

CONSULTING SERVICES WORK AUTHORIZATION

DATE: 4/10/2025

CONSULTANT: Kimley-Horn and Associates, Inc.

WORK AUTHORIZATION NO. 6 FOR CONSULTING SERVICES

This Work Authorization, when executed, shall be incorporated in and become an integral part of the "Agreement between City of Coconut Creek and Kimley-Horn and Associates, Inc. for General Professional Engineering Services, RFQ No. 03-25-20-02" dated September 20, 2020.

I. PROJECT DESCRIPTION

The CITY desires to have Kimley-Horn and Associates, Inc. ("CONSULTANT"), provide professional engineering services.

II. SCOPE OF SERVICES AND COSTS

See Proposal from Kimley-Horn and Associates, Inc. attached hereto as Exhibit "A".

III. COMPLETION DATE

This Work Authorization is approved contingent upon the CITY'S acceptance of and satisfaction with the completion of the services rendered with a projected completion date 280 calendar days from the date of receipt of authorization from CITY. If the CITY in its sole discretion is unsatisfied with the services provided in the Work Authorization, the CITY may terminate the Agreement without incurring any further liability. The CONSULTANT shall commence work after issuance of the notice to proceed.

IV. NOT A DESIGN-BUILD AGREEMENT

CONSULTANT shall not bid for any construction components associated with this Project.

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CITY OF COCONUT CREEK, FLORIDA

By: _____
Sheila N. Rose, City Manager

ATTEST:

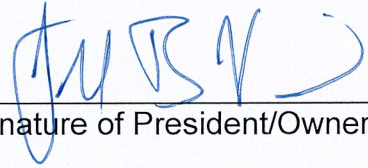
Approved as to Legal Sufficiency
and Form:

By: _____
Joseph J. Kavanagh, City Clerk

By: _____
Terrill C. Pyburn, City Attorney


CONSULTANT:

Kimley-Horn and Associates, Inc.

By: 
Signature of President/Owner

Stefano Viola
Type/Print Name of President/Owner

ATTEST:


(Corporate Secretary)

George Balaban
Type/Print Name of Corporate Secretary

(CORPORATE SEAL)



March 21, 2025

Robert McDonald, CGC
Project Manager
City of Coconut Creek
5295 Johnson Road
Coconut Creek, FL 33073

**Re: Canal and Lake Bank Restoration Master Plan
Coconut Creek, FL**

Dear Mr. McDonald

Kimley-Horn and Associates, Inc., (herein after referred to as “Consultant”, “We” or “Kimley-Horn”), in connection with the City of Coconut Creek’s “General Professional Engineering Services; RFQ 03-25-20-02 is pleased to submit this proposal to the City of Coconut Creek, (hereinafter referred to as “Client” or “City”) to provide professional services associated with assisting the City in preparing a City Wide Canal and Lake Bank Restoration Master Plan, and its first phase (the canal bank located on the SE Corner of Cougar Trail and Lyons Road within the City of Coconut Creek).

Project Understanding

The City of Coconut Creek is seeking a Canal and Lake Bank Restoration Master Plan (CLBRMP), the City currently maintains 26,290 lineal feet of canal bank and 9,335 lineal feet of lake bank throughout the City limits. The intent of the CLBRMP is to identify the condition of the existing canal and lake banks and prepare a master plan for the City to implement improvements over a 20-year period. The intent of the CLBRMP is to identify prioritized capital improvement projects for future system improvements throughout the City of Coconut Creek and will include a 20-year Capital Improvement Plan (CIP).

It has been identified that the canal bank along Lyons Road between Coconut Creek Parkway and NW 15th Street is experiencing canal bank failures and as such the restoration plans for this area will be included in this scope of services. The canal bank is eroding and the City would like design plans to address the erosion, clear the overgrown landscaping, and provide stabilization means for the canal bank. The City would like for Kimley-Horn to also review the existing drainage flumes that connect Lyons Road to the canal, possibly modifying them or equipping them with pollution protection means and energy dissipation features. Additionally, the City would like for Kimley-Horn to compare current conditions to FDOT Design Indexes and Manuals for protection after guardrails. Finally, The City has requested that Kimley-Horn prepare landscape plans along with renderings of the proposed improvements.

Project Assumptions

- The City can provide full access to all of the canal and lake banks from upland and a boat will not be needed for the evaluation.

- Final design plans and permitting are only included for the canal bank along Lyons Road between Coconut Creek Parkway and NW 15th Street.
- Structural reviews for headwalls, end walls and seawalls are not included in this scope of services.
- All findings will be obtained via visual inspection of the area from upland, with no lab testing or any other specific data acquisition methods.

Scope of Services

Kimley-Horn will provide the services specifically set forth below.

TASK 1 – PROJECT INITIATION/MEETINGS

The purpose of this task is to initiate the project, including identifying project protocols and establishing the necessary coordination between the Kimley-Horn and City staff. Kimley-Horn will conduct a project Kick-off meeting after receiving notice to proceed from the City. At this meeting, information will be reviewed about previous canal and lake bank items including repairs or failures of the existing canal and lake banks, particularly those that are considered high priorities due to known erosion. This information will be utilized when prioritizing phases of the capital improvement projects. The meeting will address the project schedule, coordination requirements, project goals, and project objectives.

Up to four (4) coordination meetings may be required between the City and Kimley-Horn throughout the duration of the project.

TASK 2 – CANAL AND LAKE BANK DATA COLLECTION

Kimley-Horn will collect and evaluate readily available information that has been prepared by others or the City. The data collection will be limited to the City's corporate limits. Types of data that may be collected by Kimley-Horn include:

1. NPDES Permit information and data (from Broward County)
2. City ordinances, regulations or guidelines for canal and lake bank maintenance
3. Canal and lake bank Geographic Information System (GIS) files (from City)
4. Design and record drawings of completed or proposed canal and lake bank restoration projects
5. Citizen complaint reports/Public Works Department Work Orders (from City)
6. Records of canal and lake bank problem areas (from City)

Kimley-Horn will prepare a brief memorandum summarizing the data collected to support the development of the Canal and Lake Bank Restoration Master Plan. This memorandum will also include identification of additional data needs, if any, to complete the Plan. This task does not include physically collecting field data such as topographic surveys or geotechnical testing.

Additionally, Kimley-Horn will conduct field investigations of the City owned and operated canal and lake banks. This investigation will be limited to the 26,290 lineal feet of canal bank and 9,335 lineal feet of lake bank throughout the City limits and are to be done through visual upland observations. The

intent of the investigation will be to determine the general maintenance condition of the canal and lake bank facilities throughout the City as part of the master planning efforts.

TASK 3 – CANAL AND LAKE BANK RESTORATION MASTER PLAN

The purpose of this task is to develop a Canal and Lake Bank Restoration Master Plan Update that utilizes the services performed and information collected in Tasks 1 and 2. This task will be conducted in the following two sub-tasks.

- 3.1 Existing Problems/Needs Assessment
- 3.2 Summary of Needed Improvements/Capital Improvements Plan (CIP)

3.1 Existing Problems/ Needs Assessment

Kimley-Horn will meet with City Staff to review canal and lake bank complaints, identify the locations of canal and lake bank problem areas and collect information relative to problem nature, and severity. The purpose of the visits will be to evaluate the canal and lake banks. Once these areas have been evaluated, a canal and lake bank deficiency map will be created depicting the canal and lake bank deficiency areas. This exhibit will be provided to the City for review.

Once the exhibit depicting canal and lake bank deficiency areas has been finalized, Kimley-Horn will meet with the City to identify the priority areas. The selection of the priority areas will be utilized in sequencing the improvements within the 20-year CIP. The exhibit will also indicate locations or outfalls that are visible from the canal and/or lake bank and identify if erosion is occurring of any headwalls or end walls that should also be addressed during the canal and/or lake bank restoration improvements.

3.2 Summary of Needed Improvements/Capital Improvements Plan (CIP)

Utilizing the results of the above outlined tasks, Kimley-Horn will summarize the improvements that are needed to restore the canal and lake bank within the City limits that are the responsibility of the City to maintain. This task will be summarized in a prioritized manner and will address the opinion of probable cost associated with each improvement.

The City's CIP will be presented in a spreadsheet format. Each project will be outlined with a description and corresponding budget. A brief summary of each project including anticipated improvements will be included as part of the CIP. The CIP will include an Operation and Maintenance cost line item for the City to maintain the canal and lake banks. This scope of work does not include evaluation of structural components such as seawalls and bridges, additional data for project funding, or grant assistance. Those evaluations or supporting documentation can be provided as an additional service.

Upon completion of the above noted sub tasks, Kimley-Horn will prepare and distribute a draft copy of the Canal and Lake Bank Master Plan Update to the City. Kimley-Horn will meet with the City

staff to present the contents of the report.

Kimley-Horn will incorporate comments from City staff and submit the final Canal and Lake Bank Restoration Master Plan.

TASK 4 - LYONS ROAD CANAL BANK RESTORATION

Task 4.1 Phase 1 Project Initiation/Due Diligence

Kimley-Horn will conduct a kick-off site visit to observe existing conditions, assess potential design integration with surrounding spaces, and truth the survey provided in Task 4.2. Kimley-Horn will also attend one (1) kick-off meeting with the City to discuss the project, desired project elements, and to review the project timeline and milestones.

During this task, Kimley-Horn will perform the following:

- Contact utility owners and request any available information depicting the locations and configuration of existing utilities within and around the project limits.
- Contact Broward County and request the roadway plans/as-builts for the constructed improvements along Lyons Road within the project limits.
- Attend coordination meetings with regulatory agencies having jurisdiction over the project to discuss permitting requirements.

Task 4.2 Topographic Survey

Kimley-Horn will engage a sub-consultant, (licensed surveyor), to prepare a topographic survey for the entire project area. The topographic survey will be prepared in accordance with the Standard of Practice as set forth in Chapter 5J-17.05 FAC pursuant to Section 472.027 Florida Statutes and shall include the following:

- Horizontal and Vertical Data based upon NAVD 88 Datum.
- Obtain sufficient control monumentation, if available, to graphically depict limits of property. (This is not a boundary survey)
- Locate above ground improvements including buildings, pavement, curbs, sidewalks, swales, berms, retention areas and above ground evidence of utilities. Obtain top, bottom, and water elevations. Obtain rim elevations, inverts, and pipe sizes of sewer and drainage structures. Utility locations will include fire hydrants, water valves, meter boxes, vaults and main irrigation valves. Individual sprinkler heads are not included.
- Location of underground utilities will be limited to above ground evidence.
- Obtain spot elevations on points of location and on an approximate 25' grid with high and low points extending within the limits.

Task 4.3 – Canal Remediation and Restoration Conceptual Plans

As part of this task, Kimley-Horn shall prepare one (1) conceptual design for the project based on input provided by the City as a result of the kickoff meeting with the City.

The Conceptual Design Deliverables will include the following:

- Plan view plans, presented with a color aerial background to provide site context. Plant palette, showing photographs of proposed plant materials.
- Engineering details, showing options for canal bank restoration and other proposed above-ground design elements necessary to convey the design.

Upon receiving Client input, Kimley-Horn will revise the conceptual drawings to produce a design development plan and selections for the items listed above that will be used as a basis for the Construction Plans.

Task 4.4 – Canal Remediation Construction Plans

Utilizing the survey provided under Task 4.2 and the Conceptual Plans prepared in Task 4.3, Kimley-Horn shall prepare Construction plans for the canal bank remediation. These Plans shall show the canal bank remediation areas which will include removal of undesirable debris and trees. The plans will also depict the erosion protection measures along the canal bank within the project limits. The basis for design will be the Broward County Details and South Florida Water Management District (SFWMD) Design Manual where applicable. The following plan sheets will be included in the Construction Plans:

1. Cover Sheet – Project title, vicinity map, engineer of record, and other appropriate information.
2. Engineering Plan Sheets – Containing the geometric, horizontal and vertical alignment for the canal bank improvements within the project area. These sheets shall also include the removal of debris and trees.
3. Miscellaneous Construction Details – These sheets shall provide construction details that are not included in the Miami-Dade County Details or South Florida Water Management District.
4. Storm Water Pollution Prevention Plans
5. General Notes Plan

As part of this task, Kimley-Horn will prepare bid documents to be included with the City's overall solicitation. This includes preparing a bid form, project description, specifications as needed and any additional information that is required to provide the contractors enough information to bid the project but does not include the preparation of the Invitation For Bid (IFB).

Task 4.5 – Canal Restoration Construction Plans

Utilizing the survey provided under Task 4.2 and the Conceptual Plans prepared in Task 4.3, Kimley-Horn shall prepare Construction plans for the canal bank restoration project. These Plans shall show the canal bank restoration which will include removal of undesirable debris and trees. The plans will also depict the erosion protection measures along the canal bank within the project limits. The basis for design will be the Broward County Details and South Florida Water Management District

(SFWMD) Design Manual where applicable. The following plan sheets will be included in the Construction Plans:

1. Cover Sheet – Project title, vicinity map, engineer of record, and other appropriate information.
2. Engineering Plan Sheets – Containing the geometric, horizontal and vertical alignment for the canal bank improvements within the project area. These sheets shall also include the removal of debris and trees.
3. Miscellaneous Construction Details – These sheets shall provide construction details that are not included in the Miami-Dade County Details or South Florida Water Management District.
4. Storm Water Pollution Prevention Plans
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Task 4.6 – Renderings

Kimley-Horn will prepare two (2) perspective view renderings and one (1) colored plan view rendering of the proposed Project. Renderings will include proposed above ground elements including an aerial showing existing context outside of the project area. Labels and dimensions for project elements will be included as needed to communicate design intent. Kimley-Horn will format the site plan renderings to be able to be printed at 24"x36". If requested, the renderings can be mounted onto foam core board for the City's use. Kimley-Horn will provide one revision based on Client comments.

Task 4.7 – Permit Coordination

Kimley-Horn will assist the City with the permit submittal and supporting documentation for the project to Broward County, South Florida Water Management District and the City of Coconut Creek and will provide three (3) copies of the design plan sets to the County, SFWMD and City for distribution to the appropriate departments for their review.

All permit fees will be paid directly by the City. Consultant will respond to up to two (2) rounds of reasonable requests for additional information from the agencies.

Task 4.8 – Bidding Assistance

It is our understanding that the City will use a competitive bidding process to hire a contractor to construct the improvements described in the final construction plans and contract documents. Upon request, Kimley-Horn shall consult with and advise the City and act as its representative for the proposed improvements during the bidding process. This task is limited to attendance at a pre-bid meeting and issuance of addenda in response to contractor questions. Once bids are received,

Kimley-Horn shall review the bids and prepare a bid tabulation sheet for use in making the recommended award.

Task 4.9 – Limited Post Design Services

As the Engineer of Record, Kimley-Horn will provide limited construction administration services for the project. Kimley-Horn will attend a Pre-Construction Meeting prior to commencement of the construction activity. Kimley-Horn will assist the City in providing contract clarifications as well as responding to requests for information (RFI's) during the construction of the project. Additionally, Kimley-Horn will review shop drawings for general compliance with the intent of the design. Kimley-Horn will make up to ten (10) site visits as directed by the City in order to observe the progress of the work. Such observations will not be exhaustive or extend to every aspect of Contractor's work. Observations will be limited to spot checking, selective measurement, and similar methods of general observation. Based on information obtained during site visits, Kimley-Horn will evaluate whether Contractor's work is generally proceeding in accordance with the Contract Documents, and Kimley-Horn will keep Client informed of the general progress of the work.

Kimley-Horn will not supervise, direct, or have control over Contractor's work, nor shall Kimley-Horn have authority to stop the Work or have responsibility for the means, methods, techniques, equipment choice and usage, schedules, or procedures of construction selected by Contractor, for safety programs incident to Contractor's work, or for any failure of Contractor to comply with any laws. Kimley-Horn does not guarantee the performance of any Contractor and has no responsibility for Contractor's failure to perform its work in accordance with the Contract Documents.

The services provided in this Task are sufficient for Kimley-Horn to certify the project upon completion of construction to the City.

Task 4.10 – Contingency

This task is for permit fees and additional scope not included in tasks 4.1 – 4.9. Work under this task will require written approval from the City prior to commencing.

At this time, the level of geotechnical study required is not known. As such, this contingency is to cover the required geotechnical services needed to design the canal restoration option chosen during the Conceptual Plan preparation. An official proposal from our geotechnical subconsultant (Tierra South Florida) will be provided to the City for approval prior to kicking off this effort.

ADDITIONAL SERVICES

Kimley-Horn will provide, as requested and authorized by the City, services that may be required in addition to those described in Tasks 1 - 4. These services may include but are not limited to such items as the following:

- Additional topographic and/or hydrographic surveying.

- Environmental surveys (Benthic, endangered species, arborist reports, etc.)
- Additional design and permitting services
- Drainage Improvements and Drainage Permitting
- Seawall and/or Bridge evaluation studies
- DEP or ACOE permitting.
- Temporary and/or permanent easement development/acquisition

SCHEDULE

The Consultant will provide services as expeditiously as practicable to meet a mutually agreed upon schedule.

FEE AND BILLING

The consultant will accomplish the services outlined in Tasks 1 – 4 for the Lump Sum Fee of **\$193,375.00**. All permitting, application, and similar project fees if applicable will be paid directly by the City.

Task No.	Description	Fee
1	Project Initiation/Meetings	\$5,950
2	Canal and Lake Bank Data Collection	\$33,710
3	Canal and Lake Bank Restoration Master Plan	\$30,980
4	Lyons Road Canal Bank Restoration	
4.1	Project Initiation/Due Diligence	\$3,815
4.2	Topographic Survey	\$32,490
4.3	Canal Remediation and Restoration Conceptual Plans	\$8,655
4.4	Canal Remediation Construction Plans	\$6,995
4.5	Canal Restoration Construction Plans	\$20,940
4.6	Renderings	\$5,420
4.7	Permitting Coordination	\$8,055
4.8	Bidding Assistance	\$3,950
4.9	Limited Post Design Services	\$12,415
4.10	Contingency	\$20,000
	Tasks 1 - 3 Lump Sum Fee	\$70,640
	Task 4 Lump Sum Fee	\$122,735
	Total Lump Sum Fee	\$193,375

Fees and expenses will be invoiced monthly based, as applicable, upon the percentage of services performed or actual services performed, and expenses incurred as of the invoice date. If authorized by the City, additional service will be billed hourly as needed.

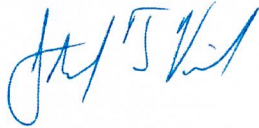
CLOSURE

The terms and conditions of the City of Coconut Creek's "General Professional Engineering Services" Contract; RFQ 03-25-20-02 shall govern this scope of services.

I appreciate this opportunity to submit this proposal. If you have any questions or need additional information, please contact me at (954) 535-5100.

Very truly yours,

KIMLEY-HORN AND ASSOCIATES, INC.



Stefano F. Viola, P.E.
Vice President

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STAFF POWER ESTIMATE

PROJECT:	Canal and Lake Bank Restoration Master Plan							SHEET:			
CLIENT:	City of Coconut Creek							FILE NO:			
ESTIMATOR:	Stefano Viola							DATE: 3/21/2025			
DESCRIPTION:	DIRECT LABOR (STAFF-HOURS)										
	Principal	Project Manager	Landscape Architect	Senior Engineer	Engineer	Technician	Drafter	Staff Assistant	Expenses	Totals	
Task 1 - Project Initiation/Meetings											
Kick-Off meeting		5		5				2		\$1,850	
Coordination meetings		8		8	8			4		\$4,100	
Task 2- Canal and Lake Bank Data Collection											
Data Collection of existing conditions		10		12	14			2		\$5,800	
Field Investigations		16		80	80			2		\$27,910	
Task 3- Canal and Lake Bank Restoration Master Plan											
Existing Problems/Needs Assessment		8		14	20			2		\$6,650	
Summary of Needed Improvements/Capital Improvements Plan (CIP)	2	12		20	20			2		\$8,800	
CLBRMP Report	4	12		40	40			2		\$15,530	
Task 4 - Lyons Road Canal Bank Restoration											
Task 4.1 - Project Initiation/Due Diligence											
Site Visit		2		5	5					\$1,895	
Kick off Meeting		3			3			1		\$960	
Regulatory Meetings		3			3			1		\$960	
Task 4.2 - Topographic Survey											
Site survey									32490	\$32,490	
Task 4.3 - Canal Restoration Conceptual Plans											
Conceptual Plan Preparation		5	6	6	12	12	15	1		\$7,400	
Coordination with City		4			4			1		\$1,255	
Task 4.4 - Canal Remediation Construction Plans											
Plan Preparation		2	2	4	6	4	10			\$3,700	
Coordination with City		2			2					\$590	
OPC		2		2	4	2				\$1,410	
Bid Document Assistance		2		2	4			1		\$1,295	
Task 4.5 - Canal Restoration Construction Plans											
Plan Preparation		8	8	8	16	16	40	2		\$12,430	
Coordination with City		2			2			2		\$740	
OPC		2	2	4	8	8		1		\$3,275	
Bid Document Assistance		4	2	6	12	8		1		\$4,495	
Task 4.6 - Renderings											
Perspective View and Plan View Rendering preparation		4	8			10	12	1		\$4,325	
Coordination with City		2	2			4		1		\$1,095	
Task 4.7 - Permit Coordination											
Broward County		4		8	10	2		1		\$3,695	
SFWMD		4		6	8	2		1		\$3,065	
City of Coconut Creek		2		2	4			1		\$1,295	
Task 4.8 - Bidding Assistance											
Pre-Bid Meeting		3			4			1		\$1,095	
Addendums		2		4	4	2		1		\$1,845	
Bid Recommendation		2			4			2		\$1,010	
Task 4.9 - Limited Post Design Services											
Pre-Construction Meeting		3			3			1		\$960	
Contract Document Clarification/Respond to RFI's		2	2	2	6	6		2		\$2,530	
Shop Drawing Review		2	2	4	6	4		1		\$2,625	
Site Observations		4	4	4	10	4				\$3,730	
Project Closeout		4	2		8	4		2		\$2,570	
Task 4.10 - Contingency											
Geotechnical Budget									20000	\$20,000	
TOTAL HOURS	6	150	40	246	330	88	77	42		\$52,490.00	
LABOR RATE (\$/HOUR)	215.00	160.00	160.00	180.00	135.00	95.00	115.00	75.00		1.0	
SUBTOTAL	\$1,290.00	\$24,000.00	\$6,400.00	\$44,280.00	\$44,550.00	\$8,360.00	\$8,855.00	\$3,150.00		\$52,490.00	
PAGE TOTAL										\$193,375.00	