# PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM SUMMARY

Meeting Date:	August 25, 2020	[x] Con	sent rkshop	[]	Regular Public Hearing
Department: Submitted By: Submitted For:	Engineering & Publ Roadway Productio Roadway Productio	n Division	ment		
	I. EXE	CUTIVE BRIEF			
<b>Engineering Profess</b>	Staff recommends motional Services Contract in the amount of \$432.	(R2019-0715) da	ted June 4	<b>1</b> , 2019 (	Contract) with Civil
project. An assessment to determine which is the contract, as am Business Enterprise order. Their cumula	coval of this work task ent of Palm Beach Couroadways need to be imended, the Affirmative (SBE) participation. On the Count based company. Count	nty's (County) country's (County) country or meet meet meet Inicipal agreed to 100° to date including	urtesy mai inimum ro tiative for % SBE pa	ntained roadway do the cor	roadways is required lesign standards. Per ntract is 20% Small on for this work task
approved the contr professional service	Justification: On June act, as amended on less throughout the Count negotiated as just and response to the count of the count and response to the count of the co	May 5, 2020, wi y. The fee, as deta	th CDI tiled in Ex	o provid k <b>hibit B</b>	le civil engineering
Basic Services (Lun	np Sum)	<u>\$432,990.45</u>	of Road Cost Es Project Exhibit	lways, A stimate, A Photos E , Roadwa	ict Summary, List ssumptions, District Aerial Exhibit, Exhibit, Field Notes ay Summary and Estimate)
	Total:	\$432,990.45			
	attached work task ord partment recommends l		services a	and findi	ng it in proper order
Attachments: 1. Work Task Order	with Exhibits A, B and	d C and Ebix Insur	rance Com	npliance (	(2)
Recommended by:		nd I her			7/1/2020
Approved By:	Pelo	ty Engineer		Date	113/2020
K F	Assistant Co	unty Administrato	r	Date	

### II. FISCAL IMPACT ANALYSIS

### A. Five Year Summary of Fiscal Impact:

Fiscal Years	2020	2021	2022	2023	2024
Capital Expenditures	<u>\$541,240</u>			0-	0-
Operating Costs	0-	0-			0-
External Revenues	0	0-	0	0-	<u>-0-</u>
Program Income (County)	0	0-	0		<u>-0-</u>
In-Kind Match (County)	-0-	0-	-0-		-0-
NET FISCAL IMPACT	\$541,240	-0-		-0-	0-
# ADDITIONAL FTE					
POSITIONS (Cumulative)					

Is Item Included in Current Budget? Yes X No Does this item include the use of federal funds? Yes No X

Budget Account No:

Fund 3500 Unit 1947 Object 6505 Dept 361

Recommended Sources of Funds/Summary of Fiscal Impact:

Transportation Improvement Fund Courtesy Maintained Roads Assessment Study

> New Task Authorization 432,990.45 Basic Services Total Task Authorization 432,990.45 Staff Charges Roadway Production 86,599.00 Right of Way 21,650.00 Fiscal Impact 541,239.45

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<b>C</b> .	Departmental Fiscal Review:	•	W	$\mathcal{L}$	NU.	χ,	$\mathcal{M}(\mathcal{L})$

### III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Dev. and Control Comments:

B. Approved as to Form

and Legal Sufficiency:

Assistant County Attorney

C. Other Department Review:

**Department Director** 

This summary is not to be used as a basis for payment.

#### WORK TASK ORDER TO THE

# ANNUAL CIVIL ENGINEERING PROFESSIONAL SERVICES CONTRACT BY AND BETWEEN PALM BEACH COUNTY

#### AND CIVIL DESIGN, INC. FOR

### COURTESY MAINTAINED ROADS ASSESSMENT STUDY

### PROJECT # 2019023

This Work Task Order to the Annual Civil Engineering Professional Services Contract (R2019
0715), dated June 4, 2019 (ANNUAL CONTRACT), is made and entered into the day
of, 20, by and between Palm Beach County, a political subdivision of the
State of Florida, by and through its Board of County Commissioners (COUNTY) and Civil
Design, Inc. (CONSULTANT) (individually Party and collectively Parties).

### WITNESSETH

WHEREAS, the COUNTY and CONSULTANT entered into the ANNUAL CONTRACT on a work task order basis on June 4, 2019 (R2019-0715) as amended on May 5, 2020 (R2020-0400); and

WHEREAS, the COUNTY intends to conduct a <u>Courtesy Maintained Roads Assessment</u> <u>Study</u> Project No. <u>2019023</u> (PROJECT); and

WHEREAS, the COUNTY desires the CONSULTANT to perform engineering services for the PROJECT; and

WHEREAS, the CONSULTANT agrees to perform engineering services required for the PROJECT; and

WHEREAS, the following fee has been negotiated and found to be reasonable compensation for these professional services to be performed by the CONSULTANT:

Basic Services in a lump sum fee of \$432,990.45 Reimbursable Expenses capped at \$0.00 Optional Services capped at \$0.00 Totaling \$432,990.45

NOW, THEREFORE, THIS INDENTURE WITNESSETH: That for and in consideration of the mutual benefits to flow from each to the other, the Parties hereto agree as follows:

The above recitals are true and correct and are incorporated herein.

The following Exhibits are attached to and made a part of this Work Task Order.

Exhibit A - Scope of Work including Work Schedule

Exhibit B - Fee Schedule

Exhibit C – OEBO Schedules 1 and 2

The COUNTY agrees to pay the CONSULTANT a fee of Four Hundred Thirty Two Thousand Nine Hundred Ninety Dollars and Forty Five Cents (\$432,990.45) for this Work Task Order.

REMAINDER OF PAGE LEFT BLANK INTENTIONALLY

IN WITNESS WHEREOF, the Board of County Commissioners of Palm Beach County, Florida has made and executed this Work Task Order for the PROJECT, pursuant to the ANNUAL CONTRACT, as amended, on behalf of the COUNTY, and CONSULTANT has hereunto set its hand the day and year above written.

OWNER: Palm Beach County, a Political Subdivision of the State of Florida, by and through its Board of County Commissioners:	CONSULTANT: Civil Design, Inc.
BY: Dave Kerner, Mayor	BY: T. Jeff Trompeter, P.E., President
SEAL	CORPORATE SEAL
ATTEST: Sharon R. Bock, Clerk & Comptroller Circuit Court	BY: Denise A. Bas-Arzuaga, CEO
BY:(Deputy Clerk)	(Print Name) (Signature)
APPROVED AS TO TERMS AND CONDITIONS:	BY: Gabriel Burden, Vice President (Print Name)
BY: * Morton L. Rose, P.E.  Director of Roadway Production	(Signature)
APPROVED AS TO FORM &	

N:\ROADWAY\CCNA\ANNUALS\CIVIL\CIVIL DESIGN\2019\2019023 - Courtesy Maintained Roads Phase I\BCC Work Task Order Contract.docx

**LEGAL SUFFICIENCY:** 

Yelizaveta B. Herman, Assistant County Attorney

Exhibit A - Page 1 of 4



Change in fee format okay. Kristine Frazell-Smith 6/4/2020

May 13, 2019 Revised: June 3, 2020

Ms. Kristine Frazell-Smith, P.E., Local Roads Section Manager Palm Beach County Engineering & Public Works Department Roadway Production Division 2300 N. Jog Road, Vista Center – 3<sup>rd</sup> Floor West Palm Beach, FL 33411

Re:

**Courtesy Maintained Roads Assessment Study** 

PBC Project No. 2019023

Dear Ms. Frazell-Smith:

Please find below and attached a task list and fee proposal for the subject work to be performed under our annual contract for engineering services with Palm Beach County (PBC).

#### **Project Description:**

The project consists of preparing an assessment report for the courtesy maintained roadways as identified by PBC Road & Bridge Division as not having clear zone due to drop offs, roadside ditches and non-recoverable areas. Each assessment report will consist of field visits, field measurements, photos, notes, roadside hazard/safety review, clear zone review, drainage system review and cost estimates for each of the roadways.

Each roadway will have an assessment report prepared to include:

- 1. Roadway summary with existing right-of-way, typical section, conditions and field observations noted.
- 2. An aerial exhibit prepared depicting the project limits.
- 3. An exhibit consisting of the photos taken during the site visit.
- 4. An exhibit consisting of the raw field work notes taken during the site visit.
- 5. A cost estimate exhibit with back-up.

The estimates will be totaled by Maintenance District and broken down by roadway with the following categories:

- 1. Safety costs (to improve roadside safety per Florida Greenbook Standards where practical).
- 2. Drainage costs to install drainage facilities in the right-of-way.
- 3. Paving costs to pave the typical section to the design standard specified.

Further, each maintenance district will be summarized with the same cost estimate breakdown by safety, drainage and paving improvement costs per district.

### We will provide the following services:

- 1. Basic Services
  - a. Master Plan Submittal
  - b. 50% Submittal
  - c. 100% Submittal
  - d. Final Submittal
- 2. Reimbursable Services
  - a. None

#### A. Basic Services:

- 1. <u>Master Plan Submittal</u>. The master plan submittal will use District 5 as the basis of the District and roadway reports. We will prepare a complete District Report to set the standard and template for the following Districts. The submittal will include a Report consisting of:
  - a. District Summary with:
    - 1. District Map
    - 2. List of Roadways.
    - 3. Assumptions.
    - 4. District Cost Estimate (overall total for the District plus subtotals for safety, drainage, paving).
  - b. Roadway Summary including:
    - 1. Typical Section used.
    - 2. Conditions noted.
    - 3. Field observations.
  - c. Project Aerial Exhibit.
  - d. Project Photos Exhibit.
  - e. Field Notes Exhibit.
  - f. Engineer's Cost Estimate per Roadway.
- 2. <u>50% Submittal</u>. Upon approval of the master plan submittal, the 50% submittal will encompass all five Maintenance Districts and consist of:
  - a. District Summary with:
    - 1. District Map
    - 2. List of Roadways.
    - 3. Assumptions.
  - b. Roadway Summary including:
    - 1. Typical Section used.
    - 2. Conditions noted.
    - 3. Field observations.
  - c. Project Aerial Exhibit.
  - d. Project Photos Exhibit.
  - e. Field Notes Exhibit.

Courtesy Maintained Roads Assessment Study PBC Project No. 2019023

- 3. <u>100% Submittal</u>. The 100% submittal will address comments received from the 50% submittal and will include:
  - a. District Summary with:
    - 1. District Map
    - 2. List of Roadways.
    - 3. Assumptions.
    - 4. District Cost Estimate (overall total for the District plus subtotals for safety, drainage, paving).
  - b. Roadway Summary including:
    - 1. Typical Section used.
    - 2. Conditions noted.
    - 3. Field observations.
  - c. Project Aerial Exhibit.
  - d. Project Photos Exhibit.
  - e. Field Notes Exhibit.
  - f. Engineer's Cost Estimate per Roadway (overall total for the roadway plus subtotals for safety, drainage and paving).

#### 4. Final Submittal

The final submittal will address any comments received from the 100% submittal. The final deliverable will include one (1) signed and sealed report, 2 additional unsigned/sealed copies of the report and two (2) CD-Rs with a PDF version of the report and associated files (AutoCAD, Word, Excel, etc.).

#### B. Reimbursable Services

1. None.

**Project Schedule:** Please refer to provided project schedule.

**Project Fee Breakdown**: Please refer to attached fee-hour task summary and fee-hour task breakdown by District.

#### **Project Limitations and Assumptions:**

Services to be provided by Consultant are predicated upon and subject to the following conditions:

- 1. PBC will provide any right-of-way information needed for the assessments.
- 2. Assessments will be based on posted speed limit or 30 mph if unposted in considering roadside hazards, safety requirements and clear zones.
- 3. There are no reimbursable services included with this scope.
- 4. There are no post design or optional services included with this scope.

Sincerely,

T. Jeff Trompeter, P.E. President

Page 3 of 10

# 2019023 - Courtesy Maintained Roads Assessment Study

ID	Task Name	Duration	Start	Finish Pre	edec 2021 AugSep OctNovDec JanFebMar AprMay Jun Jul AugS
1	Total Project Duration	382 days	Tue 8/25/20	Fri 9/10/21	A This control of the
2	NTP (8/25/2020 BCC Mtg)	1 day	Tue 8/25/20	Tue 8/25/20	
3	Master Plan (District 5)	45 days	Wed 8/26/20	Fri 10/9/202	
4	PBC Review	30 days	Mon 10/12/20	Tue 11/10/203	
5	50% Submittal	120 days	Wed 11/11/20	Wed 3/10/21 4	
6	50% Review	30 days	Thu 3/11/21	Fri 4/9/21 5	
7	100% Documents	92 days	Mon 4/12/21	Mon 7/12/21 6	
8	100% Review	30 days	Tue 7/13/21	Wed 8/11/217	
9	Final Submittal	30 days	Thu 8/12/21	Fri 9/10/21 8	<u>*</u>

Task		External Milestone	<b>♦</b>	Manual Summary Rollup	
Split		Inactive Task		Manual Summary	Garage Control of the
Milestone	<b>♦</b>	Inactive Milestone		Start-only	τ
Summary		Inactive Summary		Finish-only	3
Project Summary		Manual Task		Progress	
External Tasks		Duration-only	to a specific the state of the	Deadline	
	Split Milestone Summary Project Summary	Split Milestone  Summary  Project Summary	Split Inactive Task Milestone Inactive Milestone Summary Inactive Summary Project Summary Manual Task	Split Inactive Task Milestone ♦ Inactive Milestone Summary Inactive Summary Project Summary Manual Task	Split Inactive Task Manual Summary Milestone Inactive Milestone Start-only Summary Inactive Summary Finish-only Project Summary Manual Task Progress

Tue 5/19/20

#### Estimate of Work Effort and Cost Prime Consultant

Name of Project	4	Courtesy Ma	intained Roads	Assesment Study		Consultant Name: Civil Design, I	Inc.		
PBC Project Number	•		2019023		· ·	Consultant Number:			
			· ves		<b></b>	Date: 6/3/2020	•		
					Staff Categories				
Task Description	Total Staff Hours	Engineering (PE)	Senior Engineering (PE)	Project Engineer (EI)	AutoCAD Technician		Staff Hours By Activity	Salary Cost By Activity	Average Rate Per Task
BASIC SERVICES	-	\$67.31	\$52.88	\$43.27 V	\$29.00		<del></del>		
1 District 1 Assessment	500 1/	61 V	150	200	38 V		539	\$25,688.21	\$47.66
2 District 2 Assessment	539 V		150	746	102		1347	\$63,716.89	
3 !District 3 Assessment	686	145	186	374	50 1		686	\$32,584.22	
4 District 4 Assessment	319	37 V	90 /	170	22	= 1	319	\$15,243.57	
5 District 5 Assessment	146	18 /	48 🗸	72	8	<u>+</u>	146	\$7,097.26	\$48,61
Total Staff Hours (Basic Services		337	828		220		3037		
Total Staff Cost (Basic Services	1	I	\$43,784.64	i	\$6,380.00		-	\$144,330.15	\$47.52
						Total Salary Related Costs (Civil	Design, Inc.):	Multiplier = 3,0 Services Total;	\$432,990.45 \$432,990.45
							Reimbursables		
							icomparisation.	ī	
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							•		
							Reimt	ursables Total:	\$0.00
							Optional Service	<u>5:</u>	
									i
						<b>(</b>			
							Optional	Services Total:	\$0.00
								Services Total:	

Consultant Name: Civil Design, Inc.

### District 1

	Principal Engineer	Senior Engineer	Project Engineer	AutoCAD Technician	1
Task / Activity	Hours	Hours	Hours	Hours	Total Hours
Basic Services: Civil Design, Ir	ıc.				
Meetings & Coordination	12	12			24
Review R/W and Data	10	19	38		67
Site Visit w/Notes & Field     Verification		24	24		48
Prepare exhibits (photos, paving, drainage)	10	38	76	38	162 4
5. Prepare cost estimates	10	19	76		105
6. Prepare Report	19 ,	38	76		133 💆
Totals	61 V	150	290 🗸	38 🗸	539

### **District 1 Summary:**

- 1. Nineteen (19) roadways
- 2. Approximately 5.30 miles

Consultant Name: Civil Design, Inc.

## District 2

	Principal	Senior	Project	AutoCAD	1
	Engineer	Engineer	Engineer	Technician	
Task / Activity	Hours	Hours	Hours	Hours	Total Hours
Basic Services: Civil Design, Inc	<b>C.</b>				
Meetings & Coordination	16	16			32
2. Review R/W and Data	26	51	102		179
Site Visit w/Notes & Field     Verification		32	32		64
Prepare exhibits (photos, paving, drainage)	26	102	204	102	434
5. Prepare cost estimates	26	51	204		281
6. Prepare Report	51	102	204		357
Totals	145	354	746	102	1347

- <u>District 2 Summary:</u>
  1. Fifty-one (51) roadways
- 2. Approximately 10.66 miles

Consultant Name: Civil Design, Inc.

### **District 3**

	Principal	Senior	Project	AutoCAD	7
	Engineer	Engineer	Engineer	Technician	
					Total
Task / Activity	Hours	Hours	Hours	Hours	Hours
Basic Services: Civil Design, I	nc.				
Meetings & Coordination	12	12			24
2. Review R/W and Data	13	25	50		88
Site Visit w/Notes & Field     Verification		24	24		48
Prepare exhibits (photos, paving, drainage)	13	50	100	50	213
5. Prepare cost estimates	13	25	100		138
6. Prepare Report	25	50	100 ,		175
Total	s 76	186	374 √	50	686

### **District 3 Summary:**

- 1. Twenty-five (25) roadways
  2. Approximately 6.03 miles

Consultant Name: Civil Design, Inc.

## District 4

		Principal Engineer	Senior Engineer	Project Engineer	AutoCAD Technician	
	Task / Activity	Hours	Hours	Hours	Hours	Total Hours
Ва	asic Services: Civil Design, Inc	c.				
1.	Meetings & Coordination	8	8			16
2.	Review R/W and Data	6	11	22		39
3.	Site Visit w/Notes & Field Verification		16	16		32
4.	Prepare exhibits (photos, paving, drainage)	6	22	44	22	94
5.	Prepare cost estimates	6	11	44		61 0
6.	Prepare Report	11	22	44 /	/	77 V
	Totals	37 🗸	90 🗸	170	22 🗸	319

### **District 4 Summary:**

- 1. Eleven (11) roadways
  2. Approximately 2.09 miles

Consultant Name: Civil Design, Inc.

### District 5

		Principal	Senior	Project	AutoCAD	]
		Engineer	Engineer	Engineer	Technician	
	Tools / A shirik.				11	Total
<u> </u>	Task / Activity	Hours	Hours	Hours	Hours	Hours
Ва	asic Services: Civil Design, Inc	с.				
1.	Meetings & Coordination	8	8			16
2.	Review R/W and Data	2	4	8		14
3.	Site Visit w/Notes & Field Verification					
	Vernication		16	16		32 🗸
4.	Prepare exhibits (photos,					
	paving, drainage)	2	8	16	8	34 🗸
5.	Prepare Cost Estimates	2	4	16		22 🗸
6.	Prepare Report	4	8	16		28 🗸
	Totals	18 🗸	48 🗸	72 V	8 /	146

### **District 5 Summary:**

- 1. Four (4) roadways
- 2. Approximately 4.33 miles

### **OEBO SCHEDULE 1**

#### LIST OF PROPOSED CONTRACTOR/CONSULTANT AND SUBCONTRACTOR/SUBCONSULTANT PARTICIPATION

SOLICITATION/PROJECT/BID NAME: Cou	rtesy Maintair	ned Roads Asse	essment Study	SOLICIT	FATION/PROJECT/BII	D No.: 201902	3	
NAME OF PRIME RESPONDENT/BIDDER:	Civil Design,	Inc.		ADDRE	ss: 1400 Centrepa	rk Blvd, Suite 9	005, West Palm	Beach, FL 33401
CONTACT PERSON: Thomas J. Trompe	ter, President			PHONE	NO.: <u>(561)</u> 659-57	60 x 8006	E-MAIL: jtrom	peter@civil-design.com
SOLICITATION OPENING/SUBMITTAL DAT	E: Septembe	r 18, 2018		DEPAR	TMENT: Engineering	g & Public Wor	ks	
PLEASE LIST THE DOLLAR AMOUNT PLEASE ALSO LIST THE DOLLAR AMPROJECT.	OR PERCEN	ITAGE OF WO	RK TO BE COM F WORK TO B	PLETED BY	THE PRIME CONT ED BY ALL SUBCO	TRACTOR/CO NTRACTORS/	NSULTANT ON SUBCONSULT	THIS PROJECT. ANTS ON THE
	(Chec <u>Non-SBE</u>	k all Applicable Cate	gories) <u>SBE</u>		DOLLAR AMOL	JNT OR PERCENTA	AGE OF WORK	and an angular and a
Name, Address and Phone Number		Minority/Women Business	Small Business	Black	Hispanic	Women	Caucasian	Other (Please Specify)
Civil Design, Inc.     1400 Centrepark Blvd., Sulte 905,     WPB, FL 33401, (561) 659-5760		<b>V</b>	<b>V</b>		432,990.45			The second secon
2.							-	
3.						-	-	
4.				Parlament		-	-	
5.					Particular State Control of the Cont			
(Please use additional sheets If necessary)			Total		432.990.45			
Total Bid Price \$ 432,990.45	<del></del>			/WBE Participation	on_100%		-	
I hereby certify that the above information is accu	rate to the best of	f my knowledge:	BH	<b>X</b>			President	
			'C YV	Signature	e			Title

Note:

- 1. The amount listed on this form for a Subcontractor/subconsultant must be supported by price or percentage listed on the properly executed Schedule 2 or attached signed proposal.
- 2. Firms may be certified by Palm Beach County as an SBE and/or an M/WBE. If firms are certified as both an SBE and/or M/WBE, please indicate the dollar amount under the appropriate category.
- 3. Modification of this form is not permitted and will be rejected upon submittal.

### **OEBO LETTER OF INTENT – SCHEDULE 2**

A completed Schedule 2 is a binding document between the Prime Contractor/consultant and a Subcontractor/subconsultant (for any tier) and should be treated as such. The Schedule 2 shall contain bolded language indicating that by signing the Schedule 2, both parties recognize this Schedule as a binding document. All Subcontractors/subconsultants, including any tiered

the bid/pro	tors/subconsultants, mus posal.	t properly execute this d	locument. Each	n properly exe	cuted Schedule 2 m	iust be submitted with	
SOLICITATIO	ON/PROJECT NUMBER: <u>2</u>	019023					
SOLICITATIO	ON/PROJECT NAME: Cou	ırtesy Maintained Road	ds Assessmen	t Study			
	ractor: Civil Design, Inc		Subco	ontractor:			
	(s) that apply) WBE □MBE ☑M/WI	BE □Non-S/M/WBE	Date of Palm B	each County C	ertification (if applic	cable): <u>6/25/19-5/19/22</u>	<u>.</u> .
The unders Column 1	igned affirms they are the <u>C</u>	following (select one fro	om each columr	if applicable)	):	Column 3	
□Male ☑ I		African-American/Black   Hispanic American	□Asian Amerio □Native Amer		asian American	<sup>1</sup> Supplier	
properly exe to be perform which the S/	ARTICIPATION — S/M/WBE F cuted Schedule 2 for any S/f med or items supplied with t M/WBE is certified. A detail	M/WBE participation may re the dollar amount and/or pe ed proposal may be attache	esult in that partic rcentage for each d to a properly e	cipation not bein work item. S/i xecuted Schedu	ng counted. Specify in M/WBE credit will only le 2.	detail, the scope of work y be given for the areas in	
Line Item	Item De	scription	Unit Price	Quantity/ Units	Contingencies/ Allowances	Total Price/Percentage	<u> </u>
1	Civil Engineer	ng - Roadway	Ea	1	N/A	\$432,990.45	_
<del> </del> -							
	ned Subcontractor/subconsi		rform the above-o	described work	in conjunction with th	e aforementioned project	
amount belo	igned intends to subcontrac w accompanied by a separa e of 2 <sup>nd</sup> /3 <sup>rd</sup> tier Subcontract	te properly executed Sched	lule 2.	ntractor/subco		he business name and the	
Pri By	ivil Design, Inc. int Name of Prime  Authorized homas J. Trompeter	Signature	Print N By:		tractor/subconsultant othorized Signature	:	
	nt Name resident		Print I	Name			
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Da	te: 5/20/2020		Date:				

Revised 09/17/2019

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### WORK TASK ORDER TO THE

### ANNUAL CIVIL ENGINEERING PROFESSIONAL SERVICES CONTRACT

### BY AND BETWEEN PALM BEACH COUNTY

### AND CIVIL DESIGN, INC. FOR

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### WITNESSETH

WHEREAS, the COUNTY and CONSULTANT entered into the ANNUAL CONTRACT on a work task order basis on June 4, 2019 (R2019-0715) as amended on May 5, 2020 (R2020-0400); and

WHEREAS, the COUNTY intends to conduct a <u>Courtesy Maintained Roads Assessment</u> <u>Study</u> Project No. <u>2019023</u> (PROJECT); and

WHEREAS, the COUNTY desires the CONSULTANT to perform engineering services for the PROJECT; and

WHEREAS, the CONSULTANT agrees to perform engineering services required for the PROJECT; and

WHEREAS, the following fee has been negotiated and found to be reasonable compensation for these professional services to be performed by the CONSULTANT:

Basic Services in a lump sum fee of \$432,990.45 Reimbursable Expenses capped at \$0.00 Optional Services capped at \$0.00 Totaling \$432,990.45

NOW, THEREFORE, THIS INDENTURE WITNESSETH: That for and in consideration of the mutual benefits to flow from each to the other, the Parties hereto agree as follows:

The above recitals are true and correct and are incorporated herein.

The following Exhibits are attached to and made a part of this Work Task Order.

Exhibit A - Scope of Work including Work Schedule

Exhibit B - Fee Schedule

Exhibit C – OEBO Schedules 1 and 2

The COUNTY agrees to pay the CONSULTANT a fee of Four Hundred Thirty Two Thousand Nine Hundred Ninety Dollars and Forty Five Cents (\$432,990.45) for this Work Task Order.

REMAINDER OF PAGE LEFT BLANK INTENTIONALLY

IN WITNESS WHEREOF, the Board of County Commissioners of Palm Beach County, Florida has made and executed this Work Task Order for the PROJECT, pursuant to the ANNUAL CONTRACT, as amended, on behalf of the COUNTY, and CONSULTANT has hereunto set its hand the day and year above written.

OWNER: Palm Beach County, a Political Subdivision of the State of Florida, by and through its Board of County Commissioners:	CONSULTANT: Civil Design, Inc.
BY: Dave Kerner, Mayor  SEAL	BY: T. Jeff Trompeter, P.E., President  CORPORATE SEAL
ATTEST: Sharon R. Bock, Clerk & Comptroller Circuit Court	ATTEST WITNESS:  BY: Denise A. Bas-Arzuaga, CEO
BY:(Deputy Clerk)	(Print Name) (Signature)
APPROVED AS TO TERMS AND CONDITIONS:  BY:  Morton L. Rose, P.E.  Director of Roadway Production	BY: Gabriel Burden, Vice President  (Print Name)  (Signature)
APPROVED AS TO FORM &	

 $N: \label{local-contract} N: \label{local-$ 

**LEGAL SUFFICIENCY:** 

Yelizaveta B. Herman, Assistant County Attorney

BY: <u>YBH</u>



Change in fee format okay. Kristine Frazell-Smith 6/4/2020

May 13, 2019 Revised: June 3, 2020

Ms. Kristine Frazell-Smith, P.E., Local Roads Section Manager Palm Beach County Engineering & Public Works Department Roadway Production Division 2300 N. Jog Road, Vista Center – 3<sup>rd</sup> Floor West Palm Beach, FL 33411

Re:

Courtesy Maintained Roads Assessment Study

PBC Project No. 2019023

Dear Ms. Frazell-Smith:

Please find below and attached a task list and fee proposal for the subject work to be performed under our annual contract for engineering services with Palm Beach County (PBC).

#### **Project Description:**

The project consists of preparing an assessment report for the courtesy maintained roadways as identified by PBC Road & Bridge Division as not having clear zone due to drop offs, roadside ditches and non-recoverable areas. Each assessment report will consist of field visits, field measurements, photos, notes, roadside hazard/safety review, clear zone review, drainage system review and cost estimates for each of the roadways.

Each roadway will have an assessment report prepared to include:

- 1. Roadway summary with existing right-of-way, typical section, conditions and field observations noted.
- 2. An aerial exhibit prepared depicting the project limits.
- 3. An exhibit consisting of the photos taken during the site visit.
- 4. An exhibit consisting of the raw field work notes taken during the site visit.
- 5. A cost estimate exhibit with back-up.

The estimates will be totaled by Maintenance District and broken down by roadway with the following categories:

- 1. Safety costs (to improve roadside safety per Florida Greenbook Standards where practical).
- 2. Drainage costs to install drainage facilities in the right-of-way.
- 3. Paving costs to pave the typical section to the design standard specified.

Further, each maintenance district will be summarized with the same cost estimate breakdown by safety, drainage and paving improvement costs per district.

#### We will provide the following services:

- 1. Basic Services
  - a. Master Plan Submittal
  - b. 50% Submittal
  - c. 100% Submittal
  - d. Final Submittal
- 2. Reimbursable Services
  - a. None

#### A. Basic Services:

- 1. <u>Master Plan Submittal</u>. The master plan submittal will use District 5 as the basis of the District and roadway reports. We will prepare a complete District Report to set the standard and template for the following Districts. The submittal will include a Report consisting of:
  - a. District Summary with:
    - 1. District Map
    - 2. List of Roadways.
    - 3. Assumptions.
    - 4. District Cost Estimate (overall total for the District plus subtotals for safety, drainage, paving).
  - b. Roadway Summary including:
    - 1. Typical Section used.
    - 2. Conditions noted.
    - 3. Field observations.
    - Project Aerial Exhibit.
  - d. Project Photos Exhibit.
  - e. Field Notes Exhibit.

c.

- f. Engineer's Cost Estimate per Roadway.
- 2. <u>50% Submittal</u>. Upon approval of the master plan submittal, the 50% submittal will encompass all five Maintenance Districts and consist of:
  - a. District Summary with:
    - 1. District Map
    - 2. List of Roadways.
    - 3. Assumptions.
  - Roadway Summary including:
    - 1. Typical Section used.
    - 2. Conditions noted.
    - 3. Field observations.
  - c. Project Aerial Exhibit.
  - d. Project Photos Exhibit.
  - e. Field Notes Exhibit.

- 3. <u>100% Submittal</u>. The 100% submittal will address comments received from the 50% submittal and will include:
  - a. District Summary with:
    - 1. District Map
    - 2. List of Roadways.
    - 3. Assumptions.
    - 4. District Cost Estimate (overall total for the District plus subtotals for safety, drainage, paving).
  - b. Roadway Summary including:
    - 1. Typical Section used.
    - 2. Conditions noted.
    - 3. Field observations.
  - c. Project Aerial Exhibit.
  - d. Project Photos Exhibit.
  - e. Field Notes Exhibit.
  - f. Engineer's Cost Estimate per Roadway (overall total for the roadway plus subtotals for safety, drainage and paving).

#### 4. Final Submittal

The final submittal will address any comments received from the 100% submittal. The final deliverable will include one (1) signed and sealed report, 2 additional unsigned/sealed copies of the report and two (2) CD-Rs with a PDF version of the report and associated files (AutoCAD, Word, Excel, etc.).

#### **B.** Reimbursable Services

1. None.

Project Schedule: Please refer to provided project schedule.

**Project Fee Breakdown**: Please refer to attached fee-hour task summary and fee-hour task breakdown by District.

### **Project Limitations and Assumptions:**

Services to be provided by Consultant are predicated upon and subject to the following conditions:

- 1. PBC will provide any right-of-way information needed for the assessments.
- 2. Assessments will be based on posted speed limit or 30 mph if unposted in considering roadside hazards, safety requirements and clear zones.
- 3. There are no reimbursable services included with this scope.
- 4. There are no post design or optional services included with this scope.

Sincerely

T. Jeff Trompeter, P.E.

President

Page 3 of 10

## 2019023 - Courtesy Maintained Roads Assessment Study

ID	Task Name	Duration	Start	Finish Pr	redec	on Oct May Do	a lan FortiM	od Anrill	2021 ay <i>Jun Jul Aug</i> Sep
1	Total Project Duration	382 days	Tue 8/25/20	Fri 9/10/21	Augo	еросичогое	GJain exim	ai <u>Api w</u> e	Tyoun Sur MaySep
2	NTP (8/25/2020 BCC Mtg)	1 day	Tue 8/25/20	Tue 8/25/20	R		1	<b>*</b>	
3	Master Plan (District 5)	45 days	Wed 8/26/20	Fri 10/9/202				·	
4	PBC Review	30 days	Mon 10/12/20	Tue 11/10/203	-	<u>\$</u>		:	
5	50% Submittal	120 days	Wed 11/11/20	Wed 3/10/21 4	_				
6	50% Review	30 days	Thu 3/11/21	Fri 4/9/215	:	· · · · · · · · · · · · · · · · · · ·	A A	13	en a manifestation ( ) comment
7	100% Documents	92 days	Mon 4/12/21	Mon 7/12/21 6				<b>X</b>	
8	100% Review	30 days	Tue 7/13/21	Wed 8/11/217		į			Z-3.
9	Final Submittal	30 days	Thu 8/12/21	Fri 9/10/218					

Task		External Milestone	•	Manual Summary Rollup	
Split	***************************************	Inactive Task		Manual Summary	
Milestone	•	Inactive Milestone		Start-only	Γ
Summary		Inactive Summary		Finish-only	3
Project Summary		Manual Task		Progress	
External Tasks		Duration-only		Deadline	,

Tue 5/19/20

#### Estimate of Work Effort and Cost Prime Consultant

Name of Project:		Courtesy Ma	intained Roads	Assesment Study			Consultant Name: Civil Design,	Inc.		
PBC Project Number:			2019023		,	Co	nsultant Number:			
1							Date: 6/3/2020			
	'	Project	Senior	r	Staff Categories			_		
Task Description	Total Staff Hours	Engineering (PE)	Engineering (PE)	Project Engineer (EI)	AutoCAD Technician			Staff Hours By Activity	Salary Cost By Activity	Average Rate Per Task
		\$67.31	\$52.88	\$43.27 V	\$29.00					
BASIC SERVICES										_
1 District 1 Assessment	539 🗸	61 🗸	150	290	38			539	\$25,688.21	\$47.66
2 District 2 Assessment	1347	145	354	746	102		- Company to the Company of the Comp	1347	\$63,716.89	\$47.30
3 District 3 Assessment	686 V	76	186	374	50 /			686	\$32,584.22	\$47.50
4 District 4 Assessment	319	37 V	90	170	22	-		319	\$15,243.57	\$47.79
5 District 5 Assessment	146	18 🗸	48 🗸	72	8 1		†	146	\$7,097.26	\$48.61
Total Staff Hours (Basic Services)		337	828		220 //			3037		
Total Staff Cost (Basic Services)		\$22,683.47	\$43,784,64	\$71,482.04	\$6,380.00	*****	<del></del>	-	\$144,330.15	\$47.52
							Salary Related Costs (Cvil Desi	Contract I Design, Inc.):  Basic  Reimbursables	t Multiplier = 3.0 Services Total	\$432,990.45 : \$432,990.45
								Optional Service	<u>is:</u>	-
								Optional	Services Total	\$0,00
								Grand Total	Estimated Fees	\$432,990.45

Consultant Name: Civil Design, Inc.

### District 1

	Principal	Senior	Project	AutoCAD	1
	Engineer	Engineer	Engineer	Technician	
					Total
Task / Activity	Hours	Hours	Hours	Hours	Hours
Basic Services: Civil Design, l	nc.				
1. Meetings & Coordination	12	12			24
2. Review R/W and Data	10	19	38		67 🗸
B. Site Visit w/Notes & Field					
Verification		24	24		48
l. Prepare exhibits (photos,					
paving, drainage)	10	38	76	38	162 4
5. Prepare cost estimates	10	19	76		ر 105
6. Prepare Report	19	38 ,	76	,	133 6
Totals	61	150 🗸	290 🗸	38	539 🗸

### **District 1 Summary:**

- 1. Nineteen (19) roadways 2. Approximately 5.30 miles

Consultant Name: Civil Design, Inc.

### **District 2**

ı	Principal	Senior	Project	AutoCAD	7
	Engineer	Engineer	Engineer	Technician	
					Total
Task / Activity	Hours	Hours	Hours	Hours	Hours
Basic Services: Civil Design, Inc	<b>).</b>				
Meetings & Coordination	16	16			32
2. Review R/W and Data	26	51	102		179
Site Visit w/Notes & Field					
Verification		32	32		64
Prepare exhibits (photos,					
paving, drainage)	26	102	204	102	434
5. Prepare cost estimates	26	51	204	-	281
6. Prepare Report	51	102	204		357
Totals	145 /	354 🗸	746	102	1347 L

- <u>District 2 Summary:</u>
  1. Fifty-one (51) roadways
- 2. Approximately 10.66 miles

Consultant Name: Civil Design, Inc.

### **District 3**

	Principal	Senior	Project	AutoCAD	1
	Engineer	Engineer	Engineer	Technician	
					Total
Task / Activity	Hours	Hours	Hours	Hours	Hours
Basic Services: Civil Design, II	ıc.				
Meetings & Coordination	12	12			24
2. Review R/W and Data	13	25	50		88
Site Visit w/Notes & Field					
Verification		24	24		48
4. Prepare exhibits (photos,					
paving, drainage)	13	50	100	50	213
5. Prepare cost estimates	13	25	100		138
6. Prepare Report	25	50	100 ,	,	175
Totals	76	186	374 √	50	686

### **District 3 Summary:**

- 1. Twenty-five (25) roadways
- 2. Approximately 6.03 miles

Consultant Name: Civil Design, Inc.

### **District 4**

	ſ	Principal	Senior	Project	AutoCAD	7
		Engineer	Engineer	Engineer	Technician	
						Total
Task / Activity		Hours	Hours	Hours	Hours	Hours
В	asic Services: Civil Design, Inc	C.				
1.	Meetings & Coordination	8	8			16 🗸
2.	Review R/W and Data	6	11	22		39 -
3.	Site Visit w/Notes & Field					
	Verification		16	16		32 🗸
4.	Prepare exhibits (photos,					
	paving, drainage)	6	22	44	22	94 🗸
5.	Prepare cost estimates	6	11	44 .		61 6
6.	Prepare Report	11	22	44 /	/	77 V
	Totals	37 🗸	90 /	170√	22 🗸	319 ~

- <u>District 4 Summary:</u>
  1. Eleven (11) roadways
- 2. Approximately 2.09 miles

Consultant Name: Civil Design, Inc.

## District 5

	Principal	Senior	Project	AutoCAD	]
	Engineer	Engineer	Engineer	Technician	
					Total
Task / Activity	Hours	Hours	Hours	Hours	Hours
Basic Services: Civil Design, In	c.				
Meetings & Coordination	8	8			16 💆
2. Review R/W and Data	2	4	8		14
3. Site Visit w/Notes & Field					
Verification		16	16		32
4. Prepare exhibits (photos,					
paving, drainage)	2	8	16	8	34
5. Prepare Cost Estimates	2	4	16		22 🗸
6. Prepare Report	4	8	16		28 🗸
Totals	18 🗸	48 🗸	72 V	8 /	146

### **District 5 Summary:**

- 1. Four (4) roadways
- 2. Approximately 4.33 miles

#### **OEBO SCHEDULE 1**

#### LIST OF PROPOSED CONTRACTOR/CONSULTANT AND SUBCONTRACTOR/SUBCONSULTANT PARTICIPATION

SOLICITATION/PROJECT/BID NAME: Courtesy Maintained Roads Assessment Study					SOLICITATION/PROJECT/BID No.: 2019023			
NAME OF PRIME RESPONDENT/BIDDER:			ADDRESS: 1400 Centrepark Blvd, Suite 905, West Palm Beach, FL 33401					
CONTACT PERSON: Thomas J. Trompet		PHONE	PHONE NO.: (561) 659-5760 x 8006 E-MAIL: jtrompeter@civil-					
SOLICITATION OPENING/SUBMITTAL DAT		DEPART	DEPARTMENT: Engineering & Public Works					
PLEASE LIST THE DOLLAR AMOUNT PLEASE ALSO LIST THE DOLLAR AM PROJECT.								
(Check all Applicable Categories)  Non-SBE M/WBE SBE					DOLLAR AMOUNT OR PERCENTAGE OF WORK			
Name, Address and Phone Number		Minority/Women Business	Small Business	Black	Hispanic	Women	Caucasian	Other (Please Specify)
Civil Design, Inc.     1400 Centrepark Blvd., Suite 905,     WPB, FL 33401, (561) 659-5760		<b></b>	<b>✓</b>	A CONTRACTOR OF THE CONTRACTOR	432,990.45			To the state of th
2.								
3.				-				
4.					-			
5.								
(Please use additional sheets If necessary)		· · · · · · · · · · · · · · · · · · ·	Total		432.990.45			
Total Bid Price \$ 432,990.45			Total S	BE - M/WBE Participation	100%			
I hereby certify that the above information is accur	ate to the best of	my knowledge:				<del></del>	President	
			C 4	Signature		,		Title

Note:

- 1. The amount listed on this form for a Subcontractor/subconsultant must be supported by price or percentage listed on the properly executed Schedule 2 or attached signed proposal.
- 2. Firms may be certified by Palm Beach County as an SBE and/or an M/WBE. If firms are certified as both an SBE and/or M/WBE, please indicate the dollar amount under the appropriate category.
- 3. Modification of this form is not permitted and will be rejected upon submittal.

### **OEBO LETTER OF INTENT – SCHEDULE 2**

A completed Schedule 2 is a binding document between the Prime Contractor/consultant and a Subcontractor/subconsultant (for

any tier) and should be treated as such. The Schedule 2 shall contain bolded language indicating that by signing the Schedule 2, both parties recognize this Schedule as a binding document. All Subcontractors/subconsultants, including any tiered Subcontractors/subconsultants, must properly execute this document. Each properly executed Schedule 2 must be submitted with the bid/proposal.									
SOLICITA	TION/PROJECT NI	JMBER: <u>2019023</u>							
SOLICITA	TION/PROJECT NA	AME: Courtesy Maintained Roads	Assessmen	t Study					
Prime Co	ntractor: Civil D	esign, Inc.	Subco	ontractor:					
	ox(s) that apply) □WBE □MBE	☑ M/WBE □Non-S/M/WBE □Da	ate of Palm B	each County C	ertification (if application)	able): <u>6/25/19-5/19</u>	<u>9/22</u> .		
	The undersigned affirms they are the following (select one from each column <b>if applicable</b> ):  Column 1  Column 2  Column 3								
□Male [	☑ Female	☐ African-American/Black ☐ ☑ Hispanic American ☐	Asian Amerio Native Amer		asian American	11 Supplier			
S/M/WBE PARTICIPATION – S/M/WBE Primes must document all work to be performed by their own work force on this form. Failure to submit a properly executed Schedule 2 for any S/M/WBE participation may result in that participation not being counted. Specify in detail, the scope of work to be performed or items supplied with the dollar amount and/or percentage for each work item. S/M/WBE credit will only be given for the areas in which the S/M/WBE is certified. A detailed proposal may be attached to a properly executed Schedule 2.									
Line Item		Item Description	Unit Price	Quantity/ Units	Contingencies/ Allowances	Total Price/Percer	ntage		
1	Civ	il Engineering - Roadway	Ea	1	N/A	\$432,990.45	j		
							-		
The undersigned Subcontractor/subconsultant is prepared to self-perform the above-described work in conjunction with the aforementioned project at the following total price or percentage: \$432,990.45									
If the undersigned intends to subcontract any portion of this work to another Subcontractor/subconsultant, please list the business name and the amount below accompanied by a separate properly executed Schedule 2.									
N/	/Δ								
N/A  Price or Percentage: N/A  Name of 2 <sup>nd</sup> /3 <sup>rd</sup> tier Subcontractor/subconsultant									
Civil Design, Inc.  Print Name of Subcontractor/subconsultant									
By: By: Authorized Signature Authorized Signature									
Thomas J. Trompeter									
i	Print Name Print Name								
President									
•	Title Title								
I	Date: <u>5/20/2020</u>		Date:						

Revised 09/17/2019

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