

January 5, 2015

*e-mail: [cip@hollywood.org](mailto:cip@hollywood.org)*

Ms. Clarissa Ip, P.E., CFM  
Engineering Support Services Manager  
City of Hollywood  
Department of Public Works  
2600 Hollywood Boulevard  
Hollywood, FL 33020-4807

**RE: CITY OF HOLLYWOOD ALLEY RECONSTRUCTION  
FISCAL YEAR 2014-2015  
CT&A PROPOSAL NO. 2014-H07.390REV#3**

**CRAVEN THOMPSON**



**& ASSOCIATES INC.**

Engineers  
Planners  
Surveyors  
Landscape Architects

Dear Ms. Ip:

The firm of Craven Thompson & Associates, Inc. (CT&A), is pleased to provide you with the following revised proposal for professional surveying services, for the above referenced project. Our scope is as follows:

**I. SURVEYING SERVICES**

**1.1 Prepare Topographic Survey (CT&A Task No. 11050)**

Prepare topographic surveys for engineering design purposes for twenty-eight (28) individual site's, encompassing a total of 14,675 linear feet for alley reconstruction. The project limits are listed in the attached "EXHIBIT A". The surveys will consist of cross-sections at fifty (50) foot intervals, along the route with elevations within the rights-of-way of the alleys, at each edge of pavement, and center of alley, including five (5) feet outside of the rights-of-way, where it is accessible and safe for the survey crew members to enter private property.

Locations will include above-ground, visible improvements, including pavement, curbing, signs, street lights, driveways and utility features within the rights-of-way.

Elevations will be based on North American Vertical Datum of 1988 (NAVD 88) and referenced to National Geodetic Survey (NGS), or Florida Department of Transportation (FDOT) benchmarks.

All survey data will meet the current standards for surveying in Florida, as defined under Chapter 5J-17.050-.052, F.A.C.

**Lump Sum:.....\$55,620.00**

Deliverables will include an electronic AutoCAD Civil 3D file, version 2014, for each site, with signed and sealed hard copies provided at the conclusion of the project.

**Estimated time of completion: Based on receiving the Notice to Proceed after January 1, 2015, the first electronic file will be delivered within three (3) weeks, with three (3) sites per week delivered thereafter. Twelve (12) weeks total, weather permitting.**

<b>Week 3</b>	<b>1 site delivered</b>	<b>1 site total</b>
<b>Week 4</b>	<b>3 sites delivered</b>	<b>4 sites total</b>
<b>Week 5</b>	<b>3 sites delivered</b>	<b>7 sites total</b>
<b>Week 6</b>	<b>3 sites delivered</b>	<b>10 sites total</b>
<b>Week 7</b>	<b>3 sites delivered</b>	<b>13 sites total</b>
<b>Week 8</b>	<b>3 sites delivered</b>	<b>16 sites total</b>
<b>Week 9</b>	<b>3 sites delivered</b>	<b>19 sites total</b>
<b>Week 10</b>	<b>3 sites delivered</b>	<b>22 sites total</b>
<b>Week 11</b>	<b>3 sites delivered</b>	<b>25 sites total</b>
<b>Week 12</b>	<b>3 sites delivered</b>	<b>28 sites total</b>

#### **Scope of Services**

The scope of services is limited by the specific terms of this proposal. Except as stated specifically herein, no other service will be provided except as "extra work", subject to the fees hereinafter set forth. The terms hereof shall be construed in favor of the firm and all inferences and implications shall be deemed to be for the benefit of the firm.

In reviewing this proposal for professional services, it should be understood that the above proposal items and their corresponding fees do not necessarily represent the full scope of services required for the project. Rather, it represents our best effort to set forth those services which we believe to be those requested by you, the Client, and/or those we can determine to be needed to accomplish a particular objective. However, we recognize and we ask that the Client recognize that as a project progresses the scope of service as originally defined may change in content to include work not initially identified. Several factors will cause this to happen:

1. Better understanding of the project and the Client's goals as progress on the project is made.
2. Additional requirements identified by the Client.
3. New laws or governmental agency requirements.

As these influences occur and are identified, we will advise you of same and seek your direction as to how you wish to proceed.

Work required as a result of the above will be "extra work" outside of the original scope of services. Upon your direction, we will perform the work under the "**Hourly Fee Schedule**" section of this proposal or we can provide you with a separate proposal should the scope so indicate.

#### **Hourly Fee Schedule**

Principal .....\$220/Hour  
Principal Engineer .....\$180/Hour

Senior Supervising Engineer .....	\$160/Hour
Principal Surveyor.....	\$145/Hour
Senior Engineer.....	\$120/Hour
Landscape Architect/Senior Planner.....	\$115/Hour
Professional Land Surveyor.....	\$110/Hour
Project Engineer/Surveyor/Planner/Biologist/Landscape Designer .....	\$105/Hour
Senior Field Representative .....	\$90/Hour
Senior CADD Technician.....	\$80/Hour
Field Representative .....	\$80/Hour
Clerical .....	\$65/Hour
Survey Field Crew .....	\$115/Hour
Survey Crew with GPS Equipment .....	\$155/Hour
Expert Witness Testimony .....	\$275/Hour
Court Appearances .....	\$300/Hour

#### **Hourly Charges**

Hourly work will be billed at our current prevailing rates; however, these are subject to change due to increasing labor and material costs. Hourly work performed outside of normal business hours will be billed at one and a half times the current rates for overtime. No notice of change in prevailing rates shall be required. The firm's normal business hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

#### **Lump Sum Fees**

The Lump Sum Fees set forth above are applicable for a period of six (6) months from the date of this proposal. If the work on any item to which a lump sum fee shall apply is not commenced within said period, the firm reserves the right to terminate this Agreement as it relates to said item. If the work is initiated but not concluded within said period, regardless of the reason therefore, the balance of the fee due shall be increased at the rate of one percent (1%) per month for each month the work continues until the work is complete. No prior notice of such adjustment shall be required.

#### **Affidavits**

When an Affidavit, Surveyor's Report, or separate Surveyor's Certificate is requested, there will be a minimum fee of \$150.00.

In addition, all research and calculation time required in the preparation of this affidavit, report or certificate will be charged at our normal hourly rates for the individuals preparing the affidavit.

#### **Ownership of Documents**

All documents including, but not limited to, drawings and specifications prepared in connection with the project constitute the work product of the firm and a portion of the instruments of service with respect to the project. Such documents and/or specifications constitute a portion of the integral services provided by the firm and, as such, are not intended or represented to be suitable for reuse by you or others or for extensions of the project or in connection with any other project. The firm specifically disclaims any responsibility and/or liability for or in connection with the reuse of such documents and/or specifications or any use thereof beyond the scope of the Project as set forth herein. By your execution of this proposal, you agree to indemnify and hold the firm harmless from all claims, damages, losses and expenses including, but not limited to, attorney's fees arising out of or resulting from the reuse or extended use of such documents or specifications.

#### **Assignment**

It should be expressly understood that this proposal is for the use of the executing Client and is not assignable or assumable by any third party.

## **LIABILITY**

PURSUANT TO F.S. 558.0035, AN INDIVIDUAL EMPLOYEE OR AGENT MAY NOT BE HELD INDIVIDUALLY LIABLE FOR NEGLIGENCE.

### **Invoicing and Payment**

Work will be invoiced at the end of each month based on a proration of work completed to date, with payment expected upon receipt of the invoice by the Client. Client shall notify firm within ten (10) days of receipt of invoice should invoice be found to be unacceptable. Any invoice for which firm is not so notified shall be deemed to be acceptable for purposes of payment by Client.

If payment is not received within 45 days of the invoice date, Consultant may terminate this agreement or suspend work under the agreement without further notice, and a late charge of one and one-half percent (1-1/2%) per month on outstanding balance shall accrue until delinquent balance is paid. Client agrees to pay all costs of collection, including reasonable Attorney fees, should such action be required.

### **Client's Responsibilities**

1. The Client shall provide full information regarding requirements for the project including a program, which shall set forth the design objectives, constraints and expendability, special equipment and systems and site requirements.
2. The Client shall furnish a Legal Description of the property and the appropriate Title Information.


### **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.

If the proposed work and fees contained herein are agreeable with you, please sign the enclosed copy of this letter and return same to our office. Should you have any questions regarding the above, please do not hesitate to call.

Sincerely,

**CRAVEN THOMPSON & ASSOCIATES, INC.**

  
THOMAS C. SHAHAN, P.S.M.  
Project Surveyor

TCS/wg  
Enclosure

**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:

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Name & Title

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Firm Name

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Date

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Telephone Number

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Facsimile Number

## Exhibit "A"

### FY 2014-2015 Alley Reconstruction

No	<u>Alley Location</u>	<u>Beginning</u>	<u>End</u>	-
1	South of Arthur Street	North 16 Court	North 17 Avenue	325 LF
2	North of Hayes Street	North 14 Court	North 15 Avenue	660 LF
3	North of Johnson Street	North 15 Avenue	North 16 Avenue	640 LF
4	North of Buchanan Street	North 20 Avenue	North 20 Court	225 LF
5	West of 20 Court	Lincoln Street	Buchanan Street	330 LF
6	North of Jackson Street	North 20 Avenue	Alley End	430 LF
7	West of South 20 Avenue	Washington Street	Dewey Street	340 LF
8	North of Wiley Street	South 18 Court	South 19 Avenue	340 LF
9	West of South 19 Avenue	Mayo Street	Fletcher Street	335 LF
10	North of Coolidge Street	North 22 Avenue	North 23 Avenue	660 LF
11	North of Harding Street	North 25 Avenue	North 26 Avenue	660 LF
12	North of Roosevelt Street	North 24 Avenue	North 26 Avenue	1325 LF
13	North of McKinley Street	North 25 Avenue	North 26 Avenue	660 LF
14	East of Entrada Street	Harrison Street	Van Buren Street	315 LF
15	North of Taylor Street	East of North Luna Court	Alley End	375 LF
16	North of Hollywood Boulevard	North Circle Drive	North 44 Avenue	360 LF
17	West of North 44 Avenue	Polk Street	Tyler Street	340 LF
18	North of Harrison Street	North 50 Avenue	North 52 Avenue	685 LF
19	North of South Longfellow Circle	Taft Street	North 35 Avenue	1150 LF
20	North of Taft Street	North 40 Avenue	North Longfellow Circle	465 LF
21	West of 37 Avenue	Thomas Street	Alley End	500 LF
22	South of West Park Road	North 40 Avenue	North 41 Avenue	330 LF
23	West of 40 Avenue	Harding Street	Alley End	440 LF
24	West of 41 Avenue	Taft Street	Harding Street	615 LF
25	West of 42 Avenue	Taft Street	Harding Street	615 LF
26	West of 47 Avenue	Harding Street	Alley End	450 LF
27	North of Garfield Street	North 46 Terrace	North 48 Avenue	660 LF
28	Northeast of South Hawthorne Circle	Hayes Street	North 46 Avenue	445 LF

Total 14,675 LF