

September 1, 2017
May 31, 2018 (revised)

Via e-mail: mjeannot@hallandalebeachfl.gov

Ms Mary Francis Jeannot, PMP,CFM
Asst Director of Public Works/Administration
DEPT OF PUBLIC WORKS
630 NW 2nd Street
Hallandale Beach, FL 33009

Re: Public Works Complex Master Plan
City of Hallandale Beach
FY 2013-2014-006 Continuing Professional Services
Discipline: Planning
ACAI Project No. SA1623

Dear Ms Jeannot;

ACAI Associates, Inc. (ACAI) is pleased to provide you with the following revised proposal for PreDesign- Planning Services associated with the development of a Master Plan and Feasibility Report for the existing Public Works Complex located at 630 NW 2nd Street in Hallandale Beach, Florida - the Project.

As requested we have included alternates for completing (1) an underground utilities survey to locate existing underground utilities on the site that could prevent locating buildings/structures in those areas, (2) a legal search to identify any easements or other encumbrances that could also prevent locating buildings/structures in those areas and (3) developing as built drawings of the existing buildings. At the present time we do not expect these alternates will be required to complete the assessment, programming and master planning phases, and will let you know and obtain your written approval in advance should they be required.

It is our understanding the project includes an assessment of the existing facilities and their current uses along with workshops with each of the Dept of Public Works (DPW) divisions leading to the development of an overall facility master plan and a feasibility report providing recommendations, including an estimate of probable cost, for the improvements. Our work includes the summary of tasks identified below.

Basic Services

Task 1: Assessment and Programming

\$22,395.00

1. Provide nondestructive field investigations to survey the existing site and buildings to document the current locations, uses and existing conditions and gain an overall understanding of the day-to-day operations of the facility. Includes a summary assessment of the existing buildings to determine their general condition along with the assessment of the existing site to determine the general location and condition of the existing storm water and other utilities on and off the site serving the property. Results of this assessment will assist in making initial planning decisions with DPW related to buildings to remain or be removed, based on projects costs and functionality, and options for locating new buildings to avoid existing above/ below grade infrastructure.

Existing as built drawings provided by the City showing the locations of the existing underground infrastructure will be used as the basis for identifying these locations on the site plan.

2. Identify the type, size and number of vehicles to be parked on the site including fleet vehicles, heavy machinery, employee vehicles and visitors vehicles based on information provided by DPW. Obtain future projections for each to allow for growth in the planning process.
3. Research City archives to determine if as built plans of the existing site and buildings are available and obtain copies of available documents.
4. Obtain any available reports and documents from the City related to site contamination, legal encumbrances including easements, right-of-ways, existing underground infrastructure, and similar that may preclude the use of specific locations on the site for development
5. Determine overall footprint of existing buildings proposed to remain, based on field measurement and aerial photographs, and locate on the overall site plan developed from a new, partial site survey of the property.
6. Attend meetings with representatives from each of the Public Works divisions to discuss the current operations, determine any functional changes that are proposed, and obtain an overall understanding of the goals to be achieved in reconfiguring the complex. Information obtained from these meetings includes but is not limited to the number of employees both current and future in each department including staff assignments, sizes and number of offices in each department to be located in the Administration Building, number of repair bays, shop areas, parts, storage, lockers, showers and other areas required in the fleet maintenance facility; warehousing and storage areas required including type and size, estimated size of new waste treatment plant and related facilities, number and sizes of meeting/conference rooms, storage, breakrooms and other spaces proposed in the new Administration Building along with similar information for each of the other facilities to be included on the site.
7. Obtain the requirements for fueling and vehicle wash facilities from DPW including vehicle refueling schedule, number of dispensers/hoses required, method and type of vehicle wash equipment required by DPW for fleet and maintenance vehicles.
8. Develop a Facility Program for the overall facility as well as for a proposed new Administration Building on the site, documenting the information received from the meetings with Public Works and review with the Dept of Public Works (DPW) representatives. This program will be used as the basis for developing the new master plan for the complex.
9. Research the City of Hallandale Beach zoning requirements related to development on the site including Code required parking.

Task 2: Master Planning **\$27,350.00**

1. Develop a conceptual site master plan based on the approved Facility Program illustrating the overall layout of the new and existing facilities to remain on the site as well as any new ingress/ egress, parking, storm water retention areas and other site improvements and review with DPW representatives.
2. Develop a Schematic floor plan of a proposed new Administration Building based on the approved Facility Program.
3. Meet with DPW representatives to review the conceptual site and Administration Building plans.

Task 3: Feasibility Report **\$6,620.00**

1. Develop a Feasibility Report including an estimate probable cost for budget purposes based on the Facility Program and Conceptual Site Master Plan approved by DPW.

Task 4: Site Survey **\$30,000.00**

1. Complete a survey of the overall site identifying the overall improvements

Total Basic Services **\$86, 365.00**

Reimbursable Expenses **\$2,500.00**

Allowance for direct project expenses including printing and courier services to be billed at cost.

Alternates

The following Alternates may be elected by the City if determined to be required and will be provided on a lump sum basis requiring preauthorization by the City before proceeding.

Alternate 2: Site Underground Survey **\$14,000.00**

Alternate 3: Site Legal **\$ 1,000.00**

Alternate 4: As Built Existing Building Floor Plans **\$ 8,500.00**

Allowances

Ms Jeannot, Asst Director
Dept of Public Works
Master Planning
ACAI No. SA1623
April 27, 2018 (revised)

The following Allowances to be provided 'as needed' as determined during Task 1 and will be provided on an hourly Note to Exceed (NTE) basis requiring preauthorization by the City before proceeding.

Allowance 1: Structural Surveying **\$ 6,325.00**

Survey and assessment of existing buildings identified as potential buildings to remain during Task 1 to determine the existing structural conditions and viability for renovation / reuse.

Allowance 2: Mechanical, Electrical, Plumbing, Systems Surveying **\$ 9,775.00**

Survey and assessment of existing buildings identified as potential buildings to remain during Task 1 to determine the existing condition of systems in the building and viability for renovation / reuse.

Any unnamed work or work beyond the scope of services as referenced herein, will require a separate written authorization. Work will be invoiced at the end of each month based on the prorating of the fee earned to the billing cycle, with payment expected within (30) days of the invoice by the Client.

This proposal is based on the following items being provided by the City for our use in developing an accurate background plans of the current conditions that exist on the site.

1. As built plans of the existing buildings and other improvements on the site.
2. Reports related to environmental issues that may exist on the site.

If in agreement, please issue the necessary paperwork to schedule the work. Thank you for the business opportunity and for the opportunity to continue our relationship with the City of Hallandale Beach. Please let us know if you have any questions. . .

Sincerely,
ACAI ASSOCIATES, INC.


Donald M. Wilkin, RA
Principal


Adolfo J. Cotilla, Jr.,
President

DMW/na

Cc Pending File/JS – ACAI Associates, Inc.

S:\Sales\Sales Folders\SA1623 Hallandale Master Plan Public Works Complex\Final REV Alt Prpsl Hallandale DPW Master Plan 5.31.18.docx

May 9, 2018

e-mail: dwilkin@aecmworld.com

Mr. Donald Wilkin, RA
ACAI Associates, Inc.
2937 W. Cypress Creek Road
Suite 200
Fort Lauderdale, Florida 33309

RE: **HALLANDALE PUBLIC WORKS SITE
SURVEY SERVICES
CT&A PROPOSAL NO. 2018-W03.033.REV**

Dear Mr. Wilkin:

The firm of Craven Thompson & Associates, Inc. (CT&A) is pleased to provide you with the following revised proposal for professional surveying services, for the above-referenced project. The revised limits of the survey are outlined in the attached Exhibit. Note the areas that have been eliminated from our previous proposal. Our scope is as follows:

I. **SURVEYING SERVICES:**

1.1 **Boundary and Topographic Survey** (CT&A Task No. 11020)

Prepare a boundary and topographic survey for the above referenced project. The survey will meet current surveying requirements of the Board of Professional Surveyors and Mappers of the State of Florida, as outlined in Chapter 5J-17, Standards of Practice of the Florida Administrative Code.

- The survey will include recovery and/or setting of boundary monumentation for a portion of Out-lot 9, "Town of Hallandale" as recorded in Plat Book B, Page 13, of the Public Records of Miami-Dade County, Florida, excluding that portion as depicted on the attached Exhibit, of the survey limits provided by your office.
- Locations of all above-ground visible improvements, including structures, pavement, slabs, fences, overhead wires and utility features, within the limits of the perimeter wall. Adjacent improvements outside the perimeter walls will not be located, with the exception of the three (3) access entrances onto the site.

CRAVEN THOMPSON



& ASSOCIATES INC.

Engineers
Planners
Surveyors
Landscape Architects

3563 N.W. 53rd Street
Fort Lauderdale, FL 33309-6311
(954)739-6400
Fax (954) 739-6409

- Survey will be in the horizontal projection, State Plane, Florida East Zone, NAD 83(90), US Survey feet. Horizontal control work will comply with Chapter 5J-17, Standards of Practice.
- The elevations will be relative to the North American Vertical Datum of 1988 (NAVD88), and referenced to National Geodetic Survey (NGS), and/or Florida Department of Transportation benchmarks. Vertical control work will comply with Chapter 5J-17, Standards of Practice.
- Rims, inverts and pipe sizes will be obtained on all sanitary and drainage structures within the project limits, if accessible and physically unobstructed, otherwise they will be noted on the drawing.
- Elevations will be obtained on the site, sufficient to depict current topography. Hard surface elevations will be shown to 0.01'. Ground elevations will be shown to the nearest 0.1'.
- A sufficient number of semi-permanent control points will be established outside of the site for future work, and identified on the survey with X, Y and Z coordinates, shown to the nearest 0.01 foot.
- The survey will be prepared in AutoCAD Civil 3D, version 2017, file format. The drawing scale will be one (1) inch equals twenty (20) feet (1" = 20').
- The final deliverables will be provided in .pdf and electronic AutoCAD Civil 3D file, version 2017, file format.

Lump Sum:.....\$30,000.00

Approximate time of completion: Eight (8) to ten (10) weeks after receipt of Notice to Proceed (weather permitting).

Scope of Services

The scope of services is limited by the specific terms of this proposal. Except as stated specifically herein, no other service will be provided except as "extra work", subject to the fees hereinafter set forth. The terms hereof shall be construed in favor of the firm and all inferences and implications shall be deemed to be for the benefit of the firm.

In reviewing this proposal for professional services, it should be understood that the above proposal items and their corresponding fees do not necessarily represent the full scope of services required for the project. Rather, it represents our best effort to set forth those services which we believe to be those requested by you, the Client, and/or those we can determine to be needed to accomplish a particular objective. However, we recognize and we ask that the Client recognize that as a project progresses the scope of service as originally defined may change in content to include work not initially identified. Several factors will cause this to happen:

1. Better understanding of the project and the Client's goals as progress on the project is made.
2. Additional requirements identified by the Client.
3. New laws or governmental agency requirements.

As these influences occur and are identified, we will advise you of same and seek your direction as to how you wish to proceed.

Work required as a result of the above will be "extra work" outside of the original scope of services. Upon your direction, we will perform the work under the "Hourly Fee Schedule" section of this proposal or we can provide you with a separate proposal should the scope so indicate.

Hourly Fee Schedule

Civil Engineering Services

Principal Engineer	\$200/Hour
Senior Supervising Engineer	\$185/Hour
Senior Engineer.....	\$135/Hour
Project Engineer.....	\$115/Hour
Engineering Senior CADD Technician.....	\$95/Hour

Land Surveying & Mapping Services

Principal Surveyor	\$165/Hour
Professional Land Surveyor.....	\$125/Hour
Project Surveyor	\$115/Hour
Survey CADD / GIS Tech.....	\$85/Hour
Survey Field Crew (1-Man Crew)	\$92/Hour
Survey Field Crew (2-Man Crew)	\$130/Hour
Survey Field Crew (3-Man Crew)	\$160/Hour
Survey Crew with Laser Scan (3-Man Crew)	\$260/Hour

Landscape Architecture and Planning Services

Principal Landscape Architect / Principal Planner.....	\$165/Hour
Senior Supervising Landscape Architect	\$150/Hour
Senior Landscape Architect.....	\$135/Hour
Landscape Architect.....	\$125/Hour
Project Landscape Designer.....	\$115/Hour
Project Planner	\$115/Hour

Construction Administration Services

Director of Construction Management	\$145/Hour
Senior Field Representative.....	\$95/Hour
Field Representative	\$85/Hour

Miscellaneous

Clerical	\$75/Hour
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Hourly Charges

Hourly work will be billed at our current prevailing rates; however, these are subject to change due to increasing labor and material costs. Hourly work performed outside of normal business hours will be billed at one and a half times the current rates for overtime. No notice of change in prevailing rates shall be required. The firm's normal business hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

Lump Sum Fees

The Lump Sum Fees set forth above are applicable for a period of six (6) months from the date of this proposal. If the work on any item to which a lump sum fee shall apply is not commenced within said period, the firm reserves the right to terminate this Agreement as it relates to said item. If the work is initiated but not concluded within said period, regardless of the reason therefore, the balance of the fee due shall be increased at the rate of one percent (1%) per month for each month the work continues until the work is complete. No prior notice of such adjustment shall be required.

Affidavits

When an Affidavit, Surveyor's Report, or separate Surveyor's Certificate is requested, there will be a minimum fee of \$150.00.

In addition, all research and calculation time required in the preparation of this affidavit, report or certificate will be charged at our normal hourly rates for the individuals preparing the affidavit.

Ownership of Documents

All documents including, but not limited to, drawings and specifications prepared in connection with the project constitute the work product of the firm and a portion of the instruments of service with respect to the project. Such documents and/or specifications constitute a portion of the integral services provided by the firm and, as such, are not intended or represented to be suitable for reuse by you or others or for extensions of the project or in connection with any other project. The firm specifically disclaims any responsibility and/or liability for or in connection with the reuse of such documents and/or specifications or any use thereof beyond the scope of the Project as set forth herein. By your execution of this proposal, you agree to indemnify and hold the firm harmless from all claims, damages, losses and expenses including, but not limited to, attorney's fees arising out of or resulting from the reuse or extended use of such documents or specifications.

Assignment

It should be expressly understood that this proposal is for the use of the executing Client and is not assignable or assumable by any third party.

LIABILITY

PURSUANT TO F.S. 558.0035, AN INDIVIDUAL EMPLOYEE OR AGENT MAY NOT BE HELD INDIVIDUALLY LIABLE FOR NEGLIGENCE.

Invoicing and Payment

Work will be invoiced at the end of each month based on a proration of work completed to date, with payment expected upon receipt of the invoice by the Client. Client shall notify firm within ten (10) days of receipt of invoice should invoice be found to be unacceptable. Any invoice for which firm is not so notified shall be deemed to be acceptable for purposes of payment by Client.

If payment is not received within 45 days of the invoice date, Consultant may terminate this agreement or suspend work under the agreement without further notice, and a late charge of one and one-half percent (1-1/2%) per month on outstanding balance shall accrue until delinquent balance is paid. Client agrees to pay all costs of collection, including reasonable Attorney fees, should such action be required.

Client's Responsibilities

1. The Client shall provide full information regarding requirements for the project including a program, which shall set forth the design objectives, constraints and expendability, special equipment and systems and site requirements.
2. The Client shall furnish a Legal Description of the property and the appropriate Title Information.

Acceptance

This proposal and fee schedules are based on acceptance within 30 days of the date of preparation. If not accepted by you within that time period, we reserve the right to re-evaluate the terms and conditions contained herein.

Mr. Donald Wilkin, RA
CT&A Proposal No. 2018-W03.033.REV
May 9, 2018
Page 5

If the proposed work and fees contained herein are agreeable with you, please sign the enclosed copy of this letter and return same to our office. Should you have any questions regarding the above, please do not hesitate to call.

Sincerely,

CRAVEN THOMPSON & ASSOCIATES, INC.



DOUGLAS M. DAVIE, P.S.M.
Director of Surveying

DMD/wg
Enclosure

ACCEPTANCE OF PROPOSAL: The above fees, terms, conditions, and specifications are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined.

THIS PROPOSAL ACCEPTED BY:

Name & Title

Firm Name

Date

Telephone Number

Facsimile Number

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CRAVEN THOMPSON & ASSOCIATES INC.

This parcel needs to be surveyed incl locate/ID monitoring wells, etc the City noted

Can exclude showing this structure also

Remain - Back-up Disposal Point

Remain - Sampling Points

Remain - Monitoring Well

Remain - Injection Well

Remain

Remain

Remain

Remain

EXCLUDED AREA

Remain

Remain

Fueling Station
Based on Condition of underground tanks

Parcel A
Folio # 514228010010

This parcel not included. Not part of Public Works Site

Parcel A
Folio # 514228010010

Capture this area to blue line

630 NW 2nd St

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