

DOCUMENT ROUTING FORM

3 ✓ 9/9/13 5

NAME OF DOCUMENT: **KEITH & SCHNARS TASK ORDER #2 FOR UNDERGROUND UTILITY PLANNING SERVICE AREA FOR IDELWYLD/RIVIERA ISLES AREA "A" - \$77,975**

Approved Comm. Mtg. on **SEPTEMBER 3, 2013** CAM #13-1110 ITEM: M-3

Routing Origin: CAO

Also attached: copy of CAM copy of document

On 9/4/2013 LB forwarded to: **SHANNON GRAHAM, PUBIC WORKS ENGINEERING**

1.) Approved as to Content: *Hardeep Arand*
Department Director

Capital Improvements defined as having a life of at least 10 years and a cost of at least \$50,000 and shall mean improvements to real property (land, buildings, fixtures) that add value and/or extend useful life, inc. major repairs such as roof replacement, etc. Term "Real Property" include: land, real estate, realty, real.

Please Check the proper box: CIP FUNDED YES NO
Capital Improvement Projects

2.) Approved as to Funds Available: by *David Perwood* Date: 9-5-13
Finance Director *oas*

Amount Required by Contract/Agreement \$ 77,975.00 Funding Source: P11714.331

Dept./Div. PBS/ENG Index/Sub-object 6534 Project # P11714.331 *x14*

3.) City Attorney's Office: Approved as to Form:# 3 Originals to City Mgr. By: CARRIE SARVER

Carrie Sarver *[Signature]*

4.) Approved as to content: Assistant City Manager:

By: _____ By: _____
Stanley Hawthorne, Assistant City Manager Susanne Torriente, Assistant City Manager

2013 SEP -5 AM 8:49
RECEIVED
FT. LAUDERDALE
CITY ATTORNEY'S OFFICE

5.) City Manager: Please sign as indicated and forward 3 originals to City Clerk.

6.) To City Clerk for attestation and City seal.

INSTRUCTIONS TO CLERK'S OFFICE

7.) City Clerk: retains one original document and forwards 2 original documents to:

SHANNON GRAHAM, PUBIC WORKS ENGINEERING

Original Route form to Linda Blanco, CAO

2013 SEP 5 AM 11:38

City Project No.: _____
City Contact: Hai Barnes
City E.P.O. No.: _____

TASK ORDER No. 2

Utility Undergrounding Improvements

Riviera Isles - Idlewyld

(Phase 2; Design and Methodology)

Scope of Consulting Services

between

**The CITY OF FORT LAUDERDALE, FLORIDA,
a municipal corporation of the State of Florida**

and

**KEITH and SCHNARS, P.A.,
a Florida corporation**

Dated this 3rd day of September, 2013

Utility Undergrounding Improvements
Riviera Isles - Idlewyld
(Phase 2; Design and Methodology)

Scope of Consulting Services

PREAMBLE

This Work Authorization is being entered into pursuant to the Agreement between the City of Fort Lauderdale and Keith and Schnars, P.A., for Civil Engineering Utility Design, Construction Management, Appraisal and Community Outreach Consultant Services for Undergrounding of Above-Ground Utility Lines approved by the City Commission on December 16, 2008, and extended and amended as approved by City Commission on November 6, 2012.

The Undergrounding of Utilities within individual neighborhoods has been established as a multi-phase project accomplished through a series of work authorizations. The intent of the combined work authorizations is to provide assistance with undergrounding of utilities as special assessment projects. The complete scope of services includes community outreach, coordination with franchise utilities, consideration for City programs, design, construction documents, permitting, assessment role and appraisals, public hearings, bid coordination, construction phase services, certification, close-out, and final assessment. The process as previously identified in the Underground Utility Assessment Ordinance is as follows:

- Phase 1:** **Community Outreach:** Introduce process and project definition.
- Phase 2:** **Design:** Preliminary plans through final design and construction documents and Special Benefit Assessment Methodology.
- Phase 3:** **Commission Approval of Assessment:** Support documents and services necessary for Assessment Role and public hearings.
- Phase 4:** **Construction:** Inspection and RPR services for compliance, certification, and final assessment.

This work authorization is for services identified in Phase 2, specifically preparation of plans and assessment methodology. These are pre-petition services to facilitate decision for assessment by individual neighborhoods.

SCOPE OF SERVICES

With approval of this work authorization, CONSULTANT is to prepare cost estimates and assessment methodology for undergrounding of overhead utilities within the combined neighborhoods of Riviera Isles and Idlewyld. The intent of the proposed services is to provide the Home Owner Associations (HOA) with sufficient information to decide whether to petition the CITY in pursuit of improvements as a special assessment project.

CONSULTANT proposes to provide professional engineering services associated with the undergrounding of existing overhead utility services for the two neighborhoods, Riviera Isles and Idlewyld, combined as a single project consisting of 267 homes and approximately 14,450 LF of roadways. The approximate limits of the neighborhoods are identified in "Exhibit B".

1.0 Plan Preparation and Cost Estimates

To ensure cost estimates are representative of proposed improvements, estimates and assessment methodology are to be based upon plans prepared by CONSULTANT. Integral to the process, the CITY shall solicit preliminary plans and a binding cost estimate from FP&L. CONSULTANT shall incorporate FP&L's design into a proposed improvements plan and coordinate requirements of other utilities including AT&T, Comcast, Teco, and City. The following tasks describe the process. CONSULTANT's scope of services is limited to those tasks where responsibility is assigned.

- 1.01 Base File:** CADD files depicting right-of-way, property lines, easements, utility information, and existing surface features will be necessary for construction documents and related exhibits. Files are to be submitted to FP&L for their use in creating preliminary design plan. The City intends to prepare these files in-house and provide to both CONSULTANT and FP&L.

CITY Responsibility

1. Provide CONSULTANT and FP&L with electronic base files in CADD format.
2. Provide CONSULTANT with utility information for City water, sewer, and drainage systems from atlas, as-builts, test-holes and survey.
3. Coordinate services of utility test-hole contractor.

CONSULTANT Responsibility

(not applicable)

- 1.02 FP&L Design and Binding Estimate:** Utilizing the base file described above, FP&L shall design and prepare plans for FP&L infrastructure improvements only. FP&L services shall commence upon receipt of fees, executed agreements, and drawing files. In addition to design, FP&L will provide a binding cost estimate as a turn-key operation, including design, construction, and individual service connections. In bidding proposed improvements, CITY may reduce the scope of services included in the FP&L estimate causing an adjustment to the original binding estimate. The CITY shall coordinate directly with FP&L for these services.

CITY Responsibility

1. Coordinate preliminary design services directly with FP&L (includes payment of fees and executing agreements).
2. Provide FP&L electronic design files in CADD format to CONSULTANT.
3. Provide FP&L cost estimate to CONSULTANT.

CONSULTANT Responsibility

(not applicable)

- 1.03 Utility Coordination:** CONSULTANT shall utilize FP&L improvements identified in task 1.02 to coordinate requirements for improvements with other utilities. CITY shall provide CONSULTANT with FP&L planned improvements in CADD format. CONSULTANT shall identify requirements of each utility, pursue joint easements, identify and locate equipment including above-grade features and associated easements, confirm costs and terms for service re-connections.

CITY Responsibility

1. Provide policy enabling utilities to be placed within right-of-ways.
2. Attendance of meetings with utilities (optional).

CONSULTANT Responsibility

1. Arrange and attend meetings with individual utilities.
2. Provide advance notice and meeting minutes to the City.

- 1.04 Plans and Design:** Utilizing base file from CITY (task 1.01) and FP&L design (task 1.02) CONSULTANT shall incorporate input from utilities (task 1.03) in preparing a cohesive set of plans identifying all improvements. Plans will be developed to a sufficient level for preparing estimates. Improvements shall include undergrounding of utilities and associated restoration within the right-of-way. Modifications and/or improvements to roadway sections, other than occasional bulb-outs to accommodate transformer pads, are not included. Right-of-way improvements such as landscape, irrigation, lighting, walls, fences, paver driveways, drainage, or other private improvements within the right-of-way are not included.

Using a fixture designated by the City, a preliminary lighting plan will be prepared to determine spacing and location of light poles. The plan will be used for assumptions related to the cost estimate only; a complete lighting design and analysis is not included.

Other than identifying proposed easements, plans will not address restoration of improvements outside of the right-of-way. Location of individual service connections will be identified based upon information provided to CONSULTANT by CITY. CITY shall solicit residents to determine location of existing service connections. Easements, if required, will be assumed to be readily obtainable. Transformers and equipment will be placed at or near existing grade without concern for the 100-yr flood elevation (as confirmed with FP&L). CONSULTANT recognizes requirement that utilities crossing waterways cannot be hung from bridges and must be considered for directional drill. CONSULTANT assumes information necessary for permitting sub-aqueous crossings to be provided by the individual utilities and not included in CONSULTANT's plans. Utilities will be within shared easements where possible and located under sidewalks, green-space, or roadway. Landscape, irrigation, and tree relocation are assumed to be unnecessary and therefore not included in this task.

CITY Responsibility

1. Identify lighting fixture to be used for preliminary plans (determines spacing).
2. Review and approve plans for compliance with general intent.
3. Act as liaison with Residents as necessary.
4. Solicit input from Residents with regard to existing service locations.

CONSULTANT Responsibility

1. Attend a single meeting, conducted by the City, with each HOA to present proposed improvements.
2. Submit Progress Prints to CITY for review and input.

- 1.05 **Cost Estimate:** Utilizing plans prepared in task 1.04, CONSULTANT shall prepare a detailed cost estimate for improvements within each neighborhood applying unit pricing to known quantities. Cost estimates will be delivered to CITY for presentation to HOA's.

CITY Responsibility

1. Provide City's pricing for lighting fixtures if applicable.
2. Review estimate for compliance with general intent.
3. Act as liaison with Residents as necessary.

CONSULTANT Responsibility

1. Provide City with a cost estimate and provide in itemized spreadsheet.

2.0 **Assessment Methodology** (*Subconsultant – Willdan Financial Services*)

- 2.01 **Cost & Assessment Methodology:** From plans and cost estimates prepared in tasks 1.04 and 1.05, CONSULTANT shall provide a draft methodology for distribution among individual parcels through the services of Willdan Financial Services (SUBCONSULTANT). Results will be used in presentation to HOA's as general guidelines. The assessment methodology for all four neighborhoods are to be treated as a single utility undergrounding project. Services include the following:

- Develop the apportionment methodology and assign those portions of the total estimated project cost to each specially benefited property in direct proportion to the parcels specific proportionate share of special benefit and;
- Identify those projects costs that provide a general benefit, meaning they cannot be apportioned to specific properties since they do not produce special benefits (and therefore must be absorbed by any legally available funding) and;
- Identify individualized improvements such as new meter boxes, meters and the like and identify which properties will pay these individually identified costs (specific property improvement costs cannot be spread over all benefited properties) and;
- Present this detailed information in written form during a presentation to a forum of the City's choosing.

- Provide opinion certifying cost of assessment to each parcel is apportioned based on special benefit; the purpose being to validate the cost of assessment for public record.

CITY Responsibility

1. Act as liaison with Residents as necessary.

CONSULTANT Responsibility

1. As outlined above.

Utility Undergrounding Improvements
Riviera Isles - Idlewyld
(Phase 2; Design and Methodology)

This is a Not to Exceed (N.T.E.) Contract and payment for such services shall be in accordance with Article 7 of the Agreement.

1.0	Plan Preparation and Cost Estimates:	
1.01	Base File	(not applicable)
1.02	FP&L Design and Binding Estimate	(not applicable)
1.03	Utility Coordination	\$ 13,000.00 (N.T.E.)
1.04	Plans and Design	\$ 41,615.00 (N.T.E.)
1.05	Cost Estimate:	\$ 1,380.00 (N.T.E.)
2.0	Assessment Methodology: (SUBCONSULTANT)	
2.01	Cost & Assessment Methodology	\$ 21,980.00 (N.T.E.)

See Exhibit 'A' for further expense details.

TOTAL LABOR EXPENSES:	\$77,975.00
TOTAL REIMBURSABLE ALLOWANCE:	(n.a.)

Project duration to be 240 days commencing from Notice to Proceed based upon the following timeframes projected for each task:

<i>Task 1.01:</i>	<i>40 days</i>
<i>Task 1.02:</i>	<i>110 days</i>
<i>Task 1.03:</i>	<i>15 days</i>
<i>Task 1.04:</i>	<i>45 days</i>
<i>Task 1.05:</i>	<i>5 days</i>
<i>Task 2.01</i>	<i>30 days (concurrent with Task 1.05)</i>

Utility Undergrounding Improvements
Riviera Isles - Idlewyld
(Phase 2; Design and Methodology)

KEITH and SCHNARS, P.A.

By [Signature] Date 8-26-13
Tim J. Hall, P.E..
Vice President, Civil Engineering

[Signature]
Witness:

KEITH and SCHNARS, P.A.

By [Signature] Date 8/26/13
Mark J. Moshier, P.E.
Secretary

[Signature]
Witness:

(CORPORATE SEAL)

STATE OF FLORIDA
COUNTY OF BROWARD

The foregoing instrument was acknowledged before me this 26th day of August, 2013, by Tim J. Hall, P.E. and Mark J. Moshier, P.E. as Vice President, Civil Engineering and Secretary, respectively, of Keith and Schnars, P.A., a Florida Corporation, on behalf of the corporation. They are personally known to me and did not take an oath.

[Signature]
Notary Public, State of Florida

Jo-Phyle Hallem
Name of Notary Public Typed, Printed,
or Stamped


My Commission Expires: May 10, 2014
DD 984318
Commission Number



JOI-PHYLE HALLEM
MY COMMISSION # DD 984318
EXPIRES: May 10, 2014
Bonded Thru Budget Notary Services


Utility Undergrounding Improvements
Riviera Isles - Idlewyld
(Phase 2; Design and Methodology)

CITY OF FORT LAUDERDALE

By 
LEE R. FELDMAN, City Manager

(CORPORATE SEAL)

ATTEST:


for JONDA K. JOSEPH, City Clerk

Approved as to form:


CARRIE L. SARVER, Assistant City Attorney



KEITH and SCHNARS, P.A.
ENGINEERS, PLANNERS, SURVEYORS

Date: August 26, 2013

Project/Task Number: 17875.06

EXHIBIT A-1

Client Name:	City of Fort Lauderdale
New Client (Y/N):	N
Type (Private, Govt., FDOT):	Govt

Project # (if supplement or new task):	17875.06 (New assigned project #)
Project Name:	Utility Underground Imprvmnts - Phase 2 Design & Methodol
Project Code(s) (see attached):	
Division:	05
Project Manager:	Tim Hall
Project Description:	Underground of Utilities for Riviera Isles - Idlewyld in Fort Lauderdale
Contract Value (attach signed contract):	\$78,000.00
Contract Type (LS, T&M, NTE):	NTE
Retainer Necessary (\$ or %):	

Task Name:	1.03 Utility Coordination
Task Manager:	Tim Hall
Task Compensation:	\$13,000.00
Task Contract Type (LS, T&M, NTE):	NTE
Division:	05
Task #:	05001

Estimated Start Date:	
Estimated End Date:	

Related Proposal #, N/A if none:	
Proposal Hours to be Transferred, N/A if none:	

Duty Code	Name	Hours	Bill Rate*	Subtotal
<i>* Bill Rate is listed using standard rates - override with actual contract rates</i>				
72	Admin Asst	4	\$60	\$240.00
73	Associate 1	2	\$80	\$160.00
74	Associate 2	25	\$90	\$2,250.00
75	Sr. Associate	0	\$115	\$0.00
76	Project Manager	0	\$125	\$0.00
77	Sr. Project Manager	69	\$150	\$10,350.00
78	Director	0	\$175	\$0.00
79	Principal @ quoted rate	0		\$0.00
42	2 Person Survey Crew	0	\$105	\$0.00
43	3 Person Survey Crew	0	\$140	\$0.00
44	Specialty Survey Crew	0	\$175	\$0.00
TOTAL LABOR COST				\$13,000.00
TOTAL SUB CONSULTANT FEES (pg 2)				\$0.00
TOTAL EXPENSES (pg 2)				\$0.00
TOTAL TASK BUDGET				\$13,000.00

Prepared By: Tim Hall

Approved By: Tim Hall



KEITH and SCHNARS, P.A.
ENGINEERS, PLANNERS, SURVEYORS

Date: August 26, 2013

Project/Task Number: 17875.06

EXHIBIT A-2

Client Name:	City of Fort Lauderdale
New Client (Y/N):	N
Type (Private, Govt., FDOT):	Govt

Project # (if supplement or new task):	17875.06 (New assigned project #)
Project Name:	Utility Underground Imprvmnts - Phase 2 Design & Methodol
Project Code(s) (see attached):	
Division:	05
Project Manager:	Tim Hall
Project Description:	Underground of Utilities for Riviera Isles-Idlewyld in Fort Lauderdale
Contract Value (attach signed contract):	\$78,000.00
Contract Type (LS, T&M, NTE):	NTE
Retainer Necessary (\$ or %):	

Task Name:	1.04 Plans and Design
Task Manager:	Tim Hall
Task Compensation:	\$41,620.00
Task Contract Type (LS, T&M, NTE):	NTE
Division:	05
Task #:	05002

Estimated Start Date:	
Estimated End Date:	

Related Proposal #, N/A if none:	
Proposal Hours to be Transferred, N/A if none:	

Duty Code	Name	Hours	Bill Rate*	Subtotal
<i>* Bill Rate is listed using standard rates - override with actual contract rates</i>				
72	Admin Asst	3	\$60	\$180.00
73	Associate 1	0	\$80	\$0.00
74	Associate 2	171	\$90	\$15,390.00
75	Sr. Associate	93	\$115	\$10,695.00
76	Project Manager	1	\$125	\$125.00
77	Sr. Project Manager	84	\$150	\$12,600.00
78	Director	15	\$175	\$2,625.00
79	Principal @ quoted rate	0		\$0.00
42	2 Person Survey Crew	0	\$105	\$0.00
43	3 Person Survey Crew	0	\$140	\$0.00
44	Specialty Survey Crew	0	\$175	\$0.00
TOTAL LABOR COST				\$41,615.00
TOTAL SUB CONSULTANT FEES (pg 2)				\$0.00
TOTAL EXPENSES (pg 2)				\$0.00
TOTAL TASK BUDGET				\$41,615.00

Prepared By: Tim Hall

Approved By: Tim Hall

Date: **August 26, 2013**Project/Task Number: **17875.06**

EXHIBIT A-3

Client Name:	City of Fort Lauderdale
New Client (Y/N):	N
Type (Private, Govt., FDOT):	Govt

Project # (if supplement or new task):	17875.06 (New assigned project #)
Project Name:	Utility Underground Imprvmnts - Phase 2 Design & Methodol
Project Code(s) (see attached):	
Division:	05
Project Manager:	Tim Hall
Project Description:	Underground of Utilities for Riviera Isles - Idlewyld in Fort Lauderdale
Contract Value (attach signed contract):	\$78,000.00
Contract Type (LS, T&M, NTE):	NTE
Retainer Necessary (\$ or %):	

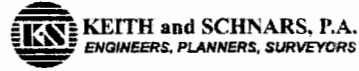
Task Name:	1.05 Cost Estimate
Task Manager:	Tim Hall
Task Compensation:	\$1,380.00
Task Contract Type (LS, T&M, NTE):	NTE
Division:	05
Task #:	05003

Estimated Start Date:	
Estimated End Date:	

Related Proposal #, N/A if none:	
Proposal Hours to be Transferred, N/A if none:	

Duty Code	Name	Hours	Bill Rate*	Subtotal
<i>* Bill Rate is listed using standard rates - override with actual contract rates</i>				
72	Admin Asst	0	\$60	\$0.00
73	Associate 1	1	\$80	\$80.00
74	Associate 2	0	\$90	\$0.00
75	Sr. Associate	10	\$115	\$1,150.00
76	Project Manager	0	\$125	\$0.00
77	Sr. Project Manager	1	\$150	\$150.00
78	Director	0	\$175	\$0.00
79	Principal @ quoted rate	0		\$0.00
42	2 Person Survey Crew	0	\$105	\$0.00
43	3 Person Survey Crew	0	\$140	\$0.00
44	Specialty Survey Crew	0	\$175	\$0.00
TOTAL LABOR COST				\$1,380.00
TOTAL SUB CONSULTANT FEES (pg 2)				\$0.00
TOTAL EXPENSES (pg 2)				\$0.00
TOTAL TASK BUDGET				\$1,380.00

Prepared By: Tim HallApproved By: Tim Hall



Date: **August 26, 2013**

Project/Task Number: **17875.06** EXHIBIT A-4

Client Name:	City of Fort Lauderdale
New Client (Y/N):	N
Type (Private, Govt., FDOT):	Govt

Project # (if supplement or new task):	17875.06 (New assigned project #)
Project Name:	Utility Underground Imprvmnts - Phase 2 Design & Methodolog
Project Code(s) (see attached):	
Division:	05
Project Manager:	Tim Hall
Project Description:	Underground of Utilities for Riviera Isles - Idlewyld in Fort Lauderdale
Contract Value (attach signed contract):	\$78,000.00
Contract Type (LS, T&M, NTE):	NTE
Retainer Necessary (\$ or %):	

Task Name:	2.01 Cost & Assessment Methodology
Task Manager:	Tim Hall
Task Compensation:	\$22,000.00
Task Contract Type (LS, T&M, NTE):	NTE
Division:	05
Task #:	05004

Estimated Start Date:	
Estimated End Date:	

Related Proposal #, N/A if none:	
Proposal Hours to be Transferred, N/A if none:	

Duty Code	Name	Hours	Bill Rate*	Subtotal
<i>* Bill Rate is listed using standard rates - override with actual contract rates</i>				
	Asst. Analyst	0	\$75	\$0.00
	Analyst	46	\$100	\$4,600.00
	Senior Analyst	0	\$120	\$0.00
	Senior Project Analyst	46	\$130	\$5,980.00
	Project Manager	0	\$145	\$0.00
	Sr. Project Manager	0	\$165	\$0.00
	Principal Consultant	57	\$200	\$11,400.00
	Group Manager	0	\$210	
TOTAL LABOR COST				\$0.00
WILLDAN	TOTAL SUB CONSULTANT FEES (pg 2)			\$21,980.00
TOTAL EXPENSES (pg 2)				\$0.00
TOTAL TASK BUDGET				\$21,980.00

Prepared By: Tim Hall

Approved By: Tim Hall



KEITH and SCHNARS, P.A.
ENGINEERS, PLANNERS, SURVEYORS

October 10, 2012

Mr. Hal Barnes, Assistant to City Manager
The City of Fort Lauderdale
100 N. Andrews Avenue
Fort Lauderdale, FL 33301

RE: Request for Authorization of Sub Consultant
Willdan Financial Services
K&S Project 17875.00 - Undergrounding of Above Ground Utility Lines

Dear Mr. Barnes:

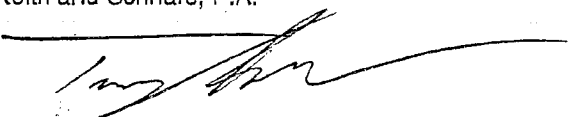
With this letter, Keith and Schnars, P.A., (CONSULTANT) formally requests authorization from the City of Fort Lauderdale (CITY) for Willdan Financial Services to serve as a Sub Consultant for performance relating to the Continuing Contract No. 686-9879, Consultant Services for Undergrounding of Above Ground Utility Lines.

Attached please find Willdan Financial Services fee schedule for services pertaining to this project. Kindly advise Keith and Schnars, P.A. of the authorization via an acceptance letter from the CITY. Please find below the Sub Consultant contact information.

Willdan Financial Services
Habib Isaac, Principal Consultant
27368 Via Industria, Ste 110
Temecula, California 92590
Toll Free: 800-755-6864 x1574

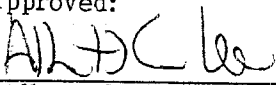
Thank you for your attention to this request.

Sincerely,
Keith and Schnars, P.A.



Tim J. Hall, P.E.
Vice President, Civil Engineering

Approved:



Albert J. Carbon, P.E.
Director, Public Works
City of Fort Lauderdale
Date: 10/23/2012

Attachment

cc: Habib Isaac, Willdan Financial Services (via email)

Z:\Projects\17875 Underground Utilities - Ft. Lauderdale\Work Authorization\17875.06\Subconsultant\LTR HBarnes re Sub Authorization.doc

6500 North Andrews Avenue • Ft. Lauderdale, Florida 33309-2132
(954) 776-1616 • (800) 488-1255 • Fax (954) 771-7690
www.keithandschnars.com

**Willdan Financial Services
Hour Rate Schedule**

Position	Hourly Rate
Group Manager	\$210
Principal Consultant/Managing Principal	\$200
Senior Project Manager	\$165
Project Manager	\$145
Senior Project Analyst	\$130
Senior Analyst	\$120
Analyst	\$100
Assistant Analyst	\$75

