

## TASK ORDER No. 1

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2015

### FORT LAUDERDALE PUBLIC WORKS DEPARTMENT

### 12019 - 2625 NE 11TH COURT STORMWATER IMPROVEMENTS

#### PROFESSIONAL SERVICES

This Task Order is pursuant to the Continuing Service Contract Agreement (No. 626-10881-6) between the City of Fort Lauderdale, a Florida municipality, ("CITY") and Miller, Legg & Associates, Inc., ("CONSULTANT"), a Florida corporation, for Civil Engineering Consultant Services in accordance with the terms of the agreement for professional services dated November 6, 2012 and extended by the City Commission on October 21, 2014 between CITY and CONSULTANT ("MASTER AGREEMENT").

#### PROJECT BACKGROUND

This project is part of the Phase I Storm Master Plan for the design of the drainage system along NE 11 Court between Bayview Drive and Seminole Drive in the Coral Ridge Neighborhood of Fort Lauderdale Florida. Residential properties have flooded during extreme storm events. Currently, flooding is affecting public/private property by accumulating over sidewalk and frequent flooding and ponding occurs during every rain storm due to insufficient drainage infrastructure

#### PROJECT DESCRIPTION

The Project includes the design of a new stormwater system to address flooding issues at the site. This Project is included in Phase I of the Stormwater Master Plan. The 2625 NE 11th Court Stormwater Improvement Project is located in the City of Fort Lauderdale. The Project encompasses the roadway along NE 11 Court between Bayview Drive and Seminole Drive. A generalized address is 2625 NE 11th Court, Fort Lauderdale, FL 33304.

See "Exhibit 1" for project location. The existing project area consists of roads and green areas. This project is for the design of new tidal valves and the drainage system. The drainage system will improve water quality, water quantity, will address tidal and storm flooding which is currently damaging private property.

The task order includes the following services:

1. Civil Design

- a. The project shall be designed to the 10 year, 24 hour storm event and the streets shall have no standing water due to high tide. For water quantity purposes, a 1' sea level rise shall be taken into account in the design. The design phases to be completed shall include 30%, 90% and 100% specifications and plans, and the documents to be submitted include cost estimates, project schedule on MS project, drainage reports and calculations.
- b. CONSULTANT shall obtain all required permits from all necessary regulatory agencies.



2. Construction Services

- a. Respond to RFIs for technical questions and shop drawing approvals

**SPECIFIC SCOPE OF SERVICES AND DELIVERABLES**

This task order will cover the civil engineering services required to complete the stormwater drainage system design for the **2625 NE 11th Court Stormwater Improvement Project**.

The CONSULTANT is responsible for all work of their sub consultants/subcontractors to meet the deliverables included on this task order.

CONSULTANT shall provide all engineering services described on the tasks herein below:

**Task 1            30% Design Submittal**

- 1.1.1    **30% Drainage Report** - CONSULTANT shall prepare a preliminary investigation of the existing drainage systems within the project limits. CONSULTANT shall also prepare a drainage analysis to determine the drainage requirements and the cost of the project. The proposed drainage system must comply with South Florida Water Management District (SFWMD) criteria, Broward County criteria and must satisfy level of service (LOS) set forth by the CITY (10 year 24 hour storm) and no standing water.
- 1.1.1.1    **Design Alternative 1** - CONSULTANT shall include in the 30% drainage report a design that meets the CITY's road protection criteria (10 year - 1 day storm event).
- 1.1.1.2    **Design alternative 2** - CONSULTANT shall include a design alternative that best meets the Level of service (LOS) corresponding to the available task order construction budget.
- 1.1.2    **30% Construction Documents** - CITY shall inform the CONSULTANT within 7 day of receiving the 30% drainage report submittal on how to proceed with the proposed design alternatives. CONSULTANT shall attend a coordination meeting with CITY to finalize the preliminary Design Drawings. CONSULTANT shall also obtain all necessary approvals from the CITY prior to proceeding with a design alternative. CONSULTANT shall prepare and submit meeting minutes.
- 1.1.3    **Cost Estimate at 30%**- CONSULTANT shall prepare the cost estimate at 30% of the construction drawings development, propose and make the changes to the design if needed to have it within the proposed budget.
- 1.1.4    **Project Schedule** - CONSULTANT shall deliver a schedule in Microsoft Project of the task order work break down as part of this task order for City review and approval. Schedule shall include deliverables dates, milestones, QA/QC time. CITY review time frame shall be not less than 7 business days per submittal.

**Task 2            90% Design Submittal**

- 1.2.1    **90% Construction Documents** - CONSULTANT shall provide Paving Grading and Drainage Plan, Storm Water Pollution Prevention Plan, Maintenance of Traffic Plan, Paving Grading and Drainage Details Plan, Demolition Plan, Paving



Marking and Signage Plan, Specifications and Utility Relocation Plan (if applicable). Plans will include 30%, and 60% mark-ups made by the CITY.

- 1.2.2 **Permitting – CONSULTANT** shall obtain all design permits for **2625 NE 11th Court Project** to allow the City to bid out the construction of the project. This item includes responding to all permit agencies comments. This item does not include permits fees, which are reimbursable expenses paid per contract agreement clauses.

1.2.2.1	SFWMD	Environmental Resource Permit
1.2.2.2	FDEP/BCELBPD	Surface Water License
1.2.2.3	City of Fort Lauderdale	Engineering and Building Department

- 1.2.3 **Project Schedule** - CONSULTANT shall update and submit the project schedule.

### Task 3

#### **100% Design Submittal**

- 1.3.1 **100% Construction documents** - CONSULTANT shall submit Specifications, Paving Grading and Drainage Plan, Storm Water Pollution Prevention Plan, Maintenance of Traffic Plan, Paving Grading and Drainage Details Plan, Demolition Plan, Paving Marking and Signage Plan and Utility Relocation Plan (if applicable). CONSULTANT shall coordinate specifications and drawings, prepare the construction drawings based on Design Development Drawings. Drawings will include final mark-ups made by the CITY (including 30% and 90% markups) and all regulatory agencies' comments will be implemented. The CONSULTANT shall apply sustainable design principles. CONSULTANT shall conduct and respond to constructability reviews made by CITY on the 100% completion of submitted by CONSULTANT.
- 1.3.2 **100% Cost Estimate** - CONSULTANT shall prepare the cost estimate at 100% of the construction drawings, and propose and make the changes to the design if it is required to be within the proposed budget.
- 1.3.3 **100% Drainage report** - CONSULTANT shall prepare a final drainage report based on existing conditions and the proposed design in order to determine the drainage requirements and the cost of the project. The final drainage report shall justify the final proposed solution; it shall also compile challenges, alternative designs, and recommendations. The proposed drainage system must be adequate based on South Florida Water Management District (SFWMD) criteria, Broward County criteria and must satisfy LOS set forth by the CITY.

### Task 4

#### **Construction/Bid Documentation Services**

- 1.4.1 **Bidding** - CONSULTANT shall provide all documentation required for bidding and execution of construction services and assist the CITY during the bidding process by answering bid questions, issuing the clarification or drawings/addendums as needed.
- 1.4.2 **Construction Administration** - CONSULTANT shall review the shop drawings and submittals, answer RFI's, and respond to requests for changes.



**Deliverables:**

Deliverables for this project shall consist of the following:

**Task 1**            30% Design Submittal

Additional Survey (if required)

- 1.1.1    30% Drainage Report
  - 1.1.1.1    Design Alternative 1
  - 1.1.1.2    Design Alternative 2
- 1.1.2    30% Construction plans
- 1.1.3    Cost Estimate at 30%
- 1.1.4    Project schedule

**Task 2**            90% Design Submittal

- 1.2.1    90% Construction plans and specifications
- 1.2.2    Permitting - obtaining all permits and approvals for the Construction Documents
  - 1.2.2.1    SFWMD                            Environmental Resource Permit
  - 1.2.2.2    FDEP/BCEPD                    Surface Water License
  - 1.2.2.3    City of Fort Lauderdale        Engineering and Building Department
- 1.2.3    Project Schedule update

**Task 3**            100% Construction plans

- 1.3.1    100% Construction plans including all specifications
- 1.3.2    100% Cost Estimate
- 1.3.3    Final Drainage report

**Task 4**            Construction/Bid Documentation Services

- 1.4.1    Bidding Package, responses to the questions if required.
- 1.4.2    Construction Administration including review of shop drawings, submittals, and RFI's

The deliverables need to include DWG, PDF, WORD, ICPR or routing files and Excel files in original format as required by Contract Agreement Article 11. The drawings need to comply with CITY CAD Standards.

**PROJECT ASSUMPTIONS**

Specific assumptions for the project:

- CONSULTANT shall review all City, County State records, data and/or other documentation available to review land ownership, easements or other restrictions that may affect the project and the surveying deliverables of this task order.
- CONSULTANT shall prepare hydraulic, water quality, flood plain watershed modeling and analysis utilizing EPA's Storm Water Management Model (SWMM), ICPR or equal for the design of the stormwater solutions associated with the Project. CONSULTANT shall calibrate the models to be consistent with observable and proposed conditions.



### **CITY'S RESPONSIBILITIES**

- CITY shall provide all survey data, project records, drawings, reports, studies, etc. required for the final design.
- The City of Fort Lauderdale shall be responsible for closeout services associated with any permits obtained for this project.
- The City's project manager, or a designated representative, will coordinate the project for the CITY.
- CITY will provide decision on which design alternative to proceed with the development of the design plans.
- CITY shall coordinate with adjacent property owners as applicable to obtain access to private property. CITY shall provide CONSULTANT written confirmation for private property access.
- Meeting attendance.
- Timely review of submittals.
- Payment of permit fees as reimbursable expense per contract agreement.

### **ADDITIONAL SERVICES**

If authorized in writing by the CITY as an amendment to this Task Order, the CONSULTANT shall furnish, or obtain from others, Additional Services of the types as listed in the Master Agreement. The CITY, as indicated in the Master Agreement, will pay for these services.

### **PERFORMANCE SCHEDULE**

The CONSULTANT shall perform the services identified in Tasks 1 through 5 inclusive within sixty (60) working days of written Notice to Proceed as shown on the task order schedule on "Exhibit 2".

### **PROJECT FUNDING**

Performance of this project is at the CITY's discretion and may be contingent upon the CITY receiving funding and work shall not begin until the CITY notifies the CONSULTANT that funding sources for this project are in place.

### **METHOD OF COMPENSATION**

The services performed will be accomplished using the Not-to-Exceed method of compensation. The total hourly rates payable by the CITY for each of CONSULTANT's employee categories, reimbursable expenses, if any, and sub-consultant fees, if any, are shown on "Exhibit 3" attached hereto and made a part hereof. The Method of Compensation for reimbursable expenses is "actual cost" up to the "Not-to-Exceed" amount.

Sub consultant proposal is included in "Exhibit 4"

Billing shall be per the final negotiated not to exceed price. CITY will have to go back to the Commission for approval of the overall contract once the not to exceed price is detailed / documented and finalized to



be incorporated in the contract. A detailed breakdown of price will need to be included as an exhibit in this task order.

Invoices shall be processed for work approved per percentage of task order completed. City Project manager shall review and approve all invoices prior to processing final pay request.

**TERMS OF COMPENSATION**

Services will be provided for the following Not-to-Exceed amounts:

Task No	Task Title	Labor Fees		Total
		Consultant	Sub consultant	
1	30% Design Submittal	\$ 7,390.00	\$ 3,605.00	\$ 10,995.00
2	90% Design Submittal	\$ 10,660.00	\$ 7,050.00	\$ 17,710.00
3	100% Design Submittal	\$ 4,900.00	\$ 2,050.00	\$ 6,950.00
4	Construction/Bid Documentation Services	\$ 2,800.00	\$ -	\$ 2,800.00
All tasks				\$ 38,455.00
Task No	Description	Reimbursables		Total
		Consultant	Sub consultant	
1		\$	\$	\$
2		\$	\$	\$
All reimbursables				\$ -
Task No	Description	Other Cost		Total
		Consultant	Sub consultant	
1		\$	\$	\$
2		\$	\$	\$
All other costs				\$ -
<b>TOTAL</b>				<b>\$ 38,455.00</b>



Task Order No.: 1

Project: 12019

Consultant: Miller, Legg & Associates, Inc.

### CITY CONTACTS

Requests for payments should be directed to City of Fort Lauderdale Accounts Payable via e-mail to [AcctsPayable@FortLauderdale.gov](mailto:AcctsPayable@FortLauderdale.gov). All other correspondence and submittals should be directed to the attention of Daniel Rey, Project Manager, at the address shown below. **Please be sure that all correspondence refers to the City project number and title as stated above.**

Daniel Rey  
Project Manager II  
City of Fort Lauderdale  
City Hall, 4<sup>th</sup> Floor Engineering  
100 North Andrews Avenue  
Fort Lauderdale, FL 33301  
954-828-7150  
[Drey@fortlauderdale.gov](mailto:Drey@fortlauderdale.gov)

Pedram Zohrevand, P.E.  
Assistant City Engineer  
City of Fort Lauderdale  
City Hall, 4<sup>th</sup> Floor Engineering  
100 North Andrews Avenue  
Fort Lauderdale, FL 33301  
[PZohrevand@fortlauderdale.gov](mailto:PZohrevand@fortlauderdale.gov)  
(954) 828-6134

Annalise Mannix, P.E., M.S.  
Senior Project Manager  
Design Section, Public Works  
City of Fort Lauderdale  
100 N. Andrews Ave.  
Fort Lauderdale, FL 33301  
(954) 828-4355  
[Amannix@Fortlauderdale.gov](mailto:Amannix@Fortlauderdale.gov)

### CONSULTANT CONTACTS

Miller, Legg & Associates, Inc.  
Darren L. Badore  
Regional Service Manager, Engineering  
5747 N Andrews Way  
Fort Lauderdale, FL 33309-2364  
Office: 954-436-7000  
Cell: 954-325-1626  
Email: [dbadore@millerlegg.com](mailto:dbadore@millerlegg.com)



**Department Signatures**


Approved by:

 3/11/15

Daniel Rey, E.I.  
Project Manager

Date

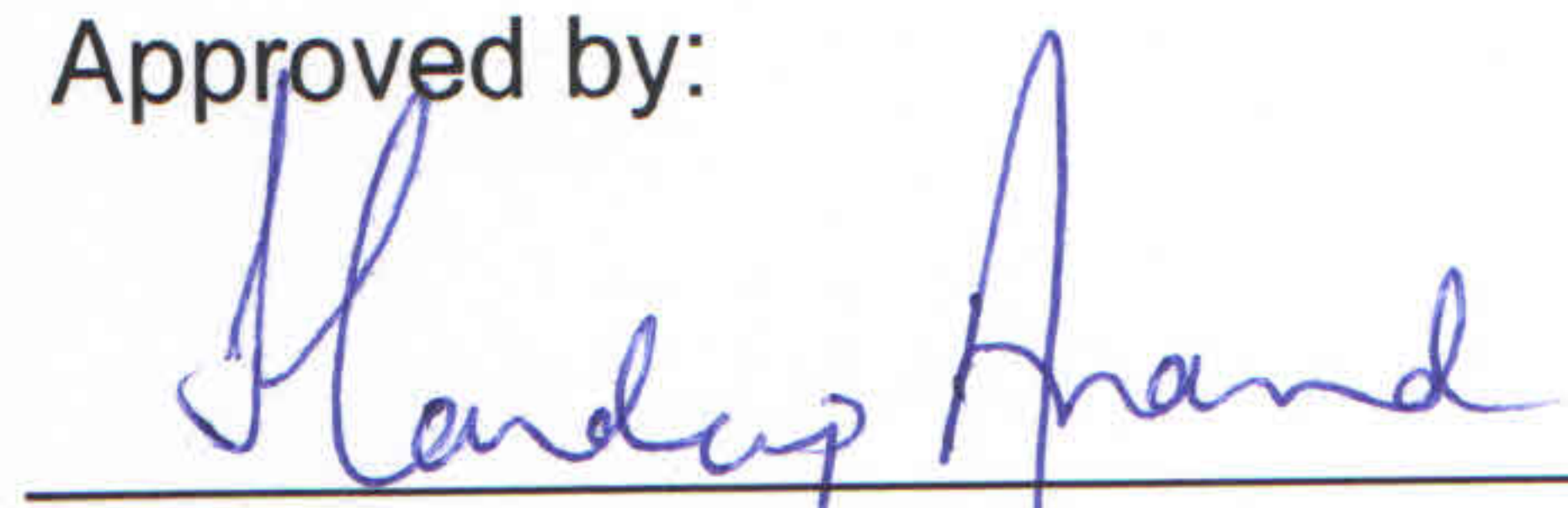
Approved by:

 3/23/15  
A. MANVIX For P. Z.

Pedram Zohverand, P.E.  
Assistant City Engineer

Date:

Approved by:

 3/18/15

Hardeep Anand, P.E.  
Public Works Director

Date



CITY

IN WITNESS OF THE FOREGOING, the parties have set their hands and seals the day and year first above written.

CITY OF FORT LAUDERDALE, a municipal corporation of the State of Florida:

By \_\_\_\_\_  
LEE R. FELDMAN, City Manager

(CORPORATE SEAL)

ATTEST:

\_\_\_\_\_  
JONDA K. JOSEPH, City Clerk

Approved as to form:

\_\_\_\_\_  
RHONDA MONTOYA HASAN  
Assistant City Attorney



**CONSULTANT**

WITNESSES: (Need 2)

[Signature]  
Signature  
Darren L. Badore  
Print Name

MARNA HANNWACKER  
Signature  
MARNA HANNWACKER  
Print Name

Miller, Legg & Associates, Inc., a Florida corporation

By: [Signature]  
Name: MICHAEL D. KROLL  
Title: VICE PRESIDENT

ATTEST:  
By: [Signature]  
Name: LESLIE HERNANDEZ  
Title: CFO

(CORPORATE SEAL)

STATE OF FLORIDA:  
COUNTY OF BROWARD:

The foregoing instrument was acknowledged before me this 11<sup>th</sup> day of March, 2015, by Michael D. Kroll as vice president of Miller, Legg & Associates, Inc. a Florida corporation, who is  personally known to me or  has produced \_\_\_\_\_ as identification.

(NOTARY SEAL)



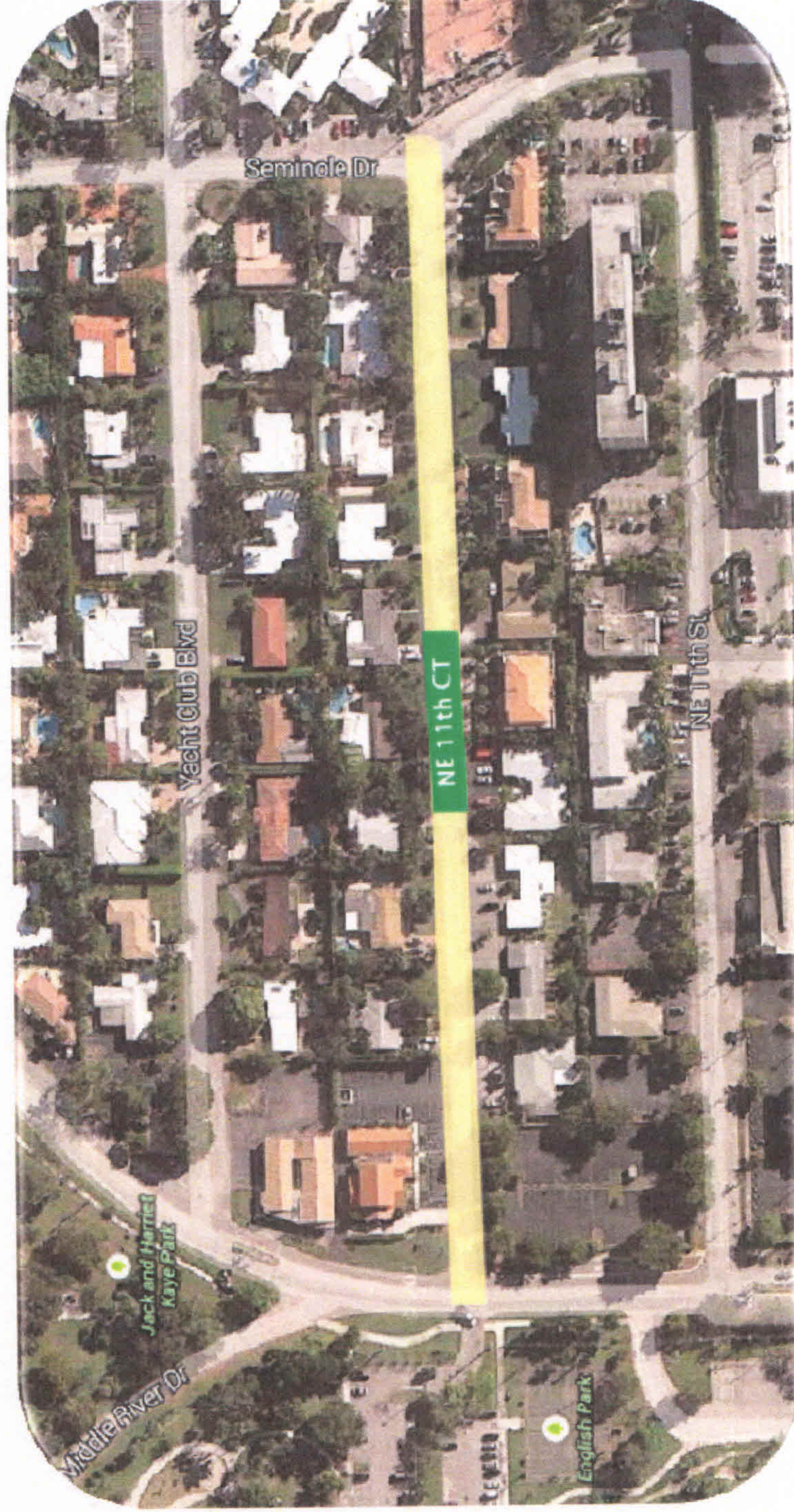
[Signature]  
Notary Public, State of Florida  
(Signature of Notary taking Acknowledgment)  
Darlene Luna  
Name of Notary Typed, Printed or Stamped  
My Commission Expires: \_\_\_\_\_  
Commission Number \_\_\_\_\_



# **EXHIBITS**



**Exhibit 1 Location Map**





**Exhibit 2 Project Schedule**

<b>TO NO1 - 12019 - 2625 NE 11TH COURT STORMWATER IMPROVEMENTS</b>		
<b>SCHEDULE</b>		
<u>Event</u>	<u>Start Date</u>	<u>End Date</u>
NTP	April 15 2015	
Drainage Study	April 15 2015	May 7 2015
30% Design Submittal	May 1 2015	June 1 2015
30% City Review	June 1 2015	June 8 2015
60% Design Submittal	June 8 2015	July 1 2015
60% City Review	July 1 2015	July 9 2015
100% Design Submittal	July 9 2015	August 1 2015
100% City Review	August 1 2015	August 9 2015
Bidding Services	August 9 2015	August 23 2015
Construction Admin	August 23 2015	January 1 2016
Project Closeout	January 15 2016	January 15 2016



**Exhibit 3 Work Break Down Fee Schedule**

**Budget Table**  
 Miller Legg & Associates, Inc.  
 Bayview Drive & 11th Court Drainage Improvements  


Phase and/or Task Code	Task Description	Task Manager		Totals		Total OOC	Total Hours	Labor Category										
		Task Manager	Labor Cost	Labor Cost	Total			Principal \$	Sr Eng \$	Civil Eng \$	Const Spec \$	Tech Sp \$	Admin \$					
ALL	ALL		\$ 25,750	\$ -	\$ 25,750	\$ -	241											
1	30% Design Submittal																	
1	drainage report		1,000		1,000		10											
1	alternative design 1		1,810		1,810		17											
1	alternative design 2		1,810		1,810		17											
1	drawings		1,940		1,940		18											
1	estimate of probable cost		830		830		8											
2	90% Design Submittal																	
2	Paving		1,220		1,220		12											
2	Drainage		1,060		1,060		11											
2	Grading		1,220		1,220		12											
2	SWPPP		490		490		5											
2	Plan Specification		840		840		8											
2	Details		1,220		1,220		12											
2	Permits																	
2	SRWMD		1,200		1,200		11											
2	FDEP		1,200		1,200		11											
2	BCELBPD		1,200		1,200		11											
2	City		980		980		9											
3	100% Design Submittal																	
3	Finalize drawings		2,920		2,920		28											
3	Finalize Cost Estimate		760		760		7											
3	Finalize Drainage Report		1,220		1,220		10											
4	Construction Administration																	
4	bidding		1,040		1,040		8											
4	RFI's		880		880		8											
4	Shop Drawing r/w		880		880		8											
<b>Total</b>			\$ 25,750		\$ -		\$ 25,750											



**Exhibit 4 Sub Consultant Fee Schedule**

CITY OF FT LAUDERDALE GENERAL ENGINEERING SERVICES  
 Task Work Order #: Bayview and 11th Court  
 PROPOSAL FEE SCHEDULE  
 APPENDIX A



No.	Description	Rates per hour						Total Hours	Budget		Remark
		Project Manager	Senior Engineer	Engineer	Engineering Technician	Clerical Support	Hours		Labor	Subtotal	
100	Project Management / Admin / QA-QC / Drainage Study	10						10	\$ 1,400.00	\$ 1,400.00	
200	Data Collection; As-built Reviews; Permit Reviews; Surveys; Field Reviews, etc.	5	5	5	4	4		22.9	\$ 2,280.00	\$ 2,280.00	
300	Drainage Study; Hydrology Basin Delineation; ICPR Model Skeleton Master Plan and Existing Conditions; Calibration & Verification; Report Preparation	7	22	22	11	9		71	\$ 7,095.00	\$ 7,095.00	
400	Response to City Comments; Modifications to ICPR and modification to Drainage Report and calculations	2	5	5	5	4		21	\$ 1,930.00	\$ 1,930.00	
								0			
								0			
								0			
	<b>Total Hours</b>	24	32	32	20	17	0	124.9			
	Subtotal labor fee	\$ 3,360.00	\$ 3,680.00	\$ 3,520.00	\$ 1,300.00	\$ 845.00			\$ 12,705.00	\$ 12,705.00	
	ODC's (mileage, tolls, reproduction & reimbursable)										
	Sub-total Labor Fee/DOC										
	Inspector general (0.25%)										
	Total project cost (Labor / DOC / LG)	\$ 3,360.00	\$ 3,680.00	\$ 3,520.00	\$ 1,300.00	\$ 845.00	\$ -	\$ -	\$ 12,705.00	\$ 12,705.00	
	% utilization										
	<b>Total</b>	\$ 3,360.00	\$ 3,680.00	\$ 3,520.00	\$ 1,300.00	\$ 845.00			\$ 12,705.00	\$ 12,705.00	

Exhibit 1  
 CAM 15-0419  
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