

**EXHIBIT "A"**  
**SCOPE OF SERVICES**  
**SR A1A Streetscape Improvements**

**PROJECT UNDERSTANDING**

This project consists of streetscape improvements along SR A1A from Sunset Lane to the Hillsboro Inlet. The streetscape improvements include the addition of landscaped medians, widened sidewalks where right-of-way is available, street lighting, and landscape improvements. These services consist of survey, subsurface utility engineering, civil engineering, traffic engineering, transportation engineering, landscape design, and construction engineering inspection for the proposed improvements.

**PROJECT**

General Site Area –



**PROJECT SCOPE**

CONSULTANT services included for this project:

**☒ Survey**

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

**☒ 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 Public involvement, specifications

☒ **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

### Task 101 Topographic Survey

The CONSULTANT shall prepare a Topographic Survey update of the corridor to supplement previously completed survey for the project limits. 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.

### Task 102 Topography/Digital Terrain Model (DTM) (3D)

The CONSULTANT shall utilize above-ground features and improvements data collected with previous survey and in Task 101 to create a DTM for the project limits.

#### SUBSURFACE UTILITY ENGINEERING (SUE) SERVICES

The CONSULTANT will follow ASCE Standard 38-02 – “Standard Guidelines for the Collection and Depiction of Existing Subsurface Utility Data” during the field and office operations for this project. The quality levels discussed below are defined within the standard. CONSULTANT is to provide professional services associated with designation, location and mapping of existing subsurface utilities. CONSULTANT shall verify all known tone able and non-tone able utilities within the project limits based on data collected in conjunction with the City's utility undergrounding project. Gravity systems, service laterals, irrigation or overhead facilities are not included in this investigation.

### Task 201 Horizontal Designation Services

The 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. This task does not include identifying gravity systems, service laterals, irrigation, or overhead facilities unless specifically requested by the CITY and included in the scope of services.

## **Task 202      Location Services**

CONSULTANT will perform up to twenty (20) 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      Utility Mapping**

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.

## **TASK 204      Utility Coordination**

The Consultant will provide the following services:

- Identify existing Utility Agencies/Owners (UAO(s))
- Collect and review plans and data from UAO(s)
- Utility Design Meeting
- Review utility markups and work schedules/processing of schedules and agreements
- Utility coordination/follow up
- Utility constructability review
- Certification/close-out

### **Identifying Utilities**

CONSULTANT shall identify all utilities within the project corridor. All existing permits, Sunshine State One Call of Florida Design Tickets, and available surveys will be reviewed.

### **Collect and Review Plans and Data from UAO(s)**

Determine whether the Utility Agency Owners (UAO) have any compensable interests or easements. Coordinate and analyze the information to ensure utility type, material and size are accurate. Provide direction to UAO(s) for any requested work schedules or agreements required to complete the project.

### **Utility Design Meeting**

UAO(s) will be required to attend a utility meeting to address any design variances and potential issues with the existing and/or proposed facilities.

### **Review Utility Mark-Ups and Work Schedules/Processing of Schedules and Agreements**

CONSULTANT will closely review all information and data provided by the UAO(s) to ensure it is clear, concise, and relevant. CONSULTANT will share this information with the design team and City when necessary.

### **Utility Coordination/Follow Up**

Ensure all UAO(s) have the most up to date information regarding the project including but not limited to updated plans, upcoming meetings, and any new requests from the design team.

### **Utility Constructability Review**

Reviewing the plans and associated utility work schedules for constructability and scheduling compatibility for all UAO(s) that have any adjustments or relocations within the limits of the project.

#### **Certification/Close-Out**

CONSULTANT will finalize all utility information and prepare a package containing all the UAO correspondences related to the construction of the project.

#### **Subsurface Utility Engineering Conditions and Understandings**

CITY is required by law to contract Sunshine State One Call of Florida forty-eight (48) hours in advance of any CITY excavation. CONSULTANT will not access confined spaces. If confined spaces need to be accessed for locating purposes, then the CITY will be notified, and further arrangements will be made for said access. Additional fees may be applicable. If additional MOT is required beyond the capability of CONSULTANTS standard MOT operations, CONSULTANT will notify the CITY. Additional requests outside the scope of services, when requested by CITY and/or CITY's representative, will be invoiced on an hourly basis. This proposal assumes site access is available and work can be performed between the hours of 7:30 AM and 5:00 PM Monday through Friday.

#### **Task 403 Permitting**

The CONSULTANT shall prepare permit applications to FDOT for construction agreements and access management.

#### **Task 404 Pre-construction Bid Assistance Services**

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

- Assistance in the bidding and selection of a General Contractor or Guaranteed Maximum Price Contractor
- Attend meetings with City staff and potential General Contractor or Guaranteed Maximum Price Contractor
- Periodic office administrative support in order to respond to contractor Requests for Information (RFIs) during the bidding process

#### **Task 501 Concept Median Modifications / Schematic Design (SD)**

##### **Preliminary Concept Plans**

CONSULTANT shall research existing available records, existing conditions, and perform a field review for the project to prepare preliminary median modification plans for the Project. CONSULTANT will review locations of existing side streets, major driveways, and critical access points for the corridor. The information collected during this review will be utilized to determine proposed median openings. The concept plans shall be prepared in accordance with FDOT design standards and will include median modifications to the corridor.

The CONSULTANT will utilize the topographic survey prepared for the CITY's utility undergrounding project and supplemented as indicated in Task 101.

Following the preparation of the concept plan, the CONSULTANT will meet with the CITY to review proposed median modifications. The CONSULTANT will address up to one round of comments from the CITY and will submit the revised plan for the CITY's review. Following the CITY's approval, the CONSULTANT will meet with FDOT Traffic Operations and the FDOT Access Management Engineer. The CONSULTANT will address up to one round of comments from FDOT.

The CONSULTANT shall attend three (3) coordination meetings with the CITY to review the schematic design. After CITY's approval, the CONSULTANT shall attend one (1) meeting with FDOT access management and Traffic Operations to receive feedback for approval of median modifications.

#### **Deliverable**

1. Concept Plan

#### **Task 502      Public Involvement**

##### **Community Awareness Plan**

The CONSULTANT shall prepare a Community Awareness Plan (CAP) for the project. This plan will include the strategy to maintain communication between the CITY, FDOT, affected property owners, tenants, and the general public through the life of the project. The CAP shall document all public involvement activities conducted.

##### **Notifications**

The CONSULTANT shall identify all impacted property owners and tenants within 300 feet of the corridor. CONSULTANT shall prepare a mailing list of all such entities and shall update the mailing list as needed during the life of the project. The CONSULTANT shall prepare a median modification letter to be sent to property owners along the corridor. In addition, the CONSULTANT shall prepare a sketch of each proposed median modification for inclusion in the letter.

The CONSULTANT shall prepare newsletters for distribution to elected officials, public officials, property owners along the corridor and other interested parties. The letters will be sent by the CONSULTANT.

##### **Public Meetings and Preparation**

The CONSULTANT shall prepare one (1) PowerPoint presentation for use in public meetings. The CONSULTANT shall prepare the necessary materials for use in public meetings. The CONSULTANT will secure a public meeting location. The CONSULTANT shall attend public meeting(s), assist with meeting setup and take down. The CONSULTANT shall also prepare a summary of the public meeting that includes all copies of all materials shown or provided at the public meeting. The summary shall also include a listing of all written comments made during or after the meeting and responses to those written comments.

The CONSULTANT will attend the meetings with an appropriate number of personnel to assist the DEPARTMENT'S Project Manager. It is estimated for this project there will be two (2) Public meetings during the design. The first will occur after Concept Plan approval and the second will occur after 60% plan review.

#### **Deliverables**

1. Community Awareness Plan
2. Mailing List
3. Median Modification Letters with Sketches
4. Newsletter
5. PowerPoint Presentation
6. Public Meeting Coordination – During the specified duration in the project schedule, the CONSULTANT team will attend two (2) public meetings and coordination. It is assumed all meetings will be in South Florida.

#### **Task 503      Specifications**

##### **Specifications Package**

The CONSULTANT shall prepare and provide a specifications package in accordance with the FDOT's Procedure Topic No. 630-010-005 Specifications Package Preparation and the Specifications Handbook.

The Specifications Package shall be prepared using the DEPARTMENT's Specs on the Web application. The specifications package shall address all items and areas of work and include any Mandatory Specifications, Modified Special Provisions, and Technical Special Provisions.

#### **Deliverable**

1. Specifications Package

#### **Task 504 Roadway Analysis**

##### **Typical Section Package**

The CONSULTANT shall prepare a Typical Section Package in accordance with FDOT standards prior to the first plans submittal. Package shall be reviewed and approved by the City prior to submittal to FDOT.

##### **Pavement Design Package**

The CONSULTANT shall prepare a Pavement Design Package in accordance with FDOT standards prior to the first plans submittal. Package shall be reviewed and approved by the City prior to submittal to FDOT.

##### **Cross Slope Correction**

Cross slope correction is not included in this proposal.

##### **Horizontal/Vertical Master Design Files**

The CONSULTANT shall design the geometrics using the FDOT Standard Plans that are most appropriate with proper consideration given to the design traffic volumes, design speed, capacity and levels of service, functional classification, adjacent land use, design consistency and driver expectancy, aesthetics, existing vegetation to be preserved, pedestrian and bicycle concerns, ADA requirements, Safe Mobility For Life Program, access management, and scope of work.

##### **Cross Section Design Files**

The CONSULTANT shall establish and develop cross section design files in accordance with the FDOT's CADD manual.

##### **Temporary Traffic Control Plan (TTCP) Analysis**

The CONSULTANT shall design a safe and effective TTCP to move vehicular and pedestrian traffic during all phases of construction. The design shall include construction phasing of roadways ingress and egress to existing property owners and businesses, routing, signing and pavement markings, roadway pavement, drop offs within clear zone, transit stops, and traffic monitoring sites. Positive drainage must be maintained at all times. The design shall include construction phasing of roadways to accommodate the construction or relocation of utilities when the contract includes Joint Project Agreements (JPAs).

##### **Quantities**

The CONSULTANT shall develop accurate quantities and the supporting documentation, including construction days when required.

##### **Cost Estimate**

The CONSULTANT shall prepare four (4) cost estimates. Estimates will be provided for concept stage, 60% design, 100% design, and final design.

##### **Field Reviews**

The CONSULTANT shall perform two field reviews with two people at each review.

#### **Deliverables**

1. Typical Section Package
2. Pavement Design Package
3. Cost Estimates (4)

#### **Task 505      Roadway Plans**

The CONSULTANT shall prepare roadway plans to include:

1. Key Sheet
2. Summary of Pay Items
3. Typical Sections
4. General Notes
5. Summary of Quantities
6. Plan Sheets
7. Back-of-Sidewalk Profile Sheets
8. Cross Sections
9. Utility Adjustment Sheets

#### **Deliverable**

1. Roadway Plans

#### **Task 506      Drainage Analysis**

No drainage analysis is included for this proposal.

#### **Task 507      Drainage Plans**

No drainage plans are included with this proposal.

#### **Task 519      Signing and Pavement Marking Analysis**

#### **Reference and Master Design File**

The CONSULTANT shall prepare the Signing & Marking Design file to include all necessary design elements and all associated reference files.

#### **Quantities**

The CONSULTANT shall develop accurate quantities and the supporting documentation, including construction days when required.

#### **Cost Estimate**

The CONSULTANT shall prepare four (4) cost estimates. Estimates will be provided for concept stage, 60% design, 100% design, and final design.

#### **Deliverable**

1. Cost Estimates (4)

#### **Task 520      Signing and Pavement Marking Plans**

The CONSULTANT shall prepare a set of Signing and Pavement Marking Plans in accordance with all applicable manuals, guidelines, standards, handbooks, procedures, and current design memorandums that includes the following.

1. Key Sheet

2. Tabulation of Quantities
3. General Notes
4. Plan Sheets

**Deliverable**

1. Signing and Pavement Marking Plans

**Task 521      Signalization Analysis**

Signalization analysis is not included in this proposal as no modifications to the existing signals are proposed.

**Task 522      Signalization Plans**

Signalization plans are not included in this proposal as no modifications to the existing signals are proposed.

**Task 523      Lighting Analysis****Photometric Analysis**

The CONSULTANT shall review existing lighting conditions and meet with the CITY to review findings. This meeting will also serve to select a proposed light fixture. This proposal assumes that the CITY will continue their contract with Florida Power & Light (FPL) to provide FPL lights in decorative style. The CONSULTANT will perform a lighting photometric analysis using the CITY's preferred light fixture and submit initial results.

The following crossing locations will require lighting analysis using FDOT's latest requirement for additional vertical illumination for different points of marked high emphasis crosswalks:

1. Four (4) signalized intersections
2. Four (4) signalized pedestrian crossings
3. 16 non-signalized pedestrian crossings (some with double crosswalks crossing SR A1A)

**Lighting Design Analysis Report**

The CONSULTANT shall prepare a Preliminary Lighting Design Analysis Report. The report shall provide analyses for each signalized intersection lighting design and each typical section of SR A1A. Each lighting calculation shall be properly identified as to the area that it covers. The report shall include the Lighting Design Criteria that will be used. The CONSULTANT shall address up to one round of review comments.

**Deliverable**

1. Lighting Design Analysis Report

**Task 524      Conduit and Pull Box Plans**

The CONSULTANT shall prepare the lighting conduit and pull box construction plans. The CITY's contractor will install the lighting conduits and pull boxes, while FPL will install the lighting system conductors and lights. FPL will provide service point connections. The CONSULTANT will coordinate with FPL undergrounding project for service points. This task includes phase review meetings with the CITY and FDOT.

**Deliverable**

1. Conduit and Pull Box Plans

**Task 701      Landscape Architecture Analysis**

The CONSULTANT will conduct all research of design and development requirements for local jurisdictions

and FDOT. A site visit will be conducted to familiarize the designer with existing conditions. This will be used to determine the opportunities and constraints that will affect the design of the landscape features and elements. An inventory of existing trees and pertinent vegetation will be conducted and based on existing survey information.

Conceptual plans for hardscape and landscape elements will be developed per the CITY's design program. This will include the integration of landscape elements into the hardscape improvements. Plant layout and plant types will be defined, and a preliminary plant list will be included. These plans will be suitable for preliminary review and comment. Irrigation needs will be addressed, and water sources identified. Schematic irrigation plans with a preliminary layout and materials schedule will be developed. An initial cost estimate for the landscape components in this phase will be provided. Attendance at two (2) meetings is included.

## **Task 702      Landscape Architecture Plans**

The CONSULTANT will prepare a complete set of Landscape Plans for the project areas. These plans will incorporate review comments from the CITY and FDOT. Construction documents for all disciplines within the Landscape Architecture tasks will be provided.

Tree Protection and Relocation plans will be provided for all existing trees within the project limits. Planting Plans will be refined to address site conditions and jurisdictional requirements. Irrigation Plans for construction will be prepared. Plans will also be provided for the Hardscape elements that fall within the Landscape Architecture scope. Tabulations of Quantities for the landscape elements will be updated and included in the final documents. Amendments to existing Maintenance Agreements between the City and FDOT will be prepared and coordinated by the consultant. An updated cost estimate for the landscape components in this phase will be provided. Attendance at two (2) meetings is included.

## **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: CONSULTANT 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. CONSULTANT shall also determine the acceptability, subject to CITY approval, of substitute materials and equipment proposed by contractors.

Periodic Site Visits and Construction Observation: CONSULTANT shall visit the Project at intervals appropriate to the various stages of construction, as CONSULTANT 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. CONSULTANT 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: CONSULTANT will review the record drawings (as-builts) to ensure substantial conformance to the approved plans. CONSULTANT 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: 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. Upon completion of the final inspection, certify, in writing, that the work in-place is acceptable, subject to any conditions therein expressed.

Final Certification: CONSULTANT 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 CONSULTANT and CITY.

Note: It is the contractor's responsibility to coordinate through CONSULTANT the scheduling of testing. CONSULTANT 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:

- Roadway Plans

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

## **SCHEDULE**

### **SURVEY SERVICES**

Task 101 Topographic Survey	4 Weeks
Task 102 Topographic/Digital Terrain Model (DTM)(3D)	2 Weeks

### **SUBSURFACE UTILITY ENGINEERING (SUE) SERVICES**

Task 201 Horizontal Designation Services	1 Week
Task 202 Location Services	2 Weeks
Task 203 Utility Mapping	1 Week
Task 204 Utility Coordination	4 Months

### **CIVIL ENGINEERING SERVICES**

Task 403 Engineering Permitting	6 Months
Task 404 Pre-construction Bid Assistance Services	8 Weeks

### **TRANSPORTATION ENGINEERING SERVICES**

Task 501 Concept Median Modifications/Schematic Design (SD)	3 Months
Task 502 Public Involvement	6 Months
Task 503 Specifications	2 Weeks
Task 504 Roadway Analysis	4 Months
Task 505 Roadway Plans	8 Months
Task 519 Signing and Pavement Marking Analysis	2 Months
Task 520 Signing and Pavement Marking Plans	6 Months
Task 523 Lighting Analysis	3 Months
Task 524 Conduit and Pull Box Plans	3 Months

### LANDSCAPE ARCHITECTURE

Task 701	Landscape Architecture Analysis	4 Months
Task 702	Landscape Architecture Plans	8 Months

### Roadway Construction Observation and Certification Services

Task 801	Landscape Architecture Analysis	24 Months
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### COMPENSATION

#### SURVEY SERVICES

Task 101	Topographic Survey	\$15,000 (Lump Sum)
Task 102	Topographic/Digital Terrain Model (DTM)(3D)	\$8,000 (Lump Sum)

#### SUBSURFACE UTILITY ENGINEERING (SUE) SERVICES

Task 201	Horizontal Designation Services	\$10,000 (Lump Sum)
Task 202	Location Services	\$10,000 (Lump Sum)
Task 203	Utility Mapping	\$12,000 (Lump Sum)
Task 204	Utility Coordination	\$27,300 (Lump Sum)

#### CIVIL ENGINEERING SERVICES

Task 403	Permitting	\$35,750 (Lump Sum)
Task 404	Pre-construction Bid Assistance Services	\$10,000 (Lump Sum)

#### TRANSPORTATION ENGINEERING SERVICES

Task 501	Concept Median Modifications/Schematic Design (SD)	\$122,470 (Lump Sum)
Task 502	Public Involvement	\$110,000 (Lump Sum)
Task 503	Specifications	\$3,600 (Lump Sum)
Task 504	Roadway Analysis	\$224,850 (Lump Sum)
Task 505	Roadway Plans	\$155,000 (Lump Sum)
Task 519	Signing and Pavement Marking Analysis	\$25,000 (Lump Sum)
Task 520	Signing and Pavement Marking Plans	\$51,900 (Lump Sum)
Task 523	Lighting Analysis	\$80,735 (Lump Sum)
Task 524	Conduit and Pull Box Plans	\$38,000 (Lump Sum)

### LANDSCAPE ARCHITECTURE

Task 701	Landscape Architecture Analysis	\$110,000 (Lump Sum)
Task 702	Landscape Architecture Plans	\$145,000 (Lump Sum)

### Roadway Construction Observation and Certification Services

Task 801	Roadway Construction Observation and Certification Services	\$300,000 (Lump Sum)
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Task 901	Reimbursables	\$5,000 (Lump Sum)
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<b>Total Fee</b>		<b>\$1,499,605</b>
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