

03.14

**CITY OF POMPANO BEACH**  
**Broward County, Florida**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF POMPANO BEACH, FLORIDA, APPROVING AND AUTHORIZING THE PROPER CITY OFFICIALS TO EXECUTE A CONTRACT FOR CONSULTING/PROFESSIONAL SERVICES BETWEEN THE CITY OF POMPANO BEACH AND MATHEWS CONSULTING, INC. FOR SINGLE PROJECT CONTRACT FOR ENGINEERING SERVICES FOR KENDALL LAKE NEIGHBORHOOD STORMWATER IMPROVEMENTS; PROVIDING AN EFFECTIVE DATE.**

**BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF POMPANO BEACH, FLORIDA:**

**SECTION 1.** That an agreement between the City of Pompano Beach and Mathews Consulting, Inc. for single project contract for engineering services for Kendall Lake neighborhood stormwater improvements, a copy of which agreement is attached hereto and incorporated by reference as if set forth in full, is hereby approved.

**SECTION 2.** That the proper City officials are hereby authorized to execute said agreement between the City of Pompano Beach and Mathews Consulting, Inc.

**SECTION 3.** This Resolution shall become effective upon passage.

**PASSED AND ADOPTED** this 12<sup>th</sup> day of April, 2016.

  
\_\_\_\_\_  
**LAMAR FISHER, MAYOR**

**ATTEST:**

  
\_\_\_\_\_  
**ASCELETA HAMMOND, CITY CLERK**

Dec. 14

*CITY OF POMPANO BEACH,  
FLORIDA*

**CONSULTANT AGREEMENT**

**with**

**Mathews Consulting, Inc.**



**Florida's Warmest Welcome**

***SINGLE PROJECT CONTRACT FOR ENGINEERING SERVICES***

***For***

***KENDALL LAKE NEIGHBORHOOD STORMWATER IMPROVEMENTS***

## **CONTRACT FOR CONSULTING/PROFESSIONAL SERVICES**

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This Contract is made as of the 15<sup>th</sup> day of April, 2016 by and between the CITY OF POMPANO BEACH, a municipal corporation of the State of Florida, hereinafter referred to as "CITY", and Mathews Consulting, Inc., a corporation, authorized to do business in the State of Florida, hereinafter referred to as the "Consultant".

**WHEREAS**, the Consultant is able and prepared to provide such services as City requires under the terms and conditions set forth herein; and

**WHEREAS**, the City Commission has approved the recommendation that Consultant be employed by the City and authorized the negotiation of contractual terms.

**NOW, THEREFORE**, in consideration of the mutual promises herein, the City and the Consultant agree as follows:

### **ARTICLE 1 – SERVICES/CONSULTANT AND CITY REPRESENTATIVES**

The Consultant's responsibility under this Contract is to provide professional consulting services as more specifically set forth in RLI No. E-38-15 attached hereto as Exhibit A and incorporated herein in its entirety.

The Consultant's representative shall be David Mathews PE

The City's representative shall be the Utility Engineer, Alessandra Delfico PE

### **ARTICLE 2 – SCHEDULE/PERIOD OF SERVICE**

The Consultant shall commence services on April 15<sup>th</sup> 2016 and complete all services by April 14<sup>th</sup> 2017.

Reports and other items shall be delivered or completed in accordance with the detailed schedule set forth in Exhibit B. Time limits stated herein are of the essence of the Contract. By executing this Contract, Consultant expressly (a) confirms that the contract time is a reasonable period for performing the services to be provided by Consultant; and, (b) that such confirmation regarding contract time is a material inducement for the City entering into this Contract.

### **ARTICLE 3 – PAYMENTS TO CONSULTANT**

A. City agrees to pay Consultant in consideration for its services described herein. It is the intention of the parties hereby to ensure that unless otherwise directed by the City in writing, Consultant will complete the services specified in Exhibit B during the term of this Agreement set forth in Article 2, above.

B. Price Formula. City agrees to pay Consultant for the services set forth in this Agreement as follows:

Payment of a Not to Exceed Fee of \$ 222,803.00.

C. The total amount to be paid by the City under this Contract for all services and materials including "out of pocket" expenses (specified in Paragraph E below) and also including any approved subcontracts shall not exceed a total contract amount of two hundred twenty two thousand eight hundred three Dollars (\$222,803.00). The Consultant shall notify the City's Representative in writing when 90% of the "not to exceed amount" for the total Task Order or Work Authorization has been reached. The Consultant will bill the City on a monthly basis, or as otherwise provided. Time and Materials billing will be made at the amounts set forth in Exhibit B for services rendered toward the completion of the Scope of Work. Where incremental billings for partially completed items are permitted, the total billings shall not exceed the estimated percentage of completion as of the billing date. It is acknowledged and agreed to by the Consultant that the dollar limitation set forth in this section is a limitation upon and describes the maximum extent of City's obligation to pay Consultant, but does not include a limitation upon Consultant's duty to perform all services set forth in Exhibit B for the total compensation in the amount or less than the guaranteed maximum stated above.

D. Invoices received by the City from the Consultant pursuant to this Contract will be reviewed and approved in writing by the City's Representative, indicating that services have been rendered in conformity with the Contract, and then will be sent to the City's Finance Department for payment. All invoices shall contain a detailed breakdown of the services provided for which payment is being requested. Invoices shall be paid in accordance with the Florida State Statutes governing this process. In addition to detailed invoices, upon request of the City's representative, Consultant will provide City with detailed periodic Status Reports on the project.

E. "Out-of-pocket" expenses shall be reimbursed up to an amount not to exceed two thousand Dollars (\$ 2,000 ) and as provided for in Paragraph C of this Article. All requests for payment of "out-of-pocket" expenses eligible for reimbursement under the terms of this Contract shall include copies of paid receipts, invoices, or other documentation acceptable to the City's Representative and to the Finance Department. Such documentation shall be sufficient to establish that the expense was actually incurred and necessary in the performance of the Scope of Work described in a Work Authorization and this Contract. All out-of-pocket, reimbursables and expenses shall be billed at actual amount paid by Consultant, with no markup.

F. Final Invoice: In order for both parties herein to close their books and records, the Consultant will clearly state "Final Invoice" on the Consultant's final/last billing to the City. This final invoice shall also certify that all services provided by Consultant have been properly performed and all charges and costs have been invoiced to the City. Because this account will thereupon be closed, any and other further charges not properly included on this final invoice are waived by the Consultant.

#### **ARTICLE 4 – TRUTH-IN-NEGOTIATION CERTIFICATE**

Signature of this Contract by the Consultant shall also act as the execution of a truth in negotiation certificate, certifying that the wage rates, overhead charges, and other costs used to determine the compensation provided for this Contract are accurate, complete and current as of the date of the Contract and no higher than those charged the Consultant's most favored customer for the same or substantially similar service. Should the City determine that said rates and costs were significantly increased due to incomplete, non-current or inaccurate representation, then said rates shall be adjusted accordingly.

#### **ARTICLE 5 – TERMINATION**

This Contract may be cancelled by the Consultant, upon thirty (30) days prior written notice to the City's Representative, in the event of substantial failure by the City to perform in accordance with the terms of this Contract through no fault of the Consultant. It may also be terminated, in whole or in part, by the City, with or without cause, immediately upon written notice from the City's Representative or the City Manager to the Consultant. Unless the Consultant is in breach of its Contract, the Consultant shall be paid for services rendered to the City's satisfaction through the date of termination. Ten Dollars (\$10.00) paid to the Consultant, the adequacy of which is acknowledged, is given as specific and independent consideration of the City's right to terminate this Contract for convenience. Termination for cause by the City shall include, but not be limited to, failure to suitably perform the work, failure to continuously perform the work in a manner calculated to meet or accomplish the objectives of the City as set forth herein, or multiple breach of the provisions of this Contract notwithstanding whether any such breach was previously waived or cured. After receipt of a Termination Notice and except as otherwise directed by the City the Consultant shall:

- A. Stop work on the date and to the extent specified.
- B. Terminate and settle all orders and subcontracts relating to the performance of the terminated work.
- C. Transfer all work documents in process, completed work, and other materials related to the terminated work to the City.
- D. Continue and complete all parts of the work that have not been terminated.

#### **ARTICLE 6 – PERSONNEL**

The Consultant is, and shall be, in the performance of all work services and activities under this Contract, an independent Contractor, and not an employee, agent or servant of the City. All persons engaged in any of the work or services performed pursuant to this Contract shall at all times, and in all places, be subject to the Consultant's sole direction, supervision, and control and shall not in any manner be deemed to be employees of the City. The Consultant shall exercise control over the means and manner in which it and its employees perform the work. This contract does not create a partnership or joint venture between the parties.

The Consultant represents that it has, or will secure at its own expense, all necessary personnel required to perform the services under this Contract. Such personnel shall not be employees of or have any contractual relationship with the City, nor shall such personnel be subject to any withholding for tax, Social Security or other purposes by the City, nor be entitled to any benefits of the City including, but not limited to, sick leave, pension benefits, vacation, medical benefits, life insurance, workers or unemployment compensation benefits, or the like from the City.

All of the services required hereunder shall be performed by the Consultant or under its supervision, and all personnel engaged in performing the services shall be fully qualified and, if required, authorized or permitted under state and local law to perform such services.

Any changes or substitutions in the Consultant's key personnel, as may be listed in Article 1, must be made known to the City's Representative at the time substitution becomes effective.

The Consultant warrants that all services shall be performed by skilled and competent personnel to the highest professional standards in the field.

#### **ARTICLE 7 – SUBCONTRACTING**

Consultant may subcontract any services or work to be provided to City with the prior written approval of the City's Representative. The City reserves the right to accept the use of a subcontractor or to reject the selection of a particular subcontractor and to inspect all facilities of any subcontractors in order to make determination as to the capability of the subcontractor to perform properly under this Contract. The City's acceptance of a subcontractor shall not be unreasonably withheld. The Consultant is encouraged to seek small business enterprises and to utilize businesses that are physically located in the City of Pompano Beach with a current Business Tax Receipt for participation in its subcontracting opportunities.

#### **ARTICLE 8 – FEDERAL AND STATE TAX**

The City is exempt from payment of Florida State Sales and Use Taxes. The City will provide the Consultant with the current state issued exemption certificate. The Consultant shall not be exempted from paying sales tax to its suppliers for materials used to fulfill contractual obligations with the City, nor is the Consultant authorized to use the City's Tax Exemption Number in securing such materials.

The Consultant shall be responsible for payment of its own and its share of its employees' payroll, payroll taxes and benefits with respect to this Contract

#### **ARTICLE 9 – AVAILABILITY OF FUNDS**

The City's performance and obligation to pay under this contract is contingent upon appropriation for various projects, tasks and other professional services by the City Commission.

## ARTICLE 10 - INSURANCE REQUIREMENTS

The Consultant shall not commence work under this Contract until it has obtained all insurance required under this paragraph and such insurance has been approved by the Risk Manager of the City, nor shall the Consultant allow any Subcontractor to commence work on its sub-contract until the aforementioned approval is obtained.

CERTIFICATE OF INSURANCE, reflecting evidence of the required insurance, shall be filed with the Risk Manager prior to the commencement of the work. The Certificate shall contain a provision that coverage afforded under these policies will not be cancelled, will not expire and will not be materially modified until at least thirty (30) days prior written notice has been given to the City. Policies shall be issued by companies authorized to conduct business under the laws of the State of Florida and shall have adequate Policyholders and Financial ratings in the latest ratings of A. M. Best and be part of the **Florida Insurance Guarantee Association Act**.

Insurance shall be in force until all work required to be performed under the terms of the Contract is satisfactorily completed as evidenced by the formal acceptance by the City. In the event the Insurance Certificate provided indicates that the insurance shall terminate and lapse during the period of this Contract, the Consultant shall furnish, at least ten (10) days prior to the expiration of the date of such insurance, a renewed Certificate of Insurance as proof that equal and like coverage for the balance of the period of the Contract and extension thereunder is in effect. The Consultant shall not continue to work pursuant to this Contract unless all required insurance remains in full force and effect.

Limits of Liability for required insurance are shown in Exhibit C.

The City of Pompano Beach must be named as an additional insured for the Automobile and Commercial General Liability Coverage.

For Professional Liability, if coverage is provided on a claims made basis, then coverage must be continued for the duration of this Contract and for not less than one (1) year thereafter, or in lieu of continuation, provide an "extended reporting clause" for one (1) year.

Consultant shall notify the City Risk Manager in writing within thirty (30) days of any claims filed or made against the Professional Liability Insurance Policy.

For Workers' Compensation Insurance, coverage shall be maintained during the life of this Contract to comply with statutory limits for all employees, and in the case of any work sublet, the Consultant shall require any Subcontractors similarly to provide Workers' Compensation Insurance for all the latter's employees unless such employees are covered by the protection afforded by the Consultant. The Consultant and his Subcontractors shall maintain during the life of this Contract Employer Liability Insurance.

## **ARTICLE 11 – INDEMNIFICATION**

1. The Consultant agrees to indemnify and hold harmless the City, its officers, agents and employees against any loss, damage or expense (including all costs and reasonable attorneys' fees and appellate attorneys' fees) suffered by City from any claim, demand, judgment, decree, or cause of action of any kind or nature to the extent caused by any negligence, recklessness, or intentionally wrongful conduct of Consultant, or its agents, servants, or employees, in the performance of services in the performance of the contract.

2. The Consultant agrees, to the fullest extent permitted by law, to indemnify and hold harmless the City, its officers, agents and employees against any loss, damage, or expense (including all costs and reasonable attorneys' fees and appellate attorneys' fees) suffered by the City from (a) any breach by the Consultant of this Contract; (b) any misconduct by the Consultant; (c) any inaccuracy in or breach of any of the representations, warranties or covenants made by the Consultant herein; (d) any claims, suits, actions, damages or causes of action arising during the term of this Contract for any personal injury, loss of life or damage to property to the extent caused by any negligence, recklessness, or intentionally wrongful performance of this Contract by the Consultant and the Consultant's agents, employees, invitees. Such obligation to indemnify and hold harmless shall include all costs, expenses and liabilities incurred by the City in connection with any such claim, suit, action or cause of action, including the investigation thereof and the defense of any action or proceeding brought thereon and any order, judgment or decree which may be entered in any such action or proceeding or as a result thereof. Consultant acknowledges and agrees that City would not enter into this contract without this indemnification of City by Consultant, and that the City entering into this Contract shall constitute good and sufficient consideration for this indemnification. These provisions shall survive the expiration or earlier termination of this Contract. Nothing in this Contract shall be construed to affect in any way the City's rights, privileges, and immunities as set forth in Florida Statute § 768.28.

3. The parties agree that one percent (1%) of the total compensation paid to Consultant is given as separate, distinct and independent consideration for the Consultant's grant of this indemnity, the sufficiency and receipt of this consideration is acknowledged by the Consultant.

## **ARTICLE 12 – SUCCESSORS AND ASSIGNS**

The City and the Consultant each binds itself and its partners, successors, executors, administrators and assigns to the other party of this Contract and to the partners, successors, executors, administrators and assigns of such other party, in respect to all covenants of this Contract. Except as above, neither the City nor the Consultant shall assign, sublet, encumber, convey or transfer its interest in this Contract without prior written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of the City, which may be a party hereto, nor shall it be construed as giving any rights or benefits hereunder to anyone other than the City and the Consultant.



### **ARTICLE 13 – REMEDIES**

The laws of the State of Florida shall govern this Contract. Any and all legal action between the parties arising out of the Contract will be held in Broward County. No remedy herein conferred upon any party is intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party of any right, power or remedy hereunder shall preclude any other or further exercise thereof.

### **ARTICLE 14 – CONFLICT OF INTEREST**

The Consultant represents that it has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the performance of services required hereunder, as provided for in the Code of Ethics for Public Officers and Employees (Chapter 112, Part III, Florida Statutes). The Consultant further represents that no person having any interest shall be employed for said performance.

The Consultant shall promptly notify the City's representative, in writing, by certified mail, of a potential conflict(s) of interest for any prospective business association, interest or other circumstance, which may influence or appear to influence the Consultant's judgment or quality of services being provided hereunder. Such written notification shall identify the prospective business association, interest or circumstance, the nature of work that the Consultant may undertake and request an opinion of the City as to whether the association, interest or circumstance would, in the opinion of the City, constitute a conflict of interest if entered into by the Consultant. The City agrees to notify the Consultant of its opinion by certified mail within thirty (30) days of receipt of notice by the Consultant. If, in the opinion of the City, the prospective business association, interest, or circumstance would not constitute a conflict of interest by the Consultant, the City shall so state in the notice and the Consultant shall at its option, enter into said association, interest or circumstance and it shall be deemed not a conflict of interest with respect to services provided to the City by the Consultant under the terms of this Contract.

### **ARTICLE 15 – EXCUSABLE DELAYS**

The Consultant shall not be considered in default by reason of any failure in performance if such failure arises out of causes reasonably beyond the control of the Consultant or its subcontractors and without their fault or negligence. Such causes include, but are not limited to, acts of God; natural or public health emergencies; freight embargoes; and abnormally severe and unusual weather conditions.

Upon the Consultant's request, the City shall consider the facts and extent of any failure to perform the work and, if the Consultant's failure to perform was without it, or its subcontractors fault or negligence, the Contract Schedule and/or any other affected provision of

this Contract shall be revised accordingly; subject to the City's rights to change, terminate, or stop any or all of the work at any time.

#### **ARTICLE 16 – DEBT**

The Consultant shall not pledge the City's credit or attempt to make it a guarantor of payment or surety for any contract, debt, obligation, judgment, lien or any form of indebtedness. The Consultant further warrants and represents that it has no obligation or indebtedness that would impair its ability to fulfill the terms of this Contract.

#### **ARTICLE 17 – DISCLOSURE AND OWNERSHIP OF DOCUMENTS**

The Consultant shall deliver to the City's representatives for approval and acceptance, and before being eligible for final payment of any amounts due, all documents and materials prepared by and for the City under this Contract.

All written and oral information not in the public domain or not previously known, and all information and data obtained, developed, or supplied by the City or at its expense will be kept confidential by the Consultant and will not be disclosed to any other party, directly or indirectly, without the City's prior written consent unless required by a lawful order. All drawings, maps, sketches, programs, data base, reports and other data developed, or purchased, under this Contract for or at the City's expense shall be and remain the City's property and may be reproduced and reused at the discretion of the City.

The City and the Consultant shall comply with the provisions of Chapter 119, Florida Statutes (Public Records Law). Specifically, the Consultant shall:

1. Keep and maintain public records that ordinarily and necessarily would be required by the city in order to perform the service;
2. Provide the public with access to such public records on the same terms and conditions that the City would provide the records and at a cost that does not exceed that provided in Chapter 199, Fla. Stat., or as otherwise provided by law;
3. Ensure that public records that are exempt or that are confidential and exempt from public record requirements are not disclosed except as authorized by law; and
4. Meet all requirements for retaining public records and transfer to the City, at no cost, all public records in possession of the Consultant upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt. All records stored electronically must be provided to the city in a format that is compatible with the information technology systems of the City.

Failure of Consultant to comply with the provisions set forth in this section shall constitute a Default and Breach of this Agreement and the City shall enforce the default in accordance with the provisions set forth in this Agreement or as provided by law.

All covenants, agreements, representations and warranties made herein, or otherwise made in writing by any party pursuant hereto, including but not limited to any representations made herein relating to disclosure or ownership of documents, shall survive the execution and delivery of this Contract and the consummation of the transactions contemplated thereby.

#### **ARTICLE 18 – CONTINGENT FEES**

The Consultant warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Consultant to solicit or secure this Contract and that it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the Consultant, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or making of this Contract. Violation of this Article shall constitute a forfeiture of this Contract by Consultant.

#### **ARTICLE 19 – ACCESS AND AUDITS**

The Consultant shall maintain adequate records to justify all charges, expenses, and cost incurred in estimating and performing the work for at least three (3) years after completion of this Contract. The City shall have access to such books, records and documents as required in this section for the purpose of inspection or audit during normal business hours, at the Consultant's place of business.

#### **ARTICLE 20 – NONDISCRIMINATION**

The Consultant warrants and represents that all of its employees are treated equally during employment without regard to race, color, religion, disability, sex, age, national origin, ancestry, marital status and sexual orientation.

#### **ARTICLE 21 – INTERPRETATION**

The language of this Contract has been agreed to by both parties to express their mutual intent and no rule of strict construction shall be applied to either party hereto. The headings are for reference purposes only and shall not affect in any way the meaning or interpretation of this Agreement. All personal pronouns used in this Agreement shall include the other gender, and the singular, the plural, and vice versa, unless the context otherwise requires.

#### **ARTICLE 22 – AUTHORITY TO PRACTICE**

The Consultant hereby represents and warrants that it has and will continue to maintain all licenses and approvals required to conduct its business, and that it will at all times conduct its business activities in a reputable manner. Proof of such licenses and approvals shall be submitted to the City's representative upon request.

## **ARTICLE 23 – SEVERABILITY**

If any term or provision of this Contract, or the application thereof to any person or circumstances shall, to any extent be held invalid or unenforceable, to remainder of this Contract, or the application of such terms or provision, to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected, and every other term and provision of this Contract shall be deemed valid and enforceable to the extent permitted by law.

## **ARTICLE 24 – ENTIRETY OF CONTRACTUAL AGREEMENT**

The City and the Consultant agree that this Contract, together with the Exhibits hereto, sets forth the entire agreement between the parties, and that there are no promises or understandings other than those stated herein. It is further agreed that no modification, amendment or alteration in the terms or conditions contained herein shall be effective unless contained in a written document executed with the same formality and off equal dignity herewith. None of the provisions, terms and conditions contained in this Contract may be added to, modified, superseded or otherwise altered, except by written instrument executed by the parties hereto in accordance with Article 25 – Modification of Work. In the event of any conflict or inconsistency between this Contract and the provisions in the incorporated Exhibits, the terms of this Contract shall supersede and prevail over the terms in the Exhibits.

## **ARTICLE 25 – MODIFICATION OF SCOPE OF WORK**

The City reserves the right to make changes in the Scope of Work, including alterations, reductions therein or additions thereto. Upon receipt by the Consultant of the City's notification of a contemplated change, the Consultant shall, in writing: (1) provide a detailed estimate for the increase or decrease in cost due to the contemplated change; (2) notify the City of any estimated change in the completion date; and (3) advise the City if the contemplated change shall affect the Consultant's ability to meet the completion dates or schedules of this Contract.

If the City so instructs in writing, the Consultant shall suspend work on that portion of the Scope of Work affected by a contemplated change, pending the City's decision to proceed with the change.

If the City elects to make the change, the City shall initiate a Work Authorization or Task Order Amendment and the Consultant shall not commence work on any such change until such written amendment is signed by the Consultant and the City Manager, and if such amendment is in excess of \$25,000, it must also first be approved by the City Commission and signed by the appropriate City Official authorized by the City Commission

The City shall not be liable for payment of any additional or modified work, which is not authorized in the manner provided for by this Article.

## **ARTICLE 26 – NOTICE**

All notices required in this Contract shall be sent by certified mail, return receipt requested, to the following:

### **FOR CITY:**

City Manager  
City of Pompano Beach  
Post Office Drawer 1300  
Pompano Beach, Florida 33061

### **FOR CONSULTANT:**

David Mathews, P.E.  
Mathews Consulting, Inc.  
477 S. Rosemary Avenue, Suite 330  
West Palm Beach, FL 33401

## **ARTICLE 27 – OWNERSHIP OF DOCUMENTS**

All finished or unfinished documents, data, reports, studies, surveys, drawings, maps, models and photographs prepared or provided by the Consultant in connection with this Contract shall become property of the City, whether the project for which they are made is completed or not, and shall be delivered by Consultant to City within ten (10) days of notice of termination. If applicable, City may withhold any payments then due to Consultant until Consultant complies with the provisions of this section.

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"CITY"

Witnesses:

**CITY OF POMPANO BEACH**

Sandra M. Moroney  
Shelly R. Bartholomew

By: [Signature]  
Lamar Fisher, Mayor  
By: [Signature]  
Dennis W. Beach, City Manager

Attest:

[Signature]  
Asceleta Hammond, City Clerk

(SEAL)

Approved As To Form:

[Signature]  
Mark L. Berman, City Attorney

STATE OF FLORIDA  
COUNTY OF BROWARD

The foregoing instrument was acknowledged before me this 15<sup>th</sup> day of April, 2014, by **LAMAR FISHER**, as Mayor, **DENNIS W. BEACH**, as City Manager and **ASCELETA HAMMOND**, as City Clerk of the City of Pompano Beach, Florida, a municipal corporation, on behalf of the municipal corporation, who are personally known to me.

NOTARY'S SEAL:



[Signature]  
NOTARY PUBLIC, STATE OF FLORIDA

Krystal Aaron  
(Name of Acknowledger Typed, Printed or Stamped)

Commission Number


**"CONSULTANT"**

Mathews Consulting, Inc.

Witnesses:

  
Signature

Jason A. Pugsley  
Name Typed, Printed or Stamped

  
Signature

Aaron Cutler  
Name Type, Printed or Stamped

By:   
Signature

David L. Mathews  
Name Typed, Printed or Stamped

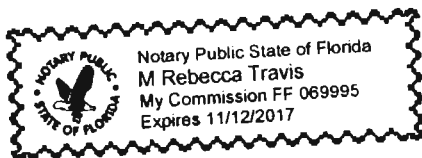
Title: Executive Vice President

Address: 477 S. Rosemary Ave, Suite 330  
West Palm Beach, FL 33401

STATE OF FLORIDA  
COUNTY OF ~~BROWARD~~ PALM BEACH

The foregoing instrument was acknowledged before me this 22<sup>nd</sup> day of March, 2016, by David Mathews, as Executive Vice President of Mathews Consulting.  
He/she is personally known to me or who has produced \_\_\_\_\_  
(type of identification) as identification.

NOTARY'S SEAL:



  
NOTARY PUBLIC, STATE OF FLORIDA

M. Rebecca Travis  
(Name of Acknowledger Typed, Printed or Stamped)

069995  
Commission Number



Florida's Warmest Welcome

**CITY OF POMPANO BEACH  
REQUEST FOR LETTERS OF INTEREST  
E-38-15**

**KENDALL LAKE NEIGHBORHOOD STORMWATER  
IMPROVEMENTS**

**RLI OPENING: OCTOBER 27, 2015, 2:00 P.M.  
PURCHASING OFFICE  
1190 N.E. 3RD AVENUE, BUILDING C (Front)  
POMPANO BEACH, FLORIDA 33060**



September 24, 2015

CITY OF POMPANO BEACH, FLORIDA  
REQUEST FOR LETTERS OF INTEREST (RLI)

E-38-15  
KENDALL LAKE NEIGHBORHOOD STORMWATER IMPROVEMENTS

Pursuant to Florida Statutes Chapter 287.055 "Consultants' Competitive Negotiation Act" the City of Pompano Beach invites qualified engineering firms to submit Letters of Interest, qualifications and experience for consideration to provide professional engineering services to the City for Kendall Lake Neighborhood Storm Water Improvements.

The City will receive sealed proposals until **2:00 p.m. (local), October 27, 2015**, in the City's Purchasing Office, 1190 N.E. 3rd Avenue, Building C, Pompano Beach, Florida, 33060. E-mailed or faxed proposals will not be acceptable.

**Introduction**

**1. Scope Of Services**

The City intends to issue a single contract to an engineering firm to provide professional engineering services to the City for the design, bidding, and construction phase services for storm water improvements. The total project is estimated to be in excess of \$2,000,000.

The Kendall Lake Neighborhood is a residential neighborhood bounded by NW 21st Street on the north, by NW 16th Street on the south, NW 5th Way on the west and NW 1st Avenue on the east. The study area consists of all single-family developments, which are completely built out. The existing storm water system is composed of two independent systems. The existing storm water system in the northeast portion of the study area is a closed exfiltration trench system in the low-lying areas. The existing storm water system in the western portion of the study area includes a drainage pipe network that discharges via three outfalls into Kendall Lake, which does not have an overflow connection and has been observed with a very high water level.

This project was identified in the Stormwater Master Plan. The applicable portion of the master plan is a part of this RLI. The complete Stormwater Master Plan can be found on the City's website at:

[http://pompanobeachfl.gov/pages/department\\_directory/development\\_services/flood\\_information/pdfs/Pompano%20Beach%20SWMP%201-%20Overall%20Report.pdf](http://pompanobeachfl.gov/pages/department_directory/development_services/flood_information/pdfs/Pompano%20Beach%20SWMP%201-%20Overall%20Report.pdf).

The scope of services may include, but is not limited, to the following:

- Survey the project area
- Prepare preliminary design reports, feasibility analyses, site plans and/or design alternative recommendations and preliminary cost estimates.

- Conduct presentations to elected officials, staff, and the public.
- Prepare all required bidding and construction documents for the projects. This will include preparing surveys, design plans, supplementary contract requirements, technical specifications and cost estimates.
- Attendance at City Commission, pre-design, design, bidding and bid award meetings may be required.
- Coordinate processing the projects through all required governmental and quasi-governmental agencies, City Departments and other appropriate review boards.
- Prepare and process all required permit applications and submittal packages as required for permit issuance of all agency permits (i.e. State, County and City)
- Attend pre-bid meeting, respond to bidder questions and prepare possible bid addendums for project revisions.
- Assist the City in making bid award recommendations for contracting/construction services.
- Provide construction engineering/management services for the projects. Services during construction may include periodic or routine inspections, threshold inspections, shop drawing/contractor submittal reviews and approvals, responding to contractor requests for information, and reviewing contractor payment applications.
- Provide project closeout services. This may include preliminary and final acceptance of projects, preparation and approval of punch list items and project certification as required to all permitting agencies.

Firms must have previous demonstrable experience with municipal or governmental agencies for projects of varying sizes and types. Firms must be licensed to practice engineering in the State of Florida, according to Florida State Statute 481, by the Board of Professional Regulation.

## **2. Tasks/Deliverables**

- a. Survey Area
- b. Verify recommended alternative from the Stormwater Master Plan
- c. Produce a schematic design based on the recommended alternative
- d. Design and permit the recommended alternative
- e. Perform bidding and construction related services
- f. Update the stormwater model based on the as built information

## **3. Small Business Enterprise Program**

The Pompano Beach City Commission has established a voluntary Small Business Enterprise (SBE) Program to encourage and foster the participation of Small Business Enterprises in the central procurement activities of the City. The City of Pompano Beach is strongly committed to ensuring the participation of Small Business Enterprises (SBE's) as contractors and subcontractors for the procurement of goods and services. The definition of a SBE, for the purpose of the City's voluntary program, is taken from the State of Florida Statute 288.703(1).

As of the date of publication of this solicitation, a small business means an independently owned and operated business concern that employs 200 or fewer permanent full-time employees and that, together with its affiliates, has a net worth of not more than \$5 million or any firm based in Florida that has a Small Business

Administration 8(a) certification. As applicable to sole proprietorships, the \$5 million net worth requirement shall include both personal and business investments.

The City encourages all firms to undertake good faith efforts to identify appropriate Small Business Enterprise partners. Sources of information on certified Small Business Enterprises include the Broward County Small Business Development Division, the State of Florida Office of Supplier Diversity, South Florida Water Management District, and other agencies throughout the State. The City includes links to these organizations from the City's website [www.pompanobeachfl.gov](http://www.pompanobeachfl.gov).

**The City has set a 5% voluntary Small Business Enterprise Goal for this project. SBE Forms are located at the end of this solicitation, and all firms responding must return a response of participation or non-participation in order to be considered responsive for evaluation purposes.**

Please indicate in your response if your firm is a certified Small Business Enterprise, and include the completed "Good Faith Effort Report" form with your proposal. Proposers should submit Exhibit A, detailing the list of SBE firms to be used on the proposed contract, and a completed Letter of Intent, Exhibit B, for all participating SBE firms. Submit Exhibit C listing SBE firms that were solicited but not selected. Submit Exhibit D explaining your firm's good faith efforts to include SBE firms on this contract.

#### **4. Local Business Program**

On March 23, 2010, the City Commission approved a Resolution establishing a Local Business Program, a policy to increase the participation of City of Pompano Beach businesses in the City's procurement process.

You can view the list of City businesses that have a current Business Tax Receipt on the City's website, and locate local firms that are available to perform the work required by the specifications. The business information, sorted by business use classification, is posted on the webpage for the Business Tax Receipt Division: [http://pompanobeachfl.gov/pages/departments/directory/development\\_services/business\\_tax\\_receipt\\_division/pdfs/FAQ\\_sheet\\_BTR.pdf](http://pompanobeachfl.gov/pages/departments/directory/development_services/business_tax_receipt_division/pdfs/FAQ_sheet_BTR.pdf)

**The City has set a 5% voluntary Local Business goal for this project. Local Business program forms are located at the end of this solicitation, and all firms responding must return a response of participation or non-participation in order to be considered responsive for evaluation purposes.**

The City of Pompano Beach is strongly committed to insuring the participation of City of Pompano Beach Businesses as contractors and subcontractors for the procurement of goods and services. Proposers are encouraged to participate in the City of Pompano Beach's voluntary Local Business Program by including, as part of their package, the Local Business Participation Form (Exhibit E,) listing the local businesses that will be used on the contract, and the Letter of Intent Form (Exhibit F) from each local business that will participate in the contract. Proposers should utilize businesses that are physically located in the City of Pompano Beach with a current Business Tax Receipt. Proposers who are unable to meet the recommended voluntary goals should also provide the Local Business Unavailability Form (Exhibit G,) listing firms that were

contacted but not available, and the Good Faith Effort Report (Exhibit H) describing the efforts made to include local business participation in the contract.

## **5. Required Proposal Submittal**

### **Submission/Format Requirements**

Submit one (1) original unbound proposal and five (5) bound photocopies of the proposal. Use 8 1/2" x 11" plain white paper; proposal to be typed, and signed by an authorized representative who is able to contractually bind the Proposer. In addition, Proposers must submit one (1) original copy of the Proposal on electronic media in printable Adobe or Microsoft Word format (or other format approved by the City). Duplicate copies must contain all information included in the original submittal. Failure to adhere to the submittal quantity criteria may result in the Proposal being considered non-responsive.

**Information to be included in the proposal:** In order to maintain comparability and expedite the review process, it is required that proposals be organized in the manner specified below, with tabs or dividers between the sections:

#### **Title page:**

Show the project name and number, the name of the Proposer's firm, address, telephone number, name of contact person and the date.

#### **Table of Contents:**

Include a clear identification of the material by section and by page.

#### **Letter of Interest:**

A Letter of Interest, signed by an authorized representative of your firm, expressing your understanding of the project and expressing a positive commitment to provide the services described herein. In the letter, include:

- complete corporate name of the primary firm responding
- applicable Federal Tax Identification Number
- address
- telephone and fax numbers
- name, title, and email of the person to contact regarding your submission

Please limit this section to two pages.

#### **Technical Approach:**

Firms or teams shall submit their technical approach to the tasks described in the scope, including details of how each phase of the project would be completed, and how their firm proposes to maintain time schedules and cost controls.

#### **Schedule:**

Proposer shall provide a timeline that highlights proposed tasks that will meet all applicable deadlines.

#### **Project Team Form:**

Submit a completed "Project Team" form. The purpose of this form is to identify the key members of your team, including any specialty subconsultants.

**Organizational Chart:**

Specifically identify the management plan (if needed) and provide an organizational chart for the team. The proposer must describe at a minimum, the basic approach to these projects, to include reporting hierarchy of staff and sub-consultants, clarify the individual(s) responsible for the co-ordination of separate components of the scope of services.

**Statement of Skills and Experience of Project Team:**

Describe the experience of the entire project team as it relates to the types of projects described in the Scope section of this RLI. Include the experience of the prime consultants as well as other members of the project team; i.e., additional personnel, sub-consultants, branch office, team members, and other resources anticipated to be utilized for this project. Name specific projects (successfully completed within the past five years) where the team members have performed similar projects previously.

**Resumes of Key Personnel**

Include resumes for key personnel for prime and subconsultants.

**References:**

References for past four (4) projects in the tri-county area (Broward, Palm Beach, and Miami-Dade.) Describe the scope of each project in physical terms and by cost, describe the respondent's responsibilities, and provide the contact information (name, email, telephone number) of an individual in a position of responsibility who can attest to respondent's activities in relation to the project.

List any prior projects performed for the City of Pompano Beach.

**Office Locations:**

Identify the location of the office from which services will be rendered, and the number of professional and administrative staff at the prime office location. Also identify the location of office(s) of the prime and/or sub consultants that may be utilized to support any or all of the professional services listed above and the number of professional and administrative staff at the prime office location.

If firms are situated outside the local area, (Broward, Palm Beach, and Miami-Dade counties) include a brief statement as to whether or not the firm will arrange for a local office during the term of the contract, if necessary.

**Minority Business Enterprises:**

It is the intent of the City of Pompano Beach to encourage minority and women owned firms to participate in the process. The methods by which this is accomplished should be developed and presented by the respondents in their submissions.

For any member of your team that is a certified Minority Business Enterprise (as defined by the State of Florida) you must include copies of their certifications for them to be considered toward Item 5 in the evaluation criteria. Complete Exhibit I and attach certificates.



**Small Business Enterprises:**

Completed SBE program forms, Exhibits A-D, if applicable for your team. Include copies of all SBE certifications for firms listed on these forms.

**Local Businesses:**

Completed Local Business program forms, Exhibits E-H, if applicable.

**Litigation:**

Disclose any litigation within the past five (5) years arising out your firm's performance, including status/outcome.

**Acknowledgement of all Addenda issued.****City Forms:**

Responses should include all pages of this solicitation, initialed where indicated, in addition to completed SBE and Local Business forms.

**6. Insurance**

The insurance described herein reflects the insurance requirements deemed necessary for this contract by the City. It is not necessary to have this level of insurance in effect at the time of submittal, but certificates indicating that the insurance is currently carried or a letter from the Carrier indicating upgrade ability will speed the review process to determine the most qualified Proposer.

The successful Proposer(s) shall not commence operations until certification or proof of insurance, detailing terms and provisions of coverage, has been received and approved by the City of Pompano Beach Risk Manager.

The following insurance coverage shall be required.

- a. Worker's Compensation Insurance covering all employees and providing benefits as required by Florida Statute, Chapter 440, regardless of the size of the company (number of employees). The Contractor further agrees to be responsible for employment, control and conduct of its employees and for any injury sustained by such employees in the course of their employment.
- b. Liability Insurance
  - 1) Naming the City of Pompano Beach as an additional insured, on General Liability Insurance only, in connection with work being done under this contract.
  - 2) Such Liability insurance shall include the following checked types of insurance and indicated minimum policy limits.

## LIMITS OF LIABILITY

Type of Insurance	each occurrence	aggregate
<b>GENERAL LIABILITY: MINIMUM \$1,000,000 per OCCURRENCE/\$1,000,000 AGGREGATE</b>		
* Policy to be written on a claims incurred basis		
XX comprehensive form		
XX premises - operations	bodily injury	
— explosion & collapse		
— hazard	property damage	
— underground hazard		
— products/completed		
— operations hazard	bodily injury and	
XX contractual insurance	property damage	
XX broad form property	combined	
— damage		
XX independent contractors		
XX personal injury	personal injury	

## **AUTOMOBILE LIABILITY: MINIMUM \$1,000,000 per OCCURRENCE/\$1,000,000 AGGREGATE**

	bodily injury	
	(each person)	
	bodily injury	
XX comprehensive form	(each accident)	
XX owned	property damage	
XX hired	bodily injury and	
XX non-owned	property damage	
	combined	

## **REAL & PERSONAL PROPERTY**

XX comprehensive form	Consultant must show proof they have this coverage.
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## **EXCESS LIABILITY**

XX umbrella form	bodily injury and		
XX other than umbrella	property damage		
	combined	\$2,000,000.	\$2,000,000.
XX <b>PROFESSIONAL LIABILITY</b>		\$2,000,000.	\$2,000,000.
* Policy to be written on a claims made basis			

The certification or proof of insurance must contain a provision for notification to the City, and the City's contracted law enforcement provider if applicable, thirty (30) days in advance of any material change in coverage or cancellation.

The successful Proposer shall furnish to the City the certification or proof of insurance required by the provisions set forth above, within ten (10) days after notification of award of contract.

## 7. **Selection/Evaluation Process**

A Selection/Evaluation Committee will be appointed to select the most qualified firm(s). The Selection/Evaluation Committee will present their findings to the City Commission.

The Committee will rank responses based upon the following criteria.

<b><u>Criteria</u></b>	<b><u>Point Range</u></b>
1. Prior experience of the firm with projects of similar size and complexity:	0-30
a. Number of similar projects	
b. Complexity of similar projects	
c. References from past projects performed by the firm	
d. Previous projects performed for the City	
e. Litigation within the past 5 years arising out of firm's performance	
2. Qualifications of personnel including sub consultants:	0-20
a. Organizational chart for project	
b. Number of technical staff	
c. Qualifications of technical staff:	
(1) Number of licensed staff	
(2) Education of staff	
(3) Experience of staff on similar projects	
3. Proximity of the nearest office to the project location:	0-10
a. Location	
b. Number of staff at the nearest office	
4. Technical approach to perform the tasks described in the Scope of Services:	0-30
a. Level of effort	
b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control	
5. Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (include sub-consultants)	0-10
<b>Total</b>	<b>0-100</b>

Value of Work Previously Awarded to Firm (Tie-breaker) - In the event of a tie, the firm with the lowest value of work as a prime contractor on City of Pompano Beach projects



within the last five years will receive the higher ranking, the firm with the next lowest value of work shall receive the next highest ranking, and so on. The analysis of past work will be based on the City's Purchase Order and payment records.

The Committee has the option to use the above criteria for the initial ranking to short-list Proposers and to use an ordinal ranking system to score short-listed Proposers following presentations (if deemed necessary) with a score of "1" assigned to the short-listed Proposer deemed most qualified by the Committee.

Each firm should submit documentation that evidences the firm's capability to provide the services required for the Committee's review for short listing purposes. After an initial review of the Proposals, the City may invite Proposers for an interview to discuss the proposal and meet firm representatives, particularly key personnel who would be assigned to the project. Should interviews be deemed necessary, it is understood that the City shall incur no costs as a result of this interview, nor bear any obligation in further consideration of the submittal.

When more than three responses are received, the committee shall furnish the City Commission (for their approval) a listing, in ranked order, of no fewer than three firms deemed to be the most highly qualified to perform the service. If three or less firms respond to the RLI, the list will contain the ranking of all responses.

The City Commission has the authority to (including, but not limited to); approve the recommendation; reject the recommendation and direct staff to re-advertise the solicitation; or, review the responses themselves and/or request oral presentations and determine a ranking order that may be the same or different from what was originally presented to the City Commission.

#### **8. Hold Harmless and Indemnification**

Proposer covenants and agrees that it will indemnify and hold harmless the City and all of its officers, agents, and employees from any claim, loss, damage, cost, charge or expense arising out of any act, action, neglect or omission by the Proposer, whether direct or indirect, or whether to any person or property to which the City or said parties may be subject, except that neither the Proposer nor any of its subcontractors will be liable under this section for damages arising out of injury or damage to persons or property directly caused by or resulting from the sole negligence of the City or any of its officers, agents or employees.

#### **9. Retention of Records and Right to Access**

The selected firm shall maintain during the term of the contract all books of account, receipt invoices, reports and records in accordance with generally accepted accounting practices and standards. The form of all records and reports shall be subject to the approval of the City's Internal Auditor. Recommendation for changes, additions, or deletions by the City's Internal Auditor must be complied with by the selected firm. The City's Internal Auditor must be permitted during normal business hours to audit and examine the books of account, reports, and records relating to this contract. The selected firm shall maintain and make available such records and files for the duration of

the contract and retain them until the expiration of three years after final payment under the contract.

**10. Communications**

No negotiations, decisions, or actions shall be initiated or executed by the firm as a result of any discussions with any City employee. Only those communications, which are in writing from the City, may be considered as a duly authorized expression on behalf of the City. In addition, only communications from firms that are signed and in writing will be recognized by the City as duly authorized expressions on behalf of firms.

**11. No Discrimination**

There shall be no discrimination as to race, sex, color, age, religion, or national origin in the operations conducted under any contract with the City.

**12. Independent Contractor**

The selected firm will conduct business as an independent contractor under the terms of this contract. Personnel services provided by the firm shall be by employees of the firm and subject to supervision by the firm, and not as officers, employees, or agents of the City. Personnel policies, tax responsibilities, social security and health insurance, employee benefits, purchasing policies and other similar administrative procedures applicable to services rendered under this agreement shall be those of the firm.

**13. Staff Assignment**

The City of Pompano Beach reserves the right to approve or reject, for any reasons, Proposer's staff assigned to this project at any time. Background checks may be required.

**14. Contract Terms**

The contract resulting from this RLI shall include, but not be limited to the following terms:

The contract shall include as a minimum, the entirety of this RLI document, together with the successful Proposer's proposal. Contract shall be prepared by the City of Pompano Beach City Attorney.

If the City of Pompano Beach defends any claim, demand, cause of action, or lawsuit arising out of any act, action, negligent acts or negligent omissions, or willful misconduct of the contractor, its employees, agents or servants during the performance of the contract, whether directly or indirectly, contractor agrees to reimburse the City of Pompano Beach for all expenses, attorney's fees, and court costs incurred in defending such claim, cause of action or lawsuit.

**15. Waiver**

It is agreed that no waiver or modification of the contract resulting from this RLI, or of any covenant, condition or limitation contained in it shall be valid unless it is in writing and duly executed by the party to be charged with it, and that no evidence of any waiver or modification shall be offered or received in evidence in any proceeding, arbitration, or litigation between the parties arising out of or affecting this contract, or the right or obligations of any party under it, unless such waiver or modification is in writing, duly executed as above. The parties agree that the provisions of this paragraph may not be waived except by a duly executed writing.

**16. Survivorship Rights**

This contract resulting from this RLI shall be binding on and inure to the benefit of the respective parties and their executors, administrators, heirs, personal representative, successors and assigns.

**17. Termination**

The contract resulting from this RLI may be terminated by the City of Pompano Beach without cause upon providing contractor with a least sixty (60) days prior written notice.

Should either party fail to perform any of its obligations under the contract resulting from this RLI for a period of thirty (30) days after receipt of written notice of such failure, the non-defaulting part will have the right to terminate the contract immediately upon delivery of written notice to the defaulting part of its election to do so. The foregoing rights of termination are in addition to any other rights and remedies that such party may have.

**18. Manner of Performance**

Proposer agrees to perform its duties and obligations under the contract resulting from this RLI in a professional manner and in accordance with all applicable local, federal and state laws, rules and regulations.

Proposer agrees that the services provided under the contract resulting from this RLI shall be provided by employees that are educated, trained and experienced, certified and licensed in all areas encompassed within their designated duties. Proposer agrees to furnish the City of Pompano Beach with all documentation, certification, authorization, license, permit, or registration currently required by applicable laws or rules and regulations. Proposer further certifies that it and its employees are now in and will maintain good standing with such governmental agencies and that it and its employees will keep all license, permits, registration, authorization or certification required by applicable laws or regulations in full force and effect during the term of this contract. Failure of Proposer to comply with this paragraph shall constitute a material breach of contract.

**19. Acceptance Period**

Proposals submitted in response to this RLI must be valid for a period no less than ninety (90) days from the closing date of this solicitation.

## **20. RLI Conditions and Provisions**

The proposal must be submitted to the City on or before the time and date stated herein. All Proposers, by submission of a proposal, shall agree to comply with all of the conditions, requirements and instructions of this RLI as stated or implied herein. All proposals and supporting materials submitted will become the property of the City.

Exceptions or deviations to this solicitation may not be added after the submittal date.

All Proposers are required to provide all information requested in this RLI. Failure to do so may result in disqualification of the proposal.

The City reserves the right to postpone or cancel this RLI, or reject all proposals, if in its sole discretion it deems it to be in the best interest of the City to do so.

The City reserves the right to waive any technical or formal errors or omissions and to reject all proposals, or to award contract for the items herein, in part or whole, if it is determined to be in the best interests of the City to do so.

The City shall not be liable for any costs incurred by the Proposer in the preparation of proposals or for any work performed in connection therein.

## **21. Standard Provisions**

### **a. Governing Law**

Any agreement resulting from this RLI shall be governed by the laws of the State of Florida, and the venue for any legal action relating to such agreement will be in Broward County, Florida.

### **b. Conflict Of Interest**

For purposes of determining any possible conflict of interest, each Proposer must disclose if any City employee is also an owner, corporate officer, or an employee of the firm. If any City employee is an owner, corporate officer, or an employee, the Proposer must file a statement with the Broward County Supervisor of Elections pursuant to § 112.313, Florida Statutes.

### **c. Drug Free Workplace**

The selected firm(s) will be required to verify they will operate a "Drug Free Workplace" as set forth in Florida Statute, 287.087.

### **d. Public Entity Crimes**

A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to public entity,

may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Florida Statute, Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

e. Patent Fees, Royalties, And Licenses

If the selected Proposer requires or desires to use any design, trademark, device, material or process covered by letters of patent or copyright, the selected Proposer and his surety shall indemnify and hold harmless the City from any and all claims for infringement by reason of the use of any such patented design, device, trademark, copyright, material or process in connection with the work agreed to be performed and shall indemnify the City from any cost, expense, royalty or damage which the City may be obligated to pay by reason of any infringement at any time during or after completion of the work.

g. Familiarity With Laws

It is assumed the selected firm(s) will be familiar with all federal, state and local laws, ordinances, rules and regulations that may affect its services pursuant to this RLI. Ignorance on the part of the firm will in no way relieve the firm from responsibility.

h. Withdrawal Of Proposals

A firm may withdraw its proposal without prejudice no later than the advertised deadline for submission of proposals by written communication to the General Services Department, 1190 N.E. 3<sup>rd</sup> Avenue, Building C, Pompano Beach, Florida 33060.

i. Composition Of Project Team

Firms are required to commit that the principals and personnel named in the proposal will perform the services throughout the contractual term unless otherwise provided for by way of a negotiated contract or written amendment to same executed by both parties. No diversion or substitution of principals or personnel will be allowed unless a written request that sets forth the qualifications and experience of the proposed replacement(s) is submitted to and approved by the City in writing.

k. Invoicing/Payment

All invoices should be sent to City of Pompano Beach, Accounts Payable, P.O. Drawer 1300, Pompano Beach, Florida, 33061. In accordance with Florida Statutes, Chapter 218, payment will be made within 45 days after receipt of a proper invoice.

l. Public Records

1. The City of Pompano Beach is a public agency subject to Chapter 119, Florida Statutes. The Contractor shall comply with Florida's Public Records Law. Specifically, the Contractor shall:
  - a. Keep and maintain public records that ordinarily and necessarily would be required by the City in order to perform the service;
  - b. Provide the public with access to such public records on the same terms and conditions that the City would provide the records and at a cost that does not exceed that provided in chapter 119, Fla. Stat., or as otherwise provided by law;
  - c. Ensure that public records that are exempt or that are confidential and exempt from public record requirements are not disclosed except as authorized by law; and
  - d. Meet all requirements for retaining public records and transfer to the City, at no cost, all public records in possession of the contractor upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt. All records stored electronically must be provided to the City in a format that is compatible with the information technology systems of the agency.
2. The failure of Contractor to comply with the provisions set forth in this Article shall constitute a Default and Breach of this Agreement and the City shall enforce the Default in accordance with the provisions set forth herein.

**22. Questions and Communication**

All questions regarding the RLI are to be submitted in writing to the Purchasing Office, 1190 N.E. 3rd Avenue, Building C (Front), Pompano Beach, Florida 33060, fax (954) 786-4168, or email [purchasing@copbfl.com](mailto:purchasing@copbfl.com). All questions must include the inquiring firm's name, address, telephone number and RLI name and number. Questions must be received at least seven (7) calendar days before the scheduled solicitation opening. Oral and other interpretations or clarifications will be without legal effect. Any addendum necessary to answer questions will be posted to the City's website, and it is the Proposer's responsibility to obtain all addenda before submitting a response to the solicitation.

**23. Addenda**

The issuance of a written addendum is the only official method whereby interpretation, clarification, or additional information can be given. If any addenda are issued to this solicitation the City will attempt to notify all known prospective Proposers, however, it shall be the responsibility of each Proposer, prior to submitting their response, to contact the City Purchasing Office at (954) 786-4098 to determine if addenda were issued and to make such addenda a part of their proposal.



**PROJECT TEAM**

RLI NUMBER \_\_\_\_\_

Federal I.D.# \_\_\_\_\_

**PRIME**

Role	Name of Individual Assigned to Project	Number of Years Experience	Education, Degrees
Principal-In-Charge	_____	_____	_____
Project Manager	_____	_____	_____
Asst. Project Manager	_____	_____	_____
Other Key Member	_____	_____	_____
Other Key Member	_____	_____	_____

**SUB-CONSULTANT**

Role	Company Name and Address of Office Handling This Project	Name of Individual Assigned to the Project
Surveying	_____	_____
	_____	_____
Landscaping	_____	_____
	_____	_____
Engineering	_____	_____
	_____	_____
Other Key Member	_____	_____
	_____	_____
Other Key Member	_____	_____
	_____	_____
Other Key Member	_____	_____
	_____	_____
Other Key Member	_____	_____
	_____	_____

(use attachments if necessary)

EXHIBIT "A"  
CITY OF POMPANO BEACH, FLORIDA  
SMALL BUSINESS ENTERPRISE  
PARTICIPATION FORM

RLI Number & Title: \_\_\_\_\_ Contractor's Name: \_\_\_\_\_

<u>Name of Firm</u>	<u>Contact Person, Telephone Number</u>	<u>Type of Work to be Performed</u>	<u>Contract Percentage</u>

***(INCLUDE CERTIFICATES FOR ANY FIRMS LISTED ON THIS PAGE)***

FOR CITY USE ONLY

Total SBE Contract Participation \_\_\_\_\_

Are documents requested submitted accordingly    ☐ YES    ☐ NO



EXHIBIT "B"  
SMALL BUSINESS ENTERPRISE  
LETTER OF INTENT TO PERFORM AS A SUBCONTRACTOR

RLI Number \_\_\_\_\_

TO: \_\_\_\_\_  
(Name of Prime or General Contractor)

The undersigned intends to perform subcontracting work in connection with the above contract as (check below)

\_\_\_\_\_ an individual

\_\_\_\_\_ a corporation

\_\_\_\_\_ a partnership

\_\_\_\_\_ a joint venture

The undersigned is prepared to perform the following work in connection with the above Contract, as hereafter described in detail:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Name of SBE Contractor)

BY: \_\_\_\_\_

EXHIBIT "C"  
SMALL BUSINESS ENTERPRISE  
UNAVAILABILITY FORM

RLI # \_\_\_\_\_

I, \_\_\_\_\_  
(Name and Title)

of \_\_\_\_\_, certify that on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, I invited the following SBE CONTRACTOR(s) to bid work items to be performed in the City of Pompano Beach:

SBE Contractor Address	Work Items Sought	Form of Bid Sought (i.e., Unit Price, Materials/Labor, Labor Only, etc.)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Said SBE CONTRACTOR(s):

\_\_\_\_\_ Did not bid in response to the invitation

\_\_\_\_\_ Submitted a bid that was not the low responsible bid

\_\_\_\_\_ Other: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note: Attach additional documents as available.

EXHIBIT "D"  
SMALL BUSINESS ENTERPRISE  
GOOD FAITH EFFORT REPORT

RLI # \_\_\_\_\_

1. What portions of the contract have you identified as SBE opportunities?

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2. Did you provide adequate information to identified SBE? Please comment on how you provided this information.

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3. Did you send written notices to SBEs?

\_\_\_\_\_ Yes                  \_\_\_\_\_ No

If yes, please include copy of the notice and the list of individuals who were forwarded copies of the notices.

4. Did you advertise in local publications?

\_\_\_\_\_ Yes                  \_\_\_\_\_ No

If yes, please attach copies of the ads, including name and dates of publication.

5. Did you contact any organizations with large constituents of SBE members for possible sub-contractors? Please attach list of resource organizations used.

6. What type of efforts did you make to assist SBEs in contracting with you?

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7. List the SBEs you will utilize and subcontract percentage.

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8. Other comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Note: Please attach the unavailability letters with this report.

EXHIBIT E  
CITY OF POMPANO BEACH, FLORIDA  
LOCAL BUSINESS PARTICIPATION FORM

RLI Number & Title: \_\_\_\_\_

Prime Contractor's Name: \_\_\_\_\_

<u>Name of Firm, Address</u>	<u>Contact Person, Telephone Number</u>	<u>Type of Work to be Performed</u>	<u>Contract Percentage</u>

EXHIBIT F  
LOCAL BUSINESS  
LETTER OF INTENT TO PERFORM AS A SUBCONTRACTOR

RLI Number \_\_\_\_\_

TO: \_\_\_\_\_  
(Name of Prime or General Bidder)

The undersigned City of Pompano Beach business intends to perform subcontracting work in connection with the above contract as (check below)

\_\_\_\_\_ an individual

\_\_\_\_\_ a corporation

\_\_\_\_\_ a partnership

\_\_\_\_\_ a joint venture

The undersigned is prepared to perform the following work in connection with the above Contract, as hereafter described in detail:

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at the following price: \_\_\_\_\_

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Name of Local Business Contractor)

BY: \_\_\_\_\_

EXHIBIT G  
LOCAL BUSINESS  
UNAVAILABILITY FORM

RLI # \_\_\_\_\_

I, \_\_\_\_\_  
(Name and Title)

of \_\_\_\_\_, certify that on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, I invited the following LOCAL BUSINESSES to bid work items to be performed in the City of Pompano Beach:

Business Name, Address	Work Items Sought	Form of Bid Sought (i.e., Unit Price, Materials/Labor, Labor Only, etc.)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Said Local Businesses:

- \_\_\_\_\_ Did not bid in response to the invitation
- \_\_\_\_\_ Submitted a bid which was not the low responsible bid
- \_\_\_\_\_ Other: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Note: Attach additional documents as available.

EXHIBIT H  
GOOD FAITH EFFORT REPORT  
LOCAL BUSINESS PARTICIPATION

RLI # \_\_\_\_\_

1. What portions of the contract have you identified as Local Business opportunities?

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2. Did you provide adequate information to identified Local Businesses? Please comment on how you provided this information.

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3. Did you send written notices to Local Businesses?

\_\_\_\_ Yes      \_\_\_\_ No

If yes, please include copy of the notice and the list of individuals who were forwarded copies of the notices.

4. Did you advertise in local publications?

\_\_\_\_ Yes      \_\_\_\_ No

If yes, please attach copies of the ads, including name and dates of publication.

5. What type of efforts did you make to assist Local Businesses in contracting with you ?

---

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7. List the Local Businesses you will utilize and subcontract percentage of work.

_____	_____ %
_____	_____ %
_____	_____ %

8. Other comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

EXHIBIT I

MINORITY BUSINESS ENTERPRISE PARTICIPATION

RLI # \_\_\_\_\_

List all members of your team that are a certified Minority Business Enterprise (as defined by the State of Florida.) You must include copies of the MBE certificates for each firm listed.

Name of Firm	Certificate Included?

**STATEMENT OF NO RESPONSE**  
**E-38-15**  
**KENDALL LAKE NEIGHBORHOOD STORMWATER IMPROVEMENTS**

If you do not intend to submit on this requirement, please complete and return this form by the submittal deadline to the City of Pompano Beach Purchasing Division, Building C, 1190 N.E. 3<sup>rd</sup> Avenue, Pompano Beach, Florida 33060; this form may be faxed to (954) 786-4168. Failure to respond, either by submitting a proposal, or by submitting a "Statement of No Response" form, may result in your firm's name being removed from our mailing list.

WE, the undersigned, have declined to submit on this solicitation for the following reason(s):

- \_\_\_\_\_ We do not offer this product or an equivalent
- \_\_\_\_\_ Our workload would not permit us to perform
- \_\_\_\_\_ Insufficient time to respond to the Request for Letters of Interest
- \_\_\_\_\_ Unable to meet specifications (explain below)
- \_\_\_\_\_ Other (specify below)

Remarks \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

SIGNATURE/TITLE \_\_\_\_\_

DATE \_\_\_\_\_

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**SCOPE OF WORK AUTHORIZATION PURSUANT TO THE CONSULTANT  
AGREEMENT WITH THE CITY OF POMPANO BEACH  
AND MATHEWS CONSULTING, INC.**

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DATE: March 2, 2016

SCOPE OF WORK

PROJECT NO.: \_\_\_\_\_ (MC)

TITLE: City of Pompano Beach – Kendall Lake Neighborhood Drainage Preliminary Design Report

**The services rendered pursuant to this Scope of Work are in accordance with the terms and conditions of the Consultant Agreement with the City of Pompano Beach for Engineering Services.**

**A. BACKGROUND**

The City of Pompano Beach (CITY) is implementing projects associated with the Stormwater Master Plan as prepared by Chen-Moore & Associates. As part of the Master Plan, Study Area 7 - Kendall Lake Neighborhood was identified as an area which experiences roadway flooding and the existing lake does not have a positive outfall connection. The neighborhood is located on either side of NW 3<sup>rd</sup> Avenue between NW 21<sup>st</sup> Street and NW 16<sup>th</sup> Street. Refer to **Exhibit 1** for the location map.

This Scope of Work is for Mathews Consulting (CONSULTANT) to review the assumptions made and the study data in the Stormwater Master Plan as it relates to the Kendall Lake Neighborhood; review the improvement recommendations made for pipe size upgrades, for exfiltration trench or some combination of the two; review up to four (4) possible positive lake discharge options; re-run the stormwater modeling utilizing the Storm Water Management Model (SWMM) computer program; provide the results and our recommendations to the CITY for stormwater improvements to the Kendall Lake Neighborhood in preliminary design report and electronic (pdf) format. The purpose of the project is to review and refine the previous modeling efforts, provide recommendations for a positive drainage outfall from the lake and provide our preliminary design for improvements to the Kendall Lake Neighborhood drainage system. Topographical survey and geotechnical analysis will also be completed in the project area as part of this WA.

The stormwater design effort has been divided into two phases. Phase I will include the review of the Stormwater Master Plan assumptions and recommendations and Phase II will include modeling efforts for the purposes of sizing and cost estimating of proposed improvement options. A design report will be prepared outlining our findings and recommendations.

## SCOPE OF SERVICES

The Engineering Services of CONSULTANT shall include the following tasks:

- Task 1 – Project Management & Meetings
- Task 2 – Data Collection
- Task 3 – Data Review & Verification
- Task 4 – Hydrologic & Hydraulic Modeling
- Task 5 – Preliminary Design Report

### Task 1 – Project Management & Meetings

CONSULTANT shall provide overall project management which includes monitoring progress of work on a weekly basis for billing and compliance with established schedule, budget and work quality requirements, and coordination to ensure timely project deliverables and budget management.

CONSULTANT shall also provide attendance meetings which shall include the following:

- One (1) project kick-off meeting to discuss overall project tasks and information needs.
- Up to two (2) meetings with CITY staff and others, to discuss required data and Master Plan data and modeling assumptions.
- One (1) meeting with CITY staff to discuss draft report.
- One (1) Community meeting (open house event) to discuss the project. CONSULTANT shall prepare technical presentation for the meeting and provide minutes of the meeting.
- One (1) meeting with Broward County Environmental Protection & Growth Management Dept.
- One (1) meeting with City of Pompano Beach Housing Authority.
- One (1) meeting with Pompano Water Management Association (i.e. Walmart Plaza Property Management Company).
- One (1) meeting with FDOT.
- One (1) meeting with SFWMD.
- One (1) meeting with Broward County Water Management Division.

### Task 2 – Data Collection

#### Subtask 2.1 Topographical Survey

CONSULTANT shall furnish the services of a professional surveyor to provide survey services consisting of field topography and horizontal locations referenced by baseline stationing. This control will be referenced using the 1983 NAVD/2007 NSR datum. The survey design limits are:

- NW 19<sup>th</sup> Court (from NW 5<sup>th</sup> Way to NW 3<sup>rd</sup> Avenue)
- NW 19<sup>th</sup> Street (from west end of dead-end street to NW 3<sup>rd</sup> Avenue)
- NW 18<sup>th</sup> Court (from NW 5<sup>th</sup> Way to wall opening east of NW 3<sup>rd</sup> Avenue)
- NW 17<sup>th</sup> Court (from west end of dead-end street to NW 3<sup>rd</sup> Avenue)
- NW 5<sup>th</sup> Way (from NW 19<sup>th</sup> Court to NW 18<sup>th</sup> Court)
- NW 16<sup>th</sup> Court (from end of dead-end street to NW 3<sup>rd</sup> Avenue)

- NW 3<sup>rd</sup> Avenue (from City of Pompano Beach Fire Station #61 south driveway on the north end to NW 16<sup>th</sup> St on south end)
- NW 21<sup>st</sup> Street (from NW 2<sup>nd</sup> Terr to 125'± west of NW 1<sup>st</sup> Ave)
- NW 20<sup>th</sup> Court (from NW 2<sup>nd</sup> Terr to NW 1<sup>st</sup> Terrace)
- NW 20<sup>th</sup> Street (from NW 3<sup>rd</sup> Ave, to wall west of NW 2<sup>nd</sup> Terrace and continuing east to 125'± west of NW 1<sup>st</sup> Ave)
- NW 19<sup>th</sup> Street (from NW 2<sup>nd</sup> Terrace to NW 1<sup>st</sup> Terrace)
- NW 18<sup>th</sup> Street (from wall opening west of NW 2<sup>nd</sup> Terrace to east side of NW 1<sup>st</sup> Ave)
- NW 17<sup>th</sup> Court (from NW 2<sup>nd</sup> Terrace to east side of NW 1<sup>st</sup> Ave)
- NW 2<sup>nd</sup> Terrace (from NW 21<sup>st</sup> Street to 500' ± south of NW 17<sup>th</sup> Court)
- NW 2<sup>nd</sup> Avenue (from NW 19<sup>th</sup> Street to NW 18<sup>th</sup> Street)
- NW 1<sup>st</sup> Way (from NW 19<sup>th</sup> Street to NW 18<sup>th</sup> Street)
- NW 1<sup>st</sup> Terrace (from NW 21<sup>st</sup> Street to NW 18<sup>th</sup> Street)
- NW 16<sup>th</sup> Place
- NW 1<sup>st</sup> Ave between NW 17<sup>th</sup> Ct and NW 18<sup>th</sup> St.
- Lake bank sections at each of three existing outfalls including pipe invert elevations, grate elevations, pipe size, top of bank, toe of slope, water elevation plus an additional cross-section along the west, east and south sides of Kendall Lake (six (6) cross-sections total).
- All existing drainage inlet grates, rims, weir, pipe diameters and invert elevations within our project boundary locations.

Upon completion of the PDR and City's selection of the proposed lake outfall option, additional survey will be required for the selected option (under a separate Scope of Work).

All existing facilities and utilities within the full right-of-way of the design limits will be referenced by baseline station with an offset distance (left or right) from the baseline for the project and will include the following:

1. Topography survey at 50-foot intervals and at major ground elevation changes to depict existing ground profile at proposed project area. All topographical surveys shall have stationing established from south to north and west to east where applicable. This shall be accomplished by creating a baseline in the field to collect pertinent data which shall include the following:
  - a. Location of all visible fixed improvements within the right-of-way (including 10-feet back on each side of the right-of-way) of the project limits, including physical objects, roadway pavement, driveways, sidewalks, curb, trees, railway tracks, canals, bridges, signs, fences, power poles, buildings, and other encumbrances, including point of curvature and point of tangency.
  - b. Location of all known above and below ground existing utilities: FP&L, AT&T, Cable TV, Natural Gas, Potable Water (pipe diameter, TOP, valves, fire hydrants, and meters), Force Mains (pipe diameter, TOP, and valves), Reclaimed Water (pipe diameter, TOP, and valves), Sanitary Sewer (pipe diameter, manhole inverts and direction, rim elevations, laterals, and clean-outs), Storm Sewers (pipe diameter, manhole inverts and direction, catch basins, and rim/grate elevations), and all other accessible structures.

This will include coordination with Sunshine and City of Pompano Beach.

- c. Identify platted rights-of-way (including bearing and distances for centerline), lot numbers, house address, ownership lines (per property tax information provided by City), block numbers and dedicated easements.
  - d. Elevations shall be indicated every 50 feet, at a minimum, to indicate centerline grades, edge of pavement grades and shoulder grades, low points, building FF elevation and all right-of-way lines. Intermediate grades shall be indicated at all grade breaks, driveways and sidewalks.
  - e. The survey shall include topography of the complete intersection, 50 feet beyond radius returns, at the intersection end of each street.
  - f. Provide and reference benchmarks at **maximum 600-foot intervals**. Elevations to be referenced to an existing established City or County Benchmark.
2. CONSULTANT shall “ground truth” the survey by walking the site and comparing the completed survey with existing conditions.
  3. The above topographical survey data will be prepared in AutoCAD (Version 2013) format at a scale of 1"=20'.

#### **Subtask 2.2 Geotechnical**

CONSULTANT shall furnish the services of a professional geotechnical engineer to provide subsurface investigations (data shall be incorporated into the design documents) of the project area that will include:

- Perform up to ten (10) standard penetration test (SPT) borings to an average depth of fifteen (15) feet.
- Perform up to four (4) field permeability tests.
- Evaluate field data collected and provide geotechnical engineering evaluation report (signed and sealed).

#### **Subtask 2.3 Utility Coordination**

Coordination with utility agencies (electric, phone, gas, cable TV, and fiber optics, etc.) shall be performed to collect record information.

#### **Task 3 – Data Review & Verification**

CONSULTANT shall review the Master Plan stage-area calculations that are used in the flood routing model to estimate flood stages. The stages are calculated based on the storage derived from the stage-area tables. The stage-area tables were developed from LIDAR that had been adjusted to replace buildings and tree canopies with elevations of surrounding areas. This is appropriate for canopies, but it is important for buildings to be factored into the tables so that storage is not incorrectly utilized where it does not exist. A verification of the model is necessary to confirm if the model results are affected by the reduction of

storage when incorporating buildings into the stage-area calculations and to also confirm other modeling assumption.

The SWMM models from the Master Plan will also be reviewed to determine the full extent of other areas outside of the Kendall Lake study area boundary that would affect drainage in the Kendall Lake project area. It should be noted that the drainage systems within the CITY are highly interconnected meaning that a change in one area may affect several other areas. Changes to storage within the dozens of basins located downstream of Kendall Lake could cause a cascading backwater effect impacting the tailwater of the project in terms of flood stages and durations. An exact model area will be reviewed and refined.

Although the model input already exists, engineering bylaws specify strict guidelines when using another engineer's work and signing and sealing the results. Model verification must include a review of all parameters that were used in the model. It does not mean, however, that the work effort must start from scratch. The data acquired and assumptions made by the original engineer can be utilized provided that the new engineer agrees with the conclusions or draws their own. CONSULTANT will examine the following datasets within the Kendall Lake model area to verify or revise the information. The report will include the CONSULTANT's conclusions regarding the data and outline any modifications to the model assumptions.

- Basin Delineation
- Impervious Areas
- Soil Storage/Infiltration
- Times of Concentration
- Hydraulic Reaches
- Stage-Area
- Exfiltration Trench Storage

#### **Task 4 – Hydrologic & Hydraulic Modeling**

Model input data obtained from the Master Plan report that is updated or revised will be entered into the CONSULTANT's SWMM model for the selected model area. Testing, debugging and comparisons to previous model results will be performed. Existing and proposed alternative model scenarios will be run using the design storms prescribed in the Master Plan. Hydraulic pipe reaches will be modeled in a similar method used in the Master Plan where a main stem from a basin is determined and an equivalent pipe size is used to represent the pipes in the system.

Other alternatives as developed by CONSULTANT will also be run for the purposes of detailed sizing of pipe systems. A hydraulic model using an FDOT/rational formula method will be utilized to determine optimal pipe sizes.

#### **Task 5 – Preliminary Design Report**

CONSULTANT shall prepare a Draft Preliminary Report summarizing the results of Tasks 2, 3 and 4 listed above. The report will include a description of the work completed, the modeling results in comparison to the previous model results, a discussion outlining the assumptions and data utilized for the stormwater modeling, recommendations and analysis of surface water management improvements within the Kendall Lake neighborhood boundary.



Four (4) possible options will be reviewed for the provision of positive stormwater discharge from Kendall Lake. These are further briefly described below and depicted in **Exhibit 2**:

**Option 1:** Proposed overflow retention area to be located within the City of Pompano Beach Housing Authority property near the southwest corner of Kendall Lake. This option provides only overflow “relief” for Kendall Lake and not positive discharge.

**Option 2:** Piped connection along NW 3<sup>rd</sup> Avenue between Kendall Lake and the Walmart Lake with positive discharge to the I-95 ditch to the west.

**Option 3:** Piped connection along NW 17<sup>th</sup> Street/NW 7<sup>th</sup> Terrace for positive discharge, between Kendall Lake and the drainage ditch along the east side of I-95.

**Option 4:** Piped connection along NW 18<sup>th</sup> Ct/NW 5<sup>th</sup> Terrace/NW 20<sup>th</sup> St, for positive discharge between Kendall Lake and the drainage ditch along the east side of I-95.

Preliminary construction cost estimates will be developed for the drainage improvement alternatives in the neighborhood and also for the option selected for the outfall recommendation. A recommended preliminary design schematic will also be provided along with construction cost estimate. Three (3) copies of the draft report shall be submitted to the CITY for review and comment. Upon receipt of City comments, CONSULTANT shall prepare the Final Report and submit three (3) signed and sealed copies to the CITY, including one (1) electronic PDF copy of the report and one (1) electronic copy of the SWMM model input and output on CD.

## **B. ASSUMPTIONS**

1. CITY will provide the SWMM model input data and model results in electronic format.
2. The scope of services does not include preparation of design plans, details, or technical specifications.
3. The scope of services does not include environmental investigations, title search or real estate/property assessment.
4. The CITY will provide all available utility as-built information, atlas maps or other reports as necessary to confirm the size and configuration of the existing drainage systems.
5. CONSULTANT shall use Keith & Associates to provide field verification of affected existing CITY utilities. This includes painting the locations of water mains & services, sanitary sewers and laterals and force mains in the field for the surveyor in a timely manner.

## **C. SCHEDULE**

The completion dates for this work will be as follows (starting at time CONSULTANT receives executed contract). (Also refer to the graphic in Attachment A).

<u>Engineering Services</u>	<u>Time per Task</u>	<u>Cumulative Time</u>
Task 1 – Project Management & Meetings	On-going	On-going
Task 2 – Data Collection	10 weeks	10 weeks
Task 3 – Data Review & Verification	6 weeks	10 weeks
Task 4 – Hydrologic & Hydraulic Modeling	6 weeks	12 weeks
Task 5 – Preliminary Design Report	4 weeks	16 weeks
City Review & Comment	2 weeks	18 weeks
Prepare Final Report	1 week	19 weeks

#### **D. ADDITIONAL SERVICES**

CONSULTANT shall not perform any additional services without the written consent of the City. Services performed beyond the Scope of Services described above shall be considered additional services and will be presented to the CITY as an Addendum to this Agreement prior to initiating the work. Additional services shall be invoiced on a time and material basis in accordance with the Attachment B Fee Schedule or on a lump sum basis if a scope of service can be defined.

#### **E. COMPENSATION**

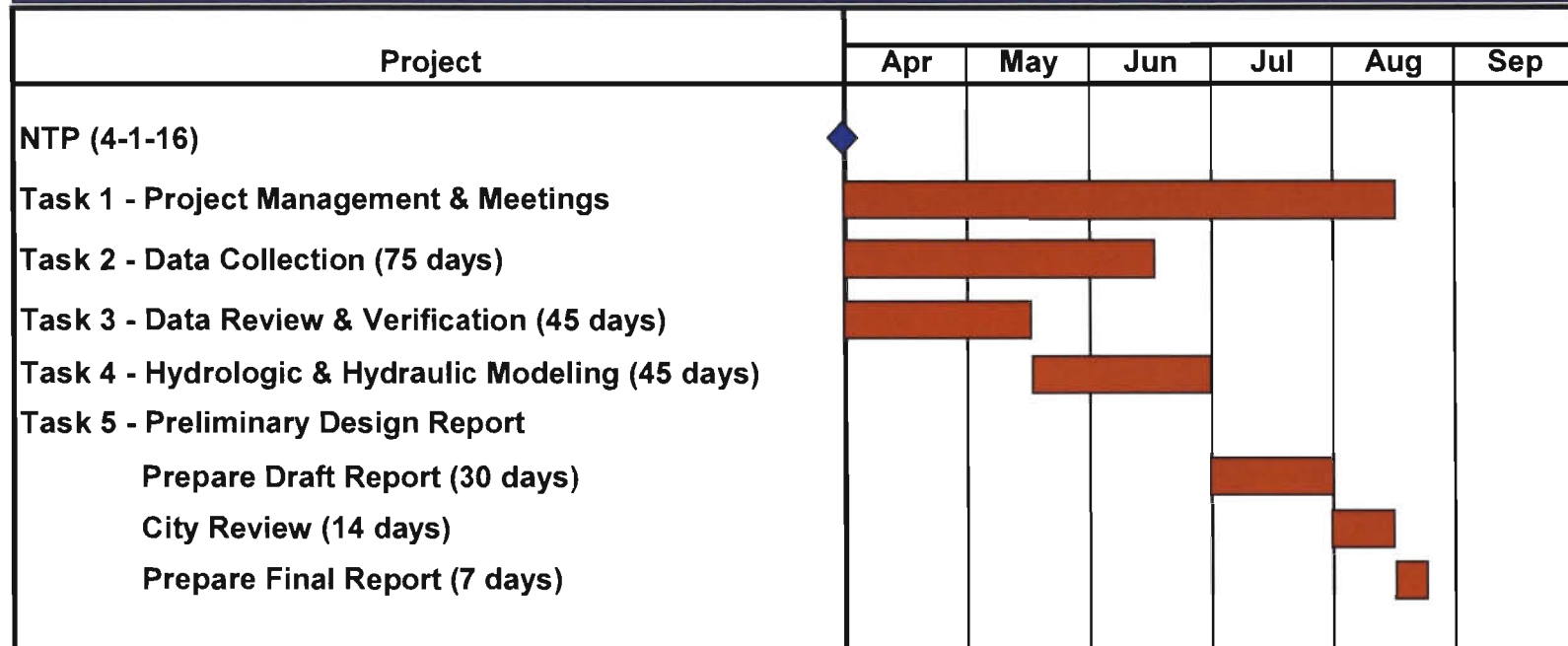
CONSULTANT shall invoice the CITY for services rendered under this Agreement on a lump sum basis in accordance with the terms and conditions of the Contract for Engineering Services.

Fees for each task defined above shall be as follows as further detailed in Attachment B.

<u>Engineering Services</u>	<u>Estimated Fees</u>
Task 1 – Project Management & Meetings	\$ 19,065.00
Task 2 – Data Collection	\$125,780.00
Task 3 – Data Review & Verification	\$ 4,260.00
Task 4 – Hydrologic & Hydraulic Modeling	\$ 32,165.00
Task 5 – Preliminary Design Report	\$ 39,533.00
Reimbursables (NTE)	\$ 2,000.00
<b>TOTAL PROJECT COST</b>	<b>\$ 222,803.00</b>

## ATTACHMENT A

### City of Pompano Beach Kendall Lake Neighborhood Drainage Preliminary Design Report Project Schedule



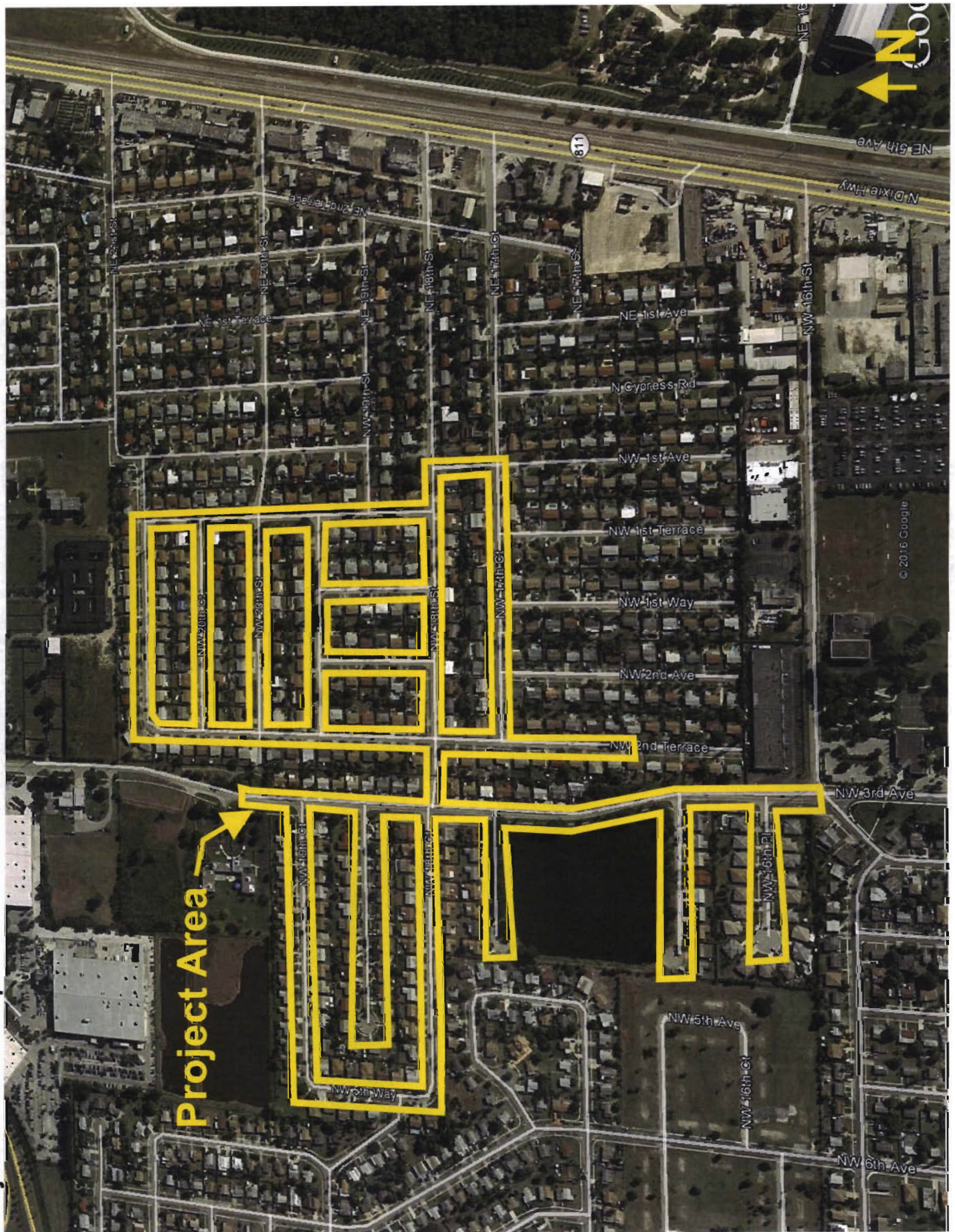
**Attachment B**  
**City of Pompano Beach**  
*Kendall Lake Neighborhood Drainage Preliminary Design Report*

**Engineering Fee Proposal**

Task No.	Task Description	Labor Classification and Hourly Rates							Sub-Consultant Services
		Principal Engineer \$165.00	Senior Engineer \$142.00	Engineer I \$125.00	Senior Eng. Tech. \$105.00	Cadd Designer \$95.00	Clerical \$65.00	Total Labor	
<b>1</b>	<b>Project Management</b>								
1.1	Overall PM & Coordination	20					4	\$3,560	
1.2	Project Kick-off Meeting	6		3			2	\$1,495	
1.3	City Staff/Others Meetings (2 mtgs)	10		6			4	\$2,660	
1.4	Draft Report Meeting	6		3			2	\$1,495	
1.5	Meeting w/ Broward County EP&GM Department	5		4			2	\$1,455	
1.6	Meeting w/ City of Pompano Beach Housing Authority	5		4			2	\$1,455	
1.7	Meeting w/ Pompano Water Management Association	5		4			2	\$1,455	
1.8	Meeting w/ FDOT	5		4			2	\$1,455	
1.9	Meeting w/ SFWMD	5		4			2	\$1,455	
1.10	Community Meeting (1 mtg)	3		3	4			\$1,290	
1.11	Meeting w/ Broward County Water Mgmt Division (1 mtg)	3		3	4			\$1,290	
	<b>Subtotal Task 1</b>	<b>73</b>	<b>0</b>	<b>38</b>	<b>8</b>	<b>0</b>	<b>22</b>	<b>\$19,065</b>	<b>\$0</b>
<b>2</b>	<b>Data Collection</b>								
2.1	Topographical Survey	1	9		9			\$2,388	\$76,500
2.2	Geotechnical	1						\$165	\$7,500
2.3	Utility Targeting	2						\$330	\$36,875
2.4	Utility Coordination	2	6		8			\$2,022	
	<b>Subtotal Task 2</b>	<b>6</b>	<b>15</b>	<b>0</b>	<b>17</b>	<b>0</b>	<b>0</b>	<b>\$4,905</b>	<b>\$120,875</b>
<b>3</b>	<b>Data Review &amp; Verification</b>								
3.1	Review Master Plan		10					\$1,420	
3.2	Stage-Area Calculations		10					\$1,420	
3.3	Examine Datasets & Assumptions		10					\$1,420	
	<b>Subtotal Task 3</b>	<b>0</b>	<b>30</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$4,260</b>	<b>\$0</b>
<b>4</b>	<b>Hydrologic &amp; Hydraulic Modeling</b>								
4.1	SWMM Modeling	40	35	3				\$11,945	
4.2	Specific Project Area Modeling	40	45	3				\$13,365	
	<b>Subtotal Task 4</b>	<b>80</b>	<b>80</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$25,310</b>	<b>\$0</b>
<b>5</b>	<b>Preliminary Design Report</b>								
5.1	Permit Verification	8	4					\$1,888	
5.2	Alternate Stormwater Comparison & Outfall Options	30	25	20	20			\$13,100	
5.3	Cost Estimating	20	10	15			4	\$6,855	
5.4	Preliminary Design	20	20	5	12			\$8,025	
5.5	Draft Report	20	15	10	10		15	\$8,705	
5.6	Final Report	10	10	10	6		6	\$5,340	
5.7	Quality Assurance	15						\$2,475	
	<b>Subtotal Task 5</b>	<b>123</b>	<b>84</b>	<b>60</b>	<b>48</b>	<b>0</b>	<b>25</b>	<b>\$46,388</b>	<b>\$0</b>
	<b>Labor Subtotal Hours</b>	<b>282</b>	<b>209</b>	<b>104</b>	<b>73</b>	<b>0</b>	<b>47</b>		
	<b>Labor Subtotal Costs</b>	<b>\$46,530</b>	<b>\$29,678</b>	<b>\$13,000</b>	<b>\$7,665</b>	<b>\$0</b>	<b>\$3,055</b>	<b>\$99,928</b>	<b>\$120,875</b>
	<b>Labor Total Costs</b>	<b>\$99,928</b>							
	<b>Subconsultant Costs Total</b>	<b>\$120,875</b>							
	<b>Reimbursable Expenses</b>	<b>\$2,000</b>							
	<b>Project Total</b>	<b>\$222,803</b>							



**Exhibit 1**  
**Project Location Map**





## Exhibit 2







# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
11/18/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Marsh Sponsored Programs a division of Marsh USA Inc. PO Box 14404 Des Moines IA 50306	<b>CONTACT NAME</b> PHONE (A/C No. Ext): 800-338-1391 FAX (A/C No.): 888-621-3173 E-MAIL: acecclientrequest@marsh.com ADDRESS: acecclientrequest@marsh.com
<b>INSURED</b> Mathews Consulting, Inc. 477 S. Rosemary Ave #330 West Palm Beach, FL 33401	<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: Hartford Accident & Indemnity Co INSURER B: Hartford Underwriters Insurance Co INSURER C: INSURER D: INSURER E: INSURER F:
	<b>NAIC #</b> 22357 30104

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURER	POLICY NUMBER	POLICY EFF. DATE (MM/DD/YYYY)	POLICY EXP. DATE (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY X PRO-JECT LOC	Y	84SBGLB7335 Prof. Liab.Excl.	11/01/2015	11/01/2016	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMPROP AGG \$2,000,000
B	AUTOMOBILE LIABILITY X ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS	Y	84UEGLL7958	11/01/2015	11/01/2016	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	X UMBRELLA LIAB X OCCUR EXCESS LIAB CLAIMS-MADE DED X RETENTION \$10,000		84SBGLB7335	11/01/2015	11/01/2016	EACH OCCURRENCE \$1,000,000 AGGREGATE \$1,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in FL) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	84WBGGJ0270	11/01/2015	11/01/2016	X WC STATUTORY LIMITS OTH-ER E.L. EACH ACCIDENT \$500,000 E.L. DISEASE - EA EMPLOYEE \$500,000 E.L. DISEASE - POLICY LIMIT \$500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
City of Pompano Beach is included as additional insured when required by written contract.

**CERTIFICATE HOLDER****CANCELLATION**

City of Pompano  
Attn: Risk Manager  
PO Box 1300  
Pompano Beach, FL 33061

APPROVED  
RISK MANAGER  
ON  
BY: *11-20-15*  
*JTM*

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Brink Kunst*

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Exhibit C

MATHCON-01

CBARTON

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/27/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Collinsworth, Alter, Fowler & French, LLC 8000 Governors Square Blvd Suite 301 Miami Lakes, FL 33016	<b>CONTACT NAME:</b> Zoraida Gonzalez	
	<b>PHONE (A/C, No, Ext):</b> (305) 822-7800	<b>FAX (A/C, No):</b> (305) 362-2443
<b>INSURED</b>  Mathews Consulting, Inc. 477 South Rosemary Ave. Suite 330 West Palm Beach, FL 33401	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>INSURER A:</b> Wesco Insurance Company	
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
<b>INSURER F:</b>		
<b>NAIC #</b>		
25011		

## COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b>					
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR					EACH OCCURRENCE \$
						DAMAGE TO RENTED PREMISES (Ea occurrence) \$
						MED EXP (Any one person) \$
						PERSONAL & ADV INJURY \$
	<b>GEN'L AGGREGATE LIMIT APPLIES PER:</b>					GENERAL AGGREGATE \$
	<input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC					PRODUCTS - COMP/OP AGG \$
	<b>OTHER:</b>					\$
	<b>AUTOMOBILE LIABILITY</b>					COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO					BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS				BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS				PROPERTY DAMAGE (Per accident) \$
						\$
	<b>UMBRELLA LIAB</b>	<input type="checkbox"/> OCCUR				EACH OCCURRENCE \$
	<b>EXCESS LIAB</b>	<input type="checkbox"/> CLAIMS-MADE				AGGREGATE \$
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$					\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>					<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y <input type="checkbox"/> N				E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below	N/A				E.L. DISEASE - EA EMPLOYEE \$
						E.L. DISEASE - POLICY LIMIT \$
A	Professional Liab.		ARA111993801	05/01/2015	05/01/2016	Each Claim 3,000,000
A	Claims-Made Basis		ARA111993801	05/01/2015	05/01/2016	Annual Aggregate 3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Professional Liability Retroactive Date 01/01/1998; Professional Liability Deductible \$25,000 Each Claim

RE: Continuing Contract for Engineering Services

## CERTIFICATE HOLDER

## CANCELLATION

City of Pompano Beach  
PO Drawer 1300  
Pompano Beach, FL 33061

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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