

MARGATE COMMUNITY REDEVELOPMENT AGENCY

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE MARGATE COMMUNITY REDEVELOPMENT AGENCY, AUTHORIZING THE APPROVAL OF A TASK ORDER FOR KEITH & ASSOCIATES, INC., FOR PROFESSIONAL CONSULTING SERVICES (DESIGN DEVELOPMENT, CONSTRUCTION DOCUMENTS AND CONSTRUCTION OBSERVATION) FOR THE WINFIELD BOULEVARD TRAFFIC CALMING AND STREETScape IMPROVEMENTS (ROUNDAABOUT WITH WATER FEATURES); AND PROVIDING FOR AN EFFECTIVE DATE

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BE IT RESOLVED BY THE BOARD OF THE MARGATE COMMUNITY REDEVELOPMENT AGENCY OF MARGATE, FLORIDA:

SECTION 1: That the Board of the Margate Community Redevelopment Agency hereby approves a Task Order for Keith & Associates Inc. for civil engineering, landscape architecture and construction oversight services for the Winfield Boulevard Traffic Calming and Streetscape Improvements (Roundabout with Water Features), a copy of which is attached hereto as Exhibit "A".

SECTION 2: That this Resolution shall become effective immediately upon its passage.

PASSED, ADOPTED, AND APPROVED THIS \_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Chairman Tommy Ruzzano

RECORD OF VOTE

Ruzzano

Caggiano

Peerman

Simone

Schwartz

**Exhibit "A"**  
**TASK ORDER**  
**BETWEEN**

**MARGATE COMMUNITY REDEVELOPMENT AGENCY**

**AND**

**KEITH & ASSOCIATES, INC**

This Professional Services Task Order is entered into this \_\_\_\_ day of \_\_\_\_\_, 2018 by and between the MARGATE COMMUNITY REDEVELOPMENT AGENCY, hereinafter referred to as "CRA" and KEITH & ASSOCIATES, INC., hereinafter referred to as "CONTRACTOR".

**W I T N E S S E T H:**

WHEREAS, the CRA and the CONTRACTOR previously entered into an Agreement for General Engineering Services dated February 10, 2016 (the "Original Agreement") as extended by letter dated February 5, 2018; and

WHEREAS, the CRA and the CONTRACTOR are authorized to enter into Task Orders in order to provide for additional services to be provided by the CONTRACTOR for the CRA, pursuant to the Original Agreement; and

WHEREAS, the CRA and the CONTRACTOR desire to enter into this Task Order in order for the CONTRACTOR to provide additional services pursuant to the Original Agreement, except as modified herein;

NOW, THEREFORE, in consideration of the mutual covenants and promises herein contained, the CRA and the CONTRACTOR agree as follows:

1. The "WHEREAS" clauses recited above are hereby incorporated herein by reference.
2. The CRA authorizes the CONTRACTOR to perform additional services as provided in this Task Order for the following CRA Project:

**Winfield Boulevard Traffic Calming and Streetscape Improvements**  
**Design Development Drawings, Construction Documents and Construction**  
**Oversight Services**

3. The Scope of Services for the Project, as provided in the Original Agreement, is hereby amended in order to authorize the CONTRACTOR to provide the Scope of Services as described on Exhibit "A", to this Task Order, which is attached hereto and incorporated herein by reference.

4. The Budget for the Project as stated in the Original Agreement is hereby amended to reflect the adjustments indicated on Exhibit "A" to this Task Order, which is attached hereto and incorporated herein by reference. The total budget for this assignment shall not exceed:

Thirty-Four Thousand Two Hundred dollars (\$34,200.00) inclusive of 20% contingency fee. Payments shall be disbursed as provided for in the Original Agreement.

5. The Completion Date for the Project as stated in the Original Agreement is hereby amended to provide for the CONSULTANT to complete the Scope of Services described in Exhibit "A" to this Task Order no later than one hundred eighty (180) days following the issuance of the Notice to Proceed. This Task Order may only be extended subject to the execution of a written amendment to this Agreement by the CRA's Executive Director.

6. This Task Order is approved contingent upon the CRA's acceptance of and satisfaction with the completion of the services rendered in the previous phase (if any) or as encompassed in the Original Agreement, as may have been amended by any prior Task Orders entered into between the CRA and the CONTRACTOR. If the CRA, in its sole discretion, is unsatisfied with the services provided in a previous phase, or prior Task Order, the CRA may terminate the Original Agreement without incurring any further liability.

7. The CONTRACTOR may not commence work on any Task Order, including this Task Order, approved by the CRA, without a further notice to proceed issued in writing by the CRA Executive Director, or his authorized representative.

8. The Original Agreement, as may have been modified by prior Task Orders, and except as modified herein, shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Task Order as of the day and year indicated above.

**MARGATE COMMUNITY  
REDEVELOPMENT AGENCY**

BY: \_\_\_\_\_  
Tommy Ruzzano, Chair

The foregoing instrument was acknowledged before me this \_\_\_\_day of \_\_\_\_\_, 2018, by Tommy Ruzzano, Chairman, of the Margate Community Redevelopment Agency who is personally known to me or has/have produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public

My Commission Expires:

\_\_\_\_\_  
Print Name

**CONTRACTOR:**

\_\_\_\_\_

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

\_\_\_\_\_  
Print Name and Title

Attest:

\_\_\_\_\_  
Secretary

(CORPORATE SEAL)

STATE OF FLORIDA )

COUNTY OF BROWARD )

SS:

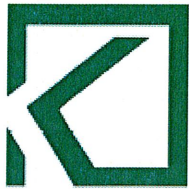
I HEREBY CERTIFY that on this day, before me, an officer duly authorized in the State aforesaid and in the County aforesaid to take acknowledgments, personally appeared \_\_\_\_\_ as \_\_\_\_\_ of \_\_\_\_\_ named in the foregoing agreement and that he/she acknowledged executing the same in the presence of two subscribing witnesses freely and voluntarily under authority duly vested in him/her by said \_\_\_\_\_ and that the Corporate seal affixed thereto is the true corporate seal of said Corporation.

Witness my hand and official seal in the County and State last aforesaid this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
Printed Name

My Commission Expires:



**KEITH**

DATE: August 9, 2018

**TASK ORDER NO. # 02**

**PROJECT NO. 2016-01 (MCRA) 09359.MO.01 (K&A)**

**TITLE: Winfield Blvd. Traffic Calming and Streetscape Improvements**

EXHIBIT "A"

#### **PURPOSE OF AGREEMENT/PROJECT DESCRIPTION**

Keith and Associates, Inc. (KEITH) 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 (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 **Winfield Blvd. Traffic Calming and Streetscape Improvements** for the section of **roundabout located on Winfield Blvd in Margate, FL.**



Image of conceptual Design -

Corporate Office  
301 E Atlantic Blvd  
Pompano Beach  
FL 33060  
954.788.3400

Miami-Dade County  
2160 NW 82 Ave  
Doral  
FL 33122  
305.667.5474

Broward County  
2312 S Andrews Ave  
Fort Lauderdale  
FL 33316  
954.788.3400

Palm Beach County  
120 N. Federal Hwy  
Suite 208  
Lake Worth, FL 33460  
561.469.0992

St. Lucie County  
2325 SE Patio Cir.  
Port St. Lucie  
FL 34952  
954.788.3400

Orange County  
2948 E Livingston St.  
Orlando  
FL 32803  
954.788.3400



## SCOPE OF SERVICES

### Task 701 Design Development

Based on the completed Conceptual Design the team will develop the Design Development documents. The purpose of this phase is to develop a clear understanding of the materials and finish for the project elements. The drawings developed during this phase will be more detailed in nature, but will not be considered construction documents. The drawings will be produced in ACAD format with supplemental drawings, details and imagery.

#### Deliverables

1. Design Development Package (30% Construction Documents)
  - a. Hardscape Plan – Material type and layout
  - b. Layout Plan – General dimensions
  - c. Grading Plan – Overall spot grades
  - d. Sitework Details – General details and section/elevations for character and project understanding
  - e. Landscape Plan and Details – Key elements, layout and coordination
  - f. Irrigation Plans and Details - Zone layout and mainline configuration –
  - g. Lighting Plan and Details – Fixture type and general location
  - h. Water Feature Sections/Elevations and Details -
2. Outline Specifications – Develop text format specification for all areas noted above
3. Opinion of Cost – Develop an updated opinion of cost for all elements noted above
4. Meetings and Team Coordination – During the specified duration in the project schedule, the KEITH team will attend all required meetings and coordination.

### Task 702 Construction Documents

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

#### Deliverables

1. Construction Documents
  - a. Hardscape Plan – Material type and layout
  - b. Layout Plan – Key dimensions and digital layout coordination
  - c. Grading Plan – Detail spots, contours and FFE indication
  - d. Sitework Details – General details and section/elevations for character and project understanding
  - e. Landscape Plan and Details – Specific elements, specification, quantity and layout
  - f. Irrigation Plans and Details – Head layout, controller types, equipment and details
  - g. Lighting Plan and Details – Fixture type, layout and catalog cut sheets – *Electrical engineer by others*
  - h. Water Feature Sections/Elevations and Details -
2. Specifications –Text format specification for all areas noted above
3. Opinion of Cost – Develop an updated opinion of cost for all elements noted above at 60% for review and approval – Coordinate with selected General Contractor.
4. Meetings and Team Coordination – During the specified duration in the project schedule, the KEITH team will attend all required meetings and coordination.



## Task 801 Construction Observation

KEITH shall provide construction observation services in order to ensure the integrity of the design intent, and certify to the CITY and other jurisdictional agencies that the construction work has been completed in substantial compliance with the approved documents and permits. Services included in this task are described as follows:

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

Periodic Site Visits and Construction Observation: KEITH shall visit the Project at intervals appropriate to the various stages of construction, as KEITH deems necessary to observe as an experienced and qualified design professional to review the progress and quality of the various aspects of the contractor's work. KEITH shall coordinate and attend one (1) Pre-construction Meetings. This task includes construction observation 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 Professional Service Fee schedule (attached).

## Contingency Fee

A budget to address contingencies that may arise during the in the development of this Tasks in the amount of 20% is included in this proposal. The use of this budget is subject to the CLIENT's approval and any charges by CONSULTANT will be based on the hourly rates established in the previously executed Agreement between the aforementioned parties.

Task	SCHEDULE	Duration	
<b><u>Detailed Design Drawings</u></b>			
701	Design Development	3-4 Weeks	
702	Construction Documents	4-5 Weeks	
801	Construction Observation	3-4 Months	

Task	COMPENSATION	Fees	Payment Type
<b><u>Detailed Design Drawings</u></b>			
701	Design Development Drawings	\$ 9,500.00	Lump Sum
702	Construction Documents	\$14,500.00	Lump Sum
801	Construction Observation	\$ 4,500.00	Lump Sum
<b>Contingencies Budget at 20% of Total</b>		\$ 5,700.00	Maximum
<b>Total</b>		<b>\$34,200.00</b>	<b>Lump Sum</b>

