



Calvin, Giordano & Associates, Inc.  
A SAFEbuilt COMPANY

## HALLANDALE BEACH ADDITIONAL PARKING CITY HALL

### Work Authorization

**DATE:** August 27, 2024  
**RE:** Hallandale Beach Additional Parking City Hall  
**CLIENT:** City of Hallandale Beach  
 400 S Federal Hwy  
 Hallandale Beach, FL 33009  
**ATTENTION:** Public Works Department  
**CGA NO:** 24-8182

Calvin, Giordano & Associates, Inc. (CGA) is pleased to submit this proposal for professional services on the above-referenced project to the City of Hallandale Beach (CITY). The scope of work consists of providing survey, design, permitting, bidding, and construction services for parking improvements within the SE 4<sup>th</sup> Street right of way between SW 3<sup>rd</sup> Avenue and SW 4<sup>th</sup> Avenue roadways (Project Limits). Parking Lot improvements will provide for overflow parking to the City Hall and include drainage improvements that address the additional impervious area. Pedestrian improvements include design for pedestrian warning signage and sidewalk improvements for egress to City Hall. Traffic Fees as an allowance is included in case the pedestrian movements to the parking lot requires a study for permitting to Broward County Traffic Engineering Division. Incidental to the parking lot improvements will be some landscape removal and new plantings. Electrical Engineering for parking lot lighting and electrical vehicular (EV) spaces, and site plan submittal to the CITY are specifically excluded from this proposal.

The specific scope of services to be provided by CGA is detailed in the subsequent pages.

- Building Code Services
- Civil Engineering / Roadway & Highway Design
- Coastal Engineering
- Code Enforcement
- Construction Engineering & Inspection (CEI)
- Construction Services
- Data Technologies & Development
- Electrical Engineering Engineering
- Environmental Services
- Facilities Management
- Grant Management & Writing
- Geographic Information Systems (GIS)
- Governmental Services
- Indoor Air Quality (IAQ)
- Landscape Architecture Planning
- Project Management
- Redevelopment & Urban Design
- Surveying & Mapping
- Transportation & Mobility
- Transportation Planning
- Water / Utilities Engineering
- Website Development

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## **I. SURVEY**

- I.1 The route survey will show the platted right-of-way lines, platted easements, and adjacent adjoining recorded plats within the project limits.
- I.2 All above ground improvements within the Project Limits will be field collected, with horizontal locations and vertical elevations being provided for such items as edge-of-pavement, sidewalks, driveways, access points/curb cuts, and visible above ground utilities.
- I.3 A grid of cross section elevations will be obtained at 25-foot intervals together with any grade breaks, swales, mounds, or other definitive elevation changes within the project limits.
- I.4 Data for pipe sizes, type of material, direction of flow and invert elevations will be obtained for any accessible manholes of storm and sewer manholes/inlets within the Project Limits including the next structure in the line of flow outside of the Project Limits.
- I.5 All trees within the designated rights-of-way, with at least a 3-inch caliper or greater, will be located and identified on the survey with unique tree symbol for each common name tree species and tree diameter.
- I.6 Location with color and type of any above-ground paint marks identifying underground utility demarcation (by others).
- I.7 Survey data will be referenced vertically to North American Vertical Datum of 1988 (NAVD88) and horizontally to Florida State Plane Coordinates, North American Datum 83/90 (NAD 83/90).
- I.8 The survey will be prepared in accordance with the Standards of Practice requirements for Surveying and Mapping in the State of Florida as set forth by Chapter 5J-17 of the Florida Administrative Code, pursuant to Florida Statutes Chapter 472.027.

## **II. 60% DESIGN**

- II.1 Civil Engineering
  - II.1.1 Review any available as-builts and GIS data for the project area.
  - II.1.2 Submit an 811 Design Ticket to obtain information on existing infrastructure for the project area. Incorporate information into design plans. Coordinate with the CITY to obtain any pending or approved permits or future planned work for infrastructure improvements within the Project Limits.

- II.1.3 Conduct a site visit and document with site photos for relevant information or areas of concern related to the design.
  - II.1.4 Prepare design plans with topographic information obtained by CGA's Survey Department and from subsurface utility exploration.
  - II.1.5 Assess existing landscape to be removed and mitigated for the proposed new sidewalk. This includes new plantings within the project area.
  - II.1.6 Prepare the 60% design plans and cost estimate. Conduct an internal quality control review prior to submitting to the CITY. Attend one (1) meeting with the CITY to review any questions, comments, or concerns regarding the 60% submittal. Revise the documents accordingly.
  - II.1.7 Deliverables for this subtask include the 60% plans and cost estimate. Plans shall include Cover Sheet, Legend and Abbreviations, General Details, Paving / Grading / Drainage (PGD), Tree Disposition, Planting, Irrigation, and Pavement Markings and Signage.
- II.2 Geotechnical Engineering (Subconsultant)
- II.2.1 Geotechnical exploration and reporting shall be performed by Nutting Engineers of Florida, Inc. (Nutting) as a Subcontractor of CGA.
  - II.2.2 Nutting shall perform two (2) standard penetration test (SPT) borings to a depth of 15 feet below grade and one (1) open-hole exfiltration test to a depth of 6 feet below grade. The tests shall provide information of soil conditions and hydraulic conductivity.
  - II.2.3 Nutting shall provide an engineering report with a description of their findings and general recommendations for the proposed improvements.
- II.3 Subsurface Utility Exploration (Subconsultant)
- II.3.1 Underground locates and test holes will be provided US Utility Potholing & Air Excavation (US Potholing) as a Subcontractor of CGA.
  - II.3.2 Ground-penetrating radar (GPR) will be used to investigate the subsurface utility conditions and assist with determining existing utilities within the Project Limits.
  - II.3.3 It is anticipated that up to six (6) test holes will be performed. The work will identify the horizontal and vertical locations of existing utilities, such as water mains, force mains, gas lines, and communication and will be incorporated into the design plans. For each test hole performed, a Test Hole Report will be provided that summarizes the type of utility found, size, material, depth from surface, horizontal distance from fixed objects in the field, and pipe direction. Pipe size and material may not be

identifiable due to water table, depth, or hole collapse from unfavorable soils.

### **III. PERMITTING**

III.1 Prepare and submit permit application or plan review packages to the following Agencies:

III.1.1 Broward County Environmental Permitting Division (BCEPD) – Surface Water Management License

III.1.2 Broward County Traffic Engineering Division (BCTED) – Pavement Marking and Signage Review

III.1.3 South Florida Water Management District (SFWMD) – Consumptive Use Permit (CUP) for well water irrigation use

III.2 CGA shall review any comments or questions from each of these Agencies and promptly provide responses and / or revised submittal documents, if required.

### **IV. 100% DESIGN**

IV.1 Perform a site walkthrough to confirm there are no noticeable changes within the Project Limits that would present conflicts with the design.

IV.2 Prepare 100% plans, technical specifications, and cost estimate, incorporating any comments during permitting. Provide 100% documents to the CITY for review.

IV.3 Attend one (1) meeting with the CITY to review the 100% submittal. Address any comments or concerns, revise documents, if needed, and resubmit to the CITY for bid advertisement.

IV.4 Deliverables for this subtask include the 100% plans, technical specifications, and cost estimate. Plans shall include the same sheets from the 60% submittal.

### **V. BIDDING SERVICES**

V.1 Attend one (1) pre-bid meeting.

V.2 Address Bidder Requests for Information (RFIs) related to documents prepared by CGA. These include responses to written questions and revised plans or technical specifications, if required. This may also require assisting the CITY in issuing addenda to the bid documents.

V.3 Prepare a bid tabulation summarizing the opened bids. Assist the CITY in determining the lowest, most responsive, and most responsible Bidder. This shall include contacting and verifying Bidder references. Prepare a letter summarizing

the bid evaluations for the CITY to make a recommendation to Commission for contract award.

## **VI. POST DESIGN SERVICES**

- VI.1 Attend one (1) preconstruction meeting with the CITY and Contractor. (Agenda & Minutes by City staff)
- VI.2 Attend monthly construction progress meetings. Includes up to two (2) progress meetings. (Agenda & Minutes by City staff)
- VI.3 Respond to Contractor RFIs regarding the plans and technical specifications. Includes up to three (3) RFIs.
- VI.4 Review shop drawings required of the Contractor. Includes up to ten (10) submittal reviews (with one resubmittal review of each, if needed).
- VI.5 Conduct up to four (4) site visits, as needed or as requested by the CITY. The CITY shall provide daily field inspections and reporting. Complete substantial and final walk-through inspections with punch list for Contractor. Reports and photos shall be provided to CGA so that they may certify the project upon completion.
- VI.6 Assist the CITY in reviewing change order proposals. Includes up to two (2) change order reviews.
- VI.7 Review as-builts provided by the Contractor.
- VI.8 Prepare and submit permit closeout packages to the previously listed Agencies.

## **VII. PERMIT FEES ALLOWANCE**

- VII.1 A permit fees allowance is included to cover any outstanding fee that may be encountered during the during the design, permitting or construction phases. The allowance will only be used with approval by the City.

## **VIII. TRAFFIC FEES ALLOWANCE**

- VIII.1 A traffic design fees allowance is included to cover any unforeseen traffic design services that may be encountered for the pedestrian access to the proposed parking lot. The allowance will only be used with approval by the City.

## **IX. ESTIMATED SCHEDULE**

- IX.1 Survey: 45 Calendar Days from NTP
- IX.2 60% Design: 110 Calendar Days from NTP
- IX.3 Permitting: 200 Calendar Days from NTP
- IX.4 100% Design: 230 Calendar Days from NTP

## **X. ASSUMPTIONS AND EXCLUSIONS**

- X.1 Fees for permit applications, plan reviews, and permit closeouts shall be paid by others.
- X.2 CITY to provide any available as-builts of all developments within the Project Limits and coordinate internally to provide CGA with any building permits / applications that are submitted or approved that affect or are within the Project Limits.
- X.3 The design is strictly focused on drainage and parking design and no other utilities or disciplines (e.g., sanitary sewer, water, streetscape, etc.). Only the plans sheets previously mentioned are included. Maintenance of Traffic (MOT), Site Planning, Electrical, Instrumentation, Mechanical, Plumbing, Structural, Signalization, or other disciplines are specifically excluded.
- X.4 CITY shall provide CGA with submittal review comments within seven (7) calendar days of receiving them. It is understood that some task durations are beyond CGA's control, such as permit review times.
- X.5 CITY acknowledges that CGA has no control over costs of labor, materials, competitive bidding environments and procedures, unidentified field conditions, financial and/or market conditions, or other factors likely to affect the cost estimates of this project, all of which are and will unavoidably remain in a state of change, especially in light of the high volatility of the market. CITY further acknowledges that this is a "snapshot in time" and that the reliability of cost estimates will inherently degrade over time.
- X.6 Backfilling of test holes will utilize native spoils in 6" lifts. Test holes in roadways will be restored using asphalt cold patch.
- X.7 All new plantings will be proposed within the Project Limits. If new plantings are required outside of the Project Limits, it shall warrant additional fees for surveying and for assessing that area.

- X.8 This proposal assumes the CITY will not require this project to go through any city site planning process since the work is within public right of way and only includes review by City Engineering Division.
- X.9 This proposal assumes the irrigation controller will be solar and therefore no electrical engineering is included.
- X.10 CGA is not preparing photometric analysis or lighting for the new parking lot. If this is requested or required, an ASA shall be required.

CGA will perform the above Scope of Services for a lump sum fee of **\$108,475.00**. The attached table provides the hourly breakdown for these professional services.

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

Name: David Stambaugh, PE  
Title: Vice President of Professional Services  
Calvin, Giordano & Associates, Inc.

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

Name: Jeff Odoms, M.A., FAEM  
Title: Director of Public Works  
City of Hallandale Beach

## HALLANDALE BEACH ADDITIONAL PARKING CITY HALL Fee Schedule

Labor Category	Civil Engineering														Landscape Architecture				Surveying						CGA Hours	CGA Sub-total (\$)	Subconsultants		Cost	
	Director, Engineering		Project Manager		Project Engineer		Engineer		Jr. Engineer		Senior CADD Tech Manager		Executive Assistant / Clerical		Senior Landscape Architect		Landscape Designer		Senior Registered Surveyor		Survey Crew		CADD Technician				Geotechnical Engineering (Nutting)	Subsurface Utility Exploration (US Pottholing)		
	Percent Utilization	1.3%	44.0%		0.0%		8.5%		0.5%		14.7%		2.1%		4.0%		7.2%		1.4%		4.7%		1.9%				3.5%	6.2%		
Labor Rate (hourly)	\$175.00	\$150.00		\$130.00		\$110.00		\$100.00		\$115.00		\$75.00		\$135.00		\$120.00		\$145.00		\$135.00		\$95.00		LUMP SUM	LUMP SUM					
Task Number	Task Name	Hours	Sub-total (\$)	Hours	Sub-total (\$)	Hours	Sub-total (\$)	Hours	Sub-total (\$)	Hours	Sub-total (\$)	Hours	Sub-total (\$)	Hours	Sub-total (\$)	Hours	Sub-total (\$)	Hours	Sub-total (\$)	Hours	Sub-total (\$)	Hours	Sub-total (\$)	Subtotal (\$)	Subtotal (\$)					
I	Survey	0.0	\$0.00	0.0	\$0.00	0.0	\$0.00	0.0	\$0.00	0.0	\$0.00	0.0	\$0.00	0.0	\$0.00	0.0	\$0.00	8.0	\$1,160.00	28.0	\$3,780.00	16.0	\$1,520.00	52.0	\$6,460.00	\$0.00	\$0.00	\$6,460.00		
II	60% Design	2.0	\$350.00	69.0	\$10,350.00	0.0	\$0.00	36.0	\$3,960.00	0.0	\$0.00	73.0	\$8,395.00	4.0	\$300.00	4.0	\$540.00	26.0	\$3,120.00	0.0	\$0.00	0.0	\$0.00	0.0	\$0.00	214.0	\$27,015.00	\$2,850.00	\$5,000.00	\$34,865.00
III	Permitting	0.0	\$0.00	20.0	\$3,000.00	0.0	\$0.00	0.0	\$0.00	0.0	\$0.00	8.0	\$920.00	2.0	\$150.00	2.0	\$270.00	4.0	\$480.00	0.0	\$0.00	0.0	\$0.00	0.0	\$0.00	36.0	\$4,820.00	\$0.00	\$0.00	\$4,820.00
IV	100% Design	3.0	\$525.00	44.0	\$6,600.00	0.0	\$0.00	8.0	\$880.00	0.0	\$0.00	20.0	\$2,300.00	2.0	\$150.00	4.0	\$540.00	8.0	\$960.00	0.0	\$0.00	0.0	\$0.00	0.0	\$0.00	89.0	\$11,955.00	\$0.00	\$0.00	\$11,955.00
V	Bidding Services	1.0	\$175.00	19.0	\$2,850.00	0.0	\$0.00	0.0	\$0.00	4.0	\$400.00	0.0	\$0.00	4.0	\$300.00	2.0	\$270.00	2.0	\$240.00	0.0	\$0.00	0.0	\$0.00	0.0	\$0.00	32.0	\$4,235.00	\$0.00	\$0.00	\$4,235.00
VI	Post Design Services	0.0	\$0.00	84.0	\$12,600.00	0.0	\$0.00	18.0	\$1,980.00	0.0	\$0.00	2.0	\$230.00	10.0	\$750.00	12.0	\$1,620.00	8.0	\$960.00	0.0	\$0.00	0.0	\$0.00	0.0	\$0.00	116.0	\$18,140.00	\$0.00	\$0.00	\$18,140.00
VII	Permit Fees Allowance																												\$10,000.00	
VIII	Traffic Fees Allowance																												\$18,000.00	
<b>TOTAL</b>		6.0	\$1,050.00	236.0	\$35,400.00	0.0	\$0.00	62.0	\$6,820.00	4.0	\$400.00	103.0	\$11,845.00	22.0	\$1,650.00	24.0	\$3,240.00	48.0	\$5,760.00	8.0	\$1,160.00	28.0	\$3,780.00	16.0	\$1,520.00	539.0	\$72,625.00	\$2,850.00	\$5,000.00	<b>\$108,475.00</b>