

RESOLUTION NO. 2019 - 018

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, APPROVING A PURCHASE ORDER IN THE AMOUNT OF EIGHTY-ONE THOUSAND FIVE HUNDRED DOLLARS (\$81,500.00) TO RETAIN KEITH AND ASSOCIATES, INC. FOR PROFESSIONAL SERVICES FOR PHASE FIVE OF THE TRANSPORTATION SURFACE AND DRAINAGE ONGOING REHABILITATION (TSDOR) ROADWAY IMPROVEMENTS; AUTHORIZING THE EXECUTION OF THE PURCHASE ORDER; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Drainage and Infrastructure Advisory Board (DIAB) and Town Council approved the TSDOR plan subject to annual review and amendment for those roads scheduled for construction five (5) fiscal years and beyond; and

WHEREAS, the group of roads scheduled for FY 2020 construction includes SW 202nd Avenue and its side streets, SW 201st Terrace, SW 199th Avenue and its side-street, and SW 196th Lane, which totals 3.28 miles in length; and

WHEREAS, the group of roads scheduled for FY 2020 construction have been reviewed by the Town's legal staff and have been determined to have no encumbered right-of-way issues; and

WHEREAS, professional design services are needed to complete the construction; and

WHEREAS, on December 18, 2013, the Town advertised a Request for Letters of Interest (RLI #13-010) for a Continuing Contract for Professional Surveying Services; and

WHEREAS, on September 15, 2014, by Resolution 2014-056, the Town Council approved three (3) Continuing Contracts with Craven Thompson and Associates, Inc., Winningham and Fradley, Inc., and Keith and Associates, Inc.; and

WHEREAS, on June 20, 2014, the Town advertised a Request for Letters of Interest (RLI #14-007) for a Continuing Contract for Professional Engineering Services; and

WHEREAS, on November 13, 2014, by Resolution 2015-005, the Town Council approved three Continuing Contracts for Engineering Services with Erdman Anthony of Florida, Inc., Craig A. Smith and Associates, Inc., and Keith and Associates, Inc.; and

WHEREAS, the Town received a proposal from Keith and Associates, Inc., for surveying and engineering design for the TSDOR Roadway Improvements in the amount of Eighty-One Thousand Five Hundred Dollars and Zero Cents (\$81,500.00); 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 Keith and Associates, Inc. in the amount of Eighty-One Thousand Five Hundred Dollars and Zero Cents (\$81,500.00) for professional services relating to the FY 2020 TSDOR roadway improvements, 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 13th day of December, 2018 on a motion by

V. Jablonski and seconded by C. Schroeder.

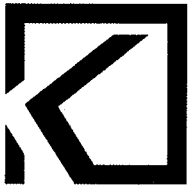
Mckay	<u>[Signature]</u>
Jablonski	<u>[Signature]</u>
Fisikelli	<u>[Signature]</u>
Hartmann	<u>[Signature]</u>
Schroeder	<u>[Signature]</u>

Ayes	<u>5</u>
Nays	<u>0</u>
Absent	<u>0</u>
Abstaining	<u>0</u>

[Signature]
Doug McKay, Mayor

Attest:
[Signature]
Russell Muñiz, Assistant Town Administrator/Town Clerk

Approved as to Form and Correctness:
[Signature]
Keith Poliakoff, Town Attorney
115219130



KEITH

November 2, 2018

Rod Ley
 Public Works Director / Town Engineer
 Town of Southwest Ranches
 13400 Griffin Road
 Southwest Ranches, FL 33330-2628
 Phone : 954-343-7444
 Email : RLey@southwestranches.org

RE: Agreement for Professional Services

Project Name: Transportation Surface and Drainage On-going Rehabilitation (TSDOR)
 Project Location: Town of Southwest Ranches
 Our Project/Proposal Number: 08711.M11

Dear Mr. Ley:

In accordance with your request and subsequent discussions between members of our association and yourself, this agreement between Keith and Associates, Inc. (KEITH) and the Town of Southwest Ranches ("CLIENT") for professional services is submitted for your consideration and approval. 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 will begin work within three (3) days after receipt of a fully executed copy of this Agreement. Such receipt shall constitute written notice to proceed.

PROJECT UNDERSTANDING

The Town of Southwest Ranches has requested that KEITH provide professional services associated with Surveying, Civil design and Construction Observation services for roadway improvements consisting of milling/resurfacing or overlay and creation of new roadside swales in accordance with Southwest Ranches standard detail. No drainage infrastructure is proposed as part of this project. No permitting through local agencies (other than the Town) is anticipated.

The segments of Roadway Improvements include:

1. SW 202nd Avenue from Griffin Rd. (SR 818) to the north and the Town limits to the south (approximately 300-ft south of SW 50th Place).
Approximate length 0.37 miles.
2. SW 48th Street from SW 202nd Ave. to the east and west cul-de-sac to the west.
Approximate length 0.13 miles.
3. SW 48th Place from SW 201st Terrace to the east and west cul-de-sac to the west.
Approximate length 0.12 miles.

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

Orange County
 321 N Crystal Lake Drive
 Suite 208
 Orlando, FL 32803
 954.788.3400

PROJECT SCOPE

KEITH services included for this project

Survey

- ALTA/NSPS
- Topography
- Boundary
- Tree
- Sketch and Description
- Construction Layout
- Construction As-Built
- Other _____

SUE

- Horizontal Designation (Quality Level B)
- Location Services (Quality Level A)
- Utility Mapping (Quality Level C)
- Records Research (Quality Level D)
- Other _____

Planning Services

- Due Diligence
- Platting
- Rezoning
- Conditional Use Permit
- Right of Way Vacation
- Site Plan Processing and Coordination
- Other _____

Civil Engineering Services

- Paving, Grading and Drainage
- Water Distribution and Sanitary Sewer
- Storm Water Prevention
- Other _____

Transportation Engineering Services

- Major Roadway
- Minor Roadway
- Drainage
- Maintenance of Traffic Plans
- Quality Control
- Other _____

Traffic Engineering Services

- Pavement Marking and Signage
- Signalization
- Roadway Lighting
- Other _____

Landscape Architecture Services

- Hardscape and Paving
- Fine Grading
- Landscape
- Irrigation
- Site Lighting
- Pools or Water Features
- Specialty Features
- Other _____

Construction/Program Management Services

- Permitting
- Bidding Assistance
- Construction Observation
- Construction Certification
- Other _____

It is assumed adequate service points already exist on-site or at the abutting site boundary or in the adjacent public right-of-way. No sewage pump station or offsite improvements or extensions, other than service connections, are anticipated under this Proposal.



DESCRIPTION OF SERVICES AND DELIVERABLES

SURVEY SERVICES

Task 101-A Topographic Surveys (Option 'A')

KEITH shall prepare signed & sealed Topographic Surveys of Roadway Segments 1 thru 8 (3.29 miles). Surveys shall show all surface improvements and features such as roadways, driveways, surface utilities, mailboxes, fences, etc. Elevations shall be noted at an interval of approximately 100 feet including intermediate changes in grade along roadway centerlines, edges of pavement, swales and along apparent Right-of-Way lines. Trees will be noted by trunk diameter and common name. Right-of-way and Boundary Lines shall be shown on the survey as provided per the Broward County GIS map.

Survey shall be referenced to the Florida State Plane Coordinate System (NAD83/11) and the North American Vertical Datum of 1988 (NAVD88). Broward County Benchmarks shall be utilized and converted to NAVD88 using a VERTCON conversion.

Task 101-B Initial Existing Condition Base Map (Option 'B')

KEITH shall prepare an Initial Existing Condition Base Map of Roadway Segments 1 thru 8 (3.29 miles). This Existing Condition Base Map will not be signed and sealed and shall include limited topographic information at roadway intersections. The limited topographic information at roadway intersections only will consist of roadway centerlines, edges of pavement and along apparent right-of-way lines; these will help establish the general roadway alignment within the right-of ways. This limited topographic information will be geo referenced on the most recent available Broward County Aerial.

This Existing Condition Base Map will not include driveways, mailboxes, fences, trees or any other roadway topography between the intersections.

Right-of-way and Boundary Lines shall be shown on the survey as provided per the Broward County GIS map.

Survey shall be referenced to the Florida State Plane Coordinate System (NAD83/11) and the North American Vertical Datum of 1988 (NAVD88). Broward County Benchmarks shall be utilized and converted to NAVD88 using a VERTCON conversion.

CIVIL ENGINEERING SERVICES

Based on the Town's budget limitations KEITH anticipates that the Initial Existing Condition Base Map (Option 'B') as described on Task 101-B is more suitable for the project intent. Under that assumption we anticipate that the following design tasks will be performed using the deliverable provided per Task 101-B.

Task 401 Preliminary Design Development (DD)

Based on an Initial Existing Condition Base Map (Option 'B') as described on Task 101-B KEITH shall prepare Preliminary Design Development (DD) roadway plans for the roadway improvements associated with segments 1 thru 8 (3.28 miles) described above.



The Preliminary Design Development (DD) roadway plans shall include:

1. Available existing utility information collected from various sources (Government Agencies, Utility providers etc.).
2. Connecting the edges of pavements surveyed at the intersections under Task 101-B.
3. Establishing roadway baselines along R-O-W centerlines provided under Task 101-B.
4. Identifying existing driveway locations shown on Existing Condition Base Map and Aerial provided under Task 101-B.
5. Identify material of each existing driveway (asphalt, concrete, pavers, gravel, etc.) and identify typical roadway resurfacing edge treatment for each driveway type. Keith will perform required site visits to identify each driveway type.
6. Identify existing roadway striping to be restored.
7. Identify initial best location opportunities along the eight (8) roadway segments for new roadside swales in accordance with Southwest Ranches standard detail. Keith will perform required site visits to identify these locations.

Preliminary DD Roadway Plans shall consist of:

- Cover Sheet
- Preliminary Typical Sections and General Construction Details
- Preliminary Roadway Plans with Existing Condition Base Map and Aerial.

KEITH shall prepare an engineer's opinion of probable cost estimate based on the preliminary plans and prior to beginning the development of the CD plans.

Pursuant to previous conversations with Town staff, the Town does not have recently completed geotechnical testing, including borings and/or asphalt cores. The Town indicated that at this time they do not wish to perform any geotechnical investigation. However, if based on visual observation it is determined that pavement cores and/or other pavement tests are required in certain locations KEITH will coordinate with the Town to request the necessary asphalt cores from a qualified Geotechnical testing engineer.

The Town confirmed that existing pavement markings and lane configurations will not be changed but will need to be restored as part of the improvements. No replacement of existing roadway signage is anticipated.

Stormwater management calculations will not be prepared since no change in impervious area is anticipated.

Deliverables

- Preliminary Design Development Plans
- Preliminary Opinion of Probable Construction Cost based on Preliminary Design Development Plans

Task 402 Construction Documents (CD)

Based on an Initial Existing Condition Base Map (Option 'B') as described on Task 101-B and Preliminary Design Development (DD) roadway plans described on Task 401 KEITH shall prepare Construction Document (CD) level roadway plans for the roadway improvements associated with segments 1 thru 8 (3.28 miles) described above.

CD Roadway Plans shall include:

- Cover Sheet
- Typical Sections
- Construction Details and Notes



- Roadway Plans (identifying anticipated roadway overlay areas, possible milling/resurfacing areas, minor roadway widening areas, roadside swale reconfiguration/restoration, pavement markings restoration).

KEITH shall update the engineer's opinion of probable cost estimate based on the CD plans.

KEITH shall prepare technical specifications in TOWN approved format and provide them to the TOWN for inclusion into the bid/contract documents. It is anticipated that the project will be procured and a contractor selected based on a conventional low bid process. The frontend documents (i.e. contract requirements, general requirements, bid form) will be prepared by the TOWN, as required.

Deliverables

- Construction Document level Roadway Plans
- Technical Specifications (these may be included in the plan sheets or separate documents for inclusion in the Town's Contract Document Specification book)
- Opinion of Probable Construction Cost based on Construction Document Plans

Task 403 Engineering Permitting

No permitting through local agencies (other than the Town) is anticipated.

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

Task 404 Project Meetings and Miscellaneous Coordination

The CONSULTANT shall attend up to three (3) meetings with the TOWN, including one public charrette. It is anticipated that the TOWN will provide notifications to the public and set up the public charette at City Hall and/or other convenient nearby location.

CONSTRUCTION/PROGRAM MANAGEMENT SERVICES

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 six (6) months. These services will be invoiced on a time and material basis in accordance with our Professional Service Fee schedule (attached).

As-builts Review: KEITH will review the record drawings (as-builts) to ensure substantial conformance to the approved plans. KEITH will only review and reject any particular as-built set a maximum of two (2) times, any additional review will be considered additional services. The contractor will be expected to have the as-builts revised in accordance with all comments.

Final Inspections: KEITH shall participate, with the CITY's representative, in a semi-final inspection for the purpose of determining if the project is substantially complete, and participate in the preparation of a written "Punch List" of all incomplete, defective or deficient items. Upon notice from the CITY, participate in a final inspection together with CITY and contractor representatives to assure that all "Punch List" items are completed and the work is indeed completed in accordance with all contract documents. Upon completion of the final inspection, certify, in writing, that the work in-place is acceptable, subject to any conditions therein expressed.

Final Certification: KEITH will prepare final certification to the Town utilizing record drawings for the design from the survey information supplied by the contractor, or by other means agreed to by both KEITH and CITY.

Note: It is the contractor's responsibility to coordinate through KEITH the scheduling of testing. KEITH shall represent the CITY in performing periodic observation of construction as necessary to confirm construction is in accordance with the approved plans.

The construction observation and certification for the civil work is an anticipated construction period for the site work of 16 weeks.

Note: Construction-related surveying (stakeout, as-builts, etc.) and testing (densities, concrete, LBR'S, etc.) services are not included in this Agreement.

SCHEDULE

SURVEY SERVICES

Task 101-A – Topographic Surveys (Option 'A')	8 weeks
Task 101-B – Initial Existing Condition Base Map (Option 'B')	4 weeks

CIVIL ENGINEERING SERVICES

Task 401 – Preliminary Design Development (DD) (including public charette)	12 weeks
Task 402 – Construction Documents (CD)	8 weeks
Task 403 – Engineering Permitting	N/A
Task 404 – Project Meetings and Miscellaneous Coordination	N/A

CONSTRUCTION/PROGRAM MANAGEMENT SERVICES

Task 801 Construction Observation	16 weeks + 4 weeks close-out
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COMPENSATION

SURVEY SERVICES

Task 101-A – Topographic Surveys (Option ‘A’)	\$57,750.00
Task 101-B – Initial Existing Condition Base Map (Option ‘B’)	\$16,500.00

CIVIL ENGINEERING SERVICES

Task 401 - Preliminary Design Development (DD)	\$16,220.00 (Lump Sum)
Task 402 - Construction Documents (CD)	\$15,200.00 (Lump Sum)
Task 403 - Engineering Permitting	N/A
Task 404 - Project Meetings and Miscellaneous Coordination	\$4,530.00 (Hourly NTE)

CONSTRUCTION/PROGRAM MANAGEMENT SERVICES

Task 801 Construction Observation	\$28,900 (Hourly NTE)
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Total Fee	(with Survey Alternate Option ‘A’ (Task 101-A))	\$122,600.00 + Reimbursables
Total Fee	(with Survey Alternate Option ‘B’ (Task 101-B))	\$81,350.00 + Reimbursables

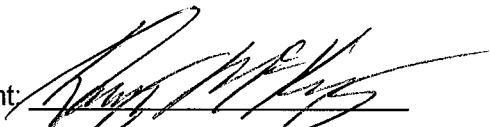

If you concur with the foregoing and wish to direct us to proceed with the aforementioned work, please execute the agreement in the space provided.

IN WITNESS WHEREOF, CONSULTANT and CLIENT have executed this agreement the day and year indicated below.

As to CONSULTANT
KEITH

As to CLIENT
Town of Southwest Ranches

Alex Lazowick
Executive Vice President

Client: 
Title: 

DATED: _____

DATED: December 13, 2018

