
TASK ORDER

Pursuant to The Master Agreement Between Margate Community Redevelopment Agency (MCRA), Florida and Keith and Associates, Inc,(K&A) for General Engineering Consulting Services, RFQ NO. MCRA 2016-01, Dated the 10th of February 2016.

DATE: January 9, 2017

TASK ORDER NO. # 04

PROJECT NO. 2016-01 (MCRA) 09359.02 (K&A)

TITLE: Colonial Drive Traffic Calming, Pedestrian Routing and Streetscape Improvements – Phase 2

PROJECT

The scope of this Task involves the development of Construction Documents, Permitting and Construction Observation Services based on the Margate CRA approved conceptual design of Pedestrian Routing and Streetscape Improvements for the corridor of Colonial Drive from US 441 to the NW Medical Center entrance drive, Margate, FL. (**See Exhibit “C”**)

SCOPE OF SERVICES**1. Detailed Listing and Description of Each Task**

See attached **Exhibit “A”** with Detailed Listing and Description of Each Task within scope of services included in this Task Order.

2. Time Schedule for Each Task

Subsequent to the execution of this Agreement, the Consultant shall commence work on the project. We anticipate completing the services included in this Task Order within 2 months.

3. Total Cost Each of Task

The Detailed Breakdown cost for each Task is shown in **Exhibit “A”**. The following table summarizes Total cost for each Task.

4. Cost Backup for Each Task

See attached **Exhibit “B”** with which reflects the estimated hours to be spent by each personnel rate category for each Task.

Task	Description	Fees	Payment Type
<u>Construction Documents</u>			
Section 1 – Professional Surveying Services			
003	Route Survey	\$7,440.00	Lump Sum
Total Section 1		\$7,440.00	Lump Sum
Section 2 – Professional Civil and Landscape Architectural Engineering Services			
004	Preliminary Engineering Plans – 30% Documents	\$2,340.00	Lump Sum
005	Final Paving, Grading and Drainage Plans – 100% Docs.	\$4,980.00	Lump Sum
006	Signing and Pavement Markings Plans	\$1,185.00	Lump Sum
007	Stormwater Pollution Prevention Plans	\$715.00	Lump Sum
008	Permitting- Civil Site and Utility Design	\$4,675.00	Lump Sum
009	Bid Assistance and Miscellaneous Project Coordination	\$2,080.00	Lump Sum
010	Construction Observation – Civil Site and Certification	\$7,465.00	Lump Sum
011	Landscape Plan	\$3,160.00	Lump Sum
012	Irrigation Plan	\$2,060.00	Lump Sum
013	Landscape Construction Observation	\$1,500.00	Lump Sum
Total Section 2		\$30,160.00	Lump Sum
Grand Total		\$37,600.00	Lump Sum

MCRA's Responsibility

The MCRA shall assist Consultant with the following items in order to expedite the completion of the project in an effective manner.

1. Designate a representative(s) who shall have the authority to transmit instruction, receive information and enunciate policies and decisions.
2. Provide access to and obtain permission for Consultant to enter upon lands as required at no additional cost to perform surveys, observations, or other necessary services under this Agreement.
3. Assist in obtaining required approvals, permits, or consents from governmental or regulatory bodies or others necessary for the completion of the work, with Consultant being primarily responsible for preparation of permit applications and supporting documentation.
4. Make available to Consultant all of its existing information which may in any way be pertinent to the project.
5. Attend meetings with regulatory agencies.
6. Review plans and contract documents and provide comments in a timely manner.

Additional Services

Additional Services and changes shall only be implemented in accordance with the referenced Master Agreement between the MCRA and K&A.

Compensation

Consultant shall invoice the MCRA for services rendered under this Task Order in accordance with the terms and conditions of this Task Order and the referenced Master Agreement between the MCRA and K&A.

Margate Community Redevelopment Agency (MCRA)

By:	By:
Date:	Date:
Witness	Approved As to Form
By:	By:
Date:	Date:

ENGINEER: KEITH AND ASSOCIATES, INC.

By:
Eliot Lazowick Date:

DATE: January 9, 2017

TASK ORDER NO. # 04

PROJECT NO. 2016-01 (MCRA) 09359.02 (K&A)

TITLE: Colonial Drive Traffic Calming, Pedestrian Routing and Streetscape Improvements – Phase 2

EXHIBIT “A”

I. PURPOSE OF AGREEMENT/PROJECT DESCRIPTION

Keith and Associates, Inc. is to provide professional services under the provisions of a previously executed Agreement between the City of Margate Community Redevelopment Agency (MCRA) (CLIENT) and Keith and Associates, Inc. (CONSULTANT).

The purpose of this Agreement is to outline the scope of services recommended by CONSULTANT and accepted by CLIENT, and to establish the contractual conditions between CONSULTANT and CLIENT with respect to the proposed services.

CONSULTANT is to provide professional services associated with **Colonial Drive Traffic Calming, Pedestrian Routing and Streetscape Improvements – Phase 2**, for the section of **Colonial Drive between from S.R. 7 (US 441) to the intersection with the Northwest Medical Center entrance drive**, situated in Section 24, Township 48S, Range 41E, within the City of Margate, Broward County, Florida, (see attached aerial sketch depicting approximate location) containing approximately 1,000 LF of Local Roadway (79' R/W), approximately 1 acre (the “Project”).

This proposal assumes the projects will be put out for bid in a single bid document and awarded to a single contractor.

Route Survey, Design, Permitting and Construction Documents

Based on the approved Concept Plan (**Exhibit “C”**) by the CLIENT. This Task Order will include; survey and topographic mapping, engineering design, landscape architecture, irrigation, permitting, bid packages, assisting in the selection of a qualified contractor and provide required construction observation and certification of the proposed improvements.

Scope elements include:

- 1) **Route Survey** – Topographic Survey to acquire the required design survey elements for the development of construction documents along Colonial Drive for the limits of the project. This Topographic Survey will be used as the base for developing construction documents.
- 2) **Design Development / Construction Documents** - Civil Roadway and Landscape Architectural Design Work is anticipated for preparation of paving, grading, and landscape architectural design plans for the proposed project. The drainage is anticipated to be handled in existing swales and drainage system. No Drainage structures modifications are anticipated. There is no water, sewer or other utility adjustment anticipated for the proposed Project, except for possible adjustment of structure rim elevations and the water tap, if required for irrigation point of connection.

- 3) **Permitting**- Civil Site, Utility Design and Landscape Architectural. This Proposal assumes a General License will be required for the Stormwater License and Broward County Traffic Engineering Division. It is not anticipated that a water and sanitary sewer permit will be required. It is anticipated that the proposed improvements will be permitted through the City of Margate, Broward County Traffic Engineering Division, (and FDOT at the intersection with State Road 7, if required).
- 4) **Bidding Assistance** - Civil Site, Landscape Architectural and Utility Adjustments.
- 5) **Construction Observation** - Civil Site, Landscape Architectural and Utility Adjustments construction observation and Certification Services.

II. SCOPE OF SERVICES

Construction Documents

Section 1 – Professional Surveying Services

Task 003 Route Survey

Based upon the approved Concept Plan CONSULTANT will prepare a Topographic Survey to acquire the required design survey elements for the development of construction documents along Colonial Drive for the limits of the project. This survey will be used as the base for developing construction documents.

Survey shall extend from the south right-of-way line to the north right-of-way line. That area will extend 10 feet beyond the right-of-way lines. Survey will report elevations at intervals of approximately 50 feet, including any intermediate changes in grade. Elevations shall be based on Broward County Benchmarks and converted to NAVD88 using VERTCON. Survey shall show all surface improvements. Rim elevations will be noted, but no invert or subsurface measurements will be observed.

Section 2 – Professional Civil Engineering and Landscape Architectural Services

Task 004 Preliminary Engineering Plans-30% Documents

The CONSULTANT shall prepare preliminary civil engineering and Landscape Architectural infrastructure improvements plans for the proposed development for CLIENT's review. Preliminary storm water management calculations shall be performed to assess the impact of the proposed development on the existing infrastructure and storm water management facilities. Attend a Pre-Application meeting with Broward County stormwater section to establish design criteria and permitting requirements.

Deliverables:

- a. Deliver 30% design documents

Task 005 Final Paving, Grading, and Drainage Plans-100% Documents

The CONSULTANT shall prepare paving grading and drainage plans to support the proposed Project, which meet the requirements of the regulatory agencies having jurisdiction. This task

includes preparing drainage (stormwater management) calculations that meet the requirements of the City of Margate and Broward County. It is anticipated that the proposed drainage system will be consistent with the existing drainage system. Typical sections and standard paving and drainage details and notes for the construction of the paving, grading, and drainage system will be included in the plans.

Task 006 Signing and Pavement Markings Plans

The CONSULTANT shall prepare a signage and pavement marking plan that meets the requirements of the City of Margate and Broward County Traffic Engineering Division. This plan will be developed in accordance with the proposed site plan and shall include standard details and notes.

Task 007 Stormwater Pollution Prevention Plans

The CONSULTANT shall prepare a Stormwater Pollution Prevention Plan (SWPPP) for the project that meets the requirements of the regulatory agencies. This plan shall include standard details and notes.

Task 008 Permitting- Civil Site and Utility Design

The CONSULTANT shall prepare and submit the permit applications for the construction of the improvements designed as defined by this contract and process them through the following regulatory agencies that are anticipated to have jurisdiction:

Water and Sanitary Sewer Service

No Regulatory permits are anticipated.

Fire Department – Existing Fire Hydrants are presumed to be sufficient for the Project.

Paving, Grading, and Drainage System

City of Margate Engineering

Broward County Surface Water Management Program

Broward County Traffic Engineering Division

Florida Department of Transportation (Intersection of Winfield Blvd. and SR-7, if required)

Task 009 Bidding Assistance and Miscellaneous Project Coordination

The Consultant will provide assistance to MCRA during the bidding Phase. The consultant will also perform utility coordination services and will attend permit application meeting with the agencies having jurisdiction over the project to review the proposed design, if required. In addition, the CONSULTANT shall provide miscellaneous project coordination efforts that may include, but are not limited to, attending meetings with the client and other team members as required to facilitate completion of the work effort.

Task 010 Construction Observation - Civil Site and Utility Design and Certification Services

The CONSULTANT shall provide construction observation services as requested by the CLIENT and on as-needed basis and in order to certify to the CLIENT and regulatory agencies that the civil related on-site improvements have been completed in substantial compliance with the approved documents and permits. Services in this Task are described as follows and may

include:

Shop drawings: CONSULTANT will review shop drawings, samples, other data and reports that the selected contractor is required to submit for review, specifically for the conformance with design concept of the project and compliance with the information given on the design drawings and specifications.

Periodic Site Visits and Construction Observation: CONSULTANT shall make visits to the site at intervals appropriate to the various stages of construction as CONSULTANT deems necessary in order to observe as an experienced and qualified design professional the progress and quality of the various aspects of the contractor(s)'s work. Prepare construction reports to document observations made during these inspections. CONSULTANT shall not be responsible for the means, methods, techniques, sequences or procedures of construction selected by the contractor(s) or the safety precautions and programs incident to the work of the contractor(s). The CONSULTANT shall attend a Pre-construction Meeting, and participate in Construction Progress Meetings as deemed necessary.

CONSULTANT'S efforts will be directed toward providing a greater degree of confidence to the CLIENT that the completed work of the contractor(s) will conform to the contract drawings, but the CONSULTANT shall not be responsible for the failure of the contractor(s) to perform the work in accordance with the contract drawings. During such visits and on the basis of on-site observations, the CONSULTANT shall keep the CLIENT informed of the progress of the work, shall endeavor to guard the CLIENT against defects and deficiencies in such work and may disapprove or reject work failing to conform to the contract documents.

Inspection Testing: CONSULTANT shall observe the utility testing required for site drainage improvements and other conflicting utilities (if required) to certify to the responsible utility entity (the actual testing shall be by others) that the drainage and any other underground affected utilities meet minimum testing requirements. Minimum observations shall include Pipeline Installation, Drainage System Lamping, Density Tests, Asphalt Job Mix Formula and Placement.

Issue Clarifications: CONSULTANT shall issue necessary interpretations and clarifications of the contract documents; have authority, as the CLIENT'S representative to require special inspection or testing of the work; act as initial interpreter of the requirements of the contract documents and judge of the acceptability of the work there under, and make decisions on all claims of the CLIENT and contractor(s) relating to the acceptability of the work or the interpretation of the requirements of the contract documents pertaining to the execution and progress of the work. CONSULTANT shall render all interpretations or decisions in good faith and in accordance with the requirements of the contract documents.

As-builts Review: CONSULTANT shall review the completed set of record drawings (as-builts) to ensure substantial conformance to the approved plans and utility agency requirements prepared by others. The CONSULTANT will only review and reject any particular as-built set a maximum of two (2) times, any additional review will be considered additional services. The contractor will be expected to have the as-builts revised in accordance to the comments.

Certification of Progress Payments:

CONSULTANT shall review and certify monthly contractor payment requests on behalf of CLIENT.

Final Certification: CONSULTANT will prepare the final certification and process record drawings for the design from the survey information to be supplied by the contractor or by other

means agreed to by both CONSULTANT and CLIENT and certified to all appropriate agencies as required.

This task includes construction observation and certification services for an anticipated construction period of Three (3) months. These services will be invoiced on a time and material basis in accordance with our current Professional Service Fee schedule. The CONSULTANT and CLIENT have no control over the Contractor's actual work schedule, and agree that changes in CONSULTANT's schedule of work and fees may be required to facilitate the Contractor's work efforts.

Task 011 Landscape Plans

The CONSULTANT will design and produce Landscape Plans for the proposed new project. The Landscape Plan shall include any existing vegetation to remain, and the proposed planting per the landscape standards for the City and per roadway design requirements. Preliminary landscape drawings will be developed to depict the character and scope for client review and approval. Design Development plans will be elaborated to incorporate site plan issues and owner input. Landscape construction documents will then be prepared incorporating final review comments. These Construction Documents will be suitable for permit and construction.

The CONSULTANT shall attend a coordination meetings with the CLIENT to review the schematic design intent and get approval to move forward with landscape construction documents.

Task 012 Irrigation Plans

The CONSULTANT will design Irrigation Plans and specifications to provide 100% irrigation coverage of the landscape beds, trees and sodded areas of the project limits. These plans will be in accordance with 'Florida Friendly Landscaping' guidelines for water efficiency. The design may include multiple sources along the length of the roadway, if practical. The CONSULTANT will coordinate with City staff to tap/tie into the available source/system. Plans will indicate where under slab/asphalt sleeves need to be provided. The final plans will include an Irrigation Schedule that includes the recommended product information.

Task 013 Landscape Construction Observation

The CONSULTANT shall provide bid assistance and responses to RFI's related to landscape and installation / construction observation service for quality and quantity control of plant species and design intent as specified in plans throughout the installation process. The CONSULTANT will provide one final inspection to certify that all plant material meets grades and standards as specified and that the landscape and hardscape construction work has been completed in substantial compliance with the approved documents and permits. Tagging of Landscape material at nurseries for Landscape Contractor is not included.

These services will be invoiced on a time and material basis in accordance with our current Professional Service Fee Schedule.

Section 3 - Scoping and Fee Assumptions

1. Construction-related surveying (stakeout, as-built, etc.) and testing (densities, concrete, LBR'S, etc.) services are not included in this Agreement and will be provided by others or under a separate agreement.
2. Geotechnical report(s) will be provided by the CLIENT. CONSULTANT shall coordinate scope of work with CLIENT's geotechnical consultant as needed.

3. It is not anticipated that wetlands, wildlife habitat or soil / groundwater contamination will affect the design or construction on the site or that any government agency permitting or mitigation will be required for these environmental concerns by Engineer.
4. Any required Floodplain mitigation will be provided for onsite.
5. No traffic signalization improvements or traffic signal upgrades are included in the scope of services.
6. All utilities (including utility capacity to serve the Project) will be available adjacent to the site or as indicated in the proposal.
7. Subsurface utility exploration and survey is not included in the scope of services.

Items identified as not included or limited in the scope of services can be provided or expanded upon as additional services under a separate agreement or as a supplement to this agreement.

Section 4 - Additional Services

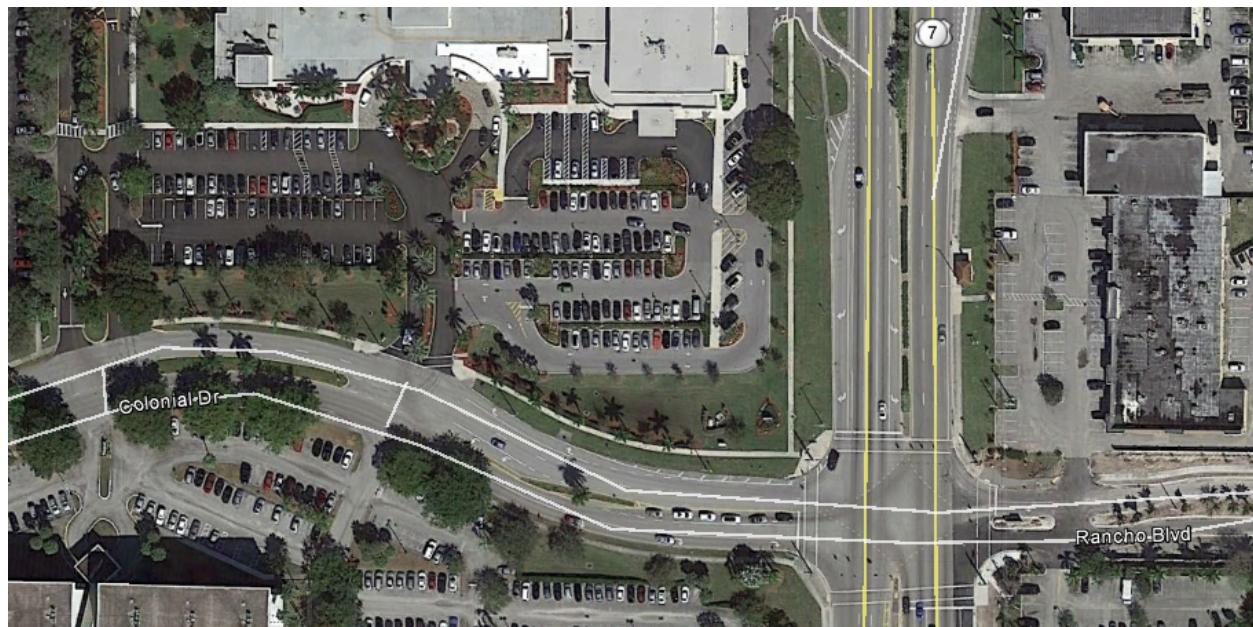
The undertaking by CONSULTANT to perform professional services defined within this Agreement extends only to those services specifically described herein. No other services, whether they may be interpreted as related, incidental or implied, shall be considered to be included in the scope of work of this proposal. If upon request of CLIENT, CONSULTANT agrees to perform additional services hereunder, CLIENT shall be obligated to pay CONSULTANT for the performance of such additional services an amount (in addition to all other amounts payable under this Agreement) based on an hourly fee in accordance with CONSULTANT'S current professional fee schedule, plus reimbursable expenses as incurred by CONSULTANT, unless a lump sum addendum to Agreement is executed by the parties to this Agreement which addresses the additional services.

Additional services shall include revisions to work previously performed that are required due to a change in the data or criteria furnished to CONSULTANT, a change in the scope or concept of the project initiated by CLIENT, or services that are required by changes in the requirements of public agencies after work under this Agreement has commenced.

If the preceding scope of services includes public agency permitting, our quoted fees/hours include services to respond to the agency's RAI (Request for Additional Information) unless the requests are beyond the scope of services identified in this Task Order.

Additional services include but are not limited to:

1. Expanded scope or scope changes during design.
2. Redesign or additional work due to CLIENT/contractor originated plan revisions after CLIENT's written approval of the 30% drawings or modifications to the CLIENT provided Final conceptual site plan that changes lot locations, property boundaries, building locations, pavement layout, etc.
3. Redesign due to government agencies requesting additions or changes to the design documents unrelated to code or regulatory requirements.
4. Changes required during construction due to unforeseen site related conditions or circumstances.



**Colonial Drive
Project Location Map**

PROPOSAL FEES - EXHIBIT B

Our Project/Proposal Number		Personnel and Hourly Rates													Task Subtotals
Proposal Date		15	33	34	35	50	51	52	53	54	80	82			
Tasks		Senior Technician	Landscape Designer	Senior Landscape Designer	Landscape Architect (RLA)	Project Engineer	Senior Project Engineer	Professional Engineer (PE)	Field Representative	Sr Field Inspector	Professional Surveyor & Mapper (PSM)	Survey Party (3) Person			
No.	Description	\$90.00	\$80.00	\$100.00	\$125.00	\$100.00	\$115.00	\$125.00	\$75.00	\$90.00	\$120.00	\$130.00			
003	Route Survey	20											8 36 \$ 7,440.00		
004	Preliminary Engineering Plans – 30% Documents					14	6	2						\$ 2,340.00	
005	Final Paving, Grading and Drainage Plans – 100% Docs.					22	22	2						\$ 4,980.00	
006	Signing and Pavements Pavement Markings Plans					6	4	1						\$ 1,185.00	
007	Stormwater Pollution Prevention Plans					6	1							\$ 715.00	
008	Permitting- Civil Site and Utility Design					20	20	3						\$ 4,675.00	
009	Bid Assistance and Miscellaneous Project Coordination					7	12							\$ 2,080.00	
010	Construction Observation – Civil Site and Certification					7	18	3	12	38				\$ 7,465.00	
011	Landscape Plan		17	8	8									\$ 3,160.00	
012	Irrigation Plan		12	6	4									\$ 2,060.00	
013	Landscape Construction Observation			5	8									\$ 1,500.00	
Personnel Hours		20	29	19	20	82	83	11	12	38	8	36	\$ 37,600.00		
Personnel Cost		\$ 1,800.00	\$ 2,320.00	\$ 1,900.00	\$ 2,500.00	\$ 8,200.00	\$ 9,545.00	\$ 1,375.00	\$ 900.00	\$ 3,420.00	\$ 960.00	\$ 4,680.00			
Personnel Subtotal		\$ 37,600.00													
Miscellaneous Expenses		\$ -													
Direct Expenses		\$ -													
GRAND TOTAL		\$ 37,600.00													

