



500 W. Cypress Creek Rd., # 630  
Ft. Lauderdale, FL 33309  
Phone: (954) 730-0707  
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[www.chenmoore.com](http://www.chenmoore.com)

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January 27<sup>th</sup>, 2015 (REV)

**Attention: Ronnie Navarro, P.E.**  
**City of Dania Beach**  
1201 Stirling Road  
Dania Beach, FL 33004

**Subject: SW 40<sup>th</sup> Avenue Sidewalk Improvements**  
**Scope of Services for Professional Design and Construction Administration**  
**Services**

**Dear Mr. Navarro:**

Chen Moore and Associates (CMA) is pleased to submit the attached Agreement for Professional Services and Scope of Services to provide professional services on the SW 40<sup>th</sup> Avenue Sidewalk Improvements. CMA will provide professional services design of new concrete sidewalks along the west side of 40<sup>th</sup> Avenue between SW 54<sup>th</sup> Court and Stirling Road.

### **PROJECT INTRODUCTION**

The purpose of this project is to provide a continuous pedestrian sidewalk along SW 40<sup>th</sup> Avenue where none exist now. The proposed improvements are expected to be designed in the right of way along the west side of the roadway from SW 54<sup>th</sup> Court to Stirling Road. Sidewalk is to be a 5' concrete walkway meeting ADA requirements.

This scope of services will include the planning and design services necessary to prepare all required construction documents for the proposed infrastructure improvements within the SW 40<sup>th</sup> Avenue Sidewalk Improvement Project. The professional planning and design services required for the SW 40<sup>th</sup> Avenue Sidewalk Improvement Project is defined in more detail within the scope of services below.

### **TASK 1 Sidewalk Design**

#### **Task 1.1: 60% Design Submittal Task**

CMA will prepare and submit 60% design project documents for the SW 40<sup>th</sup> Avenue Sidewalk Improvement Project to the Client for review and approval. All work under this task will be billed on a lump sum basis. The project documents for this task shall include the following items:

- Design Plans – CMA will prepare 60% design drawings, which will consist of the existing condition plans, paving and grading plans, landscape plans and any relevant detail drawings.
- Cost Estimate – CMA will prepare a preliminary cost estimate of the probable construction costs which will reflect the proposed work included within the 60% Design Submittal.

#### **Task 1.2: 100% Design Submittal Task**

CMA will prepare and submit 100% design documents for the SW 40<sup>th</sup> Avenue Sidewalk Improvement Project to the Client for review and approval.

All work under this task will be billed on a lump sum basis. The project documents for



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this task shall include the following items:

- Design Plans – CMA will prepare these final design drawings, which will consist of the existing condition plans, paving and grading plans, landscape plans and any relevant detail drawings.
- Technical Specifications – CMA will prepare the final technical specifications, which will include each discipline of the proposed work defined within the 100% Design Submittal.
- Cost Estimate – CMA will prepare a final cost estimate of the probable construction costs, which will reflect the proposed work defined within the 100% Design Submittal.
- Bid Schedule – CMA will prepare a final bid schedule, which will include all line items for the proposed work defined within the 100% Design Submittal.

## **TASK 2 City Meeting/Workshop**

### Task 2.1 Public Coordination Meeting

CMA will conduct 1 public workshop together with Client staff to gather input from neighborhood residents, business owners, and other project stakeholders on the proposed improvements for the SW 40th Avenue Sidewalk Improvement Project. The Client will be responsible for any coordination necessary to schedule the public workshop at a Client facility.

CMA shall be responsible for preparing all meeting documentation required for the attendees, for recording any meeting minutes, and for conducting any presentations as necessary. All work under this task will be billed on a lump sum basis.

## **TASK 3 Construction Oversight**

### Task 3.1 Respond to Requests for Information

CMA will review and respond to Requests For Information (RFI) from the contractor during construction operations. CMA shall review and respond to each RFI within 3 work business days of the submittal by the contractor. As necessary, CMA shall prepare any documentation required to clarify issues included within a RFI from the contractor. CMA will review all pay applications from the contractor to verify the accuracy of their progress. CMA shall complete this task according to the schedule established for the contractor. All work under this task will be billed on an hourly not to exceed basis.

### Task 3.2 Construction Oversight

CMA shall assist the Client with the inspection of the project implementation during construction operations.

CMA will be available to conduct daily site inspections of the work during construction operations throughout the construction duration, which is estimated to be 3 weeks. Construction inspection services defined within this task were estimated based on a construction inspector on-site approximately 4 hours per work day during the project duration of 3 weeks. The fees for this task will be paid on an hourly not to exceed basis.

## **TASK 4 Reimbursable Expenses**



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#### Task 4.1 Document Reproduction

CMA shall provide all document reproduction required for each project deliverable to the Client and regulatory agencies as defined within the scope. All printing costs for deliverable will be reimbursed by the Client at cost.

#### **DELIVERABLES**

CMA will provide the following deliverables at each submittal:

##### Design Plans:

- 2 half size sets (11"x17") at each submittal
- 1 digital copy (CAD format) at each submittal
- 1 digital copy (PDF format) at each submittal

##### Technical Specifications:

- 1 hard copy at 100% submittal
- 1 digital copy (PDF format) at 100% submittal

#### **SCOPE ASSUMPTIONS**

- The existing topographic survey on file will be used for design of the improvements in the project area. No new survey will be prepared.
- The Client will be responsible for all coordination necessary to schedule the public workshops with residents.
- This scope does not include any services required for easement or right-of-way acquisitions.
- No permitting will be provided as a part of this scope.
- The selected contractor will be responsible for obtaining any Client Building Permit required for this project along with all related coordination and preparation of any backup documentation required for the Client Building Permit. CMA will only be responsible for any revisions to the design plans required by the Client Building Department.
- The Client will provide timely responses to information included within each submittal.
- The Client will provide the standard front end contract documents.
- The Client shall be responsible for bid advertisement, distribution of bid documents to interested bidders, processing all bid submittals, and verification that each bid submittal meets all Purchasing related requirements.
- CMA will submit monthly invoices, which will be payable by Client within 30 days.
- The Client will reimburse CMA for any document reproduction costs for all submittals to Client and to regulatory agencies.
- Reimbursable expenses for mileage for any site visits have been included in the lump sum fees.
- Additional reimbursable expenses requested by the Client outside of the items defined within scope, such as additional land surveying, geotechnical testing, density testing, utility testholes,



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laboratory testing, permit fees, additional document reproduction, or express delivery of documents, shall be invoiced at cost as defined in our contract agreement with the Client.

- Any additional engineering services from CMA requested by the Client outside of the items defined within scope will be billed at hourly rates according Rate Schedule shown on Fee Worksheet.

## PROJECT SCHEDULE

CMA shall start work immediately upon receipt of Notice to Proceed and official authorization from the Client. The estimated project schedule listed below is based on the assumption that this scope of services will be approved and the Notice to Proceed issued.

TASK	Description	Duration	Deadline
Task 1 Sidewalk Design			
Task 1.1	60% Design Submittal	30	TBD
Task 1.2	100% Design Submittal	15	TBD
Task 2 City Meeting/Workshop			
Task 2.1	Public Coordination Meeting	N/A	February
Task 3 Construction Administration			
Task 3.1	Respond to RFI	3	TBD
Task 3.2	Construction Oversight	15	TBD
Task 4 Reimbursable Expense			
Task 4.1	Document Reproduction	N/A	N/A

## PROJECT FEES

CMA has prepared this proposal for the professional services necessary to accomplish this scope of services on this project. The total fees for this project are \$22,860.00, which are summarized within the table below:

Task Description		Hourly Fee
Task 1	Sidewalk Design	\$ 9,220.00
Task 2	City Workshop	\$ 3,920.00
Task 3	Construction Oversight	\$ 9,560.00
Task 4	Reimbursable	\$ 160.00
<b>Total Project Fee</b>		<b>\$ 22,860.00</b>

Should you have any questions, please do not hesitate to contact me at my office at (954)730-0707ext.1008 or send me an electronic message at [sbrea@chenmoore.com](mailto:sbrea@chenmoore.com).

Respectfully submitted,

*"Your Trusted Advisor for Infrastructure and Planning Needs"*



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A handwritten signature in blue ink, consisting of stylized initials "SB" followed by a large, open loop.

CHEN MOORE AND ASSOCIATES  
Safiya Brea, P.E.  
Senior Engineer