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DOCUMENT ROUTING FORM

NAME OF DOCUMENT: Keith & Schnars Task Order No. 1, City Project 12075

Approved Comm. Mtg. on 1/21, 2015 CAM# 14-1503 ITEM: CM-5

Routing Origin: CAO PUBLIC WORKS DEPARTMENT/ENGINEERING

Also attached: copy of CAR ACM Form 3 ORIGINALS

1) **City Attorney's Office:** Approved as to Form # 3 Originals and Delivered to City Manager on _____

CIP FUNDED YES NO
Capital Investment / Community Improvement Projects

Capital Investment / Community Improvement Projects 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, including major repairs such as roof replacement, etc. Term "Real Property" include: land, real estate, realty, real.

2) **City Manager:** Please sign as indicated and forward 3 originals to Mayor.

3) **Mayor:** Please sign as indicated and forward 3 originals to Clerk for attestation and City seal.

INSTRUCTIONS TO CLERK'S OFFICE

4) **City Clerk:** Retains one original and forwards 2 original documents to:
(Individual, Dept & Ext)

Original Route form to Meredith - CAO 7th Floor

1/28

TASK ORDER No. 1

Dated this 21 day of January, 2015

CITY PROJECT No. 12075

K&S PROJECT No. 18068.04

FORT LAUDERDALE PUBLIC WORKS DEPARTMENT

**ROSE DRIVE
SANITARY SEWER REPAIR**

PROFESSIONAL SERVICES

This Task Order is being entered into pursuant to the Continuing Contract for Civil Engineering Consultant Services Agreement (Contract No. 626-10881-5) between the City of Fort Lauderdale (CITY) and KEITH and SCHNARS, P.A. (CONSULTANT) in accordance with the terms of the agreement for professional services dated November 6, 2012, and reviewed on Oct 21, 2014 between CITY and CONSULTANT ("MASTER AGREEMENT") and approved by City Commission on November 6, 2012.

PROJECT BACKGROUND

The project involves replacement of an existing 10" gravity sewer located along the east right-of-way of South Andrews Avenue, crossing an existing culvert north of Rose Drive. Because of a conflict with culvert elevations and in order to maintain positive slope, the sewer was originally hung from pipe supports secured to the face of the headwall. The original pipe supports, corroded over time, have failed. The only thing preventing the pipe from collapsing into the waterway is the recently installed liner. The City maintenance crews have installed a temporary support system to prevent further failure but a permanent fix is required.

PROJECT DESCRIPTION

The purpose of this proposal is to identify design services required for a permanent repair to the collapsed section. Due to elevation restrictions and conflicts with existing culverts, the only alternative to maintain gravity flow is to swap out the existing line with one more structurally sound.

As a result of recent water main improvements within South Andrews, CITY has as-built files which include detailed information of existing utilities and features within the limits of the project. Rather than create a new base file, CONSULTANT shall use the CITY's files as a base for proposed plans. CONSULTANT shall upon receipt of CITY's files, provide survey services to spot check features and relative elevations to confirm that existing conditions are accurately reflected.

CONSULTANT's services will include plan preparation, permitting, bidding assistance, and construction phase services.

SCOPE OF SERVICES AND DELIVERABLES

With approval of this task order, CONSULTANT shall provide professional services described in the tasks below:

Task No. 22001 Spot Survey:

Using the as-built files provided by CITY in CADD format, CONSULTANT shall provide limited survey services to confirm consistency of features reflected. CONSULTANT shall establish right-of-way and property corners using CITY's files as a reference. CONSULTANT shall spot check surface features, relative elevations, inverts, and other features within the limits of the project.

Deliverables: Not Applicable

Not To Exceed: \$3,500.00

Task No. 05001 Prepare Construction Documents:

Using CITY's as-built files as a base, and following survey confirmation, CONSULTANT shall prepare plans for proposed improvements. CONSULTANT's plans will reflect replacement of the section of pipe from manhole to manhole; CONSULTANT's services assume adequate right-of-way and/or easements exist or are obtainable by others. Due to physical limitations, with the exception of pipe material, CONSULTANT assumes attributes of the proposed section to be similar to the section being replaced. CONSULTANT shall prepare a rough estimate of cost for improvements based upon plans.

Deliverables: 100% Plans and Cost Estimate

Not To Exceed: \$7,240.00

Task No. 05002 Process Permits:

Using plans prepared under Task No. 05001 , CONSULTANT shall process permits necessary for approval of proposed improvements. Being a County right-of-way, approval from County Engineering will be required in addition to the FDEP permit for modification to the existing sanitary sewer. Permit fees to be paid by The City of Fort Lauderdale.

Deliverables: Permit Submittals

Not To Exceed: \$5,460.00

Task No. 05003 Environmental Resource and A.C.O.E. Permits:

Although typically required for construction over tidal waterways, because this project is an emergency replacement of an existing failed pipe, CONSULTANT assumes Environmental Resource and ACOE approvals will not be necessary. If required, processing of these permits will be handled as a separate scope item. These permits can take months to process and require additional information including sea-grass surveys, easements, and other. Because the extent of process is unknown at this time, CONSULTANT fees are to be invoiced on a time and material basis. CONSULTANT's estimated fee for this service assumes up to 90 hours for processing of permits. Permit fees to be paid by The City of Fort Lauderdale

Deliverables: Permit Submittal

Not To Exceed: \$11,700.00

Task No. 05004 Bidding Assistance:

CONSULTANT shall assist CITY in preparing bid package for solicitation. CONSULTANT shall provide approved plans in 'pdf' and CADD format. Specifications will be provided by CITY and modified by CONSULTANT as necessary to reflect specific details for this project. Front-end documents and procurement will be by CITY. Upon receipt of bids, CONSULTANT shall assist in response to questions, review, and evaluation at CITY's request. Copies and distribution of bid documents is not included in CONSULTANT's scope.

Deliverables: Not Applicable

Not To Exceed: \$6,300.00

Task No. 05005 Construction Phase Services:

CONSULTANT assumes CITY will assign a full-time inspector to this project and that CITY's inspector will provide full reports for CONSULTANT's review. In addition to reviewing CITY's inspection reports, CONSULTANT shall provide periodic construction observation. Upon satisfactory completion and review of as-builts provided by Construction Contractor, CONSULTANT shall prepare notice to appropriate permit agencies certifying construction to be in compliance with permitted plans. CONSULTANT assumes project construction to last no more than 4 weeks. CONSULTANT's estimated fee for this service assumes 60 hours of construction observation and 16 hours for review and preparation of submittals for certifications.

Deliverables: Hourly Services

Not To Exceed: \$8,900.00

PROJECT ASSUMPTIONS

Specific assumptions for the project:

- Data to be used: Electronic as-built files in CADD format to be provided by CITY and field verified by CONSULTANT
- Working hours: Normal business hours

CITY'S RESPONSIBILITIES

- The CITY's project manager, or a designated representative, will coordinate the Project for the CITY
- Meeting Attendance
- Survey data, record drawings, etc.
- Timely review of submittals

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 listed in Article 5.3 of the Master Agreement. The

CITY, as indicated in the Master Agreement, will pay for these services. No additional services shall be performed by the CONSULTANT without prior written authorization by the CITY and an Amendment for the Task Order or an additional Task Order.

CONSULTANT'S fees are based upon an assumed level of services necessary for completion of the task described. Additional and/or expanded scope could result in additional fees. These include additional presentations, meetings with community, research or collection of data other than what's readily available or described above.

PERFORMANCE SCHEDULE

The CONSULTANT shall perform the services identified in tasks 22001 and including 05001 through 05003 within 40 working days of written Notice to Proceed.

METHOD OF COMPENSATION

The services performed shall be billed on a monthly basis commensurate with extent of task completed. Reimbursable expenses associated with these services are not included in the fees and will be itemized separately, subject to an established Not to Exceed limit. A fee schedule is included on Exhibit A.

TERMS OF COMPENSATION

Services shall be provided for the following amounts:

Task No	Task Title	Labor Fees		Total	Payment Method
		Consultant	Sub consultant		
22001	Survey	\$3,500	n.a.		Not To Exceed
05001	C.D.'s	\$7,240	n.a.		Not To Exceed
05002	Permitting	\$5,460	n.a.		Not To Exceed
05003	Environmental Resource & ACOE Permits	\$ 11,700	n.a.		Not To Exceed
05004	Bid Assistance	\$6,300			Not To Exceed
05005	Const. Phase	\$8,900	n.a.		Not To Exceed
All tasks				\$43,100	
TOTAL				\$43,100	

CITY CONTACTS

Requests for payments should be directed to City of Fort Lauderdale Accounts Payable via e-mail to AcctsPayble@FortLauderdale.gov. All other correspondence and submittals should be directed to the attention of **Katherine Griffith** at the address shown below. **Please be sure that all correspondence refers to the City project number and title as stated above.**

City of Fort Lauderdale
City Hall, 4th Floor – Engineering
100 North Andrews Avenue
Fort Lauderdale, FL 33301

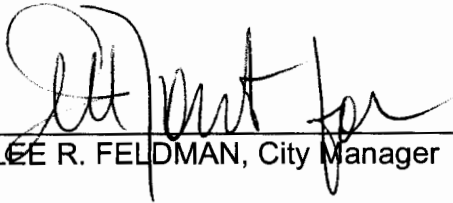
CONSULTANT CONTACTS

KEITH and SCHNARS, P.A.
6500 N. Andrews Avenue,
Fort Lauderdale, FL 33309
Tim Hall, P.E.
thall@ksfla.com
Phone: 954-776-1616
Fax: 954-351-7643

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:

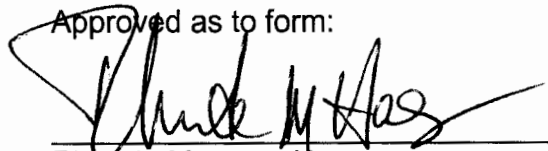
By 
LEE R. FELDMAN, City Manager

(CORPORATE SEAL)

ATTEST:


JONDA K. JOSEPH, City Clerk

Approved as to form:


Rhonda Montoya Hasan
Assistant City Attorney

CONSULTANT

WITNESSES:

Roberto Concalves, Jr.
Signature
Roberto Concalves, Jr.
Print Name

Frank Vilar
Signature
Frank Vilar
Print Name

KEITH and SCHNARS, P.A.

By: *Tim Hall*
Tim Hall, P.E.
Vice President, Civil Engineering

ATTEST:

By: *Mark Moshier*
Mark Moshier, P.E.
Secretary

(CORPORATE SEAL)

STATE OF FLORIDA:
COUNTY OF BROWARD:

Mark Moshier and Tim Hall as Secretary and Vice President respectively, of KEITH and SCHNARS, P.A. acknowledged the foregoing instrument before me this 13th day of January, 2015, on behalf of the corporation. They are personally known to me and did not take an oath.

(SEAL)



Joi-Phyle Hallem
Notary Public, State of Florida
(Signature of Notary taking Acknowledgement)

Joi-Phyle Hallem
Name of Notary Typed, Printed or Stamped

May 10, 2018
My Commission Expires

FF112669
Commission No.

EXHIBIT A

FEE SCHEDULE															
Labor Category		CADD DESIGNER (Associate 2)		SURVEY 2 MAN		TECHNICIAN (Sr. Associate)		PROJECT MANAGER		ENGINEER (Sr. Project Mgr.)		DIRECTOR		Total Hours	Labor Cost (\$)
Percent Utilization (rounded)		16.0%		6.5%		38.2%		5.2%		33.0%		1.1%			
Labor Rate		\$90/hr		\$100/hr		\$115/hr		\$125/hr		\$150/hr		\$175/hr			
Task No	Task Title	Hours	Subtotal (\$)	Hours	Subtotal (\$)	Hours	Subtotal (\$)	Hours	Subtotal (\$)	Hours	Subtotal (\$)	Hours	Subtotal (\$)		
22001	Spot Survey	8	720	23	2,300	2	230	2	250					35	3,500
05001	Prepare Construction Documents	16	1,440							34	5,100	4	700	54	7,240
05002	Process Permits	4	360							34	5,100			38	5,460
05003	Environmental Resource & ACOE Permit	8	720			72	8,280			18	2,700			98	11,700
05004	Bidding Assistance	20	1,800							30	4,500			50	6,300
05005	Construction Phase					60	6,900	16	2,000					76	8,900
Totals		56	5,040	23	2,300	134	\$15,410	18	2,250	116	17,400	4	700	351	43,100