

## **CONSULTING SERVICES WORK AUTHORIZATION**

DATE: August 24, 2023

CONSULTANT: Carnahan, Proctor and Cross, Inc.,

WORK AUTHORIZATION NO. 4 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 Carnahan, Proctor and Cross, Inc., for General Professional Engineering Services" dated September 30, 2020 and Amendment No. 1 to the "Agreement between City of Coconut Creek and Carnahan, Proctor and Cross, Inc., for General Professional Engineering Services" dated August 3, 2023 .

### **I. PROJECT DESCRIPTION**

The CITY desires to have Carnahan, Proctor and Cross, Inc., ("CONSULTANT"), perform Design Services in connection with a shared use pathway along Sample Road.

### **II. SCOPE OF SERVICES AND COSTS**

See Proposal from Carnahan, Proctor and Cross, 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 of June 30, 2024. 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.

**[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]**

**CITY OF COCONUT CREEK, FLORIDA**

By: \_\_\_\_\_  
Joshua Rydell, Mayor

ATTEST:

Approved as to Legal Sufficiency  
and Form:

By: \_\_\_\_\_  
Joseph Kavanagh, City Clerk

By: \_\_\_\_\_  
Terrill C. Pyburn, City Attorney

**CONSULTANT:**

\_\_\_\_\_

By: \_\_\_\_\_  
Signature of President/Owner

**ATTEST:**

\_\_\_\_\_  
(Corporate Secretary)

\_\_\_\_\_  
Type/Print Name of President/Owner

\_\_\_\_\_  
Type/Print Name of Corporate Secretary

(CORPORATE SEAL)



EXHIBIT "A" TO WORK AUTHORIZATION

Carnahan, Proctor, and Cross, Inc.
814 S. Military Trail
Deerfield Beach, Florida 33442
Phone: 954.972.3959
Fax: 954.972.4178
www.carnahan-proctor.com

Amendment No. NA

Proposal No:

Project Name: Sample Road Shared-Use Path Improvements

To: Michael Righetti
Senior Project Manager
4800 West Copans Road
Coconut Creek, FL 33063
Mrighetti@coconutcreek.net

- Fixed Fee, Maximum Upset Fee, Time & Expenses, Other

Estimated Date of Completion: TBD

Scope of Services:
See attached.

Prepared By: Mohan Gopalakrishna, P.E., PTOE, Senior Traffic/Transportation Manager

Please execute this Client Authorization for Carnahan Proctor and Cross, Inc. to proceed with the above scope of services at the stated estimated costs. No services will be provided until it is signed and returned to CPC.

Subject to Master Agreement with City
RFQ No. 11-19-14-10
Contract Extension No 1 - December 2017

Subject to terms & conditions in our Master Agreement with City dated

Carnahan Proctor and Cross, Inc. Authorization

Client Authorization (Please sign original and return)

By Mohan Gopalakrishna, P.E., PTOE
Mohan Gopalakrishna
Digitally signed by Mohan Gopalakrishna
Date: 2023.05.26 16:00:12 -04'00'

By:
Title:
Date:

Title: Sr. Traffic /Transportation Manager
Date: 5/26/2023



## Exhibit-1

### Proposal for the City of Coconut Creek Sample Road Shared-Use Path Improvements

#### **1.0** PROJECT DESCRIPTION

The City of Coconut Creek received approval from Broward County Surtax Funds for the implementation of a 10' concrete shared-use path, approximately 4,000 feet, along the north side of Sample Road from East of Lyons Road to the Tradewinds Park Entrance (end at the driveway to the park). This mobility project will include enhancements to the existing Broward County Transit (BCT) Bus Stops (concrete pads only). The inclusion of shelters to be coordinated with BCT, 10' wide shared-use path (for pedestrians/bicycles) special emphasis crosswalks at the signalized intersection of Sample Road and Tradewinds Park entrance, and ADA compliant pedestrian ramps at the intersections. Areas impacted by the shared-use path installation will be addressed and will include drainage, minor landscaping (primarily sod replacement), utility relocation, light pole relocation, etc.



#### **2.0** BASIS OF SCOPE

- This scope and fee are based upon coordination between Carnahan, Proctor, and Cross, Inc. (CPC) and Mike Righetti from the City of Coconut Creek (City).
- The reviewing agencies are the City, Broward County MPO, Broward County Parks Division, Broward County Traffic Engineering Division (BCTED), and the Florida Department of Transportation (FDOT).

#### **3.0** DESIGN SCOPE AND FEE

- The scope of services will include the following due diligence efforts and will be performed as a part of Tasks 1, 2, and 3.
  - Meet with FDOT (Sample Road is a State Road) and City staff to identify the Project details and required compliance with Broward County MPO Surtax projects criteria. CPC will commit 30% of the design fee to Broward County County Business Enterprise (CBE) sub-consultant/s to meet the CBE goal established for this contract. For this purpose CPC has included the following CBE firms:

## Exhibit 4



- *BMA Consulting Engineering, Inc.* located at 16928 SW 35<sup>th</sup> St., Miramar, Florida 33027. BMA is qualified to provide design support on sidewalk, drainage, structures, environmental permitting, landscaping, etc.
- *Federal Engineering & Testing, Inc. (FET)*, 3370 NE 5th Avenue, Oakland Park, FL 33334. FET is qualified to provide Geotechnical investigation services for this project.
- Coordination with FDOT for pre-application meetings and Broward County permitting efforts.
- Coordination with Mike Righetti to get input received regarding BCT-requested improvements and if they are to be covered by BCT or Surtax funds.
- Review the project's existing conditions, and identify potential impacts on the existing drainage system, utilities (overhead, underground), landscape, lighting, bus stops, intersections, etc. The field review will be documented with notes and site photos.
- Drainage calculations and design, where existing swales are impacted.
- Utility coordination and Utility adjustment to avoid impacts.
- Landscaping is not included, only sod restoration where they are impacted by the shared-use pathway installation.
- One retaining/gravity wall with a handrail design is anticipated near the canal just west of Tradewinds Park and will require design coordination.
- The Geotechnical investigation will include hand auger borings where the shared-use path is proposed.
- The Shared Use Path will be installed within the FDOT Right-of-Way (ROW) along Sample Road. Any needed easements will be coordinated with the property owners via the City staff.

### **Task 1 – Meetings**

- Meetings: In addition to the initial kick-off meeting, CPC will be available to meet with the City's staff as required. Meetings will be held with Broward County, FDOT, and other permitting agencies as a part of the permitting efforts.
- Technical meetings, field meetings.
- CPC will provide meeting minutes and project documentation.

*Two originals of this Authorization need to be executed. One original needs to be forwarded to Accounting Contract Files.*



- Attending City's commission meetings as required.
- Support for City's staff for public involvement activities.

## **Task 2 - Specific Purpose Survey**

- Horizontal information will be based on the North American Datum of 1983(NAD83/90), state plane coordinates, and Florida East Zone. Vertical information will be based on the North American Vertical Datum of 1988 (NAVD88).
- CPC will prepare a Specific Purpose Survey for the shared-use path:
- Topographic survey of approximately 4,000' +/-, feet long. Elevations will be taken in a 100' foot wide swath and grade breaks, from the edge of pavement to ROW lines on north and south. Elevations will be taken and shown along the inside and outside of the existing sidewalks.
- Above Ground topographic features will be taken and shown on maps; which will include existing signs, poles, structures, etc. (Quality Level C).
- A baseline (or two if needed) will be set up for the full length of the project and shown on maps
- Control points and benchmarks will be set for future construction
- ROW will be determined from FDOT maps and if needed property corners or land boundary corners will be located
- .SID aerials will be used for that layer
- Drawings will be in AutoCAD format, at a scale engineering can use for design
- Tree inventory for location. Efforts will not include tree identification with botanical names, size, height, etc.

Efforts do not include the following tasks. Such tasks can be included as additional services when requested.

- Title Search
- Descriptions and Sketches for easements, etc.
- Subsurface Utility Engineering (SUE) – Quality levels A, B, and D.
- Arborist Tree identification services



- Wetland Environmental services
- Platting and Lot Split services

### **Task 3 – Shared-use Path Design**

CPC will prepare construction drawings for the shared-use path construction and related improvements. The plans/drawings and or documents will include:

- Typical section – existing and proposed
- Existing R/W (as provided by the City and FDOT)
- Existing and proposed topographic elevations
- Plan View Drawings
- Alignment
- Signing & Pavement Markings
- Crosswalks
- ADA compliant Ramp details
- Project impact related to:
  - Landscaping (minor relocations and sod only)
  - Drainage (address only if impacted by shared-use path improvements)
  - Bus Stops (concrete pads, shelters to be coordinated). Improvements to be coordinated with BCT
- Above-ground utilities impacted by the project design
- Drainage preliminary evaluation (if needed)
- Determine participating and non-participating items (if any) based on the Surtax program.

The deliverables (electronic) will include the following items.

1. Concept Layout – for review and approval of the City
2. Shared-use path report and construction plans at 60%, 90%, 100%, and Final Submittals, along with construction cost estimates.
  1. Key Sheet (1 sheet)

*Two originals of this Authorization need to be executed. One original needs to be forwarded to Accounting Contract Files.*





2. Summary of quantities (1 sheet)
3. Specific Purpose Survey/Project Network Control Sheets
4. Typical Sections (2)
5. Shared-use Path Improvements General Notes (1 sheet)
6. Shared-use Path Improvements Plan Sheets
7. Cross Sections
8. Gravity/Retaining Wall Detail and calculations
9. Drainage Map
10. Drainage Cross Sections
11. Drainage Calculations.
12. Drainage Permit (SFWMD, Cocomar Water Control District)
13. FDOT permit
14. Maintenance Memorandum of Agreement (MMOA)
15. Broward County Permit
16. Utility Adjustment Sheets
17. Bus Pad Details (inclusion of shelter to be coordinated with BCT)
18. Stormwater Pollution Prevention Plan
19. Erosion Control Plan
20. Signing & Pavement Marking General Notes
21. Signing & Pavement Marking Plan
22. Construction Cost Estimates

**End of Scope of Services**

**(See the Staff-hours and Fee Estimate below and attached giving the break-down)**

**Total Fee: \$300,803.18 (Lump Sum) (detailed fee estimate on the next page)**  
(includes Geotechnical Allowance: \$4,127.18)  
(total fee includes CBE commitment of 30%, \$90,240.95)

**4.0 SCHEDULE**

CPC, in coordination with the City, will develop a project completion schedule using Microsoft Project.

*Two originals of this Authorization need to be executed. One original needs to be forwarded to Accounting Contract Files.*



ACTIVITY DESCRIPTION	Sample Road Shared-Use Path Improvements								LABOR COST PER TASK	OTHER EXPENSES			TASK COSTS	
	Contract Rates									Quantity	Unit Price	COST PER TASK		
	\$200.00	\$150.00	\$140.00	\$115.00	\$75.00	\$85.00	\$125.00	\$135.00						
	Project Principal	Project Manager	Senior Engineer	Engineer	Staff Assistant	Surveying Operator	Field Crew Two Person	Land Surveyor						
<b>Task 1: Meetings</b>														
Kick Off Meeting	8	8	8	8	16				48			\$6,040		
Project Management Miscellaneous	4	16	0	0	16				38			\$4,400		
Meetings (other) and Permitting Coordination Efforts	4	16	0	8	16				44			\$5,320		
Coordination with City, MPO FPL, Broward County Parks, and FDOT	4	16	16	16	16				68			\$4,480		
<b>Task Totals</b>	<b>20</b>	<b>56</b>	<b>24</b>	<b>32</b>	<b>64</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>198</b>	<b>\$</b>	<b>24,240.00</b>	<b>Task Sub total</b>	<b>\$24,240</b>	
<b>Task 2: Specific Purpose Survey</b>														
Survey/mgt management	8								8				\$1,200	
Topographic survey	8					24	32	32	96				\$11,580	
Baseline setup	4					16	32	16	68				\$8,120	
Control points and bench marks									16	32	48		\$6,320	
Cross-sections every 100'	2							24	24	32	82		\$9,600	
Draft Submittal	4				32				36				\$3,000	
Final Submittal	4				24				28				\$2,400	
<b>Task Totals</b>	<b>0</b>	<b>30</b>	<b>0</b>	<b>0</b>	<b>56</b>	<b>64</b>	<b>104</b>	<b>112</b>	<b>368</b>	<b>\$</b>	<b>42,260.00</b>	<b>Task Sub total</b>	<b>\$42,260</b>	
<b>Task 3: Shared Use Path Design</b>														
Concept Layout Draft	16	32	24						72				\$9,640	
Concept Layout Final	4	32	24						60				\$7,840	
Shared Use Path (Reports, Evaluation) - 60%	8	60	72						140				\$17,880	
Shared Use Path - 60% Construction Plans	4	60	72						136				\$17,280	
60% Construction Plans Submittal	4	10	24						44				\$5,600	
Cost estimates - 60% Construction Plans	2	16	24						42				\$5,300	
Response to comments, Comment Resolution	8	16	24						48				\$6,200	
Shared Use Path (Reports, Evaluation) - 80%	8	60	96						168				\$20,870	
Shared Use Path - 80% Construction Plans	4	60	96						162				\$20,270	
80% Construction Plans Submittal	4	16	24						44				\$5,600	
Cost estimates - 80% Construction Plans	2	16	16						34				\$4,380	
Submit to permitting agencies	8	16	16						40				\$5,280	
Response to comments, Comment Resolution	8	16	16						40				\$5,280	
Shared Use Path (Reports, Evaluation) - 100%	8	40	56						104				\$13,240	
Shared Use Path - 100% Construction Plans	8	40	56						104				\$13,240	
100% Construction Plans Submittal	8	16	16						40				\$5,280	
Cost estimates - 100% Construction Plans	8	16	16						40				\$5,280	
Submit to permitting agencies	8	16	16						40				\$5,280	
Response to comments, Comment Resolution	8	16	16						40				\$5,280	
Shared Use Path (Reports, Evaluation) - Final Submittal	8	40	40						88				\$11,400	
Shared Use Path - Final Submittal	8	40	40						88				\$11,400	
Final Plans Submittal	8	16	16						40				\$5,280	
Cost estimates - Final Construction Plans	8	16	16						40				\$5,280	
Submit to permitting agencies	8	16	16						40				\$5,280	
Project Closeout - provide relevant CADD and PDFs	8	16	16						40				\$5,280	
<b>Task Totals</b>	<b>0</b>	<b>176</b>	<b>704</b>	<b>852</b>	<b>0</b>	<b></b>	<b></b>	<b></b>	<b>1732</b>	<b>\$</b>	<b>222,840.00</b>	<b>Task Sub total</b>	<b>\$222,840</b>	
<b>TOTAL LABOR</b>	<b>20</b>	<b>262</b>	<b>728</b>	<b>884</b>	<b>120</b>	<b>64</b>	<b>104</b>	<b>112</b>	<b>2294</b>	<b>\$</b>	<b>289,440.00</b>		<b>\$ 289,440.00</b>	
												Expenses	3%	\$ 7,236.00
												Geotechnical Allowance	\$ 4,127.18	\$ 4,127.18
<b>TOTAL</b>												<b>Total Design Fee</b>		<b>\$300,803.18</b>

Two originals of this Authorization need to be executed. One original needs to be forwarded to Accounting Contract Files.