

**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 **Courtesy Maintained Roads Assessment Study** Project No. **2019023** (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.

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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.

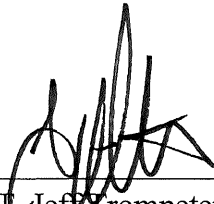
OWNER:

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:  _____
Jeff Trompeter, P.E., President

S E A L

CORPORATE SEAL


ATTEST:

Sharon R. Bock, Clerk & Comptroller
Circuit Court

ATTEST WITNESS:


BY: Denise A. Bas-Arzuaga, CEO
(Print Name)


BY: _____
(Deputy Clerk)

 _____
(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 &
LEGAL SUFFICIENCY:**

BY: YBH _____
Yelizaveta B. Herman,
Assistant County Attorney

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 – 3rd 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. Master Plan Submittal. 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. 50% Submittal. 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.
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 - 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.

3. **100% Submittal.** 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.

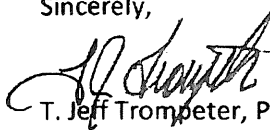
Project Fee Breakdown: Please refer to attached fee-hour task summary and fee-hour task breakdown by District.

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

2019023 - Courtesy Maintained Roads Assessment Study

ID	Task Name	Duration	Start	Finish	Predec	2021											
						Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
1	Total Project Duration	382 days	Tue 8/25/20	Fri 9/10/21													
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 10/9/20 2													
4	PBC Review	30 days	Mon 10/12/20	Tue 11/10/20 3													
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 8/11/21 7													
9	Final Submittal	30 days	Thu 8/12/21	Fri 9/10/21 8													

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Task		External Milestone		Manual Summary Rollup	
Split		Inactive Task		Manual Summary	
Milestone		Inactive Milestone		Start-only	
Summary		Inactive Summary		Finish-only	
Project Summary		Manual Task		Progress	
External Tasks		Duration-only		Deadline	

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

Name of Project:	Courtesy Maintained Roads Assessment Study	Consultant Name:	Civil Design, Inc.
PBC Project Number:	2019023	Consultant Number:	
		Date:	6/3/2020

Task Description	Total Staff Hours	Staff Categories				Staff Hours By Activity	Salary Cost By Activity	Average Rate Per Task
		Project Engineering (PE)	Senior Engineering (PE)	Project Engineer (EI)	AutoCAD Technician			
		\$67.31 ✓	\$52.88 ✓	\$43.27 ✓	\$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 ✓	1347	\$63,716.89 ✓	\$47.30
3 District 3 Assessment	686 ✓	76 ✓	186 ✓	374 ✓	50 ✓	686	\$32,584.22 ✓	\$47.50
4 District 4 Assessment	319 ✓	37 ✓	90 ✓	170 ✓	22 ✓	319	\$15,243.57 ✓	\$47.79
5 District 5 Assessment	146 ✓	18 ✓	48 ✓	72 ✓	8 ✓	146	\$7,097.26 ✓	\$48.61
Total Staff Hours (Basic Services)	3037 ✓	337 ✓	828 ✓	1652 ✓	220 ✓	3037		
Total Staff Cost (Basic Services)		\$22,683.47 ✓	\$43,784.64 ✓	\$71,482.04 ✓	\$6,380.00 ✓		\$144,330.15 ✓	\$47.52

Basic Services:	
Salary Related Costs (Civil Design, Inc. Unloaded):	\$144,330.15
Contract Multiplier = 3.0	
Total Salary Related Costs (Civil Design, Inc.):	\$432,990.45
Basic Services Total:	\$432,990.45 ✓

Reimbursables:	
Reimbursables Total:	\$0.00

Optional Services:	
Optional Services Total:	\$0.00

Grand Total Estimated Fees:	\$432,990.45 ✓
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Name of Project: Courtesy Maintained Roads Assessment Study
 PBC Project Number: 2019023

Consultant Name: Civil Design, Inc.

District 1

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

District 1 Summary:

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

Name of Project: Courtesy Maintained Roads Assessment Study
 PBC Project Number: 2019023

Consultant Name: Civil Design, Inc.

District 2

	Principal Engineer	Senior Engineer	Project Engineer	AutoCAD Technician	Total Hours
Task / Activity	Hours	Hours	Hours	Hours	
Basic Services: Civil Design, Inc.					
1. Meetings & Coordination	16	16			32 ✓
2. Review R/W and Data	26	51	102		179 ✓
3. Site Visit w/Notes & Field Verification		32	32		64 ✓
4. 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 ✓

District 2 Summary:

1. Fifty-one (51) roadways
2. Approximately 10.66 miles

Name of Project: Courtesy Maintained Roads Assessment Study
 PBC Project Number: 2019023

Consultant Name: Civil Design, Inc.

District 3

	Principal Engineer	Senior Engineer	Project Engineer	AutoCAD Technician	Total Hours
Task / Activity	Hours	Hours	Hours	Hours	
Basic Services: Civil Design, Inc.					
1. Meetings & Coordination	12	12			24 ✓
2. Review R/W and Data	13	25	50		88 ✓
3. 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

Name of Project: Courtesy Maintained Roads Assessment Study
 PBC Project Number: 2019023

Consultant Name: Civil Design, Inc.

District 4

	Principal Engineer	Senior Engineer	Project Engineer	AutoCAD Technician	Total Hours
Task / Activity	Hours	Hours	Hours	Hours	
Basic Services: Civil Design, Inc.					
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. Prepare Report	11	22	44		77 ✓
Totals	37 ✓	90 ✓	170 ✓	22 ✓	319 ✓

District 4 Summary:

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

Name of Project: Courtesy Maintained Roads Assessment Study
 PBC Project Number: 2019023

Consultant Name: Civil Design, Inc.

District 5

	Principal Engineer	Senior Engineer	Project Engineer	AutoCAD Technician	Total Hours
Task / Activity	Hours	Hours	Hours	Hours	
Basic Services: Civil Design, Inc.					
1. 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 ✓	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

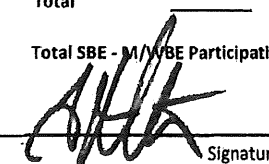
SOLICITATION/PROJECT/BID NAME: Courtesy Maintained Roads Assessment Study
 NAME OF PRIME RESPONDENT/BIDDER: Civil Design, Inc.
 CONTACT PERSON: Thomas J. Trompeter, President
 SOLICITATION OPENING/SUBMITTAL DATE: September 18, 2018

SOLICITATION/PROJECT/BID No.: 2019023
 ADDRESS: 1400 Centrepark Blvd, Suite 905, West Palm Beach, FL 33401
 PHONE NO.: (561) 659-5760 x 8006 E-MAIL: jtrompeter@civil-design.com
 DEPARTMENT: Engineering & Public Works

PLEASE LIST THE DOLLAR AMOUNT OR PERCENTAGE OF WORK TO BE COMPLETED BY THE PRIME CONTRACTOR/CONSULTANT ON THIS PROJECT. PLEASE ALSO LIST THE DOLLAR AMOUNT OR PERCENTAGE OF WORK TO BE COMPLETED BY ALL SUBCONTRACTORS/SUBCONSULTANTS ON THE PROJECT.

Name, Address and Phone Number	(Check all Applicable Categories)			DOLLAR AMOUNT OR PERCENTAGE OF WORK				
	Non-SBE	M/WBE Minority/Women Business	SBE Small Business	Black	Hispanic	Women	Caucasian	Other (Please Specify)
1. Civil Design, Inc. 1400 Centrepark Blvd., Suite 905, WPB, FL 33401, (561) 659-5760	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	_____	432,990.45	_____	_____	_____
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
(Please use additional sheets if necessary)				Total	432,990.45	_____	_____	_____
Total Bid Price \$	432,990.45			Total SBE - M/WBE Participation	100%	_____	_____	_____

I hereby certify that the above information is accurate to the best of my knowledge:


Signature

President

Title

- Note:
- 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.
 - 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.
 - 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.

SOLICITATION/PROJECT NUMBER: 2019023

SOLICITATION/PROJECT NAME: Courtesy Maintained Roads Assessment Study

Prime Contractor: Civil Design, Inc.

Subcontractor: _____

(Check box(s) that apply)

SBE WBE MBE M/WBE Non-S/M/WBE Date of Palm Beach County Certification (if applicable): 6/25/19-5/19/22

The undersigned affirms they are the following (select one from each column if applicable):

Column 1

Column 2

Column 3

Male Female

African-American/Black Asian American Caucasian American

Supplier

Hispanic American Native American

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/Percentage
1	Civil Engineering - Roadway	Ea	1	N/A	\$432,990.45

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/A

Price or Percentage: N/A

Name of 2nd/3rd tier Subcontractor/subconsultant

Civil Design, Inc.

Print Name of Prime

By: 

Authorized Signature

Thomas J. Trompeter

Print Name

President

Title

Date: 5/20/2020

Print Name of Subcontractor/subconsultant

By: _____

Authorized Signature

Print Name

Title

Date: _____

**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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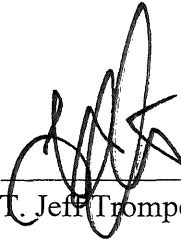
OWNER:

Palm Beach County, a Political Subdivision of the State of Florida, by and through its Board of County Commissioners:

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BY: _____
Dave Kerner, Mayor

BY:  _____
T. Jeff Trompeter, P.E., President

S E A L

CORPORATE SEAL

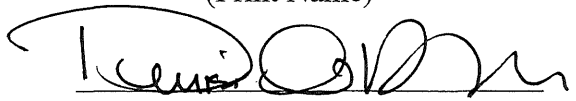
ATTEST:

Sharon R. Bock, Clerk & Comptroller
Circuit Court

ATTEST WITNESS:


BY: Denise A. Bas-Arzuaga, CEO
(Print Name)

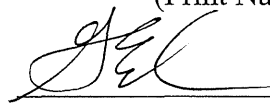
BY: _____
(Deputy Clerk)

 _____
(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 & LEGAL SUFFICIENCY:

BY: YBH _____
Yelizaveta B. Herman,
Assistant County Attorney

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 – 3rd Floor
West Palm Beach, FL 33411

Re: Courtesy Maintained Roads Assessment Study
PBC Project No. 2019023

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 - b. 50% Submittal
 - c. 100% Submittal
 - d. Final Submittal
2. Reimbursable Services
 - a. None

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 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.

3. **100% Submittal.** 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.

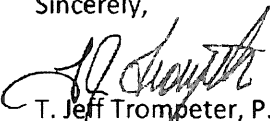
Project Fee Breakdown: Please refer to attached fee-hour task summary and fee-hour task breakdown by District.

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

2019023 - Courtesy Maintained Roads Assessment Study

ID	Task Name	Duration	Start	Finish	Predec	2021											
						Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
1	Total Project Duration	382 days	Tue 8/25/20	Fri 9/10/21		[Gantt bar spanning from Aug 2020 to Sep 2021]											
2	NTP (8/25/2020 BCC Mtg)	1 day	Tue 8/25/20	Tue 8/25/20		[Gantt bar on Aug 25, 2020]											
3	Master Plan (District 5)	45 days	Wed 8/26/20	Fri 10/9/20		[Gantt bar from Aug 26, 2020 to Oct 9, 2020]											
4	PBC Review	30 days	Mon 10/12/20	Tue 11/10/20		[Gantt bar from Oct 12, 2020 to Nov 10, 2020]											
5	50% Submittal	120 days	Wed 11/11/20	Wed 3/10/21		[Gantt bar from Nov 11, 2020 to Mar 10, 2021]											
6	50% Review	30 days	Thu 3/11/21	Fri 4/9/21		[Gantt bar from Mar 11, 2021 to Apr 9, 2021]											
7	100% Documents	92 days	Mon 4/12/21	Mon 7/12/21		[Gantt bar from Apr 12, 2021 to Jul 12, 2021]											
8	100% Review	30 days	Tue 7/13/21	Wed 8/11/21		[Gantt bar from Jul 13, 2021 to Aug 11, 2021]											
9	Final Submittal	30 days	Thu 8/12/21	Fri 9/10/21		[Gantt bar from Aug 12, 2021 to Sep 10, 2021]											

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Task		External Milestone		Manual Summary Rollup	
Split		Inactive Task		Manual Summary	
Milestone		Inactive Milestone		Start-only	
Summary		Inactive Summary		Finish-only	
Project Summary		Manual Task		Progress	
External Tasks		Duration-only		Deadline	

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

Name of Project:		Courtesy Maintained Roads Assessment Study				Consultant Name: Civil Design, Inc.		
PBC Project Number:		2019023				Consultant Number:		
						Date: 6/3/2020		
Task Description	Total Staff Hours	Staff Categories				Staff Hours By Activity	Salary Cost By Activity	Average Rate Per Task
		Project Engineering (PE)	Senior Engineering (PE)	Project Engineer (EI)	AutoCAD Technician			
		\$67.31 ✓	\$52.88 ✓	\$43.27 ✓	\$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 ✓	1347	\$63,716.89 ✓	\$47.30
3 District 3 Assessment	686 ✓	76 ✓	186 ✓	374 ✓	50 ✓	686	\$32,584.22 ✓	\$47.50
4 District 4 Assessment	319 ✓	37 ✓	90 ✓	170 ✓	22 ✓	319	\$15,243.57 ✓	\$47.79
5 District 5 Assessment	146 ✓	18 ✓	48 ✓	72 ✓	8 ✓	146	\$7,097.26 ✓	\$48.61
Total Staff Hours (Basic Services)	3037 ✓	337 ✓	828 ✓	1652 ✓	220 ✓	3037	\$144,330.15 ✓	\$47.52
Total Staff Cost (Basic Services)		\$22,683.47 ✓	\$43,784.64 ✓	\$71,482.04 ✓	\$6,380.00 ✓			

Basic Services:	
Salary Related Costs (Civil Design, Inc. Unloaded):	\$144,330.15
Contract Multiplier = 3.0	
Total Salary Related Costs (Civil Design, Inc.):	\$432,990.45
Basic Services Total:	\$432,990.45 ✓

Reimbursables:	
Reimbursables Total:	\$0.00

Optional Services:	
Optional Services Total:	\$0.00

Grand Total Estimated Fees:	\$432,990.45 ✓
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Name of Project: Courtesy Maintained Roads Assessment Study
 PBC Project Number: 2019023

Consultant Name: Civil Design, Inc.

District 1

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

District 1 Summary:

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

Name of Project: Courtesy Maintained Roads Assessment Study
 PBC Project Number: 2019023

Consultant Name: Civil Design, Inc.

District 2

	Principal Engineer	Senior Engineer	Project Engineer	AutoCAD Technician	Total Hours
Task / Activity	Hours	Hours	Hours	Hours	
Basic Services: Civil Design, Inc.					
1. Meetings & Coordination	16	16			32
2. Review R/W and Data	26	51	102		179
3. Site Visit w/Notes & Field Verification		32	32		64
4. 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
<i>Totals</i>	145	354	746	102	1347

District 2 Summary:

1. Fifty-one (51) roadways
2. Approximately 10.66 miles

Name of Project: Courtesy Maintained Roads Assessment Study
 PBC Project Number: 2019023

Consultant Name: Civil Design, Inc.

District 3

	Principal Engineer	Senior Engineer	Project Engineer	AutoCAD Technician	Total Hours
Task / Activity	Hours	Hours	Hours	Hours	
Basic Services: Civil Design, Inc.					
1. Meetings & Coordination	12	12			24 ✓
2. Review R/W and Data	13	25	50		88 ✓
3. 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 ✓
<i>Totals</i>	76 ✓	186 ✓	374 ✓	50 ✓	686 ✓

District 3 Summary:

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

Name of Project: Courtesy Maintained Roads Assessment Study
 PBC Project Number: 2019023

Consultant Name: Civil Design, Inc.

District 4

	Principal Engineer	Senior Engineer	Project Engineer	AutoCAD Technician	Total Hours
Task / Activity	Hours	Hours	Hours	Hours	
Basic Services: Civil Design, Inc.					
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. Prepare Report	11	22	44		77 ✓
<i>Totals</i>	37 ✓	90 ✓	170 ✓	22 ✓	319 ✓

District 4 Summary:

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

Name of Project: Courtesy Maintained Roads Assessment Study
 PBC Project Number: 2019023

Consultant Name: Civil Design, Inc.

District 5

		Principal Engineer	Senior Engineer	Project Engineer	AutoCAD Technician	Total Hours
Task / Activity		Hours	Hours	Hours	Hours	Hours
Basic Services: Civil Design, Inc.						
1.	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 ✓	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
 NAME OF PRIME RESPONDENT/BIDDER: Civil Design, Inc.
 CONTACT PERSON: Thomas J. Trompeter, President
 SOLICITATION OPENING/SUBMITTAL DATE: September 18, 2018

SOLICITATION/PROJECT/BID No.: 2019023
 ADDRESS: 1400 Centrepark Blvd, Suite 905, West Palm Beach, FL 33401
 PHONE NO.: (561) 659-5760 x 8006 E-MAIL: jtrompeter@civil-design.com
 DEPARTMENT: Engineering & Public Works

PLEASE LIST THE DOLLAR AMOUNT OR PERCENTAGE OF WORK TO BE COMPLETED BY THE PRIME CONTRACTOR/CONSULTANT ON THIS PROJECT. PLEASE ALSO LIST THE DOLLAR AMOUNT OR PERCENTAGE OF WORK TO BE COMPLETED BY ALL SUBCONTRACTORS/SUBCONSULTANTS ON THE PROJECT.

Name, Address and Phone Number	(Check all Applicable Categories)			DOLLAR AMOUNT OR PERCENTAGE OF WORK				
	Non-SBE	M/WBE Minority/Women Business	SBE Small Business	Black	Hispanic	Women	Caucasian	Other (Please Specify)
1. Civil Design, Inc. 1400 Centrepark Blvd., Suite 905, WPB, FL 33401, (561) 659-5760	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	_____	432,990.45	_____	_____	_____
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____
(Please use additional sheets if necessary)				Total	432,990.45	_____	_____	_____
Total Bid Price \$ <u>432,990.45</u>				Total SBE - M/WBE Participation	100%	_____	_____	_____

I hereby certify that the above information is accurate to the best of my knowledge:  Signature President Title

- Note:
- 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.
 - 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.
 - 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.

SOLICITATION/PROJECT NUMBER: 2019023

SOLICITATION/PROJECT NAME: Courtesy Maintained Roads Assessment Study

Prime Contractor: Civil Design, Inc.

Subcontractor: _____

(Check box(s) that apply)

SBE WBE MBE M/WBE Non-S/M/WBE Date of Palm Beach County Certification (if applicable): 6/25/19-5/19/22

The undersigned affirms they are the following (select one from each column if applicable):

Column 1

Column 2

Column 3

Male Female

African-American/Black Asian American Caucasian American
 Hispanic American Native American

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/Percentage
1	Civil Engineering - Roadway	Ea	1	N/A	\$432,990.45

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/A

Price or Percentage: N/A

Name of 2nd/3rd tier Subcontractor/subconsultant

Civil Design, Inc.

Print Name of Prime

By: 

Authorized Signature

Thomas J. Trompeter

Print Name

President

Title

Date: 5/20/2020

Print Name of Subcontractor/subconsultant

By: _____

Authorized Signature

Print Name

Title

Date: _____

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Insured Name

Civil Design Inc. (DX00000522)

Civil Design Inc. (DX00000522)

Active Records Only

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Name	Civil Design Inc.
Account Number	DX00000522
Address	
Status	Currently in Compliance

Insured

Business Units	DBA Names	Print Insured Info
Account Information		
Account Number	DX00000522	
Risk Type	Standard - Professional Services	
Do Not Call		Advertiser Updated
Address Information		
Mailing Address		Physical Address
Insured	Civil Design Inc.	
Address 1		
Address 2		
City		
State		
Zip		
Country		
Contract Information		
Contract Number		
Contract Start Date		Contract End Date
Contract Effective Date		Contract Expiration Date
Description of Services	Civil Engineering Architect Services on a Work Task Order Basis	Safety Form II No
Contact Information		
Contact Name	T. Jeff Thompson	Misc.
Phone Number	5618595760	All Phone Numbers
Fax Number		
E-Mail Address	jthompson@civil-design.com	
Approval Date		
Flush	No	
Contract on File	No	
Certificate Received	No	
Indemnification Agreement	No	
Tax ID		

This Account created by eSB on 02/12/2020.