



**Stantec Consulting Services Inc.**  
800 Fairway Drive Suite 195, Deerfield Beach FL 33441-1828

February 28, 2020  
File: Buffer Wall Phase V Proposal

**Attention: Mr. John E. Doherty, P.E.**  
Assistant Director of Public Works/City Engineer  
Public Services Department  
6011 Nob Hill Road, Second Floor  
Tamarac FL  
33321  
United States of America

Dear John,

Reference: **Tamarac Citywide Buffer Walls**  
**Prospect Road Corridor**  
**City's Task Authorization Number: # 20-13D**

In accordance with the terms and conditions of the consulting agreement between the City of Tamarac (hereinafter referred to as the "City" or "Client") and Stantec Consulting Services, Inc., (hereinafter referred to as "Consultant", "We" or "Stantec"), dated October 16, 2016, we are pleased to provide this proposal in support of the Citywide Buffer Wall Project – Prospect Road Buffer Walls.

I have attached a scope and fee for your review and approval. We look forward to the opportunity of working with you on this important project.

Cordially,

**STANTEC CONSULTING SERVICES INC.**

A blue ink signature of Jeffrey Crews, written in a cursive style, positioned above a horizontal line.

Jeffrey Crews, PE, LEED AP  
Principal  
Phone: (954) 481-2812 Ext. 235  
Fax: (954) 481-2818  
jeff.crews@stantec.com

A blue ink signature of Terrance Glunt, written in a cursive style, positioned above a horizontal line.

Terrance Glunt, P.E.  
Principal  
Phone: (954) 481-2812  
Fax: (954) 481-2818  
tery.glunt@stantec.com



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### **Exhibit "A"**

#### **Prospect Road Buffer Walls Task Authorization No. # 20-13D**

#### **GENERAL DESCRIPTION OF PROJECT**

Services are required for the design and construction of a buffer wall along the Prospect Road corridor in City of Tamarac. The Corridor is described as:

- The north side of Prospect Road from 250' west of NW 15th Ave to 50' west of NW 19th Way.

The layout of the proposed walls is shown on the attached aerials for reference.

The City has indicated that the selected wall design will be a PRECAST SYSTEM similar to previous phases and as shown in the "Major Arterial Corridor Study report" dated December 10<sup>th</sup>, 2013. Due to the limitations of precast designs and the need for retaining wall functionality, the design may vary slightly from that shown in the original corridor study.

#### **SCOPE OF SERVICES**

This Proposal provides for professional engineering services for the preparation of contract documents for various segments of Precast Concrete Wall along the corridor. This proposal provides the outline of the Consultants scope of services as well as the fee structure for providing services

The proposed scope of services and fees follow.

#### **Task 1 – Data Collection**

1. The Consultant will coordinate with the City to provide survey parameters and scope for the City to hire surveying services under separate contract for the Prospect Road portion of the work.
2. The Consultant will work with provided surveys or electronic plans to establish base sheets for the roadway corridor.
3. The Consultant will Conduct Utility Sunshine One-call design tickets for potential utility



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conflicts. No underground utility locates utilizing softdig or GPR techniques are included in this scope. Should it be determined that these services be required, they can be supplied as additional services.

4. The Consultant will provide site visits as necessary to verify existing conditions, identify conflicting elements and potential layouts.
5. GEOTECHNICAL services are to be provided by the City and shall include at a minimum three (3) standard penetration test boring to a depth of 15 feet throughout the length of the corridor. An engineering report will be provided and will include the results of testing with recommendations for wall foundations and supporting structural elements.

## **Task 2 – Project Concept Design**

1. The Consultant will conduct a value engineering exercise to examine alternative designs for columns, panels and foundations that can be constructed in the most cost effective manner.
2. The Consultant shall follow the Major Arterial Corridor Study report and develop a concept design that will illustrate how and where the wall can be installed.
3. Attend as many as two (2) Neighborhood HOA meetings to present project conceptual design.

## **Task 3 – Project Design and Construction Documents**

Once the concept design is completed, the Consultant will prepare construction plans, and specifications for the project consisting of:

1. Concrete foundations, retaining walls, precast wall columns, precast wall panels and utility relocations (eg. hydrants) as necessary for a complete wall design at the subject location.
2. Technical Specifications in Construction Specification Institute (CSI), Division 2 through 16, 8 ½" x 11" format as applicable.
3. Opinion of Probable Costs (OPC) organized by pay item.
4. Establish a Construction Duration in Calendar Days

The Consultant will submit documents for review to the City at the following stages:



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- 60% plans and specification outline
- 90% plans, specifications and OPC
- Final plans, specifications and OPC

The consultant will meet once with City staff after each submittal to review and discuss City comments. The purpose of the meeting will be to review the comments, discuss revisions and design decisions associated with the project, concluding the meeting with an approved set of percent complete deliverables for the project. The Consultant will address comments and revise the work as applicable to the following phase of development for the work. Any significant redesign will be provided as an additional service.

The drawings will be developed in a 24" x 36" format and also printed in 11" x 17" format. Final drawings and documents shall also be submitted in electronic format (PDF files).

#### **Task 4 – Government Agency Approval Assistance**

The Consultant shall prepare and process permit applications, plans and any associated documentation in accordance with all permitting agency requirements, including, but not limited to, electronic permitting when applicable. These shall include but not be limited to the following agencies:

- City of Tamarac Building and/or Engineering Department
- Broward County Engineering for improvements that impact Prospect Road
- Broward County for Tree Removal and/or Pav't Markings (as required)

The consultant will respond to reasonable requests for additional information from each of the above referenced agencies regarding the application submittal packages.

Any significant plan revisions caused by changing agency criteria after our initial design is reviewed with each appropriate agency and similar factors outside the Consultant's control, additional meetings or coordination will be considered as Additional Services.

#### **Task 5 – Bidding Assistance**

The consultant will attend one (1) pre-bid meeting and issue as many as three (3) addendums in response to contractor questions. Once bids are received, the consultant will review the bids, prepare a bid tabulation sheet and check references of the three (3)



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lowest bidders to determine the most responsive and responsible bidder. The consultant will provide the City with a letter of recommendation based upon its findings.

## **Task 6 - Construction Phase Services**

During the construction phase of the site improvements, we will provide the scope of services outlined below as required to certify the project's completion. We believe this level of service to be the minimum necessary to obtain the necessary information to prepare certifications.

### **A. Building & Engineering Permit Assistance**

1. The Consultant will provide up to five (5) signed and sealed sets of the construction documents per agency, as developed in Tasks listed above for the Client's designated contractor to submit for agency permits.
2. The Consultant will make revisions to the construction documents and respond to reasonable requests for information based on the comments received from Broward County and the City's Engineering and Building Departments. Plans shall be revised as necessary to obtain permits. Revisions shall include correction of typos, clarification of dimensions, ancillary notes and details sufficient for permitting and incidental structural design to the original design elements.

### **B. Construction Administration Assistance**

1. Shop drawing review: The Consultant shall review and approve (or take other appropriate action in respect of) Shop Drawings (as that term is defined in the General Conditions of each construction contract) and samples and other data that each Contractor is required to submit but only for conformance with the design concept of the Project and compliance with the information given in the Contract Documents (such review and approval, or other action, shall not extend to means, methods, sequences, techniques or procedures of construction, or safety precautions and programs incident hereto).
2. Response to Requests for Information (RFI) by the Contractor: The Consultant will provide interpretations (up to four engineering person hours) of the plans and specifications developed in Tasks listed above and provide responses to the requests for information from the contractor during construction. The Consultant



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will advise the Client if a response to the RFI cannot be made based on a reasonable interpretation of the plans and specifications. The Consultant shall consult with and advise the Client as to the acceptability of substitute materials and equipment that are proposed by the contractor(s).

### C. Construction Observations

1. Site Civil Periodic Site Visits: The Consultant will conduct ten (10) site visits (4 hour per visit) during the construction phase of the project to observe the work for general conformance to the plans, specifications and permit conditions. The Consultant shall not be responsible for the means, methods, techniques, sequences, or procedures of construction selected by Contractor(s) or the safety precautions and programs incident to the work of Contractor(s). The Consultant's efforts will be directed toward providing the Client with a greater degree of confidence that the completed work of Contractor(s) will conform to the Contract Documents. During such visits and on the basis of on-site observations, the Consultant shall keep the Client informed of the progress of the work, shall endeavor to protect the Client against defects and deficiencies in such work, and may disapprove or reject work if it fails to conform to the Contract Documents. The Consultant will provide a bullet format field report for each project visit. The report will summarize project observations as they relate to general conformance with the construction documents.
2. The Consultant will attend as many as six (6) bi-weekly construction progress meetings at the request of the Client for the successful administration, management, and technical execution of the Scope of Services. The agenda for each progress meeting will be determined by the Client. Meetings will be planned to last approximately one (1) hour.
3. Substantial Completion: Upon request of the Client, the Consultant will provide one (1) site visit (in addition to those described above) to review the construction site work for substantial completion and general compliance with the plans specifications and permit conditions. Based on the substantial completion site visit the Consultant will prepare one "punch list" listing any additional work to be completed for the site work.



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#### D. Final Project Close Out

1. Final Completion: Upon request of the Client, and confirmation by the contractor that the "punch list" items have been completed, the Consultant will provide one (1) site visit (in addition to those described above) to review the construction site work for final completion and general compliance with the plans specifications and permit conditions (subject to any conditions therein expressed). The Consultant will prepare a memo notifying the Client that the work has been completed. The Consultant shall not be responsible for the acts or omissions of any Contractor or subcontractor, any of the Contractor(s)' or subcontractor(s)' agents or employees, or any other persons (except the Consultant's own employees and agents) at the site or otherwise performing any of the Contractor(s)' work.
2. The Consultant shall review and approve the as-builts provided by the Contractor and shall sign and seal the approved as-built drawings (provided that they are received from the Contractor signed and sealed by a surveyor)
3. Construction Certification of Completeness to Permitting Agencies: Upon satisfactory completion of the work and submittal of satisfactory as-built drawings, inspection reports, tests, approvals, shop drawing, and other data by the contractor the Consultant will notify the permitting Agencies that the project has been completed and that based on our periodic site observations and information provided by the contractor that the project has been constructed in general compliance with the plans, specifications and permit conditions. The Consultant will note any significant deviations from the plans, specifications and permit conditions.

#### Task 6 – Reimbursable Expenses

Direct reimbursable expenses such as express delivery services, travel, outside reproduction and duplication are included in this task. Mass reproduction for submittals and construction are not included. Out of state travel is not included. All permitting, application, and similar project fees will be paid directly by the Client. The fee for this task is meant to be an allowance. Backup documentation will be submitted with each invoice. The Client will be notified if additional fee is required to accommodate additional expenses above and beyond the fee specified in this task.



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## **ADDITIONAL SERVICES**

Any services not specifically provided for in the above scope will be considered additional services and can be performed at our then current hourly rates. Additional services we can provide include, but are not limited to, the following:

1. Underground utility location services to verify locations and depths of underground utilities.
2. Attendance at public hearings.
3. Services required by additional governmental regulations, which might be put into effect after the date of this agreement.
4. Construction documents for elements outside of the identified project limits.
5. Structural design beyond those identified.
6. Traffic Counts or Studies
7. Environmental services beyond those identified.
8. Landscape and Irrigation Design
9. Responses to agency comments beyond those outlined in this scope.
10. Threatened or Endangered species coordination or specific protected species surveys.
11. Any services not specifically identified and described in the above Scope of Services.
12. Irrigation services for wells, meters or timer clocks if irrigation systems are not existing or adequate.
13. Broward County Permitting is limited to improvements on the near side sidewalk and edge of pavement. Any improvements that require larger scale modifications to the County roadway will be an additional service.

## **TO BE PROVIDED BY CLIENT**

The following items are to be provided to Stantec by the Client or the Client's Consultants:

- 1) Available As-built (record) drawings and GIS Schematics of all existing utilities within the project limits.
- 2) All required geotechnical reports and recommendations.
- 3) All easement work and title searches, etc. will be performed by the City's Surveyors.
- 4) Permit work other than that mentioned in the Scope of Services is not included.
- 5) Additional work to relocate utilities or miscellaneous structures is not included in this proposal.





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- 6) This proposal assumes that a field survey will be provided to us in AutoCad format to utilize as a base sheet for the construction documents for the Prospect Road Segment of the project
- 7) Coordination with residents and approvals for property rights (ie easements) will be handled by the City.
- 8) Authorization to represent the Client on permit applications.
- 9) Access to the site.
- 10) Proof of Ownership documentation needed for permitting.
- 11) Permit application fees and plan review fees.
- 12) Any other existing information related to the project that may influence the scope of services noted above including but not limited to, budget, aesthetics and associated modifications or revisions.

## **SCHEDULE**

Stantec will provide its services in an expeditious and orderly manner to meet the formal written schedule mutually agreed to by the Client and the Consultant for the various elements of the project. An anticipated schedule of deliverables is included herein.



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## **FEE AND BILLING**

Stantec will accomplish the services outlined in Tasks 1 through 6 for the Total Lump Sum Budget of \$84,439.00. Additionally, a reimbursable task for permit fees, etc. shall be established with a budget not to exceed of \$5,000.00. None of the reimbursable fees shall be invoiced without prior consent of use and proper substantiating backup. Invoicing and payment will be in accordance with the terms and conditions of the consulting agreement between the City of Tamarac and Stantec dated October 26, 2016 and shall govern this agreement as applicable.

When possible, all permitting, application, and similar project fees will be paid directly by the Client. Reimbursable expenses shall only be used when needed to expedite processes as directed by the Owner. Expenses are in addition to the labor amount.

Fees and expenses will be invoiced monthly based, as applicable, upon the percentage of services completed and expenses incurred as of the invoice date. Payment will be due within 30 days of the date on the Stantec invoice.

Fees and times stated in the agreement are valid for sixty (60) days after the date of this letter. The following task items represent a breakdown of the lump sum amounts for Stantec for reference:



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### **NOT-TO-EXCEED FEES**

<b>Task</b>	<b>Description</b>	<b>Labor Fee</b>	<b>Sub-Consultant Fee</b>
1	Data Collection	\$ 8,358.00	N/A
2	Project Concept Design	\$ 9,382.00	
3	Project Design and Construction Documents	\$ 39,756.00	N/A
4	Government Agency Approval Assistance	\$ 11,266.00	N/A
5	Bidding Assistance	\$ 2,170.00	N/A
6	Construction Phase Services	\$ 13,507.00	N/A
<b>Design, Permitting and CA Fees</b>		<b>\$ 84,439.00</b>	<b>\$ 0.00</b>

### **REIMBURSABLE FEES**

7	Reimbursable Fees, Permits, Etc.	\$ 5,000.00
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**TOTAL TASK AUTHORIZATION FEE** **\$ 89,439.00**



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## **CLOSURE**

If you concur with the foregoing and wish to direct us to proceed with the aforementioned services, please execute the enclosed copy of this letter agreement in the space provided and return. Fees and time stated in this agreement are valid for sixty (60) days after the date of agreement by Stantec Consulting Services, Inc.

Stantec Consulting Services, Inc. appreciates the opportunity to submit this letter agreement. Please contact Jeff Crews at (954) 481-2812x 235 if you have any questions.

Respectfully Submitted,

**STANTEC CONSULTING SERVICES, INC.**

Jeffrey S. Crews, P.E.  
 Principal

Cc: file

Agreed to this \_\_\_\_\_ day of \_\_\_\_\_, 2020

**CITY OF TAMARAC**  
**A Municipality**


By: \_\_\_\_\_, City Manager

Michael C. Cernech, City Manager  
 (Print or Type Name)

Attest: \_\_\_\_\_, Witness

\_\_\_\_\_  
 (Print or Type Name)

Official Seal:

<div></div> <div>Stantec Consulting Services, Inc. Engineers - Architects - Planners 300 Fairway Drive, Suite 195 Deerfield Beach FL US 33441-1828 954) 481-2812 (Phone) - (954) 481-2818 (Fax)</div>		MANHOUR ESTIMATES								
		Project No.: <a href="#">Stantec TBD</a>								
		Name: Prospect Blvd. Buffer Walls <a href="#">City of Tamarac, Florida - Task Authorization No TAN # 20-13D</a>								
		Date 1/14/2020								
		Principal in Charge Manhours	Project Manager Manhours	Project Engineer Manhours	Staff Engineer Manhours	Technician Manhours	Clerical Manhours	TOTAL		Running Total
		\$207.00	\$179.00	\$140.00	\$113.00	\$90.00	\$61.00	Hours	Cost For Activity	
Task 1.00	Data Collections									\$ 8,358.00
1.1	Initial Meetings	2		2				4	\$ 694.00	
1.2	Data Collection									
1.2.1	Site Visits - Initial & Follow Up			4	4			8	\$ 1,012.00	
1.2.2	Staff Meetings - Initial & Follow Up			4	4			8	\$ 1,012.00	
1.2.3	Review of As-Builts / Survey Data			2	4			6	\$ 732.00	
1.3	Field Testings/Utility Locates									
1.3.1	Geotechnical Coordination		1	2				3	\$ 459.00	
1.3.2	Surveying Coordination - Specific Purpose and Topographic Survey		4					4	\$ 716.00	
1.3.3	Utility Locate Coordination	1	2	10	10			23	\$ 3,095.00	
1.3.4	Geotechnical Investigation - N/A									
1.4	Analysis of Collected Data									
1.4.1	Geotechnical Analysis		2	2				4	\$ 638.00	
	<a href="#">SUBTOTALS</a>	3	9	26	22	0	0	60	\$ 8,358.00	
Task 2.00	Concept Design									\$ 17,740.00
2.1	Concept Design									
2.1.1	Value Engineering of Wall Design		8	4	4	16			\$ 3,884.00	
2.1.2	Initial Design Layout	2	4	8	16	16			\$ 5,498.00	
	<a href="#">SUBTOTALS</a>	2	12	12	20	32	0	0	\$ 9,382.00	
Task 3.00	Project Design and CD's									\$ 57,496.00
3.1	Preliminary Design									
3.1.1	Design Analysis	2	8	20	10			40	\$ 5,776.00	
3.1.2	Plan production	2	8	20	20	20		70	\$ 8,706.00	
3.2	Review and Comment	4						4	\$ 828.00	
3.3	Final Design									
3.3.1	Plan Production	2	24	24	40	40		130	\$ 16,190.00	
3.3.2	Technical Specifications		4	8			4	16	\$ 2,080.00	
3.3.3	Opinion of Probable Cost	2	4	4		4		14	\$ 2,050.00	

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<b>LABOR COST, TOTAL</b>	<b>\$ 84,439.00</b>
<b>SUBCONSULTANT FEES - (SUE NONE)</b>	<b>\$ -</b>
<b>SUBCONSULTANT FEES (GEOTECHNICAL SERVICES NONE)</b>	<b>\$ -</b>
<b>REIMBURSABLE ALLOWANCE (permit fees)</b>	<b>\$ 5,000.00</b>
<b>TOTAL PROPOSED COMPENSATION</b>	<b>\$ 89,439.00</b>