

## CONSULTING SERVICE AUTHORIZATION

DATE: 2/25/14

CONSULTANT: Kimley-Horn and Associates, Inc.

SERVICE AUTHORIZATION NO. 12-07 FOR CONSULTING SERVICES

CITY P.O. NO. 697110 CITY EXPENSE CODE 334 3162-541-63.11

TITLE: E Atlantic Avenue median and crosswalks

CITY PROJECT NO. 14-008

This Service Authorization, when executed, shall be incorporated in and shall become an integral part of the "Agreement for General Consulting Engineering Services" Contract, dated February 22, 2012.

### I. PROJECT DESCRIPTION

The City of Delray Beach is considering the addition of marked crosswalks across East Atlantic Avenue at SR A1A, Venetian Drive and at Gleason Street. Both are signalized intersections with existing brick paver surfaces.

#### 1. Purpose

The primary purpose of this project is to add crosswalks at the subject intersections.

#### 2. Project Area and understanding

The project area encompasses the three separate intersections on East Atlantic Avenue at SR A1A, Venetian Drive and at Gleason Street.

#### Project Understanding:

- Reconstruct existing brick pavers to create crosswalks and reconfigure curb ramps to match.
- Provide design survey services.
- Signal loop impacts will be labeled for replacement without providing loop drawings.
- Apply for FDOT permit.
- Palm Beach County approval is not required.

### II. SCOPE OF SERVICES

#### Phase I – Study and Report Phase (N/A)

#### Phase II – Preliminary Design Phase for Crosswalk Design

This phase is limited to the crosswalks and does not include any median on Atlantic Avenue. The crosswalk design will be limited to crosswalks and design of modifications to curb ramps. It is not in the scope of this project to address other deficiencies with the intersections or signals that may exist, such as bringing push buttons closer to streets or adding pedestrian signals or detectors. Drainage modifications are not anticipated with this project.

1. The Consultant will develop preliminary layout of crosswalks and meet with representatives from FDOT once at their offices in Fort Lauderdale to discuss preliminary design considerations for the proposed crosswalks. If additional data collection is required by FDOT, this will be performed as part of Additional Services.

Deliverable: Memo of FDOT design considerations

### **Phase III – Final Design Phase**

General Requirements:

Consultant shall provide final design phase services in accordance with Article III.C of the Agreement for Engineering Services with the City, dated February 22, 2013.

1. Field reconnaissance of the proposed project limits shall be performed. Photograph log walk-through will be included. In addition, potential underground and aboveground existing utilities will be identified.
2. Coordination with utility agencies shall be performed to collect record information. This subtask includes reconciling apparent discrepancies between record information and existing photographic and field-verification information.
3. Consultant shall prepare construction drawings which shall include: cover sheet, general notes, civil plan/profile drawings, and standard details conforming to the requirements of the current City of Delray Beach Minimum Construction Standards. Consultant shall prepare the engineering design elements on topographic survey information prepared by Consultant's surveyor in the latest version of AutoCAD. Drawings (three copies) shall be submitted for City review at 30%, 60%, 90% design stages. The 30% design drawings will be plan view only.
4. Contract Documents consisting of "front-end" documents (provided by the City) and technical specification shall conform to City of Delray Beach Standards. Contract documents (three copies) shall be submitted for City review at 60% and 90% design stages.
5. Drawing and specifications (three copies) shall be submitted for City review at 30%, 60% and 90% stages.
6. At the 30%, 60% and 90% stages, Consultant shall prepare a detailed opinion of probable construction cost based upon the completed Final design drawings and specifications approved by the City. The cost opinion shall reflect changes in general scope, extent or character of design requirements incorporated during the various design review stages.
7. Consultant shall attend kick-off meeting and two (2) design meetings with the City and provide a written summary of issues discussed.
8. Consultant shall provide internal QA/QC reviews on the 30%, 60% and 90% Design Documents (e.g. drawings, specifications, and cost estimates).
9. Consultant shall furnish the 100% design drawings, one (1) Mylar set, five (5) 24" x 36" paper sets, and one (1) set of electronic files (\*.dwg and \*.pdf) on CD. Specifications shall be provided in electronic (PDF & Word) format and all files shall be provided on CD.

### **Task 1 - Public Outreach**

Prepare exhibits of already generated plans and assist City in conducting a maximum of two public or Board/Commission meetings and follow up with staff regarding questions.

## **Task 2 – Roadway Design Analysis**

- The Consultant will revise the preliminary design based on FDOT input and develop a Plan for the subject intersections to be submitted for the 60% review stage. The Plan will indicate the location of proposed crosswalks, pedestrian ramps, and any modifications to detection loops and adjacent sidewalks and parking areas. The Consultant will submit the 60% Plans to FDOT and attend one plan review meeting with City staff. The Consultant will coordinate with City and FDOT staff to address comments on the preliminary design and then proceed to prepare the Plans Package.
- The Consultant will submit courtesy set of plans to Palm Beach County Traffic Division for their review.
- The Consultant will assist the City in preparation of the FDOT general permit for work within their right of way and prepare an opinion of probable construction cost estimate (OPC).
- It is assumed any modifications to the maintenance agreement with the City will be done by the City.
- The Consultant will prepare a set of design plans and furnish 100% Plans Package in accordance with the current appropriate FDOT plans preparation standards. The Consultant will coordinate with City and FDOT staff to address comments and then proceed to prepare the Final Permit Plans.
- The Consultant will then prepare and submit the Final Permit Plans.
- Signing and marking plans will be limited to showing the crosswalk markings on the roadway plans.
- Attend a maximum of 2 technical issue / progress meetings with City staff

## **Task 3 – Roadway Plans**

Prepare the following roadway plan sheets

Key (cover)  
Typical Sections  
General Notes  
Plan Sheets (3 intersections)  
Special Construction Details  
Erosion Control

## **Task 4 – Drainage Analysis**

Not Applicable

## **Task 5 – Utility Coordination**

Make initial contact and provide plans to utility agency owners in the project area and incorporate markup of their existing facilities into the plans. Coordinate to resolve potential utility conflicts. It is not anticipated that the services of a subsurface utility exploration (SUE) firm would be needed for the investigation of underground utilities since there will be no underground drainage construction.

## **Task 6 – Permitting**

At the outset of the Design Phase the Consultant shall meet with FDOT to determine potential permitting requirements. Agencies anticipated to have jurisdiction over the project include: FDOT and Palm Beach County. The following permits are anticipated:

- FDOT right of way permit.

Associated permit application fees shall be determined by Consultant and paid by City.

In addition to preparing the permit applications for appropriate regulatory agencies, Consultant shall assist the City in consultations with the appropriate authorities. Consultation services shall include the following:

- Attend up to one (1) pre-application meeting with the staff.
- Attend up to one (1) meeting with the regulatory agencies during review of the final permit applications.
- Respond to request(s) for additional information from agency.

KHA will prepare the permit application and forward it to the City for signature. The signed permit applications will be returned to KHA for submittal to the agencies. Any significant plan revisions which may require redesign or re-permitting of items which have already been accepted by City or agencies, additional meetings or coordination after the submittal of the permit application will be considered as Additional Services.

### **Task 7 – Field Survey**

Consultant shall furnish the services of a professional surveyor to provide survey services consisting of field topography and horizontal locations referenced by baseline stationing. All existing facilities and utilities within the full right-of-way of the established construction limits will be referenced by baseline station with an offset distance (left or right) from baseline for the project and will include the following:

- Survey will be limited to the three intersections at SR A1A, Venetian Drive and Gleason Street.
- Topography survey at 50-foot intervals and at major ground elevation changes to depict existing ground profile at proposed project area. All topographical surveys shall have stationing established from south to north and west to east where applicable. This shall be accomplished by creating a baseline in the field to collect pertinent data which shall include the following:
  - Location of all visible fixed improvements within the right-of-way (including 10-feet back on each side of the right-of-way) of the project limits, including physical objects, roadway pavement, driveways, sidewalks, curb, trees, signs, fences, power poles, buildings, and other encumbrances, including point of curvature and point of tangency.
  - Location of all known above and below ground existing utilities: FP&L, AT&T, Cable TV, Natural Gas, Potable Water (pipe diameter, TOP, valves, fire hydrants, and meters), Force Mains (pipe diameter, TOP, and valves), Sanitary Sewer (pipe diameter, manhole inverts and direction, rim elevations, laterals, and clean-outs), Storm Sewers (pipe diameter, manhole inverts and direction, catch basins, and rim/grate elevations), and all other accessible structures.
- This will include coordination with Sunshine and City of Delray Beach and detail of drainage and sanitary sewer structures and manholes within the right of way.
- Identify platted rights-of-way (including bearing and distances for centerline), lot numbers, house address, ownership lines, block numbers and dedicated easements.
- Elevations shall be indicated every 50 feet, at a minimum, to indicate centerline grades, edge of pavement grades and shoulder grades, low points and all right-of-way lines. Intermediate grades shall be indicated at all grade breaks, driveways and sidewalks. Two grades (one at the right-of-way line and one 15 feet back) shall be indicated on the driveways to indicate direction of grade.
- The survey shall include topography of the complete intersection, 50 feet beyond radius returns, at the terminal end of each street.
- Survey to include 50 feet minimum beyond limits of project.
- Provide and reference benchmarks at maximum 600-foot intervals. Elevations to be referenced to an existing established City of County Benchmark.
- Provide one permanent benchmark tied to State Plane Coordinates.
- The above topographical survey data will be prepared in AutoCAD (Version 2011).
- Collect benchmark and global positing control data.
- Run a closed level loop and set Benchmarks at 600-foot intervals outside the limits of construction. Survey to be prepared based on the NGVD datum.
- Locate subdivision corners, section corners and any other existing control monuments that will assist in the establishment of the of the right-of-way lines.
- Cross-section the project at 50' intervals extending 10 feet outside the right of way or to the face of building. The cross sections will be obtained as follows: 5' and 10' outside right of way, at right of way, center of swale as applicable, top of back of curb, top of face of curb, edge of pavement, center of the road, and then mirror the

above. Cross sections will be provided for all driveways. Also elevations will be obtained at the front and back of sidewalks and at pavement grade breaks.

- Obtain elevations at all existing pavement returns at the beginning, middle and end of returns.
- Locate all trees within right of way.

#### **Phase IV – Bidding/Negotiating Phase**

##### **Task 1 – Bidding Assistance**

Consultant shall provide the following bidding services:

Prepare for, attend and document minutes of prebid meeting

Prepare 2 full size (24x36) construction plan sets and 15 CDs

Respond to a maximum of 2 RFIs

For the contract book, prepare schedule of bid items tables and explanation of bid items specifications where applicable.

The City will complete the boilerplate document. Most specifications will reference FDOT specifications as required by FDOT for State Roads.

#### **Phase V – Construction Administration**

Upon Completion of the final design phase, the Consultant shall submit an Addendum to this service authorization for approval of fees for construction phase services to be provided in accordance with Section III-E of the Agreement with the City (if requested by City).

Provide Construction phase services as requested by the City. Services may include meetings, request for information (RFI), field observations, review of shop drawings, etc. It is assumed the City will certify construction to the permitting agencies.

#### **ADDITIONAL SERVICES**

Upon your authorization, KHA will provide any additional services that may be required beyond those described in the scope of services above. These services may include but are not limited to such items as the following:

- Full time construction phase services
- Revisions to the plans due to substantial changes in project scope, budget, and/or concept
- Improvements outside the originally agreed-upon project limits
- Meetings, presentations or coordination in addition to those described in the tasks above.
- Services not specifically included within "Scope of Services".
- Title search
- Legal sketches and descriptions
- Landscape and irrigation design
- Lighting design
- Signal design
- Geotechnical services and pavement design
- Subsurface utility exploration

## SCHEDULE

KHA will begin work upon receiving authorization from the City in accordance with a mutually agreed upon schedule.

|           |          |
|-----------|----------|
| Phase I   | N/A      |
| Phase II  | 8 weeks  |
| Phase III | 10 weeks |
| Phase IV  | 11 weeks |

## III. BUDGET

### Fee and Expenses

KHA will perform the Services in tasks 1-7 for the total lump sum fee below. Fees will be invoiced monthly based on the actual amount of service performed and expenses incurred.

Reimbursable Expenses billed under this contract could include: in-house duplicating, local mileage, facsimiles, postage, express delivery services, large-format color printing, construction drawing printing, specification printing, and other out-of house printing.

Optional services will be billed on a lump sum basis after written authorization from City to start those services or a portion thereof. Additional services which may be identified as needed at a later time will be negotiated at that time.

|                          |                                                                                        |                     |
|--------------------------|----------------------------------------------------------------------------------------|---------------------|
| Phase I                  | N/A                                                                                    |                     |
| Phase II                 | Preliminary Design Phase<br>(Preliminary Concept Plans - Lump Sum Fee)                 | \$5,997             |
| Phase III                | Final Design Phase<br>(Task 1 thru 6 - Lump Sum Fee)<br>(Task 7 Survey - Lump Sum Fee) | \$39,028<br>\$7,500 |
| Phase IV                 | Bidding/Negotiation                                                                    | \$6,779             |
| Phase V                  | Construction Administration (NA)                                                       | -                   |
| <u>Expense Allowance</u> |                                                                                        | <u>\$400.00</u>     |
| <b>Total Contract</b>    |                                                                                        | <b>\$59,704.00</b>  |

#### IV. COMPLETION DATE

This service authorization is approved contingent upon the City's acceptance of and satisfaction with the completion of the services rendered in the previous phase or as encompassed by the previous service authorization. If the City in its sole discretion is unsatisfied with the services provided in the previous phase or service authorization, the City may terminate the contract without incurring any further liability. The CONSULTANT may commence work on any service authorization approved by the City to be included as part of the contract without a further notice to proceed.

Approved by:

CITY OF DELRAY BEACH:

Date 2/25/14

Mayor

Witness (Signature)

Witness (Printed)

Attest:

Approved as to Legal Sufficiency

City Attorney

KIMLEY-HORN AND ASSOCIATES, INC.

Date 2-12-14

By: for Mufleh, V.P.

(Seal)



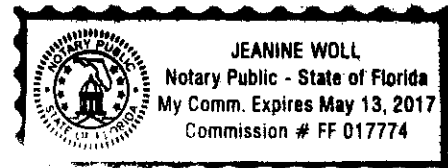
BEFORE ME, the foregoing instrument, this 12<sup>th</sup> day of February, 2014, was acknowledged by MARWAN MUFLEH on behalf of the Corporation and said person executed the same free and voluntarily for the purpose there-in expressed.

Witness my hand and seal in the County and State aforesaid this 12<sup>th</sup> day of February, 2014.

Notary Public

State of Florida

My Commission Expires:



**PROJECT FEES**

**Project Name:** E Atlantic Ave Study  
**Project Number:** 0  
**Date Prepared:** 2/6/2014  
**Estimated By:** MM

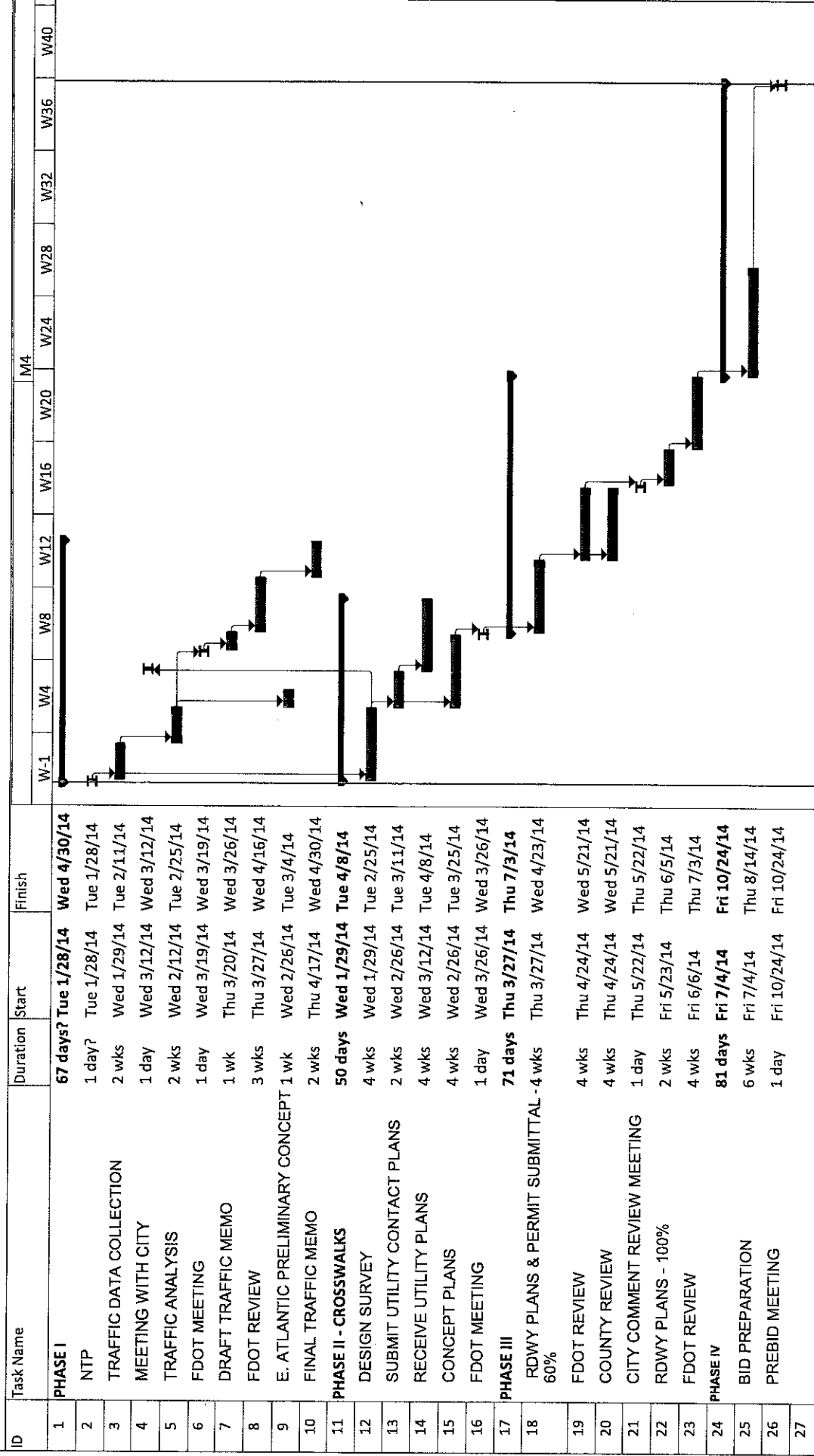
| Labor Tasks:        |                                       | Estimated<br>Effort Req'd |
|---------------------|---------------------------------------|---------------------------|
| Phase I             | Study and Report Phase                | \$0                       |
| Phase II            | Preliminary Design Phase (Crosswalks) | \$5,997                   |
| Phase III           | Final Design Phase (Crosswalks)       | \$39,028                  |
| Phase IV            | Bidding Phase Services                | \$6,779                   |
| <b>Total Labor:</b> |                                       | <b>\$51,804</b>           |

| Expense Tasks:         |                      |                 |
|------------------------|----------------------|-----------------|
| 700                    | Direct Expenses      | \$400           |
| 701                    |                      |                 |
| 801                    | Survey               | \$7,500         |
| 802                    | [subconsultant name] | \$0             |
| 803                    | [subconsultant name] | \$0             |
| 804                    | [subconsultant name] | \$0             |
| 805                    | [subconsultant name] | \$0             |
| 888                    |                      | \$0             |
| <b>Total Expenses:</b> |                      | <b>\$7,900</b>  |
| <b>Total Project:</b>  |                      | <b>\$59,704</b> |

|                        |                      |                                           |        |
|------------------------|----------------------|-------------------------------------------|--------|
| <b>Project Name:</b>   | E Atlantic Ave Study | <b>Estimated Project Duration:</b>        |        |
| <b>Project Number:</b> | 0                    | <b>Design, Permitting, &amp; Bidding:</b> | months |
| <b>Date Prepared:</b>  | 2/6/2014             | <b>Construction:</b>                      | months |
| <b>Estimated By:</b>   | MM                   | <b>Total:</b>                             | months |

[illegible]

**E. ATLANTIC AVE STUDY & CROSSWALKS  
CITY OF DELRAY BEACH**



Project: SCH\_20140128\_E Atlanti  
Date: Tue 1/28/14  
SCH\_20140128\_E Atlantic Ave\_De

Task

Split

Milestone

Summary

Project Summary

External Tasks

External Milestone

Inactive Task

Inactive Milestone

Inactive Summary

Manual Task

Duration-only

Manual Summary Rollup

Manual Summary

Start-only

Finish-only

Deadline

Progress