

RESOLUTION NO. 2026-012

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, APPROVING A PURCHASE ORDER WITH CARNAHAN PROCTOR AND CROSS, INC. IN THE AMOUNT OF TWENTY-NINE THOUSAND SIX HUNDRED FORTY DOLLARS AND ZERO CENTS (\$29,640.00) FOR CIVIL ENGINEERING SERVICES RELATING TO THE SW 185TH WAY AND SW 57TH COURT DRAINAGE PROJECT; AUTHORIZING THE TOWN ADMINISTRATOR TO EXECUTE THE PURCHASE ORDER; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the SW 185th Way and SW 57th Court drainage project includes swale regrading and restoration, installation of catch basins and associated drainage pipes, coring into the existing system, and driveway restoration; and

WHEREAS, the Town's Drainage and Infrastructure Advisory Board has ranked and prioritized this project; and

WHEREAS, funds have been included in FY 2025-2026 Adopted Budget in Municipal Transportation Fund account #101-5100-541-63260 (Infrastructure – Drainage) for this specific project; and

WHEREAS, civil engineering services are required for the design and project management of the construction project; and

WHEREAS, pursuant to RFQ 22-013 and Resolution 2023-009, the Town has a continuing contract for civil engineering services with Carnahan Proctor and Cross, Inc.; and

WHEREAS, the Town received a proposal from Carnahan Proctor and Cross, Inc. for professional civil engineering services for the improvements in the amount of Twenty-Nine Thousand Six Hundred Forty Dollars and Zero Cents (\$29,640.00); and

WHEREAS, the Town Council believes that the Purchase Order is in the best interest of the health, safety, and welfare of its residents.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA:

Section 1. The recitals above are true and correct and are incorporated herein by reference.

Section 2. The Town Council hereby approves a Purchase Order with Carnahan Proctor and Cross, Inc. in the amount of Twenty-Nine Thousand Six Hundred Forty Dollars and Zero Cents (\$29,640.00) for professional civil engineering services relating to the SW 185th Way and SW 57th Court Drainage Project, in substantially the same form as that attached hereto as Exhibit "A".

Section 3. The Town Council hereby authorizes the Town Administrator to execute the Purchase Order in substantially the same form as that attached hereto as Exhibit "A" and to make such modifications, additions and/or deletions which they deem necessary to effectuate the intent of this Resolution.

Section 4. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED by the Town Council of the Town of Southwest

Ranches, Florida, this 11th day of December, 2025 on a motion by

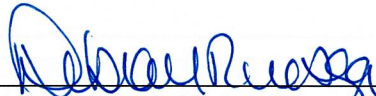
C/M KUCZENSKI and seconded by C/M ALBRITTON.

Breitkreuz	<u>YES</u>
Jablonski	<u>YES</u>
Allbritton	<u>YES</u>
Hartmann	<u>YES</u>
Kuczenski	<u>YES</u>

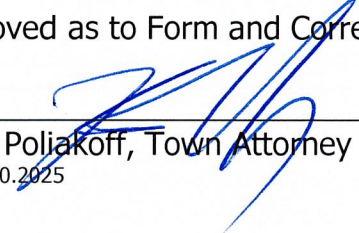
Ayes	<u>5</u>
Nays	<u>-</u>
Absent	<u>-</u>
Abstaining	<u>-</u>


Steve Breitkreuz, Mayor

Attest:


Debra M. Ruesga, CMC, Town Clerk

Approved as to Form and Correctness:


Keith Poliakoff, Town Attorney

1001.100.2025



AGREEMENT FOR PROFESSIONAL SERVICES

Carnahan Proctor and Cross, Inc.
814 S. Military Trail
Deerfield Beach, FL 33442
Phone: 954. 972. 3959
Fax: 954. 972. 4178
www.carnahan-proctor.com

☒ New Contract
☐ Amendment No:

Date: 11/18/2025
Project: P22-406

Planning
Civil Engineering
Surveying
CEI Services

**Project Name: TOSWR – Drainage Improvements for
SW 57th & SW 185th Way intersection
Southwest Ranches FL, 33332**

To: Emely Aceti
Community Service Manager
Town of Southwest Ranches
13400 Griffin Road
Southwest Ranches, FL 33330
954-343-740223 (Tel)
954-680-0218 (Fax)

Labor Fee: **See Fee Summary**

☒ Fixed Fee
☐ Maximum Upset Fee

☐ Time & Expenses
☐ Other

Scope of Services: See Attached Scope of Services which are made a part of this Agreement.

Please execute this CLIENT Authorization for Carnahan Proctor and Cross, Inc. to proceed with the above scope of services at the stated estimated costs. No services will be provided until it is signed and returned to CPC.

☐ Subject to attached terms & conditions

☒ Subject to terms & conditions in our original Agreement **Town of Southwest Ranches**
RFQ:22-013 dated: 11-17-2022

Carnahan Proctor and Cross, Inc. Authorization

By: 

Title: Senior Project Manager

Date: 11/1/2025

Client Authorization (Please sign original and return)

By: 

Title: Russell Muñoz, Town Administrator

Date: 12/11/2025



SCOPE OF SERVICES

This Agreement is comprised of Part I and Part II. Part I includes details of the services to be performed, timing of the services and compensation. Part II is the executed **Agreement RFQ:22-013 dated 11-17-2022**, which contains the Terms and Conditions of Agreement, are general terms of the engagement between **Town of Southwest Ranches (TOSWR)**, hereinafter called the CLIENT, and Carnahan Proctor and Cross, Inc. (CPC).

This Agreement is based on CPC's understanding of the project needs and has been developed to provide a high quality of service and deliverable. The services to be provided under this contract are more specifically described below. Please review this scope carefully to check that it fulfills your needs for this project. If you have questions or comments regarding any aspect of this proposal, please contact the undersigned.

PART I

PROJECT DESCRIPTION: This Scope of Work (SOW) has been prepared in support of the Town of Southwest Ranches to provide this agreement for professional services for Engineering Services for the design of a small drainage improvement project located generally at the intersection of SW 57th & SW 185th Way. The scope of work includes swale regrading and restoration, installation of catch basins and associated drainage pipes, connecting into existing canal / existing system. The following services are proposed:

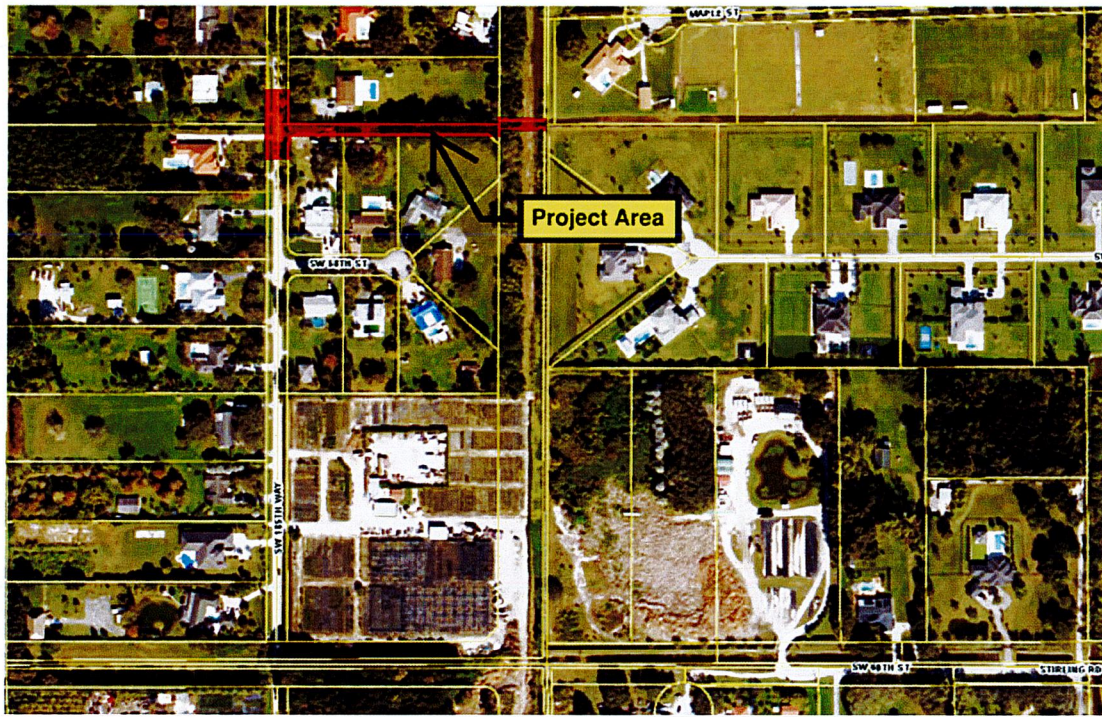
ASSUMPTIONS

It is understood that CPC will perform services under the sole direction of the CLIENT. In the performance of these services. The following assumptions form the basis for this proposal:

- CPC will open a design ticket with Sunshine One Call to identify potential existing third-party utilities within the PROJECT. CPC will utilize this information to request As-Builts information from identified third-party utility provider (Water, Sewer, Drainage, Gas, Telecommunication, Fiber Optics, Etc.)
- GPR and /or Soft digs of utility locates are not included in this contract.
- Stormwater modelling for these areas are not included in this contract.
- No off-site improvements are required other than those specifically identified in the scope of services.
- Permit fees will be the responsibility of the CLIENT.

DESIGN PHASE

Project Area



Task 1: Civil Engineering Construction Documents

Based upon the project needs CPC has determined the professional design disciplines necessary to develop a complete set of construction documents for the proposed project. The following design and construction plans have been identified and are provided under this agreement:

1. Prepare Civil Plans with paving, grading, and drainage and specifications.
2. Prepare Drainage Hydraulic calculation for pipe sizing.
3. Prepare demolition and erosion control plans including details and specifications.
4. Prepare construction documents.



Task 2: Regulatory Permitting

For the Regulatory Permitting and Approvals Assistance, CPC will complete permit applications, generate, or request supplemental information and submit along with plans as prepared. CPC will also respond to comments and revise plans for up to two (2) rounds of comments. Tasks to the following regulatory agencies having jurisdiction. Utilizing the CLIENT approved Civil Engineering Construction Plans, CPC will prepare the following permit applications:

- South Broward Drainage District (SBDD)
- Submit Town of Southwest Ranches Public Works for review and approval.

It is assumed that the site improvements will be permitted as one (1) phase.

It will be the selected contractor's responsibility to prepare and process the following construction-related permits including, but not limited to, the following:

- SFWMD Dewatering Permit
- All construction permits through TOSWR
- NPDES permit and required monitoring.
- Maintenance of traffic permits.

BIDDING AND CONSTRUCTION PHASE

Task 3: Bidding Coordination and assistance

CPC will assist the CLIENT with the evaluation of Contractor bids and responses to Contractors Requests for Information (RFI) as follows:

1. Bidding coordination with CLIENT
2. Prepare engineering cost estimates.
3. CPC will provide project description, schedule of values, and bid ready construction documents. TOSWR to provided front end documents.
4. Prepare response to Contractors Requests for Information (RFI)
5. Assist the CLIENT with evaluation of Contractor bids, if required.

Task 4: Engineering and Construction Observation Services.

The following task is assumed to be hourly from the Contractor's Notice to Proceed. As the Engineer of Record for the project, CPC shall perform the following tasks:

1. Attend Preconstruction Meeting.
2. Review of Shop Drawings.
3. Perform Limited Construction Observations as necessary for Final Certification.



4. Address and respond to Contractor's RFI's.
5. Review of material testing performed by the Contractor.
6. Review of as-built drawings prepared by the Contractor's registered surveyor.
7. Final Certification and Closeout
 - ENGINEER will attend selected inspections, including; a final walk-through providing letters of certification as may be necessary to certify proposed improvements. Utilizing as-built information to be provided by the Contractor.

SERVICES NOT INCLUDED

The following services are not included in this Agreement:

1. Surveying Services including special purpose survey, construction layout, and As-Built survey.
2. Utility Locates, GPR, and SUE.
3. Traffic engineering services.
4. Stormwater and drainage calculations reports.
5. Sketches and legal description for easement and agreements.
6. Environmental Reports.
7. Structural engineering and foundation design.
8. Architectural Drawings.
9. Concept Planning
10. Landscape/Irrigation/Hardscape Plans
11. Bonding agreements and bond release.
12. Permitting fees.
13. FDOT or Broward County permitting

CLIENT-FURNISHED INFORMATION

It is understood that CPC will perform services under the sole direction of the CLIENT. In the performance of these services, CPC will coordinate its efforts with those of other project team members, the CLIENT's Surveyor, Utility locates, and other consultants, as required. The CLIENT shall provide CPC with all existing project-related technical data required to complete the consultant's scope of services. CPC will rely upon the accuracy and completeness of CLIENT-furnished information in connection with the performance of services under this Agreement.

SCHEDULE

CPC's production schedule is based upon the CLIENT's schedule, subject to timely delivery of information promised by the CLIENT and is exclusive of CLIENT and local review of interim products.



COMPENSATION

The following summary of fees outlines the Lump Sum cost and hourly for each task to be provided by CPC for the scope of work above:

SUMMARY OF FEES

Drainage Improvements for SW 57th & SW 185th Way intersection

Task	Description	Lump Sum Fees
1	Civil Engineering Construction Documents	\$18,440
2	Regulatory Permitting	\$5,390
3	Bidding Coordination and Assistance	\$2,360
4	Engineering and Construction Observation Services	\$3,000
5	Miscellaneous / Expenses	\$450
	Total	\$29,640.00

In addition to the fees set out above, CPC shall be reimbursed for expenditures made specifically for the project such as: printing and reprographics; travel and subsistence; shipping, postage and courier service charges; purchase of maps and similar documents; etc. These direct expenses will be billed pursuant to the attached Hourly Rate Schedule. All government agency fees shall be paid by the CLIENT.

END OF SCOPE OF SERVICES



ESTIMATE OF WORK EFFORT AND COST - CONSULTANT TEAM

Consultant Name: **Carnahan, Proctor and Cross, Inc.**
 Consultant No.:
 Date: **11/18/2025**
 Estimator: **CD**

Name of Project: **Drainage Improvements for SW 57th & SW 185th Way intersection**
 Client: **Town of Southwest Ranches**

Staff Classification	Senior Principal	Senior Engineering - PM	Senior Engineer	Senior Inspector	Adm. Assistant	Engineering - PM	Project Engineer	Staff Hours	Salary	Average
	Rate Per Task	By Activity	Cost By Activity	By Activity	By Activity	By Activity	By Activity	By Activity	By Activity	By Activity
1- Civil Engineering Construction Documents	\$265.00	\$205.00	\$195.00	\$85.00	\$75.00	\$175.00	\$105.00	116	18,440.00	\$158.97
2 - Regulatory Permitting		4	4		2	16	8	34	5,390.00	\$158.53
3 - Bidding Coordination and Assistance			2		2	8	4	16	2,360.00	\$147.50
4 - Engineering and Construction Observation Services.		8		16				24	3,000.00	\$125.00
Total Staff Hours	2	24	22	16	6	72	48	190	29,190.00	\$153.63
Total Staff Cost	\$530.00	\$4,920.00	\$4,290.00	\$1,360.00	\$450.00	\$12,600.00	\$5,040.00		29,190.00	

LOADED SALARY COSTS:			
5 - Miscellaneous / Expenses			\$450.00
TOTAL ESTIMATED FEE :			\$29,640.00