. This review will only be for conformance with the design concept of the project and compliance with the information provided on the design drawings and specifications. Such review will not extend to methods, means, techniques, construction sequence(s) or procedures, or to safety precautions and related programs. CONTRACTOR shall also determine the acceptability, subject to CITY approval, of substitute materials and equipment proposed by contractors.

Periodic Site Visits and Construction Observation: CONTRACTOR shall visit the Project at intervals appropriate to the various stages of construction, as CONTRACTOR deems necessary to observe as an experienced and qualified design professional to review the progress and quality of the various aspects of the contractor's work. CONTRACTOR shall coordinate and attend one (1) Pre-construction Meetings. This task includes construction observation services for an anticipated construction period of twelve (12) months. These services will be invoiced on a time and material basis in accordance with our Professional Service Fee schedule (attached).

As-builts Review: CONTRACTOR will review the record drawings (as-builts) to ensure substantial conformance to the approved plans. CONTRACTOR will only review and reject any particular as-built set a maximum of two (2) times, any additional review will be considered additional services. The contractor will be expected to have the as-builts revised in accordance with all comments.

Final Inspections: CONTRACTOR shall participate, with the CITY's representative, in a semi-final inspection for the purpose of determining if the project is substantially complete and participate in the preparation of a written "Punch List" of all incomplete, defective or deficient items. Upon notice from the CITY, participate in a final inspection together with CITY and contractor representatives to assure that all "Punch List" items are completed and the work is indeed completed in accordance with all contract documents. Upon completion of the final inspection, certify, in writing, that the work in-place is acceptable, subject to any conditions therein expressed.

Final Certification: CONTRACTOR will prepare final certification to all appropriate permitting agencies utilizing record drawings for the design from the survey information supplied by the contractor, or by other means agreed to by both CONTRACTOR and CITY.

Note: It is the contractor's responsibility to coordinate through CONTRACTOR the scheduling of testing. CONTRACTOR shall represent the CITY in performing periodic observation of construction as necessary to confirm construction is in accordance with the approved plans.

The construction observation and certification for the civil work is an anticipated construction period for the site work of twelve (12) months

We anticipate the following items requiring as-built certification:

- New Roadway Paving, Grading and Stormwater system.
- New Water Main system..

Note: Construction-related surveying (stakeout, as-builts, etc.) and testing (densities, concrete, LBR'S, etc.) services are not included in this Agreement.

Task 802 Hardscape, Lighting, Landscape and Irrigation Construction Observation and Certification Services

The CONSULTANT shall provide landscape installation / construction observation service for quality and

quantity control of plant species and design intent as specified in plans throughout the installation process. The CONSULTANT will provide final certification as required by the regulatory agencies and CITY that all plant material meets grades and standards as specified and that the landscape and irrigation construction work has been completed in substantial compliance with the approved documents and permits. Tagging of Landscape material at nurseries for Landscape Contractor is not included. It is anticipated that 6 inspections will suffice.

The CONSULTANT shall participate, with the CITY's representative, in a semi-final inspection for the purpose of determining if the project is substantially complete and participate in the preparation of a written "Punch-List" of all incomplete, defective or deficient items. Upon notice from the CITY, participate in a final inspection together with CITY and contractor representatives to assure that all "Punch-List" items are completed, and the work is indeed completed in accordance with all contract documents. The Landscape Plans will be revised to reflect the as-built condition of the landscape for final inspection and approval, as required by the City.

Note: As-built information relating to hardscape and landscape items is to be provided to the CONSULTANT in order to prepare record Landscape Plans that are suitable for final landscape inspection and closeout.

SCHEDULE

SURVEY SERVICES

Task 101 Update Topographic Survey	4 Weeks
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SUBSURFACE UTILITY ENGINEERING

Task 201 Utility Designation	1 Week
Task 202 Utility Locates	2 Weeks
Task 203 Utility Mapping	1 Week

CIVIL ENGINEERING SERVICES

Task 401 Roadway Design Coordination and Updates	12 Weeks
Task 402 Water Main Design Coordination and Updates	8 Weeks
Task 403 Preparation of Construction Documents	6 Weeks
Task 404 Engineering Permitting	6 Months
Task 405 Bid Assistance Services	8 Weeks
Task 406 Public Outreach and Consensus	4 meetings

TRAFFIC ENGINEERING SERVICES

Task 601 Signing and Pavement Marking Plan	8 Weeks
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LANDSCAPE ARCHITECTURE

Task 701 Hardscape, Lighting, Landscape and Irrigation Design Audit	4 Weeks
Task 702 Hardscape, Lighting Landscape & Irrig. Design Coord. and Updates	4 Weeks
Task 703 Prep. of Hardscape, Lighting, Landscape & Irrig. Const. Documents	4 Weeks
Task 704 Hardscape, Lighting, Landscape and Irrigation Permitting	8 Weeks

CONSTRUCTION/PROGRAM MANAGEMENT SERVICES

Task 801 Roadway Construction Observation and Certification Services	12 Months
Task 802 Hardscape, Landscape and Irrigation. Construction Observation and Certification Services	12 Months

COMPENSATION**SURVEY SERVICES**

Task 101 Update Topographic Survey \$10,000 (Lump Sum)

SUBSURFACE UTILITY ENGINEERING

Task 201 Utility Designation \$10,000 (Lump Sum)

Task 202 Utility Locates \$15,000 (Lump Sum)

Task 203 Utility Mapping \$10,000 (Lump Sum)

CIVIL ENGINEERING SERVICES

Task 401 Roadway Design Coordination and Updates \$25,000 (Lump Sum)

Task 402 Water Main Design Coordination and Updates \$15,000 (Lump Sum)

Task 403 Preparation of Construction Documents \$20,000 (Lump Sum)

Task 404 Engineering Permitting \$30,000 (Lump Sum)

Task 405 Bid Assistance Services \$5,000 (Lump Sum)

Task 406 Public Outreach and Consensus \$18,000 (Lump Sum)

TRAFFIC ENGINEERING SERVICES

Task 601 Signing and Pavement Marking Plan \$10,000 (Lump Sum)

LANDSCAPE ARCHITECTURE SERVICES

Task 701 Hardscape, Lighting, Landscape and Irrigation Design Audit \$20,000 (Lump Sum)

Task 702 Hardscape, Lighting, Landscape and Irrigation Design
Coordination and Updates \$30,000 (Lump Sum)

Task 703 Preparation of Hardscape, Lighting, Landscape & Irrigation
Construction Documents \$20,000 (Lump Sum)

Task 704 Hardscape, Lighting, Landscape and Irrigation Permitting \$10,000 (Lump Sum)

CONSTRUCTION/PROGRAM MANAGEMENT SERVICES

Task 801 Roadway Construction Observation and Certification Services \$150,000 (Lump Sum)

Task 802 Hardscape, Lighting, Landscape and Irrigation Construction
Observation and Certification Services \$50,000 (Lump Sum)

Total Fee

\$448,000