

TASK ORDER No. 1

Dated this day of , 2018

FORT LAUDERDALE PUBLIC WORKS DEPARTMENT

DC ALEXANDER PARK IMPROVEMENT PROJECT

PROFESSIONAL SERVICES

This Task Order between the City of Fort Lauderdale, a Florida municipal corporation ("CITY") and Keith and Associates, Inc., an incorporated company authorized to transact business in Florida, ("CONSULTANT") is pursuant to the 12028-476 Consulting Services Agreement for Landscape Architecture and Civil Engineering Services for the DC Alexander Park Improvement Project and dated February 20, 2018

PROJECT BACKGROUND

The Fort Lauderdale Community Redevelopment Agency (CRA) for the Beach area has been successful in its contribution to the economy of our City and advancing the identity of Fort Lauderdale into a year-round international tourist destination, as well as home to all within our community.

The DC Alexander Park Improvement Project is part of implementing the overall Central Beach Master Plan and advancing the Beach Community Redevelopment Plan adopted by the City Commission. This key public parcel sits at the hinge point between the Swimming Hall of Fame and Fort Lauderdale Aquatics Center and the beach – two very active, public uses – yet it is devoid of any meaningful activity. There are several reasons for this. First, there is no focal point or organization to the park; it is a simple lawn with trees, and does not offer places to sit, paths to stroll, or space for recreation. Second, pedestrian connections to and from the park are not emphasized, so it lacks a true relationship with either the beach to the east or the Hall of Fame to the west. The park is also separated from the retail to the north along SE 5th Street and the new development being constructed to the south.

The potential exists for the park to be programmed with events and designed as an active destination. The planned enhancements have the opportunity and responsibility to enhance the Fort Lauderdale Beach experience. Creating a signature family-oriented artistic interactive appurtenance and creating flexible spaces for day to day gatherings and special events is crucial to the success of the improvements. DC Alexander Park should become a focal point and also a shady respite for residents and tourists participating in activities in this area of Fort Lauderdale Beach.

The key elements of the project are the following:

- Signature family-oriented artistic interactive appurtenance
- Shaded seating areas
- Restroom facility and concession stand
- Inviting greenspace and landscaped areas
- Two-way SE 5th Street
- Safety (traffic bollards, blue light phones, security cameras, etc...)

The overall goals for this project include:

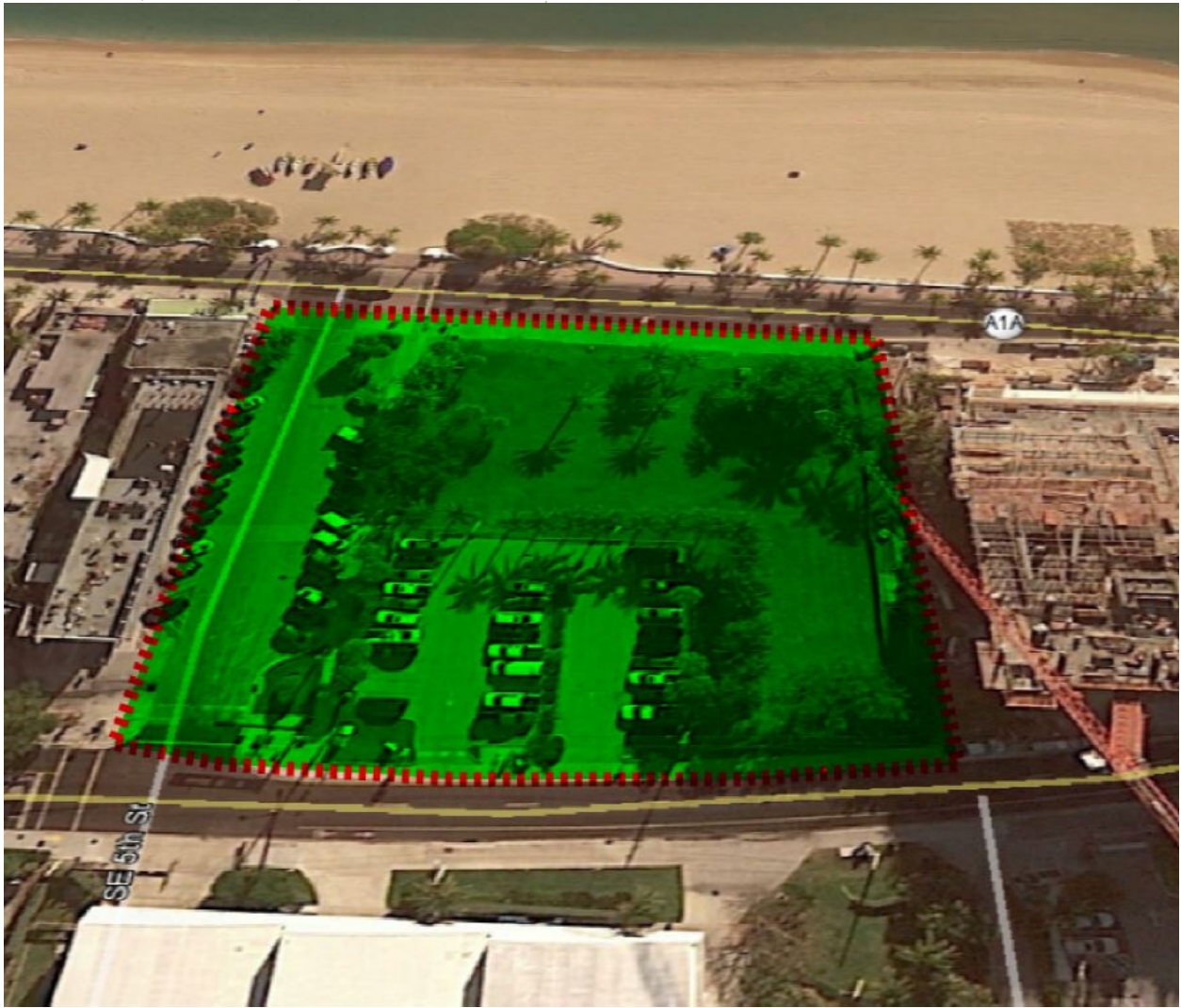
- A focus on creating pedestrian priority within SE 5th Street;
- The creation of a world-class legacy project for the community;
- Keeping an eye on the vision of the future; with an understanding of future redevelopment, transportation innovations, future population demands, climatic change and future programming for beach events and activities;
- Sustainability through environmentally conscious planning and design, understanding future maintenance requirements, Sustainable principles;
- Creating a memorable and iconic place on the beach, with a clear vista of the Atlantic Ocean, appropriate open space that is flexible for programmed events, as well as day to day activities for residents and tourists alike

The critical urban design principles that will inform the design of DC Alexander Park, as described by the Central Beach Master Plan and the Beach Community Redevelopment Plan will include:

- Pedestrian Connectivity
 - Enhance connectivity to create a continuous Central Beach experience
 - Provide for an active pedestrian environment throughout the Central Beach area, particularly between the Intracoastal Waterway and the Beach.
- Gathering Places
 - Create a variety of usable public spaces for daily use, as well as special events and performances. Plan for infrastructure needs for special events, but design spaces that are memorable, iconic, and work on a day to day basis.
 - Provide for a mix of land uses that will foster family activity and recreation in the Central Beach area and provide opportunities for the expansion of tourist-related facilities and activities.
- Streetscape
 - Allow for multi-modal transportation to work (Trams, Sun Trolley, Busses, and bikes). Create great space for the interface of these modes, when appropriate – station, stops, etc...
 - Re-establish and enhance the branding of the beach and the streetscape vocabulary through site elements, landscape, hardscape, and lighting.
 - Establish a comprehensive identity and way finding system – make it part of the street vocabulary.
- Make it Iconic and Memorable
 - Our City has been and will continue to be known because of our beach. The DC Alexander Improvements provide an opportunity to further enhance this brand and become the iconic beach place in all of Florida.

Project Limits are identified in Exhibit A shown below

Exhibit A – Project Limit Map



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 to 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:

- 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)

SCOPE OF SERVICES AND DELIVERABLES

The project will be implemented in two (2) phases in order to develop the proposed concepts and build consensus with stakeholders of the community. Phase I will include design services with the refinement of the concept (15% Concept Design Plans). This will include development of the plans and estimates at 15% milestones to be presented to stakeholders, the Beach Redevelopment Advisory Board, the Parks, Recreation and Beaches Advisory Board, and the City Commission to ensure consensus of the scope and financial commitment of the project.

Phase I

Phase I consists with the beginning stages of the overall project. As there are a number of detailed design decisions that have not been fully vetted, this initial phase of work phase of work will focus on assisting the City in making these final determinations. More specifically, Phase I consists of two (2) stages. These stages are:

- **Stage One: Reconnaissance / Understanding / Outreach**
- **Stage Two: Conceptual Planning (15% Design Plans) / Outreach / Programming**

Each of the stages has been formulated to gain a greater understanding of the overall project and to move the design process forward towards implementation. At the conclusion of Stage Two, the project will be at 15% design plans, the plans will have been developed with options to allow the City to make a decision on which direction they would like to proceed with ongoing detailed design documents. At that time there will be additional base and data that will need to be gathered.

STAGE ONE: RECONNAISSANCE / UNDERSTANDING / OUTREACH

Duration: 1-2 Months

Stage One consists primarily of the tasks associated with initiating the project. During this phase of work the CONSULTANT will work closely with the CITY on the necessary transfer of information and data collection, such as survey of existing conditions, traffic and parking studies, and other relevant base information as described below. As part of this phase of work, the CONSULTANT will review the site conditions and develop a better understanding of the opportunities and constraints and the overall project program. The CONSULTANT will be available for meetings and will provide update information as described below, to help disseminate information to the City Commission, Beach Redevelopment Advisory Board (BRAB), Parks, Recreation and Beaches Advisory Board. The CONSULTANT will be responsible for all public outreach activities as described in the scope of services.

More specifically, this stage of work focuses on starting the project with a sound footing and understanding of the project goals, objectives, timeline expectations, budgets, City team members, and an appropriate protocol for communication is vital. During this initial phase of work, the CONSULTANT will focus on the following tasks:

A. Project Mobilization and Kick-off Meeting

1. Information transfer from City and CRA of existing studies / past studies / base information for review by the CONSULTANT Team
2. Project kick-off meeting with City Staff

3. Development of project procedures, preliminary schedules, development of project database
4. Prepare for and attend follow-up staff meeting with CITY
5. Preparation of meeting minutes and up to one (1) revision, based on CITY comment or each meeting.

B. Review of existing data / Collection of additional base data

1. Infrastructure review; Research environmental permits records for the project area; Obtain record drawings for road, drainage, and existing utilities; Make utility contacts for services and location of existing facilities; Collect existing CADD files
2. No base data collection or survey is included in this phase and will be required to proceed with next phases of design.

C. Refinement of site opportunities and constraints plan

1. An important document in which to utilize as a tool to present to the public and City Leadership on the goals and objectives of the project while understanding and presenting the physical, environmental, regulatory, and social / cultural opportunities and constraints of the site area
2. The document will aim to identify decisions that can be made early in the process with a goal of directing the conceptual planning in Stage Two. These documents will also tie to the project programming document and discussion.

D. Project Programming

1. Development of overall strategic project implementation
2. Prepare for and attend a review Meeting with City Staff
3. Prepare for and attend a Joint Florida Department of Transportation and City Staff Meeting.
4. Prepare for and attend a Joint Broward County Transportation and City Staff meeting for traffic signalization issues.
5. Prepare for and attend a Joint Florida Fish and Wildlife Commission and City Staff meeting for roadway and pedestrian turtle compliant lighting issues.
6. Preparation of meeting minutes and up to one (1) revision, based on CITY comment for each meeting.

E. Public Information / Outreach Program

1. As part of the kick-off meeting identify key goals for public outreach
2. Develop online portal to communicate progress of the project utilizing social media and web based communication
3. Identify potential Stakeholders for presentation to City Staff
4. Develop plan to host public workshop for review/input of the design process
5. Create a project hotline that is answered by CONSULTANT aimed at buffering City Staff and Elected Officials from initial or repeat

F. Staff Meetings and Progress Reports

1. Attend and communicate with Staff on a regular as needed basis via meeting or conference call.
2. Attend and communicate with Elected officials for progress as requested.
3. Provide monthly summary as part of project management

Summary of Deliverables:

- Review of base information – technical memorandum outlining review of data
- Refinement of Site Opportunities and Constraints Plan and technical memorandum outlining opportunities and constraints (Project Design Assumptions).
- Development of Project Program (Preliminary and Final Program), memorandum and exhibits describing program.
- Memorandum outlining intended Public Information / Outreach Program
- Develop initial online portal for communication on project to public
- Meetings with applicable stakeholders, City staff and elected officials for duration of stage

STAGE TWO: CONCEPTUAL PLANNING (15% DESIGN PLANS) / OUTREACH / PROGRAMMING

Duration: 1-2 Months

Stage Two consists primarily with the development of the Conceptual Design plans for the project. Concurrently, as much as possible with Stage One, the CONSULTANT will focus on the development of preliminary conceptual alternative of the overall project area. These alternatives will be based on the understanding and outreach developed during the Stage One work. The alternatives will illustrate the programmatic elements of the project. In addition, as part of this stage of work, additional information, such as artistic renderings, and order of magnitude cost summaries will be developed so that the CONSULTANT can provide to the CITY the appropriate information for the decision making process related to project program and design. The CONSULTANT will be available for meetings and will provide updated information as described below, to help disseminate information to the City Commission, Beach Redevelopment Advisory Board, and Parks, Recreation and Beaches Advisory Board. The CONSULTANT will be responsible for all public outreach activities.

A. Development of preliminary conceptual plans for the following programmatic elements:

1. SE 5th Street
 - i. Complete street with bike lanes, landscape, bollards, lighting, pedestrian walkways
 - ii. Develop conceptual understanding of tram system routing and pedestrian pick-up / drop-off
 - iii. Develop concept for SE 5th Street including horizontal and vertical geometry layout for two (2) typical section alternatives and signal timing modifications
 - iv. Storm water management conceptual analysis
 - v. Right-of-way impact determination
 - vi. Utility impact determination and coordination (FPL, Water, Sewer, Phone, Cable)
2. DC Alexander Park
 - i. Concepts for creating an iconic gathering / open space for day to day use and special events
 - ii. Concepts for creating an iconic, family-oriented artistic interactive appurtenance
 - iii. Concepts for bathroom and concession building
 - iv. Storm water management conceptual analysis
 - v. Paving grading and drainage analysis
 - vi. Utility services and coordination

- vii. Low voltage and security conceptual analysis
- viii. Pedestrian lighting conceptual analysis

B. Renderings and Animation

- 1. During the development of conceptual design the CONSULTANT will develop a series of renderings to support the conceptual design plans.
- 2. The CONSULTANT will also develop an animation to convey in 3D format the intended design for the park including desired program elements in context with surrounding site elements.

C. Public Outreach

- 1. Maintain online portal to communicate progress of the project utilizing social media and web based communication. There will be updates made as key milestones or elements have been reached.
- 2. Develop a post card and coordinate mailing based on City data base of addresses within ¼ mile of the project site.
- 3. As part of the review host (2) public workshops for review/input of the design process. These meetings will be aimed at reaching all Stakeholder groups as identified during the project kick-off.
- 4. Maintain project hotline that is answered by CONSULTANT aimed at buffering City Staff and Elected Officials from initial or repeat questions

D. Staff meetings / preparation of progress reports

- 1. Attend and communicate with Staff on a regular as needed basis via meeting or conference call.
- 2. Attend and communicate with Elected officials for progress as requested.
- 3. Provide monthly summary as part of project management

E. Preliminary permit coordination

- 1. Up to fifteen (15) local meetings or conference calls with agency staff
 - i. Florida Department of Environmental Protection Environmental Resource and Coastal Construction Control Line (CCCL) Permitting Programs
 - ii. Florida Fish and Wildlife Conservation Commission
 - iii. Florida Department of Transportation
 - iv. Broward County
 - v. City of Fort Lauderdale – Preliminary DRC review meeting and Engineering Meeting
- 2. Prepare meeting minutes / summaries.
- 3. Prepare preliminary outline of key permitting criteria, and permitting schedule

F. Preliminary Cost Estimate

- 1. During the development of the 15% drawings, the CONSULTANT will develop order of magnitude costs for review in conjunction with the conceptual design. These estimates are not consider final or to represent a final construction budget. They will be used as a guide in the review and consideration process and should be treated as conceptual.
- 2. An estimate will be prepared based on each concept that has been developed and will give as much consideration to influences on costs as feasible. These costs should not be considered as a GMP.

G. Final Concept Design Refinement

- 1. Based on review and feedback from City Staff, Elected Officials and Stakeholders the CONSULTANT will refine the conceptual design presentation. This refinement will occur in one additional submittal.

2. All program items identified in preliminary conceptual plan will be addressed in the refined submittal.

H. Sustainability and Resilient Design Review

1. During the development of the 15% drawings, the CONSULTANT will also begin to formulate the strategy related to the Sustainability requirements for the project. While we understand at the time of this submission the CITY may or may not elect to pursue Sustainability initiatives, the CONSULTANT will identify potential opportunities for sustainable practices. In addition to sustainable practice the CONSULTANT will also review additional opportunities for resiliency in design that look at consideration for the Social, Economic and Ecological influences to the site. The consultant will coordinate this work with the ongoing work in the Fast Forward Design and Construction Manual currently in development with the City for the Public Realm Design.

Summary of Deliverables:

- Preliminary Conceptual Design Package in electronic PDF format.
- Artistic Renderings (up to 12 amount)
- Maintain online portal to allow Public Review of latest information and progress
- Presentation Materials for Public Information / Outreach meetings
- Power Point Presentations for City Commission and Advisory Boards
- Staff Reports
- Final Conceptual Design Package (15% plans) in electronic PDF format, for preliminary DRC review meeting with City
- Preparation of exhibits of potential right-of-way issues
- Preparation of conceptual project budgets / order of magnitude estimates
- Public Information updates
- Meetings with applicable stakeholders, City staff and elected officials for duration of stage

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.

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 B** 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). Pay application requests shall be submitted monthly.

TERMS OF COMPENSATION

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

Task 1 – Stage One	\$45,800.00
Task 2 – Stage Two	\$71,655.00
Reimbursable Expenses	\$4,500.00
Grand Total	\$121,955.00

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 Tom Green, Project Manager, at the address shown below. **Please be sure that all correspondence refers to the CITY project number and title as stated above.**

Tom Green, P.E.
Project Manager
Community Redevelopment Agency
City of Fort Lauderdale
914 NW 6th Street, Suite 200
Fort Lauderdale, FL 33311
(954) 828-4008
tgreem@fortlauderdale.gov

CONSULTANT CONTACTS

Paul Weinberg, PLA
Project Manager
Keith & Associates
2312 S Andrews Avenue
Fort Lauderdale, FL 33316 (954) 788-3400
pweinberg@keith-associates.com

CITY

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

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

CITY

ATTEST:

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

JEFFREY A. MODARELLI
City Clerk

LEE R. FELDMAN, City Manager

(SEAL)

Approved as to form:

RHONDA MONTOYA HASAN
Assistant City Attorney

CONSULTANT

WITNESSES

Keith & Associates, Inc. authorized to
transact business in Florida.

By _____

Paul Weinberg

Vice President

Print Name

Print Name

STATE OF FLORIDA:
COUNTY OF BROWARD:

The foregoing instrument was acknowledged before me this ___ day of ____, 2018 by
Paul Weinberg of Keith & Associates, Inc. authorized to transact business in the
State of Florida..

(SEAL)

Notary Public, State of Florida
(Signature of Notary taking Acknowledgment)

Name of Notary Typed, Printed or Stamped

Personally known _____ or Produced identification _____

Type of Identification _____

Exhibit B – Work Break Down Fee Schedule

PROPOSAL FEE

Our Project/Proposal Number		Personnel and Hourly Rates													Task Subtotals
Proposal Date		01	11	32	33	34	35	36	40	50	52	61	70	76	
Tasks		Administrative Assistant	CADD Technician	Senior Planner (AICP)	Landscape Designer	Senior Landscape Designer	Landscape Architect (RLA)	Certified Arborist	Senior Traffic Engineer (PE)	Project Engineer	Professional Engineer (PE)	Senior Project Manager	Principal	BIM/CIM Modeler	
No.	Description	\$60.00	\$90.00	\$140.00	\$100.00	\$125.00	\$140.00	\$145.00	\$150.00	\$115.00	\$140.00	\$170.00	\$215.00	\$150.00	
1	Reconnaissance / Understanding / Outreach														\$ -
1A	Project Mobilization and Kick-off Meeting	4				8			2	0	4	12	4		\$ 6,620.00
1B	Review of Existing Data/Collection of additional base c	2	2	8	2	2	8	0	2	4	6	8	4		\$ 7,360.00
1C	Refinement of Opportunities and Constrai		8	4	8	8	4		2	4	4	8	1		\$ 6,535.00
1D	Project Programming			8	4	4	4			2	4	8	4		\$ 5,560.00
1E	Public Outreach	5	20	4			4				4	12	8		\$ 7,540.00
1F	Sustainability and Resilient Design Revis			4	4		4	2		2	2	4	2		\$ 3,970.00
1G	Staff Meetings and Progress Report	4				1	1		1		4	12	8		\$ 4,975.00
2	Conceptual Planning (15% Design Plans) / Outreach / Program														\$ -
2A	Preliminary Conceptual Plan		20	8	30	12	8		2	4	4	10	4		\$ 12,420.00
2B	Renderings				10	8	4					4	2	20	\$ 6,670.00
2C	Public Outreach	12	30	8			8		2	4	8	8	8		\$ 10,620.00
2D	Staff Meetings and Progress Report	8		4			8				4	8	4		\$ 4,940.00
2E	Preliminary Permit Coordination	4					4	0	2	10	4	8	2		\$ 4,600.00
2F	Preliminary Cost Estimate	4	8				8				4	6	2		\$ 4,060.00
2G	Final Conceptual Design Refinement		20	2	8	8	6		2	2	1	6	2	10	\$ 8,060.00
2H	Sustainability and Resilient Design Revis			4	4	4	4	0		2	2	4	2		\$ 3,640.00
															\$ -
															\$ -
Personnel Hours		43	106	54	70	53	75	2	15	34	55	118	57	30	\$ 97,650.00
Personnel Cost		\$ 2,580.00	\$ 9,720.00	\$ 7,560.00	\$ 7,000.00	\$ 6,625.00	\$10,500.00	\$ 290.00	\$ 2,250.00	\$ 3,910.00	\$ 7,700.00	#####	\$ 12,255.00	\$ 4,500.00	
Personnel Subtotal		\$ 97,650.00													
Architecture Subconsultant - Exhibit B1															
Brooks + Scarpa		\$ 19,805.00													
Reimbursable Expense		\$ 4,500.00													
GRAND TOTAL		\$ 121,955.00													

Exhibit C – Project Tentative Schedule

Exhibit C - Tentative Schedule

Commence 1 week after NTP

No.	Schedule	Total	1	2	3	4	5	6	7	8	9	10	11	12	13
1	Reconnaissance / Understanding / Outreach	Weeks													
1A	Project Mobilization and Kick-off Meeting	1													
1B	Review of Existing Data/Collection of base data	3													
1C	Refinement of Opportunities and Constraints	2													
1D	Project Programming	4													
1E	Public Outreach	4													
1F	Staff Meetings and Progress Reports	5													
2	Conceptual Planning (15% Design Plans) / Outreach / Programming														
2A	Preliminary Conceptual Plans	3													
2B	Renderings and Animation	1													
2C	Public Outreach	5													
2D	Staff Meetings and Progress Reports	6													
2E	Preliminary Permit Coordination	3													
2F	Preliminary Cost Estimate	2													
2G	Final Conceptual Design Refinement	2													