

EXHIBIT "A"
SCOPE OF WORK
Pompano Beach Youth Sports Complex

PROJECT UNDERSTANDING

The CITY has requested that CONSULTANT provide design services for the development of the Pompano Beach Youth Sports Complex – The project is part of the overall GO Bond improvements and is anticipated to be designed and completed per the schedule outlined in GO Bond Park specifications. The project will consist of a series of sports fields that are anticipated being sports turf. There will also be a series of walking trails, landscape, minor parking areas, fence and perimeter enclosure as well as lighting for the fields and pedestrian level. There will be minor architectural elements included in the overall program. No major architecture is anticipated. The project will be built using a CMAR process and the CM is expected to be added to the team at or near the Schematic Design or Design Development phase. The CM will work with the team to complete the project design as well as transition to construction.

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_____

☒ 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

☐ 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 Minor Architectural Structures____

☒ 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 Survey

CONSULTANT will update the previous Boundary Survey of the site into a Boundary and Topographic Survey. Survey shall extend to the center of pavement of the adjoining roadways and 10 feet beyond the other boundary lines. Survey shall show all surface features such as buildings, roadways, pavement, traffic striping, surface utilities, etc. Trees will be noted by common name and trunk diameter. Storm and Sanitary Structures will be noted with invert elevation, diameter, material and direction. Elevations shall be noted at an interval of approximately 50 feet, including intermediate changes in grade. Survey shall be referenced to the Florida State Plane Coordinate System (NAD83/11) and the North American Vertical Datum of 1988

(NAVD88).

SUBSURFACE UTILITY ENGINEERING (SUE) SERVICES

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.

Task 201 Records Research

CONSULTANT shall perform utility record research to assist in identifying utility owners that may have facilities on or be affected by the project. CONSULTANT shall collect any applicable utility owner records for review, assistance and development of a composite drawing or equivalent. All procured utility information will have the corresponding quality levels indicated; utility type and/or ownership; date of depiction; accuracy of depicted appurtenances; end points of any utility data; active, abandoned, or out-of-service status; size; condition; number of jointly buried cables; and encasement provided by the individual utility agency.

PLANNING SERVICES

Task 301 Due Diligence

The purpose of this task is to work collaboratively with the design team to understand the context and influences on the project and to communicate these to the Team for review and discussion. The end goal is to develop an overview of the existing property, previously prepared concepts, code and regulatory constraints and required agency coordination to understand potential strengths, weaknesses and opportunities of the site. These findings will be placed into a summary report and utilized as a starting point for the preliminary engineering and conceptual development of the team and to confirm the desired program for the project moving forward.

Task 302 Site Plan Preparation, Coordination and Processing

Based on plans prepared by CITY’S Architect, CONSULTANT shall prepare one (1) dimensioned Site Plan in accordance with the requirements of the CITY and the City of Fort Lauderdale Land Development Code which will include proposed building locations, vehicular circulation required landscape areas/buffers, parking requirements, setbacks, dumpster location, fire access and other issues required by City of Pompano Beach Land Development Code. CONSULTANT also process one (1) Site Plan application which encompasses the project through the City of Fort Lauderdale, including the Development Review Committee (DRC), Planning and Zoning Board (PZB) and City Commission, if applicable. Services include assisting with the preparation of the application and submittal requirements and coordination with other team members to facilitate the completion of the work effort.

Task 303 Public Consensus and Outreach

As part of the project CONSULTANT, 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. CONSULTANT 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

CIVIL ENGINEERING SERVICES

Task 401 Preliminary Engineering / Schematic Design (SD) / Site Plan/DRC

Preliminary Civil Engineering Design Plans

CONSULTANT shall research existing available records for the project and prepare preliminary civil engineering plans for the infrastructure improvements to support the processing of the site plan layout for the Project. The preliminary civil engineering plans shall be prepared in accordance with the CITY and regulatory agency requirements and will include Paving, Grading and Drainage; Water and Sewer System adjustments and services.

The Preliminary Plans are for regulatory agency (Development Review Committee, DRC), Site Plan review and approval.

The preliminary engineering plan shall include available existing utility information collected from various sources (Government Agencies, Utility providers etc.). This preliminary utility information will be relied upon by CONSULTANT in the preliminary design phase. Final design will require additional survey and Subsurface Utility investigation to verify the preliminary information supplied to or obtained by CONSULTANT. CONSULTANT will utilize a topographic survey and site plan supplied by the CITY, either as identified elsewhere in this agreement or from the CITY's other Consultant / Surveyor, as a base for the preliminary civil plans.

Preliminary water, sanitary sewer and drainage calculations shall be performed to address the impacts of the proposed development relating to the requirements of the site plan submission. One preliminary engineering plan will be prepared based on the supplied site plan design.

The plans will contain the location of the proposed site lighting as designed by the CITY's other Consultants. This proposal does not include the design of the site or roadway lighting system(s).

CONSULTANT shall attend one (1) coordination meeting with the CITY and City Planning and Development Services Department to review the schematic design, code and integration of the design with existing conditions (including utilities/trees/etc.) and environmental impacts of the project. CONSULTANT will coordinate with the CITY and other team members in the preparation of plans to avoid conflicts between disciplines.

Engineering Processing, Coordination and Meetings with Government Agencies / Permit Authorities

CONSULTANT shall coordinate, prepare for and attend meetings with Government Agencies, including project orientation meetings for base-line design agreements, review with City Planning, Zoning, Fire Marshall, Engineering, and Utility representatives. Also, coordinate with applicable State, and County Agencies required for final permit submittals.

CONSULTANT shall assist the Project Team in processing one (1) Site Plan application through the City, including the Development Review Committee (DRC), Planning and Zoning Board (PZB) and City Commission. Services include preparation of submittal requirements, presentations to the various boards and coordination and meetings with other team members to facilitate the completion of the work effort. This task does not include any waiver or variance from any requirement from the City's Land Development Code.

Deliverables

1. Preliminary Design Plans
2. Preliminary Water Sewer and Drainage Calculations as required
3. Preliminary Opinion of Probable Construction Cost – For above referenced Design Elements

4. Meetings and Team Coordination – During the specified duration in the project schedule, the CONSULTANT team will attend all required meetings and coordination. It is assumed all meetings will be in South Florida.

Task 402 Construction Documents (CD) - Final Engineering

Paving, Grading, and Drainage Plans

CONSULTANT shall prepare on-site paving, grading, and drainage construction plans, to support the proposed development, that meet the requirements of the jurisdictional regulatory agencies. Calculations shall be performed to address the impacts of the proposed development relating to the requirements for permit agency submittal. The stormwater management system will address water quality treatment and water quantity storage to meet the requirements of the jurisdictional agencies. It is anticipated that the proposed drainage system will consist of a series of catch basins, pipes, swales, and/or dry retention areas. Exfiltration trenches may be proposed for water quality treatment. Typical sections and standard paving and drainage details and notes for the construction of the paving, grading, and drainage system are included. Soils percolation tests to satisfy regulatory agency requirements will be performed by others as required.

No offsite roadway improvements beyond a direct driveway connection to the immediately adjacent road are anticipated and as such not included in this Agreement. Fees for these services will be submitted to CITY as additional services under a contract addendum if required.

Pavement Marking & Signing Plans

The CONSULTANT shall prepare a signing and pavement marking plan for the project that meets the requirements of the regulatory agencies. This plan shall include standard details and notes.

Water Distribution and Sanitary Sewer Plans

CONSULTANT shall prepare combined water distribution and sanitary sewer system plans to service the proposed development. Water and sanitary sewer calculations shall be performed to address the impacts of the proposed development relating to the requirements for permit agency submittal.

It is anticipated that all existing utility infrastructure is adequate to provide the required domestic water, fire and sanitary sewer services to the proposed improvements. An evaluation of the existing infrastructure regarding capacity to service the proposed development will be made. Design services for Public Infrastructure improvements required to serve the proposed development will be addressed with a supplemental additional services agreement. These engineering services do not include the extension/replacement and/or upsizing of any water and/or sanitary sewer mains surrounding the site. Services associated with designing; and permitting any off-site infrastructure improvements (including off-site lift stations) required to provide service to the site will be addressed as additional services.

Erosion Control Plans

CONSULTANT shall prepare an Erosion Control Plan for the project that meets the requirements of the regulatory agencies and for the Contractor's use in preparing and processing the required Stormwater Pollution Prevention Plan (SWPPP), in compliance with the "Generic Permit for Stormwater Discharge from Large and Small Construction Activities (CGP)" through FDEP. The Erosion Control Plan(s) shall include standard details and notes to meet the requirements of the regulatory agencies.

Demolition Plan

CONSULTANT shall prepare a Demolition Plans incorporating removal of the existing improvements in conflict with the proposed facilities. This plan shall include standard details and notes. Should permitting be required for this work, it will need to be provided by a licensed demolition contractor.

Note: The use of explosive demolition materials and the assessment for or removal of hazardous materials or toxic waste are not included in these services and will not be incorporated in the Demolition Plan.

Deliverables

1. Construction Documents (60% and Final Construction Documents) for above referenced Plans
2. Specifications – For above referenced Design Elements (specifications may be included in the plan sheets or a separate documents for inclusion in the Contract Document Specification book.)
3. Water Sewer and Drainage Calculations as required
4. Opinion of Cost – For above referenced Design Elements
5. Meetings and Team Coordination – During the specified duration in the project schedule, the CONSULTANT team will attend all required meetings and coordination. It is assumed all meetings will be in South Florida.

Task 403 Engineering Permitting

CONSULTANT shall attend required pre-application meetings with agencies having jurisdiction over the facilities designed by CONSULTANT, and prepare and submit the permit applications for the construction of the following improvements and process them through the following regulatory agencies:

Development Review

- Site Plan/Design Review (assumes site plan approval process to be led by CITY)
- City – Planning and Development Board
- Floodplain Management

Water and Sewer System

- Broward County Environmental Protection and Growth Management Department (BCEPGMD) – Sanitary Sewer
- Florida Department of Environmental Protection (FDEP) –Water and Sanitary Sewer
- Broward County Water and Wastewater (BCWWS) – Sanitary Sewer
- City – Water and Sanitary Sewer

Paving, Grading, and Drainage System

- Broward County Environmental Protection and Growth Management Department (BCEPGMD) – Stormwater
- Florida Department of Environmental Protection (FDEP) – Stormwater ERP
- Florida Department of Environmental Protection (FDEP) – NPDES/SWPPP
- City Engineering Division

Pavement Markings and Signage

- County Traffic Engineering Division

- City Engineering

If additional permits are required, CONSULTANT shall process them and the fees for these additional services will be submitted to CITY as additional services under a contract addendum if required.

LANDSCAPE ARCHITECTURE SERVICES

Task 701 Conceptual Design

Based on the Due Diligence, the purpose of this task is to work collaboratively with the design team to develop the “big ideas” and to communicate these to the Team and various stakeholders for review and discussion. CONSULTANT will develop concepts that will be preliminary in nature and are not intended as construction documents. They will be presented in a draft and final presentation allowing input and development of the ideas. These findings will then be developed into a conceptual presentation with the overall team for review/approval of the CITY.

Deliverables

1. Due Diligence Findings Report
2. CONSULTANT will develop up to two (2) Conceptual Design concepts to include:
 - a. Illustrative Site Plan(s)
 - b. Supporting Diagrams and/or Section Elevations
 - c. 3D perspective rendering to support concept (up to 6 photo realistic)
 - d. Character Imagery
3. Team Coordination – Attend review meetings to coordinate the conceptual design for the project with the team.

Task 702 Schematic and Site Plan Application

Based on the approved Conceptual Design, CONSULTANT will prepare for the approval of the CITY the schematic design documents. The purpose of this task is to work collaboratively with the design team to finalize the optimum arrangement of all program and site design elements. These drawings will be in sufficient detail for submittal to the City of Pompano Beach review agency.

The following elements will be addressed in the schematic design phase:

1. Site program
 - a. Landscape treatment and design approach for each development zone, including refinement of design concepts for all outdoor courtyards, gardens and water amenities spaces
 - b. Hardscape and vehicular treatments
 - c. Minor Architectural Elements and Features
 - d. Pedestrian circulation and access issues identified in conceptual programming

Deliverables

1. CONSULTANT will develop drawings, plans, sections, site perspectives/illustrations, and other information to describe the nature, quality and scope of site elements of the project.
2. CONSULTANT will furnish the schematic design submittal, which will be sufficient detail for DRC Application Submittal for Landscape. This submittal also includes a revision for response to City Comments. Changes to the plan due to other disciplines are not included.
3. Meetings and Team Coordination – During the specified duration in the project schedule, the CONSULTANT team will attend all required meetings and coordination. It is assumed all meetings will be in South Florida.

Task 703 Tree Inventory and Appraisal by Certified Arborist

CONSULTANT will visit the project to confirm and assign each tree’s common and scientific name, height, spread, and condition according to ISA regional information. Once the Trees and/or Palms are field verified,

a plan will be developed depicting all existing trees. This plan will indicate which are to be removed, which will be relocated, and which will remain and must be protected during construction. The plan will include basic tabulations and calculations for tree removal and replacement as required by local jurisdiction.

Task 704 Design Development

Based on the completed Schematic Design 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 (30% Construction Documents)
 - a. Hardscape Plan – Material type and layout
 - b. Layout Plan – General dimensions
 - c. Grading Plan – Overall spot grades
 - d. Sitework Details – General details and section/elevations for character and project understanding
 - e. Landscape Plan and Details – Key elements, layout and coordination
 - f. Irrigation Plans and Details - Zone layout and mainline configuration – determine cistern/grey water vs. potable water distribution
 - g. Lighting Plan and Details – Fixture type and general location
 - h. Architectural structures including MEP and Structural
 - i. Site Furniture – Furniture layout and general type of elements coordinated with interiors
2. 3D visualization and renderings – As a part of this effort the CONSULTANT Team will work with the development team to develop a series of 3-Dimensional renderings that will support the review and understanding of the site and landscape elements.
3. Outline Specifications – Develop text format specification for all areas noted above
4. Opinion of Cost – Develop an updated opinion of cost for all elements noted above
5. Meetings and Team Coordination – During the specified duration in the project schedule, the CONSULTANT team will attend all required meetings and coordination. It is assumed all meetings will be in South Florida.

Task 705 Construction Documents

Based on the approved Design Development phase, CONSULTANT will develop the construction documents in coordination with the overall design team and CITY. The drawings will be developed in a 60% or preliminary documentation for review and coordination, as well as a final for Permit or 100% Construction Documentation.

Deliverables

1. Construction Documents (60% and Final Construction Documents)
 - a. Hardscape Plan – Material type and layout
 - b. Layout Plan – Key dimensions and digital layout coordination
 - c. Grading Plan – Detail spots, contours and FFE indication
 - d. Sitework Details – General details and section/elevations for character and project understanding
 - e. Landscape Plan and Details – Specific elements, specification, quantity and layout
 - f. Irrigation Plans and Details – Head layout, controller types, equipment and details
 - g. Architectural structures including MEP and Structural
 - h. Lighting Plan and Details – Fixture type, layout and catalog cut sheets –
 - i. 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 at 60% for review and approval – Coordinate with selected General Contractor.
4. Meetings and Team Coordination – During the specified duration in the project schedule, the CONSULTANT team will attend all required meetings and coordination. It is assumed all meetings will be in South Florida.

CONSTRUCTION/PROGRAM MANAGEMENT SERVICES

Task 801 Construction Observation

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 eight (8) 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 eight (8) months

We anticipate the following items requiring as-built certification:

- Water System
- Sanitary Sewer System
- Paving Grading and Drainage System

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 Update Survey	8 Weeks
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SUE SERVICES

Task 201 Records Research	concurrent with Task 101
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PLANNING SERVICES

Task 301 Due Diligence	2 Weeks
Task 302 Site Plan Processing	4-6 Months
Task 303 Public Outreach and Consensus	4 meetings

CIVIL ENGINEERING SERVICES

Task 401 Preliminary Engineering	6 Weeks
Task 402 Construction Documents - Final Engineering	8 Weeks
Task 403 Engineering Permitting	6 Months

LANDSCAPE ARCHITECTURE

Task 701 Conceptual Design	4 Weeks
Task 702 Schematic Design	4 Weeks
Task 703 Arborist Review	concurrent with Task 702
Task 704 Design Development	6 Weeks
Task 705 Construction Documents	8 Weeks

CONSTRUCTION/PROGRAM MANAGEMENT SERVICES

Task 801 Construction Observation	8 Months
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COMPENSATION

Task 101 Update Survey	\$15,000 (Lump Sum)
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SUE SERVICES

Task 201 Records Research	\$ 9,750 (Lump Sum)
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PLANNING SERVICES

Task 301 Due Diligence	\$10,000 (Lump Sum)
Task 302 Site Plan Processing	\$12,500 (Lump Sum)
Task 303 Public Outreach and Consensus	\$18,500 (Lump Sum)

CIVIL ENGINEERING SERVICES

Task 401 Preliminary Engineering	\$27,500 (Lump Sum)
Task 402 Construction Documents - Final Engineering	\$37,000 (Lump Sum)
Task 403 Engineering Permitting	\$22,500 (Lump Sum)

LANDSCAPE ARCHITECTURE and ARCHITECTURE

Task 701 Conceptual Design	\$35,500 (Lump Sum)
Task 702 Schematic Design	\$47,500 (Lump Sum)
Task 703 Arborist Review	\$ 8,000 (Lump Sum)
Task 704 Design Development	\$61,000 (Lump Sum)
Task 705 Construction Documents	\$75,000 (Lump Sum)

CONSTRUCTION/PROGRAM MANAGEMENT SERVICES

Task 801 Construction Observation	\$42,000 (Lump Sum)
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Task 901 Reimbursable Expenses	\$ 9,500 (Billed at Cost)
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Total Fee	\$416,250
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