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**DOCUMENT ROUTING FORM**

NAME OF DOCUMENT: Keith & Schnars Task Order No. 2, City Project 12110

Approved Comm. Mtg. on 2/17, 2015

CAM# 14-1647 ITEM: CM-7

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



**Rhonda M Hasan**

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      originals to Mayor.

3) **Mayor:** Please sign as indicated and forward      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:

***Shaquellia Holmes Engineering Services 5197***

☒ Original Route form to Glynis Burney

3/13

**TASK ORDER No. 2**

Dated this 17 day of February, 2015

**CITY PROJECT No. 12110**

**KEITH and SCHNARS PROJECT No. 18068.06**

**FORT LAUDERDALE PUBLIC WORKS DEPARTMENT**

**SW 9<sup>th</sup> Street SANITARY SEWER EXTENSION**

**PROFESSIONAL SERVICES**

This Task Order is being entered into pursuant to the Continuing Contract for Civil Engineering Consultant Services Agreement (Contract 626-10881) 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 renewed on October 21, 2014, between CITY and CONSULTANT ("MASTER AGREEMENT").

**PROJECT BACKGROUND**

The project involves extending an existing gravity sanitary sewer system to provide service to three single family home parcels and one vacant parcel with the potential for larger-scale development. In addition, CITY would like to extend a watermain approximately 300' west of Riverside Drive to accommodate service. The parcels are located south of SW 9<sup>th</sup> Street, east of I-95, named in the attached Exhibit "B" as Aziz, Feydt, Chiverton, and Ferrera. Due to a lack of right-of-way, utility easements will be acquired from each owner of the abutting parcels on SW 9<sup>th</sup> Street. Parcel Owners shall provide the CITY with properly executed Utility Easement Deeds. CITY has responsibility for coordination of the easements.

**PROJECT DESCRIPTION**

CONSULTANT to provide services for customer outreach, survey, utility locates, design, permitting, bid assistance, periodic construction inspection, and certification of proposed water and sanitary sewer mains. The intent is to tie into the proposed sanitary system at an existing manhole located at the intersection of SW 9<sup>th</sup> Street and Riverside Drive. The assumption is that the existing manhole has sufficient depth to accommodate a gravity system accounting for minimum slope, cover, and private-side connections. All assumptions will be verified through the design process. Parameters for potential development of Ferrera parcel shall be coordinated with owner through CITY.

**SCOPE OF SERVICES AND DELIVERABLES**

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

**Task No. 22001 Survey Base File:**

CONSULTANT shall perform a Topographic Survey for engineering design purposes of a portion of SW 9<sup>th</sup> Street. The limits are from 25 feet east of the intersection of SW 9<sup>th</sup> Street and Riverside Drive, extending westerly along SW 9<sup>th</sup> Street approximately 500 feet to the East Right of Way of I-95. The limits also extend southerly from the North Right of Way line of SW 9<sup>th</sup> Street approximately 60 feet.

Services include establishing a baseline at 50 foot stations. Cross sections will be obtained at 25 foot intervals along the entire project including high and low points. Asbuilt information of gravity utility lines and clean outs will be obtained. Trees, concrete, asphalt, fences, surface features of utilities, face of buildings, paint markings of underground utilities, finished floor elevations and clean outs of adjacent buildings shall be obtained.

Elevations shall be relative to the North American Vertical Datum of 1988 (NAVD 88). Benchmarks will be obtained from the City of Fort Lauderdale.

*All survey work shall be performed in accordance with the Minimum Technical Standards as set forth by the Board of Surveyors and Mappers pursuant to Rule 5J-17 of the Florida Administrative Code, pursuant to Section 472.027 Florida Statutes.*

**Deliverables: Survey Base-file**

**Not to Exceed: \$5,535.00**

**In AutoCad 2007 or greater**

**Task No. 05001 Customer Outreach:**

Prior to design and prior to construction, correspondence with the individual property owners is required to discuss proposed scope, address concerns, and coordinate existing service connections. CONSULTANT shall assist CITY in relaying information and coordinating construction activities. CONSULTANT fees are to be invoiced on a Not to Exceed basis. CONSULTANT's estimated fee for this service assumes up to 40 hours of effort.

**Deliverables: Hourly Services**

**Not to Exceed: \$6,000.00**

**Task No. 05002 Utility Locates:**

To ensure the accuracy of existing conditions, specific utilities will be physically located and identified with vertical and horizontal location designated. Test-hole locations shall correlate with critical crossings as determined by CONSULTANT. Because the nature of determining locations is dependent upon proposed design, the number of test-holes required is unknown. For purposes of establishing a unit price per test-hole, CONSULTANT assumes up to 15 test-holes to be required with a per test hole fee of: 10 test holes at \$360.00 (pavement) and 5 test holes at \$280.00 (dirt or grass).

**Deliverables: Test Hole Reports**

**Not to Exceed: \$5,000.00**

**Task No. 05003 Prepare Construction Documents:**

Using survey described in previous task as a base-file, CONSULTANT shall prepare plans for proposed sanitary and watermain improvements. CONSULTANT shall solicit information from utility providers to determine rough location of existing utilities. Wherever deemed necessary, CONSULTANT shall use test

hole services to obtain detailed utility information. CONSULTANT's plans shall include sufficient information for permit and bidding purposes including plan, profile, and details. CONSULTANT's services assume adequate right-of-way and/or easements exist or are obtainable by others. CONSULTANT shall prepare an estimate of cost for improvements based upon plans.

**Deliverables: 100% Plans in AutoCad 2007 or greater**

**and Cost Estimate**

**Not to Exceed:**

**\$11,340.00**

**Task No. 05004 Process Permits:**

Using plans prepared under task 05003, CONSULTANT shall process permits necessary for approval of proposed improvements. Permitting will require both Florida Department of Environmental Protection and Department of Health and Rehabilitation Services approval for sanitary and water services respectively. CONSULTANT shall process permits applications and respond to permit review comments. Permit fees to be paid by the CITY.

**Deliverables: Permit Submittals leading to approved Permits**

**Not to Exceed:**

**\$5,700.00**

**Task No. 05005 Bidding Assistance:**

CONSULTANT shall assist CITY in preparing bid package for solicitation. CONSULTANT shall provide approved signed and sealed plans in 'pdf' format. Specifications will be provided by CITY and modified by CONSULTANT as necessary to reflect details specific to project. A Unit Price Bid Tabulation will be prepared by the CONSULTANT. Front-end documents and procurement will be by CITY. During bidding and 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. CONSULTANT's estimated fee for this service assumes 56 hours of effort.

**Deliverables: Plans, Bid Tabulations, and Supplements to Bid Package**

**Not to Exceed:**

**\$6,790.00**

**Task No. 05006 Construction Phase Services:**

CONSULTANT shall provide periodic construction observation. Upon satisfactory completion and review of as-builts provided by the 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 16 weeks. CONSULTANT's estimated fee for this service assumes 32 hours of shop drawing review and construction observation with an additional 16 hours for processing certifications. Density reports, bacteriological testing, pressure tests, and other requirements for permit close-out to be provided by the Construction Contractor for CONSULTANT's review and certification.

**Deliverables: Hourly Services with Field Reports noting field observations.**

**Not to Exceed:**

**\$13,350.00**

### **PROJECT ASSUMPTIONS**

Specific assumptions for the project:

- Data to be used: Specific Purpose Survey prepared by CONSULTANT to be used as basis for construction documents.
- Working hours: Normal business hours.
- Adequate depth in existing system to service properties with a gravity sewer system.

### **CITY'S RESPONSIBILITIES**

- The CITY's project manager, or a designated representative, will coordinate the project for the CITY.
- Meeting Attendance
- Timely review of submittals
- Coordinate communications with parcel owners.

### **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 50 working days of written Notice to Proceed. Duration of subsequent tasks is dependent upon performance of others, and can therefore only be estimated by CONSULTANT.

### **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 Base File	\$5,535	n.a.	\$5,535	Not to Exceed
05001	Customer Outreach	\$6,000	n.a.	\$6,000	Not to Exceed
05002	Utility Locates		\$5,000	\$5,000	Not to Exceed
05003	Construction Documents	\$11,340	n.a.	\$11,340	Not to Exceed
05004	Process Permits	\$5,700	n.a.	\$5,700	Not to Exceed
05005	Bidding Assistance	\$6,790	n.a.	\$6,790	Not to Exceed
05006	Construction Phase Services	\$13,350	n.a.	\$13,350	Not to Exceed
TOTAL				\$53,715	

### **CITY CONTACTS**

Requests for payments should be directed to City of Fort Lauderdale Accounts Payable via e-mail to [AcctsPayble@FortLauderdale.gov](mailto:AcctsPayble@FortLauderdale.gov). All other correspondence and submittals should be directed to the attention of Jill Prizlee, P.E. 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](mailto: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:

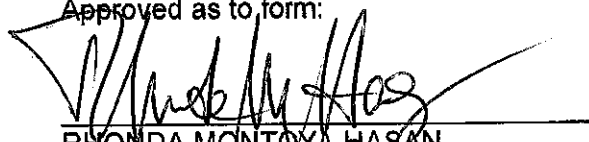
By  FOR  
LEE R. FELDMAN, City Manager

(CORPORATE SEAL)

ATTEST:

  
JONDA K. JOSEPH, City Clerk

Approved as to form:

  
RHONDA MONTOYA HASAN  
Assistant City Attorney

**CONSULTANT**

WITNESSES:

Francine Linzer  
Signature  
FRANCINE LINZER  
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 10<sup>th</sup> day of December, 2014, 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

#FF 112669  
Commission No.



**EXHIBIT A**

FEE SCHEDULE																								
Labor Category		CADD (Associate 1)			CADD MANAGER (Associate 2)			SURVEY 2 MAN			TECHNICIAN (Sr. Associate)			PROJECT MANAGER			ENGINEER (Sr. Project Mgr.)			DIRECTOR			Total Hours	Labor Cost (\$)
Task No	Task Title	3%		4%		6%		44%		7%		33%		3%										
		Hours	Subtotal (\$)	Hours	Subtotal (\$)	Hours	Subtotal (\$)	Hours	Subtotal (\$)	Hours	Subtotal (\$)	Hours	Subtotal (\$)	Hours	Subtotal (\$)									
																Labor Rate								
			\$80/hr		\$90/hr		\$100/hr		\$115/hr		\$125/hr		\$150/hr		\$175/hr									
22001	Survey Base-File	18	1,440			30	3,000	8	920					1	175	57	5,535							
05001	Customer Outreach											40	6,000			40	6,000					40	6,000	
05003	Construction Documents							56	6,440			28	4,200	4	700	88	11,340							
05004	Process Permits			10	900							32	4,800			42	5,700							
05005	Bidding Assistance			2	180			24	2,760	28	3,500			2	350	56	6,790							
05006	Construction Phase Services							100	11,500			10	1,500	2	350	112	13,350							
Totals		18	1,440	12	1,080	30	3,000	188	21,620	28	3,500	110	16,500	9	1,575	395	48,715							

**EXHIBIT A - Continued**

**F.R. Aleman - Sub-Consultant**

Fee Schedule							
Labor Category		Category I		Category II		Total Units	Cost (\$)
Percent Utilization		72%		28%			
Labor Rate		\$360 Per Locate		\$280 Per Locate			
Task No	Task Title	# of Locates	Subtotal (\$)	# of Locates	Subtotal (\$)		
05002	Utility Locates	10	\$3,600	5	1,400	15	\$5,000
Totals		10	\$3,600	5	1,400	15	\$5,000



**McLAUGHLIN ENGINEERING COMPANY**  
**LB#285**

ENGINEERING \* SURVEYING \* PLATTING \* LAND PLANNING  
 400 N.E. 3rd AVENUE FORT LAUDERDALE, FLORIDA  
 33301 PHONE (954) 763-7611 \* FAX (954) 763-7615

SCALE 1" = 60'

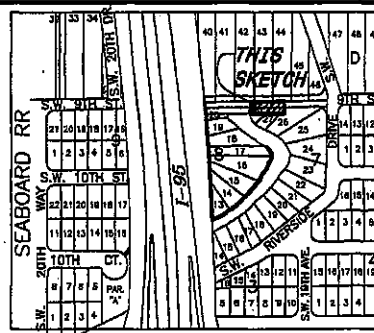
**SKETCH AND DESCRIPTION**  
**PORTION OF S.W. 9th STREET &**  
**LOT 26, 27 & 28, BLOCK 7**  
**38' UTILITY EASEMENT**  
**CHIVERTON PARCEL**

**LEGAL DESCRIPTION:**

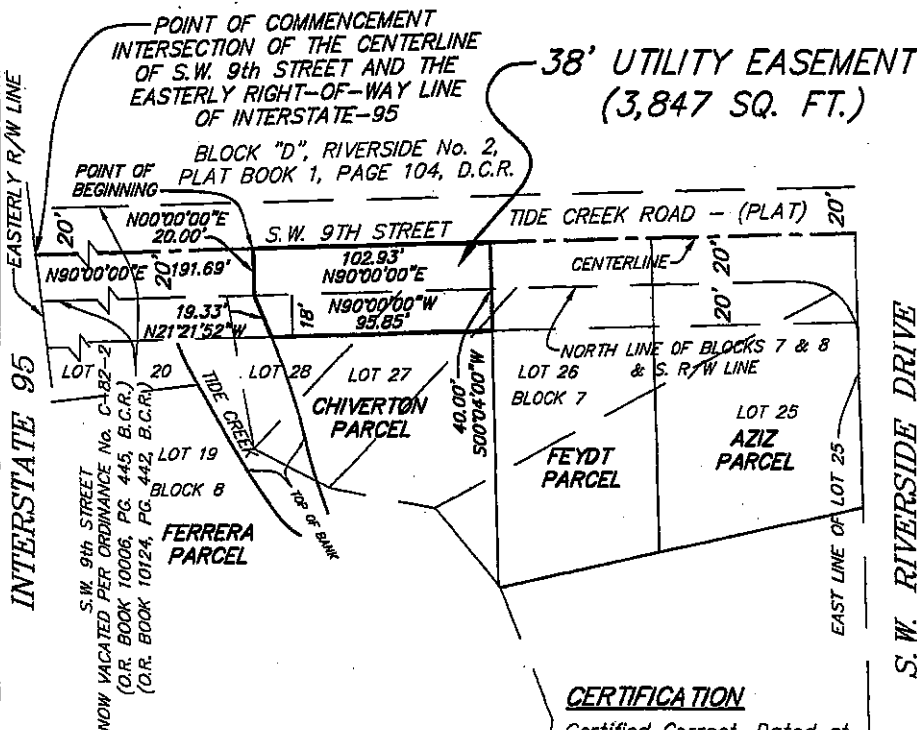
A portion of South one-half (S 1/2) of S.W. 9th Street (Tide Creek Road) AND; a portion of the North 20.00 feet of Lots 26, 27 and 28, Block 8, RIVERSIDE PARK, according to the plat thereof, as recorded in Plat Book 7, Page 24, of the public records of Broward County, Florida, all more fully described as follows:

Commencing at the intersection of the centerline of said S.W. 9th Street (now vacated) and the Easterly right-of-way line of Interstate 95, thence North 90°00'00" East, on said centerline, a distance of 191.69 feet to the Point of Beginning; thence continuing North 90°00'00" East, on said centerline, a distance of 102.93 feet; thence South 00°04'00" West, a distance of 38.00 feet; thence North 90°00'00" West, on a line 18.00 feet South of and parallel with the South right-of-way line of S.W. 9th Street, a distance of 95.85 feet; thence North 21°21'52" West, on the Easterly line of said Tide Creek, a distance of 19.33 feet; thence North 00°00'00" East, a distance of 20.00 feet to the Point of Beginning.

Said lands situate, lying and being in the City of Fort Lauderdale, Broward County, Florida and containing 3,847 square feet or 0.0883 acres more or less.



**SITE LAYOUT**  
**NOT TO SCALE**



**CERTIFICATION**

Certified Correct. Dated at  
 Fort Lauderdale, Florida this  
 22nd day of August, 2013.

McLAUGHLIN ENGINEERING COMPANY  
 JERALD McLAUGHLIN  
 Registered Professional Surveyor No. 5069  
 State of Florida

**NOTES:**

- 1) This sketch reflects all easements and rights-of-way, as shown on above referenced record plat(s). The subject property was not abstracted for other easements road reservations or rights-of-way of record by McLaughlin Engineering Company.
- 2) Legal description prepared by McLaughlin Engineering Co.
- 3) This drawing is not valid unless sealed with an embossed surveyors seal.
- 4) THIS IS NOT A BOUNDARY SURVEY.
- 5) Bearings shown assume the centerline of S.W. 9th Street, as North 90°00'00" East.
- 6) It is the intent of this description to describe all that portion of the North 30.00 feet of Tide Creek lying South of S.W. 9th Street, it is not specifically delineated on the plat.

FIELD BOOK NO. \_\_\_\_\_

**EXHIBIT "A"**

JOB ORDER NO. U-7155

C:\JMM\12\2012\U7155(EASE SPLIT)  
 REF. DWG.: 06-3-079

CHECKED BY: \_\_\_\_\_



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

December 9, 2014

Mr. Hardeep Annand, P.E.  
Public Works Director  
City of Fort Lauderdale  
100 N. Andrews Avenue  
Fort Lauderdale, FL 33301

RE: Request for Authorization of F.R. Aleman and Associates, Inc. for Task Order No. 6  
Project Name: SW 9<sup>th</sup> Street Sanitary Sewer; City Project 12110

Dear Mr. Anand:

Keith and Schnars, P.A. (CONSULTANT), formally requests authorization of F.R. Aleman and Associates, Inc. to serve as a Sub Consultant for performance of the following scope of services included in the Task Order for City Project No. 12110 referenced above.

Task 05002    Utility Locates for Estimated 15 Test Holes    Not to Exceed: \$5,000.00

F.R. Aleman has been notified and will abide by the terms for Sub Consultants in the Consultant Master Agreement for Continuing Contract for Civil Engineering Consulting Services dated November 6, 2012, between The City of Fort Lauderdale (CITY) and CONSULTANT and renewed as of November 6, 2014.

A copy of the agreement between CONSULTANT and F.R. Aleman and Associates will be submitted to the CITY project contact before City Commission Approval of the Task Order.

Please indicate authorization for use of Sub Consultant services on this project by signing this letter below and returning a copy to CONSULTANT.

Sincerely,  
KEITH and SCHNARS, P.A.

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

cc: Mr. Dennis Stanton  
F.R. Aleman and Associates  
10305 NW 41st Street, Suite 200  
Miami, FL 33178  
P: (305) 591-8777

6500 North Andrews Avenue • Ft. Lauderdale, Florida 33309-2132  
(954) 776-1616 • (800) 488-1255 • Fax (954) 771-7690  
[www.ksfla.com](http://www.ksfla.com)

**Authorization**

The CITY authorizes the use of F.R. Aleman and Associates for the above listed scope of services on the subject project.

*Hardeep Anand*

Approved: Hardeep Anand, P.E.  
Public Works Director

*2/23/15*

Date

