

**PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM SUMMARY**

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<b>Meeting Date:</b>	March 10, 2026	<input checked="" type="checkbox"/> Consent	<input type="checkbox"/> Regular
		<input type="checkbox"/> Workshop	<input type="checkbox"/> Public Hearing
<b>Department:</b>	Engineering and Public Works		
<b>Submitted For:</b>	Roadway Production Division		

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**I. EXECUTIVE BRIEF**

**Motion and Title:** Staff recommends motion to approve: Supplement No. 1 (Supplement) in the amount of \$208,170 to Consultant Service Authorization No. 3 (R2025-0545) dated May 6, 2025 under the Civil Engineering Professional Continuing Services Contract (Contract) with Civil Design, Inc. (CDI) for the Avenue L and Canal Point areas Countywide Community Revitalization Team (CCRT) improvements (Project).

**Summary:** Approval of this Supplement will provide the professional engineering services necessary to design roadway construction plans and provide public involvement outreach, post design services for roadway safety, and drainage improvements for NW Avenue P, East Beach Street and Park Row within the Project. This is the first Project to the new Local Road Program in District 6 that will bring Palm Beach County (County) courtesy maintained roads up to current County standards. These Roads were selected for improvements first as they are within CCRT areas. This Project was presented to the Goal Setting Committee (GSC) on February 21, 2024, and the GSC established Affirmative Procurement Initiatives (API) of a 20% minimum mandatory Small Business Enterprise (SBE) participation and an SBE evaluation preference. CDI committed to 100% SBE participation. The proposed SBE participation for this Supplement is 100%. To date, the overall SBE participation achieved on this Contract is 100%. CDI has an office located in the County and is a certified SBE company. District 6 (YBH)

**Background and Justification:** On October 1, 2024, the Board of County Commissioners (BCC) approved the Contract with CDI to provide professional civil engineering services throughout the County. The fee, as detailed in Exhibit B of the attached Supplement, has been negotiated as just and reasonable compensation as follows:

Basic Services (Lump Sum)	\$193,290.00	(Roadway Analysis and Plans, Drainage Analysis and Plans, Permits and Environmental, Utilities, Signing & Pavement Marking Plans)
Optional Services (Not to Exceed)	<u>\$ 14,880.00</u>	(Post Design, Public Involvement)
Total:	\$208,170.00	

After reviewing the attached Supplement and finding it in proper order, the Engineering and Public Works Department recommends BCC approval.

**Attachments:**

1. Location Map
2. Supplement No. 1 with Exhibits A, B, C, D and Ebix Insurance Compliance (2)

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Recommended by:		2/13/2026
	County Engineer	Date
Approved By:		2/25/26
	Deputy County Administrator	Date

**II. FISCAL IMPACT ANALYSIS**

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

Fiscal Years	2026	2027	2028	2029	2030
Capital Expenditures	\$292,170	-0-	-0-	-0-	-0-
Operating Costs	-0-	-0-	-0-	-0-	-0-
External Revenues	-0-	-0-	-0-	-0-	-0-
Program Income (County)	-0-	-0-	-0-	-0-	-0-
In-Kind Match (County)	-0-	-0-	-0-	-0-	-0-
NET FISCAL IMPACT	\$292,170	-0-	-0-	-0-	-0-
# ADDITIONAL FTE POSITIONS (Cumulative)	-0-	-0-	-0-	-0-	-0-

Is Item Included in Current Budget? Yes  No   
 Is this item using Federal Funds? Yes  No   
 Is this item using State Funds? Yes  No

Budget Account No:  
 Fund 3900 Dept 361 Unit 2012-001 Object 6505

Recommended Sources of Funds/Summary of Fiscal Impact:  
 Capital Outlay/Shell - Rock Road Improvements/  
 Avenue L & Canal Point CCRT

Brief Description: Supplement No. 1 to Consulting Service Authorization #3

**CSA #3, Supplement No.1**

• Basic Services	\$193,290.00
• Optional Services	\$ 14,880.00
<b>Total CSA #3, Supplement No.1</b>	<b>\$208,170.00</b>

**Estimated Staff Costs**

• Roadway Production	\$ 42,000.00
• Roadway Production: Right-of-Way	\$ 10,500.00
• Survey	\$ 10,500.00
• Traffic	\$ 21,000.00
<b>Total Staff Costs</b>	<b>\$ 84,000.00</b>

Fiscal Impact \$292,170.00

C. Departmental Fiscal Review: *Danny Randal Singh*

**III. REVIEW COMMENTS**

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

<u><i>Joe Mad...</i></u> OFMB 2/18/26 2/18	<u><i>Brenda...</i></u> Contract Dev. and Control 2/18/26 2.18.26
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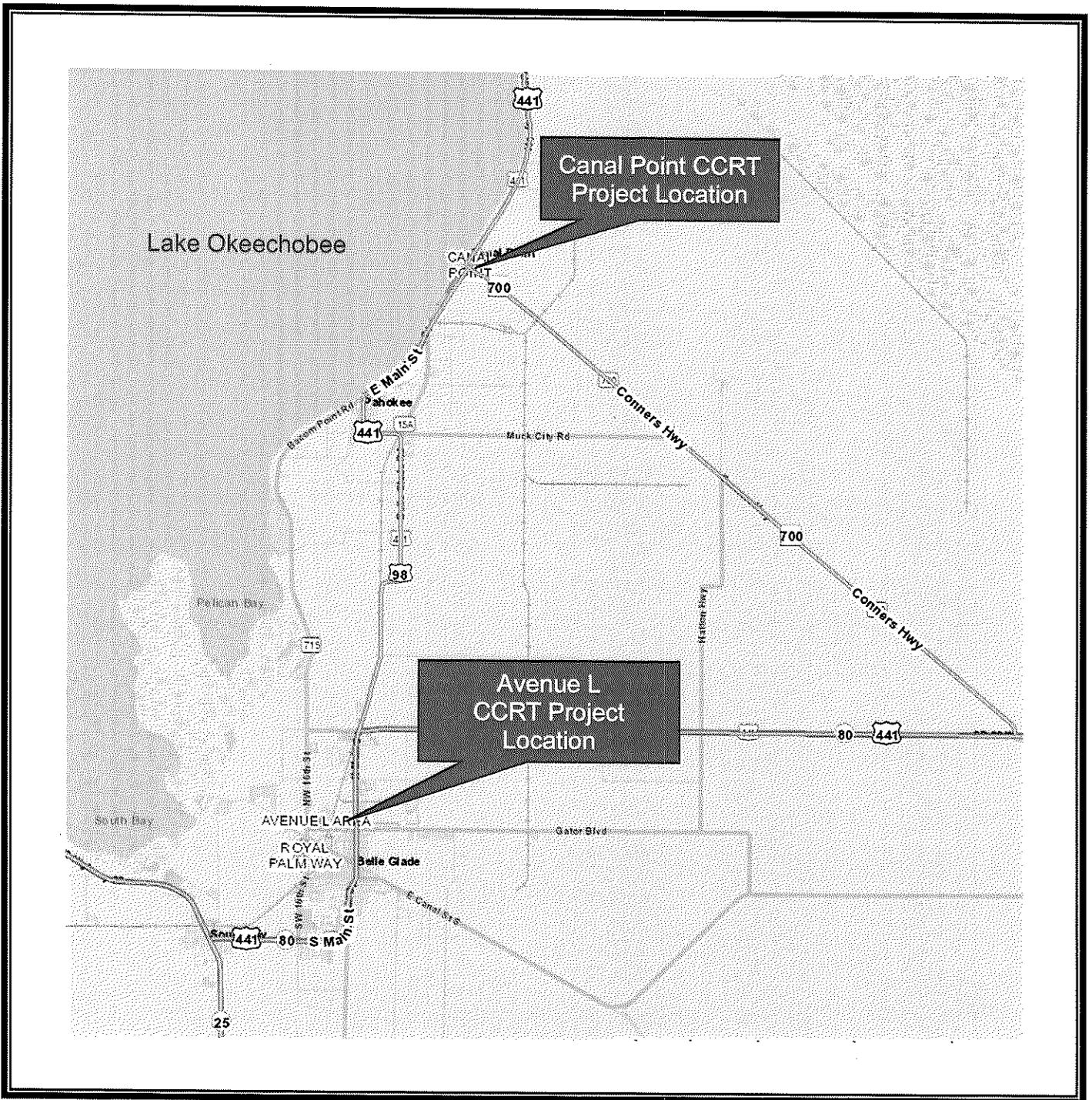
B. Approved as to Form and Legal Sufficiency:  
*[Signature]* 2/19/26  
 Assistant County Attorney

C. Other Department Review:  
 \_\_\_\_\_  
 Department Director

This summary is not to be used as a basis for payment.  
 2

Avenue L CCRT and Canal Point CCRT

Palm Beach County Project #2025900



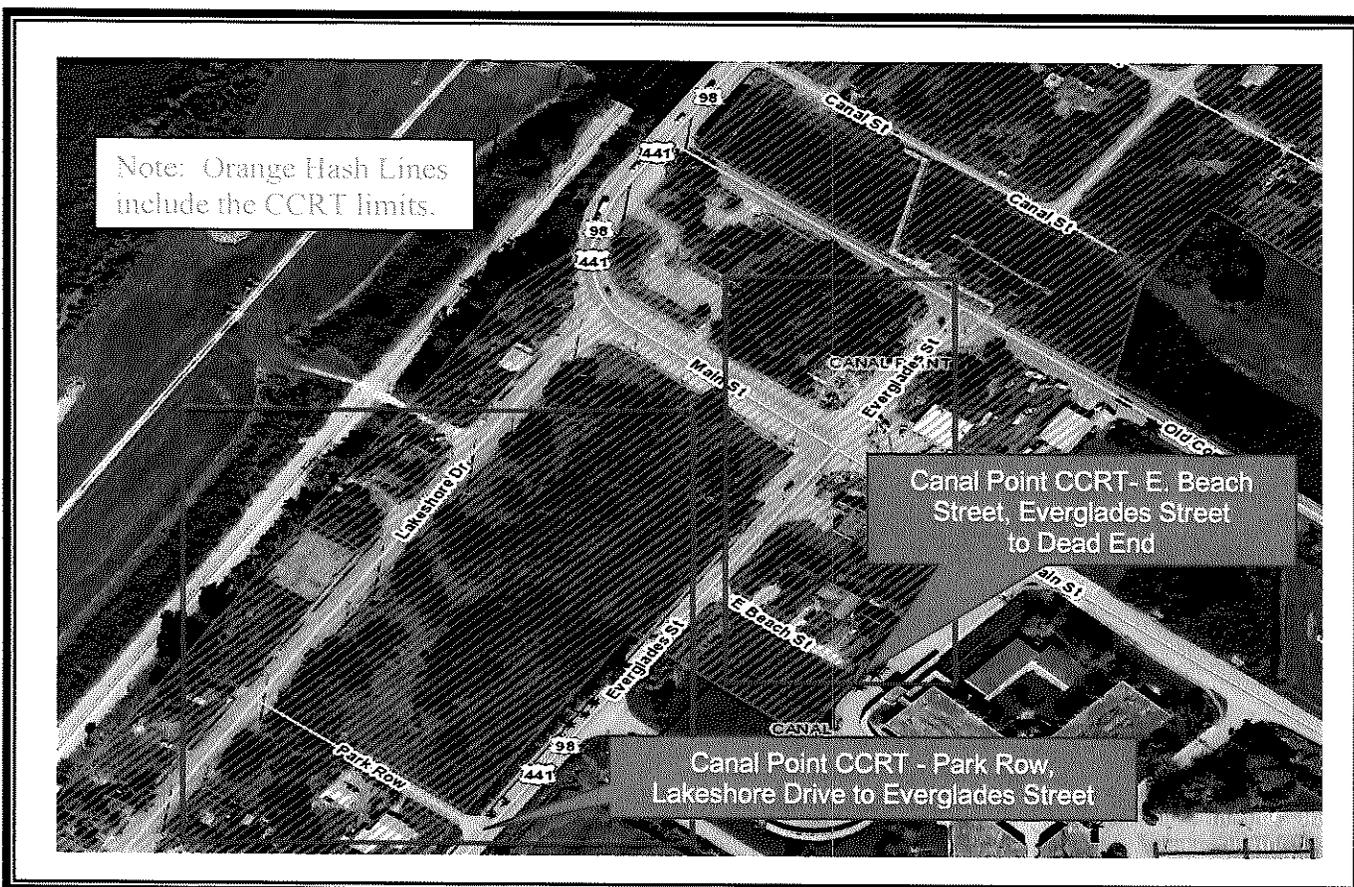
LOCATION MAP

ATTACHMENT 1

Page 1 of 2

Avenue L CCRT and Canal Point CCRT

Palm Beach County Project #2025900



LOCATION MAP

ATTACHMENT 1

**SUPPLEMENT NO. 1**  
**TO CONSULTANT SERVICE AUTHORIZATION NO. 3 UNDER THE CIVIL**  
**ENGINEERING PROFESSIONAL CONTINUING SERVICES CONTRACT**

Project Name: **Avenue L CCRT and Canal Point CCRT**

Project No: **2025900**

Commission District No.: **6**

	<b>SBE</b>
Participation for this authorization	<b>100%</b>
Participation to date for this Contract	<b>100%</b>
Contract Commitment	<b>100%</b>
This authorization is under the EBO Ordinance.	

**PALM BEACH COUNTY**

**BOARD OF COUNTY COMMISSIONERS**

**Account No.: 3900-361-2012-001-6505**

Supplement No. 1 to a Consultant Service Authorization No. 3 (CSA) under the Civil Engineering Professional Continuing Services Contract dated May 6, 2025 (R2025-0545) (CONTRACT), between the COUNTY and the CONSULTANT identified herein is for the Additional Services described in **EXHIBIT A** and **EXHIBIT B** for this Supplement.

1. CONSULTANT: Civil Design, Inc.
2. Address: 1400 Centrepark Blvd, Suite 905, West Palm Beach, FL 33401
3. CONSULTANT shall begin work promptly on the requested Additional Services, per the schedule attached as part of **EXHIBIT A**.
4. Scope of Services to be provided by CONSULTANT: Provide professional engineering services to Palm Beach County for the Avenue L CCRT and Canal Point CCRT project. Design roadway construction plans and provide post design services in accordance with the attached **EXHIBIT A** dated August 28, 2025.
5. The compensation to be paid CONSULTANT for providing the requested additional services as detailed in **EXHIBIT B** shall be:

<input checked="" type="checkbox"/> Basic Services in a lump sum fee of	\$193,290.00
<input checked="" type="checkbox"/> Optional Services capped at	<u>\$ 14,880.00</u>
<b>Totaling</b>	<b>\$208,170.00</b>

OEBO Schedules 1 & 2 **EXHIBIT C**

Project History **EXHIBIT D**

6. All terms of the CONTRACT shall apply to this Supplement.

*This Contract, including all Schedules, Forms, and attachments, is subject to the County Emergency Ordinance 2025-014, approved by the BCC on June 3, 2025. As a result, the M/WBE participation will not be enforced.*

**SUPPLEMENT NO. 1**  
**TO CONSULTANT SERVICE AUTHORIZATION NO. 3 UNDER THE CIVIL**  
**ENGINEERING PROFESSIONAL CONTINUING SERVICES CONTRACT**

IN WITNESS WHEREOF, this Supplement is accepted as of the date signed by the COUNTY below, subject to the terms and conditions of the aforementioned CONTRACT.

CONSULTANT: Civil Design, Inc.  
Federal ID: 56-2355181

COUNTY:

Approved as to Terms and Conditions

Signed: \_\_\_\_\_

Typed Name: Thomas J. Trompeter, P.E.

Title: President

Date: 1/20/2026

By: \_\_\_\_\_

Typed Name: Morton L. Rose, P.E.

Title: Division Director

(Corporate Seal)



ATTEST WITNESS:

Title: Vice President

Date: 1/20/2026

Typed Name: Gabriel Burden

Signed: \_\_\_\_\_

**SUPPLEMENT NO. 1**  
**TO CONSULTANT SERVICE AUTHORIZATION NO. 3 UNDER THE CIVIL**  
**ENGINEERING PROFESSIONAL CONTINUING SERVICES CONTRACT**

{SIGNATURE PAGES CONTINUED}

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

Signed: \_\_\_\_\_

Typed Name: Sara Baxter

Title: Mayor

Date: \_\_\_\_\_

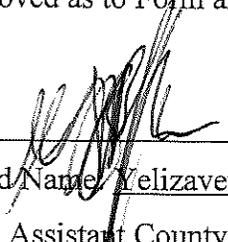
ATTEST:

Michael A. Caruso

Clerk of the Circuit Court & Comptroller

By: \_\_\_\_\_  
Deputy Clerk

Approved as to Form and Legal Sufficiency

By:  \_\_\_\_\_

Typed Name: Yelizaveta B. Herman

Title: Assistant County Attorney

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July 21, 2025; Revised August 28, 2025

Ms. Sandra M. Ospina, P.E., Project Manager, Local Roads Section  
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: Avenue L & Canal Point CCRT  
PBC Project No. 2025900  
Supplement No. 1 to Work Task Order

*OK! Sandra Milena Ospina*

*8/29/25*

*scope of work OK  
Let. P. J. 9/2/25*

Dear Ms. Ospina:

Civil Design, Inc. was initially authorized by a Work Task Order to prepare a project validation and design parameter review under the Annual Civil Engineering contract R2025-0545) for the Avenue L & Canal Point CCRT project.

Upon completion of the project validation and design parameter review, the County wishes to proceed with the final design and construction of the project.

Please find below and attached a task list and fee proposal for the work to be performed under this supplement.

**Supplement Description:**

Includes the following roadways:

1. NW Avenue P, NW 16<sup>th</sup> Street to NW 12<sup>th</sup> Drive (±1,540 LF)
2. E. Beach Street, Everglades Street to Dead End (±240 LF)
3. Park Row, Lakeshore Drive to Everglades Street (±365 LF)

The total length is approximately 0.41 miles and consists of a two-lane road section.

The scope consists of:

1. Basic Services for roadway plan preparation (65%, 96%, 100% and Final submittals) and permitting.
2. Optional Services for public involvement and post design services authorized by Palm Beach County.

The construction plans will be prepared in accordance with the latest standards of Palm Beach County as described in the Thoroughfare Roadway Design Procedures, the Florida Department of Transportation Plans Preparation Manual, FDOT Manual of Uniform Minimum Standard for Design, Construction and Maintenance for Streets and Highways (Florida Greenbook) and AASHTO Greenbook.

All plan sheets will be prepared on 11"x17" paper at 1"=40' scale.

We will provide basic, reimbursable and optional services as follows:

1. Basic Services

- a. 65% Submittal
- b. 96% Submittal
- c. 100% Submittal
- d. Final Submittal

2. Optional Services

- a. Public Involvement - To include meetings, graphics, brochures, etc. as requested by PBC.
- b. Roadway Engineering - Post Design Services as requested by PBC.

**A. Basic Services:**

1. The 65% submittal will include:

- a. Specific Purpose/Topographic Survey (Survey Plan Set).
- b. Title Sheet.
- c. Typical Section Sheet.
- d. Summary of Quantities.
- e. Drainage Maps.
- f. Proposed Drainage in Plan.
- g. Drainage Structure Sheets.
- h. Final Geometrics.
- i. Final Profiles.
- j. Limits of Construction.
- k. Existing and Proposed Cross Sections.
- l. Existing Utilities.
- m. Driveway Profile Sheets.
- n. Special Detail Sheets.
- o. Signing & Pavement Marking Plans.
- p. Drainage Design Computations.
- q. Engineer's Cost Estimate based on County provided average unit prices.
- r. Utility Conflict Matrix.

2. Utility Pothole and Permit Packages

- a. Attend initial utility coordination meeting and prepare meeting minutes.
- b. Submit to the FDOT for a right-of-way permit for work in Everglades Street.

3. The 96% submittal will include:

- a. 65% Submittal Comments Addressed.
- b. Specific Purpose/Topographic Survey (Survey Plan Set).
- c. Title Sheet.
- d. Typical Section Sheet.
- e. Summary of Quantities Sheet.
- f. Utilities on Plan and Profile.
- g. Drainage on Drainage Map and Plan and Profile Sheets.
- h. Drainage Structure Sheets.
- i. Special Detail Sheets.
- j. Cross Sections.
- k. Quantity Computation Book.
- l. Signing & Pavement Marking Plans.
- m. Engineer's Cost Estimate based on County provided average unit prices.
- n. Red-lined Plans from 65% review.
- o. Responses to comment letters.

4. The 100% submittal will include:

- a. 96% Submittal Comments Addressed.
- b. All Permits Received.
- c. Specific Purpose/Topographic Survey (Survey Plan Set).
- d. Title Sheet.
- e. Typical Section Sheet.
- f. Summary of Quantities Sheet.
- g. Utilities on Plan and Profile.
- h. Drainage on Drainage Map and Plan and Profile Sheets.
- i. Drainage Structure Sheets.
- j. Special Detail Sheets.
- k. Cross Sections.
- l. Quantity Computation Book.
- m. Signing & Pavement Marking Plans.
- n. Engineer's Cost Estimate based on County provided average unit prices.
- o. Red-lined Plans from 96% review.
- p. Responses to comment letters.

5. The Final submittal will include:

- a. Printed Set of Plans (one signed and sealed).
- b. Final Cost estimate.
- c. Electronic (Excel) file of pay items.
- d. Final Survey Plan Set including Specific Purpose/Topographic Survey (signed & sealed).
- e. One signed and sealed drainage computation book.
- f. One signed and sealed quantity computation book.
- g. All electronic files (including CADD and PDF files) with appropriate digital signatures.
- h. All permits.

**B. Optional Services:**

Note: Optional Services must be pre-approved by PBC prior to proceeding with these activities.

1. Public Involvement: We have allotted forty (40) hours for public involvement to include meetings, graphics, brochures, etc. as requested by PBC.
2. Roadway Engineering - Post Design Services: We have allotted forty (40) hours of post design services to address pre-bid meeting attendance, RFIs, shop drawing reviews, pre-construction meeting attendance and other services as requested by PBC.

**Project Schedule:**

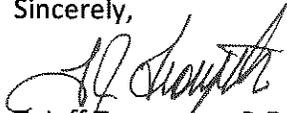
A proposed project schedule has been prepared for this project. It will be revised to reflect the actual NTP date once issued.

**Project Limitations and Assumptions:**

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

1. The project is expected to be exempt from SFWMD permitting per FAC 62-330.051.
2. Details sufficient to construct the project will be referenced or provided on the plans. Therefore, preparation of technical specifications is not included in this scope of services.

Sincerely,



T. Jeff Trompeter, P.E.

President

**Avenue L & Canal Point CCRT  
PBC Project No. 2025900  
Supplement No. 1**

ID	Task Name	Duration	Start	Finish	Predecessor	2026												2027	
						May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	<b>Roadway</b>	<b>390 days</b>	<b>6/1/26</b>	<b>6/25/27</b>		[Gantt bar from June 2026 to June 2027]													
2	65% Submittal	90 days	6/1/26	8/29/26		[Gantt bar from June 2026 to August 2026]													
3	65% Review	30 days	8/30/26	9/28/26	2	[Gantt bar from August 2026 to September 2026]													
4	FDOT Permitting	180 days	8/30/26	2/25/27	2	[Gantt bar from August 2026 to February 2027]													
5	1st Utility Coordination Meeting	60 days	8/30/26	10/28/26	2	[Gantt bar from August 2026 to October 2026]													
6	96% Submittal	90 days	10/29/26	1/26/27	3,5	[Gantt bar from October 2026 to January 2027]													
7	96% Review	30 days	1/27/27	2/25/27	6	[Gantt bar from January 2027 to February 2027]													
8	100% Submittal	30 days	2/26/27	3/27/27	5,7,4	[Gantt bar from February 2027 to March 2027]													
9	100% Review	30 days	3/28/27	4/26/27	8	[Gantt bar from March 2027 to April 2027]													
10	Final Utility Coordination Meeting	60 days	3/28/27	5/26/27	6,8	[Gantt bar from March 2027 to May 2027]													
11	Final Submittal	30 days	5/27/27	6/25/27	10	[Gantt bar from May 2027 to June 2027]													

**Estimate of Work Effort and Cost**

Name of Project:  
PBC Project Number:

Avenue L and Canal Point CCRT  
2025900

Consultant Name: Civil Design, Inc.  
Consultant Number: VC000006856

Task Description	Total Staff Hours	Staff Categories								Staff Hours By Activity	Salary Cost By Activity	Average Rate Per Task
		Principal Engineer	Senior Engineer	Project Engineer								
		\$95.00	\$75.00	\$50.00								
<b>BASIC SERVICES</b>												
2 Roadway Analysis	49.0	4.0	8.0	37.0						49.0	\$2,830.00	\$ 57.76
3 Roadway Plans	433.0	40.0	120.0	273.0						433.0	\$26,450.00	\$ 61.09
4 Drainage Analysis	202.0	16.0	100.0	86.0						202.0	\$13,320.00	\$ 65.94
5 Drainage Plans	228.0	20.0	56.0	152.0						228.0	\$13,700.00	\$ 60.09
6 Permits & Environmental	34.0	8.0	24.0	2.0						34.0	\$2,660.00	\$ 78.24
7 Utilities	59.0	4.0	8.0	47.0						59.0	\$3,330.00	\$ 56.44
8 Signing & Marking Analysis	12.0	1.0	2.0	9.0						12.0	\$695.00	\$ 57.92
9 Signing & Marking Plans	27.0	1.0	2.0	24.0						27.0	\$1,445.00	\$ 53.52
<b>Total Staff Hours (Basic Services)</b>	<b>1,044.0</b>	<b>94.0</b>	<b>320.0</b>	<b>630.0</b>						<b>1,044.0</b>	<b>\$64,430.00</b>	<b>\$ 61.71</b>
<b>Total Staff Cost (Basic Services)</b>		<b>\$8,930.00</b>	<b>\$24,000.00</b>	<b>\$31,500.00</b>							<b>\$64,430.00</b>	
<b>OPTIONAL SERVICES</b>												
1.1 Public Involvement	40.0	4.0	12.0	24						40.0	\$2,480.00	\$ 62.00
1.7 Post Design Services	40.0	4.0	12.0	24						40.0	\$2,480.00	\$ 62.00
<b>Total Staff Hours (Optional Services)</b>	<b>80.0</b>	<b>8.0</b>	<b>24.0</b>	<b>48.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>80.0</b>	<b>\$4,960.00</b>	<b>\$ 62.00</b>
<b>Total Staff Cost (Optional Services)</b>		<b>\$760.00</b>	<b>\$1,800.00</b>	<b>\$2,400.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>\$4,960.00</b>	

EBO SBE Calculation for this Fee Summary	SBE \$	Non-SBE \$
Civil Design, Inc.	\$208,170.00	
<b>Totals</b>	<b>\$208,170.00</b>	<b>\$ -</b>

SBE % Achieved 100%  
SBE % Committed 100%

Basic Services:	
Salary Related Costs:	\$64,430.00
Contract Multiplier	3.00
<b>Subtotal Basic Services:</b>	<b>\$193,290.00</b>

Reimbursables:	
<b>Subtotal Reimbursables:</b>	<b>\$0.00</b>

Optional Services:	
Prime Consultant (Unloaded)	\$4,960.00
Contract Multiplier	3.00
Prime Consultant (Loaded)	\$14,880.00
<b>Optional Services Total:</b>	<b>\$14,880.00</b>

**Grand Total Estimated Fees: \$208,170.00**

Project Activity 1: General Tasks						
Task No.	Task	Units	No of Units	Hours/ Unit	Total Hours	Comments
1.0	Project Validation	LS	1	0	0	
1.1	Public Involvement	LS	1	40	40	Optional Services - Public Outreach including mtgs, brochures, boards, etc. as requested by PBC.
1.2	Renderings and Fly Throughs	EA	0	0	0	
1.3	PowerPoint Presentation	EA	0	0	0	
1.4	Public Meeting Preparations	EA	0	0	0	
1.5	Public Meeting Attendance/Followup	EA	0	0	0	
1.6	Value Engineering Review	LS	0	0	0	
1.7	Post Design Services	LS	1	40	40	Optional Services - Post Design
1.8	Railroad, Transit, and/or Airport Coordination	LS	1	0	0	
1.9	Project Manager Coordination Meetings	EA	0	0	0	
<b>f. General Tasks Total</b>					<b>80</b>	<b>OPTIONAL SERVICES</b>

Project Activity 2: Roadway Analysis						
Task No.	Task	Units	No of Units	Hours/ Unit	Total Hours	Comments
2.1	Typical Section Package	EA	3	1	3	Update 3 typical sections (1-NW Ave P; 1-E. Beach St.; 1-Park Row)
2.2	Horizontal /Vertical Master Design Files	LS	1	0	0	
2.3	Roundabout Design Analysis	LS	0	0	0	
2.4	Design Report	EA	0	0	0	
2.5	Computation Book & Quantities	EA	4	3	12	Comp book preparation (65%, 96%, 100% & Final submittals)
2.6	Cost Estimate	EA	4	3	12	Cost estimates (65%, 96%, 100% & Final submittals)
2.7	Technical Special Provisions and Modified Special Provisions	LS	0	0	0	
2.8	ROW Impact Analysis	LS	0	0	0	
2.9	Other Roadway Analyses	LS	0	0	0	
2.10	Monitor Existing Structures	LS	0	0	0	
2.11	Field Review	EA	2	6	12	One (1) field review site visit for final field verification of existing conditions (2 people at 6 hrs/ea)
2.12	Technical Meetings	EA	2	5	10	2 review mtgs w/ 2 people at 2 hrs per meeting (4 hrs total) + 1 hr for minutes & follow-up
<b>2. Roadway Analysis Total</b>					<b>49</b>	

Project Activity 3: Roadway Plans						
Task No.	Task	Units	No. of Units or Sheet	Hours/ Unit or Sheet	Total Hours	Comments
3.1	Key Sheet	Sheet	1	4	4	Prepare Key Sheet (3 roadways)
3.2	Typical Sections	EA	3	1	3	Update typical section sheet with typicals, stations, limits, etc. (3 typicals)
3.3	Typical Section Details	EA	2	1	2	Include various typical section details, curb pads & curbing (where required), etc.
3.4	General Notes/Pay Item Notes/Summary of Quantities	Sheet	1	4	4	Prepare pay items, pay item notes and quantities (65%, 96%, 100%, Final)
3.5	Master Plan	Sheet	0	0	0	
3.6	Plan/Profile Sheet	Sheet	0	0	0	
3.7	Profile Sheet	Sheet	5	8	40	5 profile sheets for drainage, swales and existing utilities within the project limits. (3-NW Ave P; 1-E. Beach St.; 1-Park Row)
3.8	Plan Sheet	Sheet	5	8	40	Update 5 plan sheets for drainage, swales and existing utilities within the project limits. (3-NW Ave P; 1-E. Beach St.; 1-Park Row)
3.9	Driveway Profiles	EA	27	6	162	27 existing driveways (21 NW Ave P / 3 E. Beach / 3 Park Row). 3 hrs each driveway set up plus 1 hour per each submittal (65%, 96% and 100%).
3.10	Special Profiles	Sheet	0	0	0	
3.11	Back-of-Sidewalk Profile Sheet	Sheet	0	0	0	
3.12	Intersection Layout Details	Sheet	8	4	32	Roadway intersection alignment, grading & drainage (5-NW Ave P; 1-E. Beach St.; 2-Park Row)
3.13	Plateau Intersection Detail	Sheet	0	0	0	
3.14	Miscellaneous Details	EA	4	2	8	Provide special details for pipe outfalls, endwalls, canal slope restoration, baffles (if required)
3.15	Roadway Soil Survey Sheets	Sheet	0	0	0	
3.16	Railroad Detail Sheets	Sheet	0	0	0	
3.17	Cross Sections	EA	23	6	138	Prepare cross sections for each station (16-NW Ave P; 3-E. Beach; 4-Park Row) at 100' intervals / 3 per sheet. 3 hrs each section set up plus 1 hour per each submittal (65%, 96% and 100%).
<b>3. Roadway Plans Total</b>					<b>433</b>	

Project Activity 4: Drainage Analysis						
Task No.	Task	Units	No of Units	Hours/ Unit	Total Hours	Comments
4.1	Drainage Map Hydrology	EA	0	0	0	
4.2	Determine Base Clearance Water Elevation	EA	0	0	0	
4.3	Pond Siting Analysis and Report	EA	0	0	0	
4.4	Design of Cross Drains	EA	8	2	16	Design of cross drainage pipes (inverts, slopes, cover, hydraulic grade line)
4.5	Design of Roadside Ditches	Sheets	5	12	60	Design of roadside swales (cross & longitudinal slopes) - both sides of roadway.
4.6	Design of Storm Drains	EA	24	2	48	Design of drainage structures (rim, grate, inverts, sump, tributary area) - 24 structures assumed.
4.7	French Drain Systems	EA	3	8	24	Design of french drains to meet water quality before discharge.(1-NW Ave P; 1-E. Beach St; 1-Park Row)
4.8	Drainage Design Report	LS	1	54	54	Pipe hydraulics and spread analysis for existing and proposed pipes & structures. Water quality and discharge analysis. 20 hrs initial report setup plus 10 hours for each road (3 roads). 1 hr per submittal (4 submittals - 65%, 96%, 100% Final).
4.9	Bridge Hydraulic Report	EA	0	0	0	
4.10	Technical Special Provisions / Modified Special Provisions	LS	0	0	0	
<b>4. Drainage Analysis Total</b>					<b>202</b>	✓

Project Activity 5: Drainage Plans							
Task No.	Task	Scale	Units	No. of Units or Sheet	Hours/ Unit or Sheet	Total Hours	Comments
5.1	Drainage Area Map	1"=200'	Sheet	3	6	18	Prepare master drainage plan / tributary map (3 sheets; 1 per Roadway @ 1"=200')
5.2	Box Culvert Detail Sheet		Sheet	0	0	0	
5.3	Drainage Structure	1"=10'	EA	24	6	144	Prepare drainage structure sheets 24 structures @ 3 per sheet = 8 sheets (16-NW Ave P; 4-E. Beach; 4-Park Row). 3 hrs each structure set up plus 1 hour per each submittal (65%, 96% and 100%).
5.4	Miscellaneous Drainage Detail Sheets		Sheet	1	8	8	Control structure details; endwall details; mitered end details.
5.5	Lateral Ditch Plan/Profile		LF	5	8	40	Swale profiles on each side of roadway for shoulders and conveyance (included within the plan & profile sheets) - 5 sheets total (total length of swale = 4,290 LF).
5.6	Lateral Ditch Cross Sections		EA	0	0	0	
5.7	Retention/Detention Ponds Detail Sheets		Sheet	0	0	0	
5.8	Retention Pond Cross Sections		EA	0	0	0	
5.9	SWPPP Sheets	1"=40'	Sheet	3	6	18	Based on 1 sheet at 1"=200' with details (1 per each roadway - 3 sheets total)
<b>5. Drainage Plans Total</b>						<b>228</b>	

Project Activity 6: Permits & Environmental						
Task No.	Task	Units	No. of Units	Hours/ Units	Total Hours	Comments
6.1	Pond Site Alternatives	EA	0	0	0	
6.2	Establish Wetland Jurisdictional Lines	LS	1	0	0	
6.3	Existing Permit Analysis	LS	1	0	0	
6.4	Complete and Submit All Required Permit Applications	EA	1	30	30	FDOT submittal, processing, follow-up, etc. for work on Everglades Street
6.5	Prepare Dredge and Fill Sketches	LS	1	0	0	
6.6	Mitigation Coordination and Meetings	EA	0	0	0	
6.7	Technical Meetings	EA	1	4	4	One (1) meeting with FDOT (2 people @ 1 hr each = 2 hr plus meeting minutes & follow-up)
<b>6: Permits and Environmental Total</b>					<b>34</b>	

Project Activity 7: Utilities						
Task No.	Task	Units	No of Units	Hours/ Unit	Total Hours	Comments
7.1	Request Initial Markups to Utilities	EA	0	0	0	
7.2	Incorporate Existing Utility Facilities	EA	5	3	15	5 utility providers @ 1 hr each for 3 roads (5 utilities x 3 roads x 1 hr = 15 hrs total).
7.3	Conflict Matrix	EA	4	2	8	Utility conflict matrix (65%, 96%, 100% and Final) 4 submittals at 2 hrs each.
7.4	Identify and Incorporate Conflict Resolutions	LS	1	20	20	5 utility providers @ 4 hrs each.
7.5	Meetings	EA	2	3	6	2 Utility Coordination Mtgs (1 person x 2 hrs) + 1 hr for mtg minutes (3 hrs total for each mtg).
7.6	Utility Coordination Directly with Providers	EA	5	2	10	5 utility providers @ 2 hrs each for follow-up.
<b>7. Utilities Total</b>					<b>59</b>	

Project Activity 8: Signing & Marking Analysis						
Task No.	Task	Units	No. of Units	Hours/ Units	Total Hours	Comments
8.1	Master Design Files	LS	1	4	4	Set up CADD files for striping replacement / current code.
8.2	Quantities	EA	4	1	4	Quantities at 65%, 96%, 100% & Final (4 @ 1 hr each).
8.3	Cost Estimate	EA	4	1	4	Estimates at 65%, 96%, 100% & Final (4 @ 1 hr each).
8.4	Other Signing and Pavement Marking	LS	1	0	0	
<b>8. Signing and Pavement Marking Analysis Total</b>					<b>12</b>	

Project Activity 9: Signing & Marking Plans						
Task No.	Task	Units	No of Units	Hours/ Unit or Sheet	Total Hours	Comments
9.1	Key Sheet	Sheet	1	1	1	
9.2	General Notes/Pay Item Notes/Summary of Quantities	Sheet	1	2	2	
9.3	Typical Details	EA	2	2	4	Include typical striping and signage details.
9.4	Plan Sheet	Sheet	5	4	20	Plans for striping/signage (3-NW Ave P; 1-E. Beach St.; 1-Park Row)
<b>9. Signing and Pavement Marking Plans Total</b>					<b>27</b>	

OEBO SCHEDULE 1\*

SOLICITATION/PROJECT/BID NAME: Avenue L & Canal Point CCRT Supplement No. 1 SOLICITATION/PROJECT/BID NO.: PBC Project No. 2025900

SOLICITATION OPENING/SUBMITTAL DATE: May 14, 2024 COUNTY DEPARTMENT: Engineering & Public Works

Section A PLEASE LIST THE DOLLAR AMOUNT OR PERCENTAGE OF WORK TO BE COMPLETED BY THE PRIME CONTRACTOR/CONSULTANT\* ON THE PROJECT:

NAME OF PRIME RESPONDENT/BIDDER: Civil Design, Inc. ADDRESS: 1400 Centrepark Blvd., Ste 905, West Palm Beach, FL 33401

CONTACT PERSON: Thomas J. Trompeter PHONE NO.: 561.659.5760 EXT 103 E-MAIL: jtrompeter@civil-design.com

PRIME'S DOLLAR AMOUNT OR PERCENTAGE OF WORK: \$208,170.00

SBE Prime's must include their percentage or dollar amount in the Total Participation line under section B.

Non-SBE  SBE

Section B PLEASE LIST THE DOLLAR AMOUNT OR PERCENTAGE OF WORK TO BE COMPLETED BY ALL SUBCONTRACTORS/SUBCONSULTANTS ON THE PROJECT BELOW:

Table with 4 columns: Subcontractor/Sub consultant Name, (Check all Applicable Categories) Non-SBE, SBE, and DOLLAR AMOUNT OR PERCENTAGE OF WORK. Rows 1-5.

(Please use additional sheets if necessary)

Total Bid/Offer Price \$ 208,170.00 Total Certified SBE Participation \$ 208,170.00

I hereby certify that the above information is accurate to the best of my knowledge: Thomas J. Trompeter, P.E. President

- Note: 1. The amount listed on this form for a Subcontractor/sub consultant must be supported by price or percentage listed on the properly executed Schedule 2 or attached signed proposal. 2. Only those firms certified by Palm Beach County at the time of solicitation due date are eligible to meet the established OEBO Affirmative Procurement Initiative (API). Please check the applicable box and list the dollar amount or percentage under the appropriate demographic category. 3. Modification of this form is not permitted and will be rejected upon submittal. 4. If a Mandatory API goal applies, failure to submit a properly executed Schedule 2 will result in a determination of non-responsiveness to the solicitation.

\*Revised 6.5.2025 pursuant to Emergency Ordinance 2025-014, approved on June 3, 2025

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. All Subcontractors/subconsultants, including any tiered Subcontractors/ subconsultants, must properly execute this document. If a Mandatory API goal applies, failure to submit a properly executed Schedule 2 will result in a determination of non-responsiveness to the solicitation. Each properly executed Schedule 2 must be submitted with the bid/proposal.

SOLICITATION/PROJECT NUMBER: PBC Project No. 2025900

SOLICITATION/PROJECT NAME: Avenue L & Canal Point CCRT Supplement No. 1

Prime Contractor: Civil Design, Inc. Subcontractor: N/A

(Check box(s) that apply)

SBE  Non-SBE  Supplier

Date of Palm Beach County Certification (if applicable): 5/20/25-5/19/28

**SBE PARTICIPATION** – SBE Primes must document all work to be performed by their own work force on this form. Specify in detail, the scope of work to be performed or items supplied with the dollar amount and/or percentage for each work item. When applicable, identify the line item(s) associated with the service/product being supplied. SBE credit will only be given for the areas in which the SBE is certified. A detailed quote/proposal may be attached to a properly executed Schedule 2 for additional information.

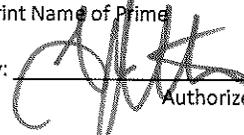
Line Item	Item Description	Unit Price	Quantity/ Units	Contingencies/ Allowances	Total Price/Percentage
1	Civil Engineering Services	N/A	N/A	N/A	\$208,170.00

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: \$208,170.00

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 2<sup>nd</sup>/3<sup>rd</sup> tier Subcontractor/subconsultant

Civil Design, Inc.  
 Print Name of Prime  
 By:   
 Authorized Signature  
Thomas J. Trompeter  
 Print Name  
President  
 Title  
 Date: October 6, 2025

N/A  
 Print Name of Subcontractor/subconsultant  
 By: \_\_\_\_\_  
 Authorized Signature  
 \_\_\_\_\_  
 Print Name  
 \_\_\_\_\_  
 Title  
 \_\_\_\_\_  
 Date: \_\_\_\_\_

\*Revised 6.5.2025 pursuant to Emergency Ordinance 2025-014, approved on June 3, 2025





**Palm Beach County  
Compliance Summary Report**

Vendor Number	Vendor Name	AM Best Rating	Insurance Carrier	Policy #	Eff. Date	Exp. Date	Coverage	Contract Number	Contract Name
DX00003049	Civil Design, Inc.		Compliant					2024055	Civil Engineering Professional Continuing Services Contract
		A++g , XV	The Phoenix Insurance Company	6605d859672phx25	10/1/2025	10/1/2026	General Liability		
		Ag , XV	Beazley America Insurance Company, Inc.	C3AA6D250101	10/1/2025	10/1/2026	Professional Liability		
		A++ , XV	Travelers Casualty and Surety Company of America	UB-6J384625-25-47-G	10/1/2025	10/1/2026	Workers Comp		

**Risk Profile :** Standard - Professional Services  
**Required Additional Insured :** Palm Beach County Board of County Commissioners  
**Ownership Entity :**