

December 11, 2018

Mr. Luis A. Lopez, P.E.
City Engineer
City of Hollywood, Engineering Division
2600 Hollywood Boulevard
City Hall, Room 308
Hollywood, Florida 33020

RE: HOLLYWOOD BOAT RAMP
CTA PROPOSAL NO. 2018-R04.368 (REVISED)

Dear Mr. Lopez,

Craven Thompson & Associates, Inc. (CTA) is pleased to submit this proposal for Consulting Services per our Professional Services Agreement for General Engineering Consulting Services in connection with the Hollywood Boat Ramp improvement project. The existing boat ramp, located on the north side of Polk Street, is experiencing flooding during King tide which is spilling into the adjacent right-of-way for Polk Street. The project is to redesign the boat ramps in order to minimize or eliminate the runoff by raising the retaining walls and site.

The proposed work will consist of surveying, design, permitting, bidding assistance and construction observation for the Hollywood Boat Ramp. It is anticipated that the surveying, engineering design and permitting will be completed within eight (8) months from NTP. The bidding and construction will follow according to the City of Hollywood's schedule. Specifically, our proposed scope of services and fees are as follows:

I. SURVEYING SERVICES

1.1 Topographic Survey (CTA Task No. 11050)

Prepare a topographic survey of the Boat Launching Area at the City of Hollywood Marina, 700 Polk Street as shown on the attached **Exhibit 'A'**. The survey will meet all the current surveying requirements of the Board of Professional Surveyors and Mappers of the State of Florida as defined in the "Standards of Practice" in Chapter 5J-17 Florida Administrative Code.

- The survey will include the recovery of sufficient boundary and/or Right-of-way monumentation in order to tie all visible improvements to.
- The location of aboveground visible improvements includes all pavement, sidewalks, seawalls, slabs, fences, and utility features within the limits of this Survey.
- Additional locations include of the aboveground visible improvements within the full right-of-way of Polk Street.
- Underground utility locations are not included within this survey unless otherwise noted herein.
- Topographic elevations of the site will be measured on the pavement, curbs, ground, slabs, seawalls, walkways, and utilities within the site for engineering design purposes.



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- Trees will be located with type (common name), and diameter at breast height.
- Rim, Invert, pipe sizes and directions will be measured on all sanitary and storm sewers within the site limits and/or servicing the property along the adjacent roads where they can be accessed safely without Maintenance of Traffic (MOT).
- Up to six (6) cross-sections of North Lake from the existing seawall out 50 feet.
- The preparation of the survey in AutoCAD Civil 3D version 2017 or newer drawing file format.
- Elevations will be based on North American Vertical Datum of 1988 (NAVD88) unless otherwise requested.

Lump Sum.....\$8,500.00

Approximate time of completion: four (4) to six (6) weeks, after receipt of Notice to Proceed (weather permitting).

II. LANDSCAPE ARCHITECTURAL SERVICES

2.1 Signage Plan (CTA Task No. 21025)

Prepare preliminary and final signage plan for the boat ramp. Signs to include identification, directional and rule signs.

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

2.2 Conceptual Landscape Plan (CTA Task No. 21025)

Prepare conceptual landscape plan and cost estimate for Client review and approval.

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

2.3 Final Landscape Plan (CTA Task No. 21030)

Following approval of the conceptual landscape design, CTA will prepare final landscape plan. The packages will include a comprehensive plant list that will supply quantity and plant specifications for all trees and shrubs and a complete set of landscape details that will be suitable for construction.

Lump Sum.....\$4,250.00

2.4 Tree Removal/ Relocation Plan (CTA Task No. 21040)

Prepare tree removal/relocation plan for all of the existing trees on site. Task also includes one (1) site visit to review the condition of the trees in order to prepare the tree assessment as required for the Tree Removal permitting. Plans are to include details and specifications suitable for bidding and construction.

Lump Sum.....\$3,000.00

2.5 Tree Removal Permit (CTA Task No. 21045)

Prepare and process a tree removal license permit with the City of Hollywood

Lump Sum.....\$1,000.00

- 2.6 Rendering (CTA Task No. 21050)
Prepare one (1) rendering of the final landscape plan for use in approval and public outreach meetings. Task includes providing the City with one (1) mounted 24" x 36" plan as well as six (6) colored 11" x 17" copies.
- Lump Sum*.....\$1,500.00
- 2.7 Prepare Specifications (CTA Task No. 21050)
Prepare written specifications for the site landscape and signage aspects of the proposed project.
- Lump Sum*.....\$3,000.00
- 2.8 Coordination and Attendance at Meetings (CTA Task No. 24000)
Attendance at meetings with the Client, community and/or governmental agencies for project coordination of landscape architectural design and approval. It is anticipated that one (1) community meeting with the Lakes Community will be required at the 60% plan submittal. It is assumed that the City will coordinate, organize and notify for the community meeting and CTA will attend, present, field questions and provide generalized minutes.
- Hourly, Not-to-Exceed*\$3,500.00
- 2.9 Bidding Assistance (CTA Task No. 24060)
Assist the City with the bidding assistance of the construction documents for contractor questions, inquiries, preparation and issuance of addendums and review of final bids, as requested relating to the landscape architectural elements of the project.
- Hourly, Not to Exceed*.....\$1,000.00
- 2.10 Prepare Cost Estimate (CTA Task No. 31130)
Prepare a cost estimate breakdown for the site construction activities relating to the landscape architectural elements including landscaping, irrigation, tree removal and signage. This task includes preparing a cost estimate based upon 60% construction documents and updating the estimate at the 100% construction drawings.
- Lump Sum*.....\$1,500.00
- 2.11 Shop Drawing Review (CTA Task No. 21060)
Review shop drawing for the landscape portions of the project.
- Lump Sum*.....\$800.00
- 2.12 Construction Observation (CTA Task No. 21065)
Perform periodic construction observation for the tree relocation and landscape portions of the project, as well as provide a final landscape inspection and report.
- Hourly, Not to Exceed*.....\$3,500.00

III. CIVIL ENGINEERING SERVICES

- 3.1 Preliminary Engineering Plan (CTA Task No. 31020)
Prepare a Preliminary Engineering Plan for the purpose of acquiring an approved Site Plan. Preliminary Engineering Plan shall include schematic layout, grading, drainage, surface material, etc.

Lump Sum.....\$3,000.00

- 3.2 Demolition Plans (CTA Task No. 31011)
Prepare demolition plans which indicate the demolition or removal of existing roadways, drives, utilities, structures, pavement, and signs.

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

- 3.3 Final Paving, Grading and Drainage Plans (CTA Task No. 31030)
Prepare final paving, grading and drainage plans including details. This task shall include the design and grading of the field, internal roadways, sidewalks, and perimeter grading.

Lump Sum.....\$5,000.00

- 3.4 Prepare Pavement Marking & Signage Plan (CTA Task No. 31035)
Prepare Final Pavement Marking and Signage Plans per local standards. Monument and Artistic designs of street signs and stop signs if requested shall be supplied by Client.

Lump Sum.....\$1,000.00

- 3.5 NPDES/SWPPP Plan (CTA Task No. 31090)
Since 1991, it has been the contractor’s responsibility to notify the Department of Environmental Protection and implement Best Management Practices (BMP’s) to meet the requirements of the National Pollution Discharge Elimination System (NPDES) permit for construction activity. In the past, these requirements were rarely enforced as DEP lacked the staff to perform on-site inspections. The NPDES requirements apply for any construction activity on a site greater than 1-acre. The FDEP is now increasing their staff, delegating inspection responsibilities to the Municipal Separate Storm Sewer System (MS4) operators, Broward County in this case, and hiring consultants to perform site inspections. While BMP’s to minimize pollutant, discharge have been previously implemented by certain "prudent" contractors, many contractors have chosen to ignore these requirements. Enforcement would likely focus on the requirement of having a SWPPP on-site along with appropriate record keeping of scheduled inspections/reports. The FEPA and the FDEP have been conducting workshops for interested parties of which CTA has had representatives in attendance.

We are offering the following service to our clients (a) to notify them of the new enforcement procedures and potential fines for non-compliance and (b) to provide guidelines for their awarded Contractors who may not be aware of the current procedures and techniques available to implement the NPDES.

NPDES Permitting Assistance (Optional upon written request):

- Assist the Owner by preparing a Stormwater Pollution Prevention Plan (SWPPP), with a suggested approach only, for use by the Owner/Contractor. The SWPPP consists of a site specifications sheet and three (3) detail sheets.

- Conduct a pre-construction meeting informing the Owner and Contractor of their respective responsibilities during the life of the constructive activities.
- Provide necessary Notice of Intent (NOI) and Notice of Termination (NOT) forms. CTA will prepare the Owner's portion of the notices for appropriate signatures.
- Prepare the SWPPP project notebook (3-ring binder), to be kept on-site during construction activities, for proper record keeping and procedures to implement the SWPPP. This notebook will be reviewed by an FDEP inspector if and when they visit the site.

The notebook will contain sections for:

1. NOI forms
2. Authorization Letter
3. Permits
4. Inspection Reports
5. SWPPP Modifications
6. NOT forms

Lump Sum.....\$1,200.00

CTA is only providing the SWPPP and project notebook to be used as a guideline. CTA will not certify the suggested plan and will not provide any inspection services or be responsible for any report preparation/documentation that will be required to comply with NPDES regulations. This item covers the preparation of one SWPPP for the entire project.

3.6 Prepare and Process Permit Applications (CTA Task No. 31080)

Prepare and process permit applications and supporting documents through state and local agencies. This task also includes processing the required variances for Central Broward Water Control District. This task includes preparing a separate permit package for the trailer if necessary.

- City of Hollywood Engineering Permit
- Broward County Environmental Protection Department
- South Florida Water Management District
- Florida Department of Environmental Protection

Lump Sum.....\$4,500.00

3.7 Meetings with Client, Architect and Agencies (CTA Task No. 31100)

Prepare for and attend coordination meetings and conference calls regarding the proposed project. This task shall include meetings with the Client, site planners, environmentalists, local permitting agencies, and the public. This task assumes design meetings as well as miscellaneous meetings with the Town, Utility companies, Permitting Agencies, and all of the sub-consultants.

Hourly, Not-to-Exceed.....\$3,000.00

- 3.8 Prepare Cost Estimate (CTA Task No. 31130)
 Prepare a cost estimate breakdown for the site construction activities including roadway improvements, apron improvements, and utilities. This task includes preparing a cost estimate for each submittal (60%, 90%, and 100%) construction drawings.
Lump Sum.....\$1,500.00
- 3.9 Contract Document Preparation, Bidding Assistance (CTA Task No. 31100)
 Prepare Contract Documents, attend Pre-Bid Meetings, Prepare Addendums, answer RFI's, prepare Bid Analysis, etc.
Lump Sum.....\$2,000.00
- 3.10 Construction Administration Phase (CTA Task No. 34070)
 Attend pre-construction meeting with City staff and the Contractor. Review and approve shop drawings. Perform periodic site reviews as required to determine if the work is being performed in a manner that conforms to the contract documents. Attend project meetings. Respond to contractor requests for information. It is anticipated that two (2) to three (3) site visits per week for an eight (8) month time period will be required for a total of one hundred twenty (120) hours for a Sr. Inspector and sixty (60) hours for a Construction Manager/Senior Engineer.
Hourly, Not-to-Exceed.....\$16,500.00
- 3.11 Project Final Certification (CTA Task No. 34071)
 Coordinate and attend substantial and final walkthrough with contractor. Prepare and coordinate substantial and final punch list. Review as-built drawings prepared by the contractor. Provide certified record drawings and notice of substantial and final completion.
Lump Sum.....\$1,800.00

IV. GEOTECHNICAL ENGINEERING SERVICES (To be performed by Tierra South Florida, Inc.)

- 4.1 Geotechnical Services (CTA Task No. 31006)
 Geotechnical services to include up to twenty-five (25) soil borings a maximum of forty (40') feet in depth per boring.
Lump Sum.....\$8,000.00

V. STRUCTURAL ENGINEERING SERVICES (To be performed by MUEngineers, Inc.)

- 5.1 Structural Engineering
 Structural design of a new seawall structure in front of and replacing the existing deteriorated seawall structure. Design an extension of the existing boat ramp as needed. Includes Initial Site Visit, Structural Design and CDs.
Lump Sum.....\$8,000.00
- 5.2 Limited Construction Administration
 Response to RFIs related to the structural design and review of one round of structural design related shop drawings.
Lump Sum.....\$1,400.00

VI. ELECTRICAL ENGINEERING SERVICES (To be performed by Norman F. Bray, P.E., Inc.)

Scope: new lighting, photometric and power to the irrigation controller.

6.1 Electrical Engineering

Electrical engineering design services for Photometric analysis of the existing lighting and 60% and 90% CD's for the lighting upgrades and/or replacement to meet code. Includes plans and specifications for competitive bidding, permitting and construction.

Lump Sum.....\$4,000.00

VII. REIMBURSABLE EXPENSES

7.1 Reimbursable Expenses (CTA Task No. XPEN)

Reimbursable expenses shall include printing, mylars, copying, postage, photographic services, Federal Express and courier services.

Budget, Estimate.....\$1,000.00

SUMMARY OF FEES

I.	SURVEYING SERVICES.....	\$8,500.00
II.	LANDSCAPE ARCHITECTURAL SERVICES	\$27,050.00
III.	CIVIL ENGINEERING SERVICES.....	\$41,500.00
IV.	GEOTECHNICAL ENGINEERING SERVICES.....	\$8,000.00
V.	STRUCTURAL ENGINEERING SERVICES	\$9,400.00
VI.	ELECTRICAL ENGINEERING SERVICES.....	\$4,000.00
	TOTAL FEES (NOT INCLUDING REIMBURSABLE EXPENSES)	\$98,450.00

DELIVERABLES:

1. 60% and 90% Design Phase Submittal
 - Two (2) hard copies and a digital copy (pdf) of design plans and OPCC will be issued for City staff review. Digital copy (pdf) of specifications will be provided with 90% design submittal.
2. 100% Final Submittals
 - One (1) hard copy of design plans signed and sealed along with Digital copy (pdf).
 - One (1) hard copy and digital copy (pdf): Project Manual for Bidding Purposes
 - Front End Documents (provided by City for inclusion in Project Manual)
 - Technical Specifications including Division 1 and 2
 - Geotechnical Report.
 - Copies of approved permits
 - One (1) digital copy (pdf) of 100% Contract Documents

PROJECT UNDERSTANDING

- The City of Hollywood proposes to improve the existing Hollywood Boat Ramp to greatly reduce or eliminate the flooding during the King Tide events.
- It is anticipated that the retaining walls will need to be raised by two (2) feet as well as the site. This will impact all components of the existing ramp facility including ramps, docks, ADA access, grading, access, existing trees and irrigation.
- The Hollywood Boat Ramp Improvement Project will consist of one (1) Bid Package or Phase.
- Design and permitting of the Project will be performed as one (1) phase.
- Construction shall be performed in one (1) phase.
- The general scope of services includes the redesign of the ramp facility including the surveying, preparation of construction documents, permitting, bid and award assistance for the Project Area.
- Survey, Design and Permitting shall be completed within eight (8) months of the Notice to Proceed.

SERVICES NOT INCLUDED

Additional services will be performed as authorized in writing by the Client.
Additional services include but are not limited to the following:

1. Roadway Design and Permitting.
2. Environmental Permitting
3. Dewatering Plans and Calculations.
4. Permit/Certification Fees.
5. Sketch and Legal Descriptions.
6. Maintenance of Traffic Plans.
7. Traffic Studies.
8. Signalization Design and Plans.
9. Construction Observation Services
10. Material testing.
11. Services required by additional governmental regulations which might be put into effect after the date of this agreement.
12. Any additional services requested by Client.

INFORMATION PROVIDED BY CITY

1. Permit applications fees and recording fees.
2. Atlases, As-Builts, GIS, Calculations for all Utilities within the Project in ACAD and/or GIS format.

Acceptance

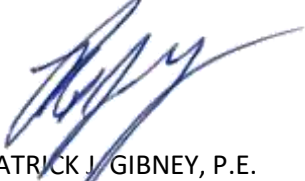
This proposal and fee schedules are based on acceptance within 60 days of the date of preparation. If not accepted by you within that time period, we reserve the right to re-evaluate the terms and conditions contained herein.

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.



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

PJG/tg

Enclosure

EXHIBIT 'A'

