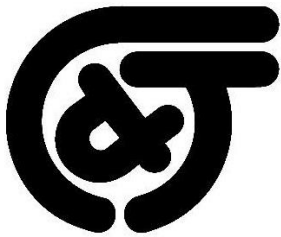


December 2, 2020

Mr. Luis Lopez
Assistant Director of Design and Construction
City of Hollywood - Design & Construction Management
P.O. Box 229045
Hollywood, Florida 33022-9045

**RE: ROTARY PARK SPORTS FIELDS DRAINAGE IMPROVEMENTS
PERMIT & FINAL CONSTRUCTION DOCUMENT PREPARATION
HOLLYWOOD, FLORIDA
CTA PROPOSAL NO. 2020-R04.132 (REVISED)**

CRAVEN THOMPSON



& ASSOCIATES INC.

Engineers
Planners
Surveyors
Landscape Architects

Dear Mr. Lopez:

The firm of Craven Thompson & Associates, Inc. (CTA) is pleased to provide the following proposal for Civil Engineering and Geotechnical Testing Services per our professional Services Agreement for Civil / Landscape Architecture / Planning Engineering Services, No. DS 18-014. This proposal is for the preparation of storm water improvements at the City of Hollywood Rotary Park fields. The provided services include survey, design, permitting, bidding assistance and construction administration to complete the project. Based upon correspondence with City staff and various site meetings, it is our understanding the City would like to improve the drainage issues in portions of the ballfields, specifically the four fields adjacent to the canal on the east side of the park (Pell, Whitlock, Hartman & Shull). Additionally, City staff indicated the need to design improvements to the Drainage System in the Alley along the West property line in order to eliminate or reduce ponding/flooding as much as possible, which may be completed at the City's request with a separate proposal.

CTA has completed the initial project scope, which included geotechnical testing and preparation of a Stormwater Improvement Report under separate proposal. The Improvements report included preparation of conceptual designs & the estimated associated costs for different drainage improvement options in the areas experiencing excessive flooding. The City recently met with CTA to review the report and directed CTA to prepare permit and construction documents to implement the Phase I Improvements (with slight modifications) and Option 2 - Ballfield Underdrains. This will become the basis of the final design along with the notes from the Site Meeting for the preparation of the Bid Package and Construction Documents. The Alley improvements are not included in this proposal and will be completed under a separate design proposal and project at the City's discretion.

The details to complete these tasks on behalf of the City are as follows:

3563 NW 53rd Street
Fort Lauderdale, FL 33309-6311
Phone: (954) 739-6400
Fax: (954) 739-6409

I. SURVEYING SERVICES

1.1 Topographic Survey (CTA Task No. 11050)

Prepare a topographic survey of the property located at 3102 Taft Street, Hollywood, Florida.

The survey will meet the current surveying requirements under the “Standards of Practice” for the Board of Professional Surveyors and Mappers of the State of Florida, as defined in Chapter 5J-17, Florida Administrative Code.

The Project is further defined as follows:

- The topographic survey will include recovery of property boundary monumentation in the vicinity of the subject property, in order to determine its geographic relationship to boundary lines, under tax folio #5142 08 00 0022.
- Locations of all aboveground and visible improvements, including all pavement, slabs, buildings, fences, signs, overhead wires, utility features, within the limits of this survey and immediately adjacent to the site.
- Cross-section elevations will be obtained at 50-foot intervals along the adjacent alley on the West side of the park, locations will be obtained from fence to fence and expanded at entrances to the park.
- Obtain drainage structure as-built information on the structures located on the perimeter roadway at Taft Street and Arthur Street and within the survey limits, including rim and invert elevations, with pipe size and type of material for structures that are accessible and clear of debris. Inaccessible structures will be noted on the survey.
- Obtain horizontal and vertical locations of five (5) pot holes and plot the locations in the survey file.
- Elevations within the site will cover pavement, curbing, high & low points, sidewalks, building finish floors, and natural ground spots for design purposes.
- All elevations will be relative to North American Vertical Datum of 1988 (NAVD88) and based on National Geodetic Survey (NGS), Florida Department of Transportation (FDOT), or South Florida Water Management benchmarks.
- Benchmarks will be provided on semi-permanent survey control points, set on, or immediately adjacent to the project, and shown on the survey with X, Y, Z values for future construction.
- Trees will be located, numbered and defined by common name to the best of our ability with diameter at breast height, and canopy with.
- Only easements shown on recorded Plats will be shown on survey, no title search will be performed.
- The survey will be in the projection: State Plane, Florida East Zone, NAD 83(90), US Survey feet.
- The preparation of the survey drawing will be in Autodesk Civil 3D, Version 2019 or higher, drawing file format.

Lump Sum \$12,000.00

II. CIVIL ENGINEERING SERVICES

2.1 Prepare Final Plans and Calculations (CTA Task No. 31025)

Prepare specifications, demolition, paving, grading and drainage, & erosion control plans and details. This includes providing drainage calculations for proposed improvements. This task also includes preparation of the engineering portion of the technical specifications and coordination/clerical assistance with the front-end portion of the specifications.

Lump Sum..... \$14,800.00

2.2 Permitting (CTA Task No. 31080)

Prepare and process permit applications, plans and calculations as required. Prepare and process engineering permits through the following agencies:

- Broward County Environmental Protection and Growth Management Department
- City of Hollywood Building Department

Lump Sum..... \$5,500.00

2.3 Prepare Cost Estimate (CTA Task No. 31071)

Prepare Engineer's Estimate of Probable Cost. This task also includes preparation of a Schedule of Values for inclusion in the Bid Documents.

Lump Sum..... \$2,800.00

2.4 Bidding Assistance (CTA Task No. 31115)

Provide Bidding Assistance to Contractors; attend pre-bid meeting, and prepare addenda, etc., as related to proposed improvement.

Lump Sum..... \$2,650.00

2.5 Construction Phase Services (CTA Task No. 33120)

- Attend Pre-Construction conference.
- Prepare Meeting Minutes for Pre-Construction Meeting.
- Review and process shop drawings.
- Perform general site inspections/reviews as required to determine in general, if the work is being performed in a manner that when completed will be in accordance with the contract documents. Inspections will be part-time, approximately three (3) hours per day, three (3) days per week for a Senior Inspector with an anticipated construction schedule of three (3) months.
- Take photos of construction activities during site visits.
- Review change order request and provide professional opinion of request to City project manager *(if required)*.
- Prepare Change Order in City change order format *(if required)*.
- Negotiate change orders on behalf of the City *(if required)*.
- Substantial and Final walkthrough with Contractor, Client and regulatory agencies.
- Prepare final punch list and follow-up.

Lump Sum..... \$10,000.00

2.6 Project Final Certification (CTA Task No. 31125)

- Review as-built information (for approval) provided by contractor's Registered Professional Surveyor.
- Process as-built drawings through applicable governmental agencies based upon engineers approved as-built information provided by contractor's Registered Professional Surveyor. This does not include field survey services.
- Prepare Statement of Substantial Completion of Construction and project close out documents.

Lump Sum..... \$2,000.00

III. REIMBURSABLES AND PERMIT FEES

3.1 Reimbursable (CTA Task No. 31140A)

Reimbursable expenses such as courier services, FedEx, progress prints, permit prints, or other clerical/design expenses for any active project being performed for City of Hollywood by Craven Thompson & Associates.

Estimated Budget..... \$500.00

3.2 Permit Fees (CTA Task No. 31140B)

Permit fees required by application to the governing agencies for site civil work.

Estimated Budget..... \$5,000.00

SUMMARY OF FEES

GRAND TOTAL (EXCLUDING SECTION III.)..... \$49,750.00

The following items are not included as part of this proposal:

1. Site Planning
2. Pavement Marking and Signage Design
3. Cleaning of drainage structures and piping for survey purposes
4. Dewatering of drainage system for survey purposes
5. Environmental Engineering Services
6. Traffic studies and analysis

The following is a list of items which are to be provided by Client:

1. Cleaning of drainage structures and piping for survey purposes
2. Dewatering of drainage system for survey purposes

Acceptance

This proposal and fee schedules are based on acceptance within 30 days of the date of preparation. If not accepted by you within that time period, we reserve the right to re-evaluate the terms and conditions contained herein.

The above will be subject to the terms and conditions as specified in the Contract Documents. If the proposed work and fees contained herein are agreeable with you, please provide a Purchase Order and a Notice to Proceed.

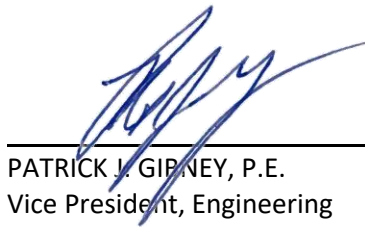
Should you have any questions regarding the above, please do not hesitate to call.

Sincerely,

CRAVEN THOMPSON & ASSOCIATES, INC.



ALEX SCHEFFER, P.E., LEED GREEN ASSOC.
Senior Supervising Engineer



PATRICK J. GIBNEY, P.E.
Vice President, Engineering

AS/tg

ACCEPTANCE OF PROPOSAL: The above fees, terms, conditions, and specifications are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined.

THIS PROPOSAL ACCEPTED BY:

Name & Title

Firm Name

Date

Telephone Number

Facsimile Number