



CITY MANAGER SIGNATURE REQUEST ROUTING FORM

Rev: 11 | Revision Date: 07/02/2025

SECTION 1 | SUMMARY INFORMATION

Date: 11/5/2025

Agenda Item Commission Memo Letter (to external agency) Other Document

Document Title/Purpose: TASK ORDER NO. 4 - Melrose Manors Neighborhood Stormwater Improvements as a Part of the Fortify Lauderdale Initiative - HDR Engineering, Inc. - \$346,157 - (Commission District 3)

Commission Meeting Date: 10/23/2025 CAM #: 25-0953 Item #: CP-5

CAM attached: Yes No Action Summary Attached: Yes No CIP FUNDED: Yes No

Community Investment Plan (CIP) Project defined as having a life of at least 10 years and a cost of at least \$100,000 and shall mean improvements to real property (land, buildings, or fixtures) that add value and/or extend useful life, including major repairs such as roof replacement. Term "real property" includes land, real estate, realty, or real.

SECTION 2 | REQUESTOR (CHARTER OFFICE/DEPARTMENT)

Charter Office: N/A Router Name: N/A Ext: N/A

Department: Procurement Services Router Name: Shamori Aldridge Ext: 6238

Department Approval (Director/Chief): Name: Glenn Marcos Init.: gm Date: 11/4/25

*Return Document To: Shamori Aldridge Department: Procurement Services Ext: 6238

*REMINDER: Once review and signature at the last level of government (Federal, State, County) is complete, scan the final record copy and send to the City Clerk's Office.

Scan Date: Attach Certified Resolution #: Original form route to CAO: Yes No

THE FOLLOWING SECTIONS ARE FOR CHARTER OFFICE USE ONLY

SECTION 3 | CITY ATTORNEY'S OFFICE (CAO): CAO signed/routed Required Yes No

Is the attached Granicus document final? Yes No Number of Originals Attached:

Attorney's Name: Rhonda Hasar Approved as to Form: Yes No Initials: RH

Route to: Finance (if applicable) Date: N/A Route to: CCO Date: 11/13/25

SECTION 4 | CITY CLERK'S OFFICE (CCO)

City Clerk Office Receive and Scan Date: Number of Originals: 1

Route to CMO Date: 11/14/25 Route to Mayor Date:

SECTION 5 | CITY MANAGER'S OFFICE (CMO)

LOG #: NOV 71 Date Received: 11/14/25 Received From: CLO

To CM/ACM: R. Williams C. Cooper Y. Matthews B. Rogers

Approved Init.: RJW 11/14/25 for continuous routing to Rickelle Williams, City Manager/Executive Director

Disapproved: Comments:

Executive Assistant Route to CCO Date: 11/17/25 TM# 25-0507



TASK ORDER NO. 4

Dated this 17th day of November, 2025

FORT LAUDERDALE PUBLIC WORKS DEPARTMENT

MELROSE MANORS NEIGHBORHOOD STORMWATER IMPROVEMENTS

PROFESSIONAL SERVICES

This Task Order between the City of Fort Lauderdale, a Florida municipal corporation ("CITY") and HDR Engineering, Inc., authorized to transact business in Florida ("CONSULTANT"), is pursuant to the Melrose Manors Neighborhood Stormwater Improvements Consultant Services Agreement dated July 5, 2022, and expiring on July 4, 2027 ("MASTER AGREEMENT").

PROJECT BACKGROUND

The Melrose Manors neighborhood lies within the North Fork New River (NFNR) and South Fork New River (SFNR) Watersheds, bounded by SE 31st Avenue to the west, Broward Boulevard to the north, Davie Boulevard to the south, and 1-95 to the east (approximately 640 acres). The majority of Melrose Manors is low lying, ranging between 3' to 5' NAVD. The area lacks stormwater infrastructure and has no positive outfall to a receiving water body. Because of this, medium to intense seasonal rainfall causes widespread flooding in the neighborhood. The flooding persists for days or weeks with only soil storage available for drainage.

This task order is part of the larger RFQ No. 12632-626 Consultant Services for Melrose Manors Neighborhood Stormwater Improvements master agreement. As part of the efforts associated with the master agreement, CONSULTANT will provide conceptual engineering, final design, permitting, and bidding services associated with stormwater management improvements to the Melrose Manors neighborhood. These improvements include stormwater collection, treatment, conveyance, and discharge systems.

GENERAL REQUIREMENTS

Design Standards

The CONSULTANT shall be solely responsible for determining the standards the work shall meet and obtain all the requisite regulatory approvals. The design shall include, but is not limited to, the plans and specifications, which describe all systems, elements, details, components, materials, equipment, and any other information necessary for construction. The design shall be accurate, coordinated between disciplines, and in all respects, adequate for construction, and shall be in conformity, and compliance with all applicable laws, codes, permits, and regulations.

Quality Control

The CONSULTANT is responsible for the quality control (QC) of their work and of its sub-consultants. The CONSULTANT shall provide the City the list of sub-consultants which shall be used for this project. This list shall not be changed without prior approval of the CITY. All sub-consultant documents and submittals shall be submitted directly to the CONSULTANT for their independent QC review. The City shall only accept submittals for review and action from the CONSULTANT.

The CONSULTANT shall be responsible for the professional quality, technical accuracy, and coordination of all pre-design services, designs, drawings, specifications, and other services furnished by the CONSULTANT and their sub-consultant(s). It is the CONSULTANT's responsibility to independently and continually QC their plans, specifications, reports, electronic files, progress payment applications, schedules, and all project deliverables required by this task order. The CONSULTANT

shall provide the CITY with a marked up set of plans and/or specifications showing the CONSULTANT's QC review. Such mark-ups shall accompany the CONSULTANT's scheduled deliverables. The submittal shall include the names of the CONSULTANT's staff that performed the QC review for each component (structures, roadway, drainage, etc.).

Project Schedule

The CONSULTANT shall submit a preliminary project schedule as an exhibit of this task order. The schedule shall be prepared in Microsoft Project and shall utilize an estimated Notice-to-Proceed (NTP), based on best available information.

The CONSULTANT shall submit a final project schedule to the CITY, for approval, within 10 business days after receiving the NTP and prior to beginning work. No work shall commence without an approved schedule. The final schedule shall include design, permitting activities, submittal review timeframes, and other project activities as required to complete the work. The CONSULTANT shall submit updated project schedules as required in the specific scope of services.

Permitting

The CONSULTANT shall coordinate with the CITY, regulatory agencies, and any other government entity having an interest or jurisdiction, which may require permits for this project. The CONSULTANT shall provide an estimate of fees and duration associated with the permitting process. Some of the regulatory or permitting agencies associated with this project include, but are not limited to:

- South Florida Water Management District (SFWMD)
- U.S. Army Corps of Engineers (USACE)
- U.S. Coast Guard (USCG)
- Broward County Environmental Protection and Growth Management Department (BCEPGMD)
- Broward County Environmental Licensing and Building Permitting
- CITY' s Department of Sustainable Development (DSD) City Building Permit
- Broward County Health Department (BCHD)

SPECIFIC SCOPE OF SERVICES

The Scope of Services to be provided by CONSULTANT shall be as follows:

Task 1 – Data Collection and Survey Design Support

Task 1.1 – Data Collection

- **Subsurface Utility Engineering For Up To 250 Test Hole Locations**

Professional services in accordance with ASCE Standard 38-02 – Standard Guidelines for the Collection and Depiction of Existing Subsurface Utility Data during all field and office operations for this project. This will include the designation, setup, location, and mapping of existing subsurface utilities, as well as performing test hole locations on target utilities at up to 250 locations.

Horizontal Designation Services

SUBCONSULTANT will horizontally mark any known tone able and non-tone able target underground utilities that are represented on as-built plans, above ground appurtenances, and other miscellaneous utility records to set up to two hundred fifty (250) test hole locations. Conductive utilities will be marked on the surface utilizing active geophysical prospecting techniques in conjunction with electromagnetic equipment utilizing passive radio and audio frequencies. Known

non-conductive utilities and/or structures will be marked on the surface utilizing Ground Penetrating Radar (GPR), above ground features, professional judgment, utility plats and/or as-builts.

Location Services

SUBCONSULTANT will perform up to two hundred fifty (250) test holes at specific sites. Test holes will be utilized to expose utilities to minimize any potential for damage. Test holes performed will be of minimum size (usually 1' by 1'). Backfill of test holes will be performed utilizing the removed material, if suitable. Areas will be restored back as close as possible to their original condition. Installation of an identifiable above ground marker will be performed at each test hole location. Field markers will consist of a nail and disk in asphalt, or an iron rod and cap with survey stake in grassed areas. Test holes performed in the street will be patched using cold patch. The test hole number and utility will be identified on the ground or on the stake, as appropriate. A test hole summary report will be created providing coordinates, depth of cover, type, size, and material if applicable. There is a four (4) test hole minimum for location services.

SUBCONSULTANT is required by law to contract Sunshine State One Call of Florida forty-eight (48) hours in advance of any excavation. SUBCONSULTANT will not access confined spaces. If confined spaces need to be accessed for locating purposes, then the City will be notified, and further arrangements will be made for said access. Additional fees may be applicable. If additional MOT is required beyond the capability of SUBCONSULTANT's standard MOT operations, SUBCONSULTANT will notify the City. Additional requests outside the scope of services, when requested by City, will be invoiced on an hourly basis. This proposal assumes site access is available, and work can be performed between the hours of 7:30 AM and 5:00 PM Monday through Friday.

Utility Mapping

SUBCONSULTANT will perform surveying services to collect the surface markings completed in this amendment that mark the underground utilities. Survey of said markings will be based on Real-Time Kinematic (RTK) GPS observations and referenced to the Florida State Plane Coordinate System (NAD83/11) and the North American Vertical Datum of 1988 (NAVD88). Survey of Horizontal Designations will be delivered in a geo-referenced (NAD83/11) AutoCAD file. The survey of Location Services (Test Holes) will be delivered in Excel in PNEZD format.

Maintenance of Traffic

SUBCONSULTANT will rent an arrow board, as needed, for test holes falling within lanes of traffic.

• **SUBSURFACE UTILITY ENGINEERING FOR UP TO 2 MILE CORRIDOR**

Professional services in accordance with ASCE Standard 38-02 – Standard Guidelines for the Collection and Depiction of Existing Subsurface Utility Data during all field and office operations for this project. This will include the designate all known tone able and non-tone able utilities found within the existing r/w for a 2-mile corridor.

Horizontal Designation Services

SUBCONSULTANT will horizontally mark any known tone able and non-tone able underground utilities that are represented on as-built plans, above ground appurtenances, and other miscellaneous utilities. Conductive utilities will be marked on the surface utilizing active geophysical prospecting techniques in conjunction with electromagnetic equipment utilizing passive radio and audio frequencies. Known non-conductive utilities and/or structures will be marked on the surface utilizing Ground Penetrating Radar (GPR), above ground features, professional judgment, utility plats and/or as-builts.

Utility Mapping

SUBCONSULTANT will perform surveying services to collect the surface markings completed in Task 207 that mark the underground utilities. Survey of said markings will be based on Real-Time Kinematic (RTK) GPS observations and referenced to the Florida State Plane Coordinate System

(NAD83/11) and the North American Vertical Datum of 1988 (NAVD88). The survey of Horizontal Designations will be delivered in a geo-referenced (NAD83/11) AutoCAD file.

- **SPECIFIC PURPOSE SURVEY**

SUBCONSULTANT will prepare a Specific Purpose Survey of the site. The site of this survey is an approximate 1000' x 250' area on the east side of the building located at 201 NW 22nd Avenue, from Broward Boulevard north to the south side of the lake. Survey will show the boundary lines (based on GIS data from the property appraiser's website), together with surface improvements such as buildings, roadways, pavement, sidewalks, traffic striping, walls, fences, surface utilities, etc. Trees will be noted by common name and trunk diameter. Storm and Sanitary structures will be noted with the pipe invert elevation, diameter, material, and direction. Survey will be referenced to the Florida State Plane Coordinate System (NAD83/11) and the North American Vertical Datum of 1988 (NAVD88). Elevations will be shown at an interval of approximately 50 feet, including intermediate changes in grade.

- **Hydrographic Survey**

SUBCONSULTANT will prepare a Hydrographic Survey of an approximate 200' x 200' at the proposed location of the outfall into the lake. Survey will be referenced to the Florida State Plane Coordinate System (NAD83/11) and the North American Vertical Datum of 1988 (NAVD88).

Task 1.2 – Additional Design Support

HDR will work in close coordination with Chen Moore and Associates (CMA) to update the project design, incorporating necessary modifications to preserve existing trees in compliance with environmental and permitting requirements. This process will involve evaluating tree impacts, adjusting alignments as needed, and integrating revisions into the design to minimize disturbance to existing vegetation. Additionally, the SUBCONSULTANT will prepare plan sheets reflecting the latest survey data to support the development of a signed and sealed topographic survey, as required during the ERP permit review.

Deliverables: The following deliverables shall be provided under Task 1:

- SURVEY OF LOCATION SERVICES (TEST HOLES) SURVEY OF HORIZONTAL DESIGNATIONS
- SPECIFIC PURPOSE SURVEY
- HYDROGRAPHIC SURVEY

THE DELIVERIES SHALL INCLUDE FILES IN NATIVE FORMAT (E.G DWG, WORD, EXCEL) AND PDF FORMAT. THE DRAWING SHALL COMPLY WITH CITY STANDARDS.

PROJECT ASSUMPTIONS

- CITY shall provide access to site.
- City shall provide existing electronic CAD files, if available. It is the CONSULTANTS responsibility to verify accuracy.
- It is the CONSULTANT's responsibility to verify existing geometry is acceptable to all permitting agencies.

ADDITIONAL SERVICES

If authorized in writing by the CITY, as an amendment to this Task Order, the CONSULTANT shall furnish, or obtain, Additional Services of the types 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 1.1 and 1.2 within 120 days of the written Notice to Proceed. Tasks 1.1 and 1.2 schedules shall be determined based on the bid dates and construction award period.

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 provides a Notice to Proceed to CONSULTANT.

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 A** attached hereto and made a part hereof. Pay application requests shall be prepared on the CITY's approved pay application request form. The CONSULTANT shall submit the pay application request to the CITY's Project Manager for review and approval. Once the CITY's Project Manager approves the CONSULTANT's pay application request, the CONSULTANT may submit it to the CITY's accounts payable department via email (AcctsPayable@fortlauderdale.gov) with a copy to the Project Manager. Pay application requests shall be submitted monthly.

TERMS OF COMPENSATION

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

Task 1.1 -Data Collection	\$ 299,062.00
Task 1.2 -Additional Design Support	\$45,095.00
Reimbursable Expenses	\$2,000.00
Grand Total	\$346,157.00

[THIS SPACE WAS INTENTIONALLY LEFT BLANK]

CITY CONTACTS

Requests for payments should be directed to City of Fort Lauderdale Accounts Payable via e-mail to AcctsPayable@FortLauderdale.gov after getting approval from the CITY's Project Manager. All other correspondence and submittals should be directed to the attention of Juan Carlos Samuel, Project Manager II at the address shown below. **Please be sure that all correspondence refers to the CITY project number and title as stated above.**

Juan Carlos Samuel, EI, ENV SP

Project Manager II
Public Works
City of Fort Lauderdale
101 NE 3 Ave. Suite 1410
Fort Lauderdale, 33301
(954) 828-6323
jsamuel@fortlauderdale.gov

Sayd Hussain

Senior Project Manager
Public Works
City of Fort Lauderdale
101 NE 3 Ave. Suite 1410
Fort Lauderdale, FL 33301
(954) 828-5678
shussain@fortlauderdale.gov

CONSULTANT CONTACTS

Giancarlo Pena, PE

Senior Project Manager
HDR Engineering, Inc.
8333 NW 53 St. Suite 302
Doral, FL 33166
Phone (305) 728-7452
Email: Giancarlo.pena@hdrinc.com

Jeffrey B. Arms, PE, AICP, PMP

Vice President
HDR Engineering, Inc.
315 E. Robinson Street, Suite 400
Orlando, FL 32801
Telephone: (407) 420-4249
Email: Jeffrey.arms@hdrinc.com

[THIS SPACE WAS INTENTIONALLY LEFT BLANK]

CITY

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

CITY OF FORT LAUDERDALE, a Florida municipal corporation

By: Rickelle Williams
RICKELLE WILLIAMS
City Manager

Date: 11/17/25

ATTEST:

By: David R. Solomon
DAVID R. SOLOMAN
City Clerk



Approved as to Legal Form and Correctness:
D'Wayne M. Spence, Interim City Attorney

By: Rhonda Montoya Hasan
RHONDA MONTOYA HASAN
Senior Assistant City Attorney

CONSULTANT

WITNESSES:

HDR Engineering, Inc., a Nebraska corporation authorized to transact business in the state of Florida.

[Signature]
Signature
JAMES JOHNSTON
Print Name

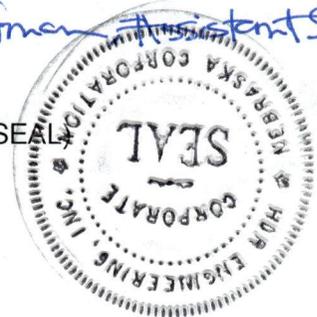
By: [Signature]
MELANIE E. FOWLER
Vice President

[Signature]
Signature
Michelle J Pardo
Print Name

ATTEST:

By: [Signature]
Secretary
Elizabeth C. Hoffman Assistant Secretary

(CORPORATE SEAL)



STATE OF FLORIDA
COUNTY OF HILLSBOROUGH

The foregoing instrument was acknowledged before me by means of physical presence or online notarization , this 29th day of OCTOBER, 2025, by **Melanie E. Fowler**, as **Vice President**, for **HDR Engineering, Inc.**, a Nebraska corporation authorized to transact business in the State of Florida.

[Signature]
(Signature of Notary Public - State of Florida)

Michelle J Pardo
(Print, Type, or Stamp Commissioned Name of Notary Public)



MICHELLE J. PARDO
Commission # HH 586622
Expires September 22, 2028

Personally Known X OR ~~Produced Identification~~
Type of Identification Produced: _____

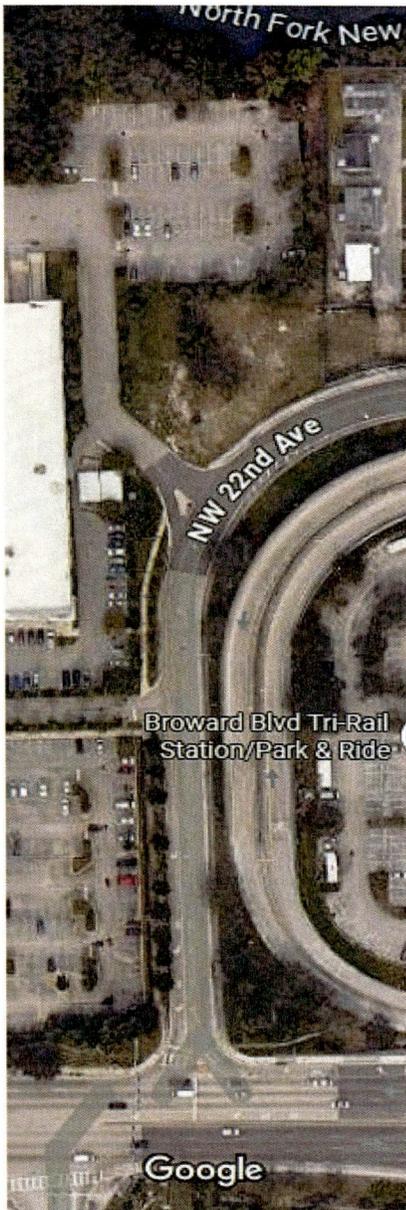
Exhibit A – Work Break Down Fee Schedule

A. Fee Schedule

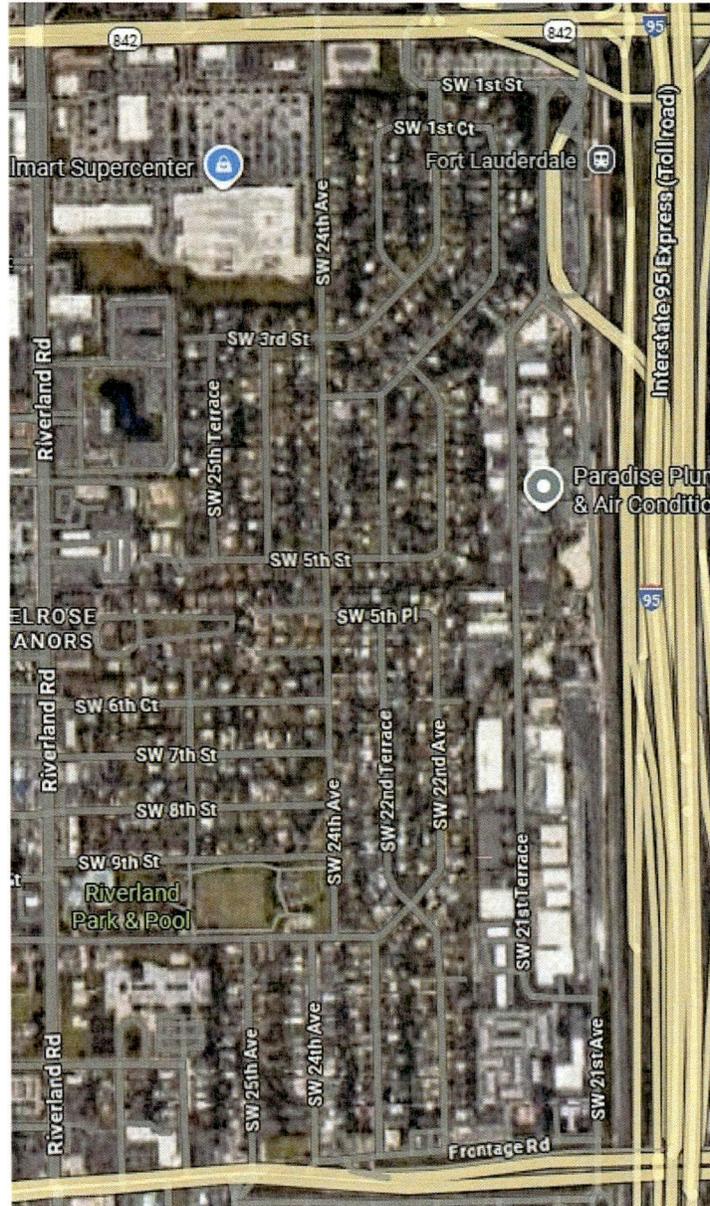
The fee schedule below is based upon an estimate of the personnel to work on the project. The actual personnel may vary based upon availability and area of expertise. It is agreed that the method of compensation is that of Not to Exceed Amount which means that CONSULTANT shall perform the services set forth in the Task Order for a total compensation in the amount of or less than the stated total.

Labor Category	Task Title	315		250		240		200		115		155		150		HDR Total Hours	HDR Labor Cost														
		Principal	Subtotal	Project Manager	Subtotal	Senior Engineer	Subtotal	Staff Engineer	Subtotal	Engineering Intern	Subtotal	Senior Technician	Subtotal	Senior Project Controller	Subtotal																
Task No.	Task Title	Hours	Subtotal	Hours	Subtotal	Hours	Subtotal	Hours	Subtotal	Hours	Subtotal	Hours	Subtotal	Hours	Subtotal																
1.1	Data Collection	4	1260	12	3000	8	1920	18	3240	18	1840	24	3240	3	450	69	14610														
	Suburban Utility Engineering	4	1260	12	3000	8	1920	18	3240	18	1840	24	3240	3	450	69	14610														
1.2	Additional Design Support	2	630	8	2000	4	640	4	620	8	620	18	2160	1	150	43	7620														
	Design Support		630		2000		640		620		620		2160		150	43	7620														
HDR Totals																126	22530														
Subconsultants																															
NETR																	\$384,157														
CAM																	\$377,475.00														
Totals																6	\$1,260	20	\$3,000	12	\$1,920	20	\$3,200	24	\$1,620	40	\$3,240	4	\$600		\$344,157.00
Reimbursables																															
NETR Reimbursable Expenses																	\$1,000.00														
Other Costs																															
Here																															
Totals																	\$344,157														
Total																	\$345,157.00														

Exhibit B – Location Map



Location of Additional Survey



Location of Additional Testholes

Exhibit C – Project Tentative Schedule

