

RESOLUTION NO. 2019-022

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, APPROVING A PURCHASE ORDER WITH CRAIG A. SMITH AND ASSOCIATES IN THE AMOUNT OF SEVENTY-SEVEN THOUSAND TEN DOLLARS AND ZERO CENTS (\$77,010.00) FOR ENGINEERING AND DESIGN SERVICES, BIDDING ASSISTANCE, AND CONSTRUCTION PHASE SERVICES FOR THE FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION FUNDED GREEN MEADOWS DRAINAGE IMPROVEMENTS; AUTHORIZING THE TOWN ADMINISTRATOR TO EXECUTE THE PURCHASE ORDER; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town desires to complete the Green Meadows drainage improvement project; and

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

WHEREAS, this project is specifically named in the FY 2018-2019 Town Budget; and

WHEREAS, the State Legislature has appropriated Five Hundred Thousand Dollars and Zero Cents (\$500,000.00) to assist the Town in completing this project; and

WHEREAS, pursuant to Resolution No. 2018-065 adopted on August 23, 2018, the Town entered into an agreement with the Florida Department of Environmental Protection to accept this funding; and

WHEREAS, the Town is prepared to complete the project at an estimated total cost of Six Hundred Thousand Dollars and Zero Cents (\$600,000.00); and

WHEREAS, the Town specifically named this improvement in the FY 2018-2019 Town Budget Account # 101-5100-541-63320 (Infrastructure – Drainage); and

WHEREAS, these improvements must be completed by June 2021; and

WHEREAS, the project includes excavation, construction of concrete drainage structures and inlets with grates, drainage piping, swale grading, asphalt restoration, and installation of grass sod; and

WHEREAS, engineering design, bidding assistance, and construction phase services are needed to complete the construction; 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, by Resolution No. 2015-005 adopted on November 11, 2014, the Town approved a continuing contract for surveying services with Craig A. Smith and Associates; and

WHEREAS, Craig A. Smith and Associates provided a proposal for engineering and design services for this project in the amount of Seventy-Seven Thousand Ten Dollars and Zero Cents (\$77,010.00); and

WHEREAS, the Town Council believes the approval of this purchase order to complete the engineering design, bidding assistance, and construction phase services work for the drainage project 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 Craig A. Smith and Associates in the amount of Seventy-Seven Thousand Ten Dollars and Zero Cents (\$77,010.00) for engineering design, bidding assistance, and construction phase services relating to the Green Meadows 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 24th day of January, 2019 on a motion by

Mr Jablonski and seconded by Mr Hartmann.

| | |
|-----------|---------------|
| McKay | <u>Yes</u> |
| Jablonski | <u>Yes</u> |
| Fisikelli | <u>Absent</u> |
| Hartmann | <u>Yes</u> |
| Schroeder | <u>Yes</u> |

| | |
|------------|----------|
| Ayes | <u>4</u> |
| Nays | <u>0</u> |
| Absent | <u>1</u> |
| Abstaining | <u>0</u> |

Doug McKay
Doug McKay, Mayor

Attest: Russell Muñiz
Russell Muñiz, Assistant Town Administrator/Town Clerk

Approved as to Form and Correctness:
Keith Poliakoff
Keith Poliakoff, Town Attorney

32348423.1

TOWN OF SOUTHWEST RANCHES

PROPOSED SCOPE OF SERVICES AND PROPOSED FEE

FOR

PROFESSIONAL ENGINEERING SERVICES

FOR

GREEN MEADOWS STORMWATER IMPROVEMENTS

DESIGN AND CONSTRUCTION SERVICES

Dated: November 8, 2018

Revised January 28, 2019

CRAIG A. SMITH & ASSOCIATES

Consulting Engineers • Surveyors • Utility Locators

21045 Commercial Trail
Boca Raton, FL 33486

Palm Beach (561) 314 - 4445, Dade (305) 940 - 4661, Broward (954) 782 - 8222
FAX (561) 314 - 4457

CRAIG A. SMITH & ASSOCIATES (CAS)

**PROPOSED SCOPE OF SERVICES AND PROPOSED FEE
FOR
GREEN MEADOWS STORMWATER IMPROVEMENTS**

PROJECT NAME: SOUTHWEST RANCHES, GREEN MEADOWS

PROPOSAL NO: P3761

PROJECT DESCRIPTION: Providing professional engineering, design, permitting, utility locating, and construction services for Green Meadows Stormwater Improvements which covers the area shown in Exhibit "A". It is the intent of this proposal to provide 100% design of an effective system for the area shown, with remaining funds to be used for construction of a phase of the system. Full design of the system will give the Village a shovel ready project for the purposes of applying for construction dollars on a yearly basis until the project is completed. This proposal does not include permit fees or geotechnical services.

OWNER: Town of Southwest Ranches

Attention: Rod Ley, Town Engineer, Town of Southwest Ranches
RLey@southwestranches.org

Address: 13400 Griffin Road
Southwest Ranches, FL 33330

Phone: (954) 343 - 7444

FAX: (954) 434 - 1490

GENERAL

The objective of this project is to provide stormwater drainage improvements to Southwest 162nd Avenue, Southwest 163rd Avenue and Southwest 164th Terrace north of Stirling Road and south of 54th Place (see Figure 1)

Figure 1



CAS proposes to accomplish the professional services as follows:

ITEM NO.

E74 One Call Coordination & E77 GPR Locating (Supplemental)

Coordinate with Sunshine One Call of Florida (SSOCOF) to contact and meet with known utility owners/operators indicated to exist within the project boundaries. Ascertain approximate facility locations and review reported facility sizes, types and composition. Prepare sketch of identified facilities for record comparison.

Perform supplemental GPR locating to confirm information derived from SSOCOF coordination and locates, identify potentially unknown/unclaimed facilities and supplement surface markings for collection by Survey (by others). Prepare sketch of identified facilities.

Provide coordination with Craven Thompson Survey and CAS Engineering Departments to review subsurface utility information and review survey maps to ensure accurate depiction of located facilities.

Ascertain approximate facility locations and review reported facility sizes, types and composition.

Not in Contract

E78 Vacuum Excavation ("Soft Digs")

Perform "soft digs" to identify the type, size, and material as well as depth to the top of potentially conflicting and/or newly identified or previously unknown facilities. Prepare Vacuum Excavation reports including location sketch. Soft Digs will be \$450.00 each as required.

Not in Contract

E53 DRAINAGE SYSTEM DESIGN AND ANALYSIS

CAS will develop drainage improvements to SW 162nd Avenue, SW 163rd Avenue and 164th Terrace by completing 1:20 scale plans (full size 36" x 24") & 1:40 scale plans (half size 17"x 11") for bidding and construction containing plan views of the proposed work using the most recently obtained version of Autodesk Civil3D CADD software.

Prior to the above, CAS will import the survey (by others) and create base sheets meeting the criteria above. In accordance with City staff, it is understood the goal of the proposed improvements are to provide limited conveyance and a positive outfall for the area, not flood protection. Therefore, CAS will not be performing pipe sizing analysis or computer hydrologic and hydraulic modeling of the area for multiple design storm events of the

current and proposed conditions nor comparing results. CAS will coordinate with local utilities as reasonably necessary to resolve known utility conflicts during the design. CAS will produce progress prints at the request of the Town or as required by grant requirements. Geotechnical services are not included as previously stated.

CAS will provide progress design plans at the Preliminary (30%), Intermediate (60%) and Pre-Final (90%) levels to the Town for review and comments.

\$48,850.00

E14 COST ESTIMATES

CAS will develop quantity take-offs at the Intermediate and Final Design stages of the design for the purposes of assuring the project can be constructed with the funds available for construction.

\$2,560.00

E61 PERMITTING

CAS will prepare and submit an Environmental Resource Permit Application, if necessary. CAS will prepare and submit to the South Broward County Drainage District (SBDD) for their review and comments. For each permit application, up to 2 responses for request for additional information are included under this task. Permit fees are not included in this scope as previously stated. In addition, tree permitting is not included in this proposal and can be visited should the need arise.

Note: Construction dewatering (if proposed) or FDEP Notice of Intent - National Pollution Discharge Elimination Systems permitting are considered by CAS contractor-type permits and are made part of the construction contract and are made the responsibility of the contractor.

\$6,400.00

E15 Contract Documents and Assistance During Bidding

CAS will coordinate with the Town to prepare contract documents and specifications and assist the OWNER in advertising for and obtaining bids. Advertising costs are not included in this proposal. CAS will conduct a pre-bid meeting and respond to prospective bidders' requests for additional information via contract addendums until the question and answer period is over.

CAS will perform the bid review on the Owner's behalf. The review will strictly tabulate bid item totals and evaluates the overall submittal packages from the submitted bids. This is based on the copies of the contract forms provided, document completeness,

including addendum acknowledgements, bid guarantee, and reference checks for the purposes of recommending to Owner the apparent lowest and most responsive-responsible bidder for project award.

\$3,400.00

E56 ENGINEERING SERVICES DURING CONSTRUCTION

CAS will act as the Owner's Engineer and visit the site at intervals appropriate to the stages of construction to provide construction observation as necessary for certifications to the appropriate agencies. CAS will conduct construction progress meetings, review and approve shop drawings, review pay request applications, negotiate change orders as necessary, conduct a final inspection with the appropriate agencies to determine if the work is acceptable, and assist the Owner with project close-out procedures. This fee is based on a 3-month construction period. Construction services required beyond this period will be billed at **\$1,455** per month.

\$4,370.00

E57 CONSTRUCTION OBSERVATION SERVICES

CAS will act as the Owner's representative, monitoring construction on a part-time basis (8 hours/week) to ensure the project is being constructed substantially in accordance to the plans. As the Owner's representative, CAS will oversee required testing, review test results, and provide weekly construction reports, coordinate between engineers and contractor to resolve construction issues in preparation for a final certification. CAS will visit the site with the OWNER and assist in resolving with the Contractor apparent defects or deficiencies. This fee is based on a 3-month construction period and will be billed on an hourly basis not to exceed the amounts listed unless authorized by Owner. Construction observation services required beyond this period will be billed at **\$3,810** per month.

CAS will assist the OWNER in the closing of financial matters, review and submit a set of record prints showing as-built information (furnished to us by the Contractor) and provide certification to appropriate governmental agencies.

\$11,430.00

SUMMARY OF COSTS

CAS proposes to accomplish the professional engineering services listed for the following total lump sum fee, which is the sum of the fees for each phase and its specific work tasks:

| | |
|--|--------------------|
| UNDERGROUND UTILITY LOCATION SERVICES | NIC |
| SOFT DIGS | NIC |
| DRAINAGE SYSTEM DESIGN AND ANALYSIS | \$48,850.00 |
| COST ESTIMATES | \$2,560.00 |
| PERMITTING | \$6,400.00 |
| CONTRACT DOCUMENTS AND ASSISTANCE DURING BIDDING | \$3,400.00 |
| ENGINEERING SERVICES DURING CONSTRUCTION | \$4,370.00 |
| CONSTRUCTION OBSERVATION SERVICES | \$11,430.00 |
| TOTAL | \$77,010.00 |

Thank you for your time and effort in supporting this project and your business is appreciated. Any service not specifically included in the final Agreement will be considered as an Additional Service. CAS will accomplish Additional Services upon proper written authorization of the CLIENT. The fees for Additional Services are at the attached hourly rates or at a mutually agreed upon Lump Sum Fee.

If this proposal is acceptable, please execute as indicated and return one executed copy to our office for our files.

Yours Sincerely,

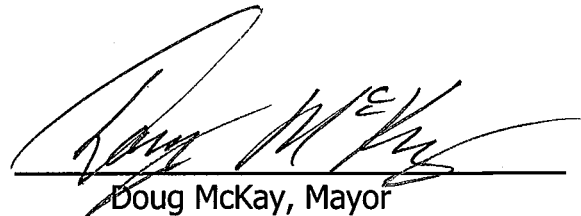
CRAIG A. SMITH & ASSOCIATES



James R Orth, P.E.
Vice President of Engineering

ACCEPTED BY:

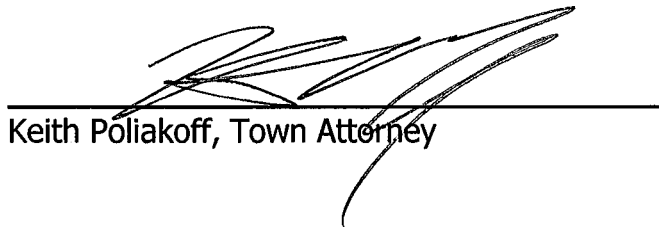
TOWN OF SOUTHWEST RANCHES


Doug McKay, Mayor

Attest:


Russell Muñiz, Assistant Town Administrator/Town Clerk

Approved as to Form and Correctness:


Keith Poliakoff, Town Attorney