

Work Authorization No. CTA 13-37
Under
Agreement between Broward County and Craven Thompson and Associates, Inc.
for
Project 9218/104538 Davis Isles New Sewer and Water Main Replacement

1. This Work Authorization is issued pursuant to the Agreement between Broward County ("County") and Craven Thompson and Associates, Inc. ("Consultant") for Continuing Services for Water Distribution, Wastewater Collection, and Storm Water Collection Systems (the "Agreement"), which was approved by the Board of County Commissioners on December 3, 2013 (Item 18).

2. This Work Authorization permits Consultant to provide the services described in Exhibit A, attached hereto and incorporated herein. These services are authorized by Article 3 of the Agreement.

3. Compensation and Method of Payment.

3.1 Payment for the services authorized by this Work Authorization will be in accordance with Article 5 of the Agreement and the agreed method of compensation is as follows (check those boxes that apply):

3.1.1 Maximum Amount Not-To-Exceed Compensation. County shall pay Consultant for the performance of any additional service provided pursuant to Task 5 of Exhibit A based upon the Salary Costs as described in Section 5.2 of the Agreement and up to a maximum amount not-to-exceed of \$5,000.00.

3.1.2 Lump Sum Compensation. County shall pay Consultant for the performance of all services provided pursuant to Tasks 1 through 4 of Exhibit A, as required under the terms of the Agreement, a total lump sum of \$331,643.00.

3.1.3 Reimbursable Expenses. County has established a maximum amount not-to-exceed of \$6,500.00 for potential reimbursable expenses that may be utilized pursuant to Section 5.3 of the Agreement. County will retain any unused amount of those reimbursable expenses.

3.2 Payments for this Work Authorization shall be charged against:

Budget No. 44250-44100-67301010-512110-104538

4. Consultant shall perform the services described in Exhibit A within the time periods specified in the Project Schedule included in Exhibit A ("Time of Performance");

said time periods shall commence from the date of the Notice to Proceed for such services.

5. CBE Goals.

5.1 In an effort to assist County in achieving its overall goal as set forth in the Agreement, Consultant agrees to meet the following CBE participation goals by utilizing the CBE firms for the work and dollar values described in paragraph 5.2 below: 51%.

5.2 In performing services for this Project, County and Consultant hereby incorporate Consultant's participating CBE firms, addresses, scope of work, and dollar value identified in the Letter of Intent (attached hereto and incorporated herein as Exhibit B).

6. The terms and conditions of the Agreement are hereby incorporated into this Work Authorization. Nothing contained in this Work Authorization shall alter, modify, or change in any way the terms and conditions of the Agreement with County.

[Remainder of This Page Is Intentionally Left Blank.]

IN WITNESS WHEREOF, the parties have made and executed this Work Authorization No. CTA 13-37: BROWARD COUNTY, by and through its BOARD OF COUNTY COMMISSIONERS, signing by and through its Mayor or Vice-Mayor, authorized to execute same by Board action on the ____ day of _____, 20__, and Craven Thompson and Associates, signing by and through its Vice President, duly authorized to execute same.

COUNTY

ATTEST:

BROWARD COUNTY, by and through its Board of County Commissioners

Broward County Administrator, as
Ex-officio Clerk of the Broward County
Board of County Commissioners

By _____
Mayor
____ day of _____, 20__

Approved as to form by
Andrew J. Meyers
Broward County Attorney
Governmental Center, Suite 423
115 South Andrews Avenue
Fort Lauderdale, Florida 33301
Telephone: (954) 357-7600
Telecopier: (954) 357-7641

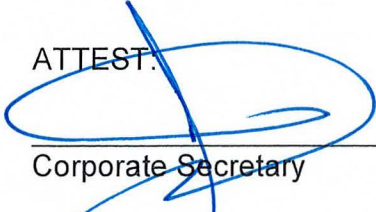
Insurance requirements
approved by Broward County
Risk Management Division

By Colleen Pounall 02/22/18
Signature (Date)

Colleen Pounall Risk Analyst
Print Name and Title above

By Keoki M. Baron 2/22/18
Keoki M. Baron (Date)
Assistant County Attorney

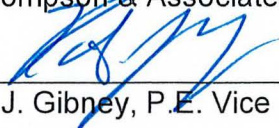
By Angela F. Benjamin 2/22/18
Angela F. Benjamin
Senior Assistant County Attorney

ATTEST.


Corporate Secretary

(SEAL)

CONSULTANT

Craven Thompson & Associates, Inc.
By 

Patrick J. Gibney, P.E. Vice President

7th day of February, 2018

7/20/15
CCNA Continuing Contract-BCF 202(2015-0601)-Exhibit C-3_

**EXHIBIT A
SCOPE OF SERVICES
CONTINUING ENGINEERING SERVICES
BCWWS RLI R1025211R1
Work Authorization CTA 13-37
November 22, 2017**

BCWWS Project No. 9218 Davis Isles New Sewer and Water Main Replacement

SCOPE OF WORK

Consultant shall provide professional engineering services to County for design, regulatory permitting, bidding and construction services for the Davis Isles Project as described below and in the task summaries that follow.

- Design approximately three thousand feet (3,000') of eight-inch (8") gravity sewer main, one (1) retail lift station, and one (1) six-inch (6") force main to existing Griffin Road force main to serve approximately eighty (80) homes on SW 37th Avenue, SW 38th Avenue, SW 47th Court and SW 38th Terrace north of Griffin Road in Dania Beach. Survey, roadway restoration, test hole locations, and geotechnical investigation are also included in this Scope of Services.
- Provide detailed cost estimate based on a quantity take-off of the final design drawings.

TASK 1 – DESIGN SERVICES

The design of the new gravity sewer, force main, and lift station in the Davis Isles Area of Dania Beach shall consist of the following:

Task 1.1 – Preliminary Design

Task 1.1.1 – Site Investigation

Consultant shall:

- Obtain existing utility information, including water, drainage, gas, telephone, and underground electric.
- Coordinate with utility companies to minimize utility relocations due to conflicts with proposed work.
- Meet with all applicable utility, permitting agencies, and the City of Pompano Beach.
- Review all available reports and record drawings of existing utilities.

Task 1.1.2 – Surveys

Design Survey – Consultant shall prepare a design survey for the gravity sewer and water main route on SW 37th Avenue, SW 38th Avenue, SW 47th Court, and SW 38th Terrace north of Griffin Road as well as for the north half of the Griffin Road Right of Way fifty feet (50') east and west of the SW 38th Avenue Right of Way. The design survey will provide a base sheet for design and permitting and must include the following:

- Right-of-way calculations adjacent to and covering the project area and base map for the Project site.
- Topography and locations of all visible fixed improvements within the Project area.

- As-built existing utilities, rims, inverts, pipe sizes, and material.
- Location of underground piping as designated 811.
- Finish floor elevations and septic tank locations, if available.

Task 1.2 – Detailed Design

Consultant shall prepare construction contract documents that show the character and extent of the project, including bidding documents, technical specifications, and drawings.

At each design milestone as identified in Tasks 1.2.1 and 1.2.2, Consultant shall provide County with four (4) copies of construction contract documents for that milestone. For Task 1.2.3, Consultant shall provide County with three (3) copies of construction contract documents. At each design milestone, Consultant shall meet with the Contract Administrator to receive and discuss County's review comments. Consultant shall incorporate into the construction contract documents the review comments of County as required.

Task 1.2.1 – 50% Design

Consultant shall ensure that the 50% design milestone submittal consists of preliminary drawings for the pipeline and lift station. Consultant shall provide a current construction cost estimate at that point. The estimate shall be to the "budget level," as defined by the American Association of Cost Engineers (AACE) with a probable accuracy of –15% to +30%. Twenty calendar days of review time for County has been provided for in Consultant's time of performance.

Task 1.2.2 – 90% Design

Consultant shall ensure that the 90% design milestone submittal includes the entire contract document set including County's front-end documents, technical specifications, and construction drawings for all the work proposed. Consultant shall provide a construction cost estimate to the "definitive level," as defined by the AACE with a probable accuracy of –5% to +15%. Thirty calendar days of review time for County have been provided for in Consultant's time of performance.

Task 1.2.3 – Final Check Documents (Purchasing Review Submittal)

Consultant shall provide County with construction contract documents that incorporate final comments from County on the 90% design documents and information required from County to complete the front end documents within twenty calendar days of receipt of the information from County.

TASK 2 – PRE-BID PERMITTING

At the 90% stage of design, Consultant shall submit the 90% design documents to the permitting agencies listed below for review or permit issuance as noted.

Consultant shall prepare applications and such required documents and design data for the Contract Administrator's review, and shall then apply for approvals (including engineering design permits) from the governmental authorities with jurisdiction over the Project. Consultant shall identify the appropriate governmental authorities. Consultant's assistance shall include participating in meetings, submissions, resubmissions, and negotiations with such authorities. Consultant shall respond to approval agency comments to the Contract Administrator within ten (10) working days of receipt of comments unless a different time is agreed to by the Contract Administrator in writing.

- ***Broward County Environmental Protection and Growth Management Department (BCEPGMD) – Application to Construct a Wastewater Collection / Transmission System***

Consultant shall complete and submit two (2) construction permit application forms for the gravity sewer system, lift station, and force main system in SW 37th Avenue, SW 38th Avenue, SW 47th Court and SW 38th Terrace and Griffin Road along with all supporting documentation that is to be provided to BCEPGMD.

- ***State of Florida Department of Environmental Protection Department (FDEP) – Application to Construct a Wastewater Collection / Transmission System***

Consultant shall complete and submit one (1) FDEP application form for the gravity sewer system, lift station, and force main system in SW 37th Avenue, SW 38th Avenue, SW 47th Court and SW 38th Terrace and Griffin Road along with all supporting documentation that is to be provided to BCEPGMD.

- ***FDOT (Utility Permit)***

Consultant shall complete and submit necessary applications for the plan approval of improvements in Griffin Road Rights of Way along with all supporting documentation that is to be provided to FDOT.

- ***Broward County Traffic Engineering Division (Pavement Markings and Signage Permit)***

Consultant shall complete and submit one (1) construction permit application form for the pavement, markings and signage on SW 37th Avenue, SW 38th Avenue, SW 47th Court and SW 38th Terrace, and Griffin Road along with all supporting documentation that is to be provided to BCTED.

- ***Engineering/Building Permit***

Consultant shall complete and submit one (1) City of Dania Beach Engineering Permit Application form for the gravity sewer system, lift station and force main system in SW 37th Avenue, SW 38th Avenue, SW 47th Court, and SW 38th Terrace and Griffin Road along with all supporting documentation that is to be provided to the City.

TASK 3 –BIDDING AND AWARD

Upon completion of construction contract documents and permitting reviews by agencies, Consultant shall make final revisions to the documents based on review comments within twenty (20) calendar days of receipt of the last of these comments.

Consultant shall reproduce construction contract documents to provide copies requested by potential bidders and six (6) sets to County. Consultant shall submit a list to County of construction contractors Consultant deems capable of construction project.

Consultant shall reproduce and distribute bid documents to construction contractors requesting documents. Consultant can charge a reasonable fee to potential bidders and others that request bid documents.

Consultant shall schedule and conduct a pre-bid conference to be held prior to the advertised bid date. Consultant's attendance time is included in this Task and shall not be separately compensated.

Consultant shall provide timely responses to the inquiries of potential bidders through written addenda. These queries shall be transmitted to the Contract Administrator by Consultant. Consultant shall prepare and distribute up to two addenda as required, or requested by the Contract Administrator.

Consultant shall evaluate the bids for completeness, full responsiveness and price, including alternative prices and unit prices, and shall make a formal recommendation to County in regard to the award of contract. Nontechnical bid requirements shall be evaluated by County.

Consultant shall provide eight (8) sets of construction contract documents for execution by County and construction contractor within five (5) calendar days of request by County.

TASK 4 – SERVICES DURING CONSTRUCTION

Consultant shall provide field construction inspection services for this Project. Duties and responsibilities of Consultant and assistants who are acceptable to Contract Administrator shall include:

- Attend pre-construction conferences, progress meetings and other Project conferences, and provide Contract Administrator with five (5) sets of reduced drawings.
- Assist in obtaining from Contract Administrator additional details or information when required at the job site.
- Conduct on-site observations/verification of construction in progress (including specialized field tests) up to forty (40) hours per week for approximately one (1) year. Visits will assist in determining if construction is proceeding in substantial accordance with the contract documents in association with BCWWS field inspector.
- Consider and evaluate construction contractor's suggestions for modifications to drawings or specifications. Answer all Requests for Information (RFI) from Contractor, estimated at four (4). Conduct on-site observations/verifications of all conditions and situations which may lead or have led to a construction contractor's request for a modification of the contract. Notify the Contract Administrator in a timely manner of the impending request and an estimate of the cost and time impacts on the Project. Document conditions and situation necessitating the request for a contract modification/change order.
- Review shop drawings, change orders, and applications for payment with construction contractor for accuracy, completeness and back-up detail, with such review to include, but not be limited to, review of quantities, acceptability of work, percentage of activity completion, quantity of stored material, proper storage of material, and deviations from the current, approved schedule.
- Before issuance of a determination of substantial completion or final completion, participate in a joint inspection with Contract Administrator designees and BCWWS's inspector, and assist in preparing a list of items requiring completion or correction (punch-list) for approval by the Contract Administrator. Provide construction contractor with an approved copy of the punch list. Update punch-list as corrections are made. Participate in the final inspection.
- Participate in monthly meetings with Consultant and Contract Administrator's designee.
- Provide final certification as required by permitting agencies based on Consultant's observations, BCWWS inspection reports, documents, etc.

- Prepare and distribute record drawings and two (2) sets of 22" x 34" signed and sealed prints to County within sixty (60) days of the date of receipt of construction contractor-supplied as-builts in ACAD format and state plane coordinates. Consultant shall also deliver the AutoCAD electronic version of the record drawings on compact disk. The record drawings shall incorporate those changes made during the construction process, based on the marked-up prints, drawings, and other data furnished by the construction contractor and County to Consultant. The record drawings will meet BCWWS Minimum Drawing Requirements if all the necessary information is provided by the Contractor.

TASK 5 – OPTIONAL ADDITIONAL SERVICES

Consultant shall provide additional services, as identified by the Contract Administrator, which are related to but beyond the level of effort of the scope of work outlined above. Services provided under this Task shall be billed on an hourly basis up to the specified amount as authorized by the Contract Administrator, subject to the limits set in the Agreement. Services performed under this Task must be initiated by a separate written Notice to Proceed issued by the Contract Administrator.

ASSUMPTIONS

The proposed Scope of Services is based on the following understandings of the project:

1. All permit and certification fees will be paid for by BCWWS.
2. Design Meeting attendance is based upon the following:
 - One (1) meeting with other government agencies as directed by the Contract Administrator.
 - Two (2) Design Review Meetings with County.

TIME of PERFORMANCE

Task 1 and Task 2 – 365 days from Notice to Proceed.

Task 3, 4 and 5 – Time dependent on procurement process.

CTA Estimated Fee Summary
BCWWS Project No. 9218
Septic Tank Elimination Davis Isles
WA 13-37

11/22/2017

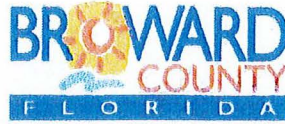
TASK Description (See Exhibit "A")	2014 Hourly Rates	\$58.43 Admin Assistant	\$74.37 Sr. Tech	\$74.37 Resident Represent.	\$92.66 Sr Res. Represent	\$119.52 Registered Land Surv.	CTA \$132.60 3-Person Survey Crew	\$100.93 Project Engineer	\$127.49 Sr. Eng Constr Mgr	\$159.36 QA Person	\$169.36 Project Manager	\$172.64 Vice President	HILLERS	NOVA	TIERRA	SPECIAL SUB	Total Hrs.	Fee
1.1.1 Investigation LS	Hours	0	0	0	0	0	0	24	16	0	16	0					56	\$10,012
	Sub-Total Fee	\$0	\$0	\$0	\$0	\$0	\$0	\$2,422	\$2,040	\$0	\$2,550	\$0		\$3,000				
1.1.2 Survey LS	Hours	0	40	0	0	60	120	0	0	0	0	0					220	\$28,082
	Sub-Total Fee	\$0	\$2,875	\$0	\$0	\$7,171	\$16,936	\$0	\$0	\$0	\$0	\$0		\$2,000				
1.2 Civil Design LS	Hours	0	160	0	0	0	0	40	40	22	80	8					350	\$165,172
	Sub-Total Fee	\$0	\$11,899	\$0	\$0	\$0	\$0	\$4,037	\$5,100	\$3,606	\$12,749	\$1,361	\$16,000	\$104,000	\$7,500			
2 Pre-Bid Permitting LS	Hours	0	0	0	0	0	0	24	24	0	16	0					64	\$25,082
	Sub-Total Fee	\$0	\$0	\$0	\$0	\$0	\$0	\$2,422	\$3,060	\$0	\$2,550	\$0		\$17,000				
3 Bidding and Award LS	Hours	16	0	0	0	0	0	0	40	8	8	0					72	\$16,094
	Sub-Total Fee	\$935	\$0	\$0	\$0	\$0	\$0	\$0	\$5,100	\$1,275	\$1,275	\$0	\$1,510	\$5,000				
4 Construction Observation LS	Hours	40	0	0	520	0	0	0	80	0	40	0					680	\$97,251
	Sub-Total Fee	\$2,337	\$0	\$0	\$48,340	\$0	\$0	\$0	\$10,199	\$0	\$5,374	\$0		\$20,000				

CTA Sub Total		\$155,633
Hilliers Sub Total		\$10,510
Nova Sub Total		\$162,000
Tierra Sub Total		\$7,500
SUB TOTAL	CBE Participation 51%	\$331,643
REIMBURSABLES		
Test Hole Sub Total (16)	\$5,000	
Prints, Fed Ex, etc.	\$500	
SUB TOTAL - REIMBURSABLES		\$5,500
TASK 5 ADDITIONAL SERVICES (Not to Exceed)		\$5,000
Potential HydroGeologic Engineer/Geologists		
TOTAL		\$343,143

**EXHIBIT B
LETTERS OF INTENT**

[Applicable when work authorization has assigned CBE goals]

Consultant represents that the CBE participants referenced in the attached Letters of Intent have agreed by written subcontract to perform the percentage of work amounts set forth and that the following information regarding participating subconsultants is true and correct to the best of his/her knowledge.



OFFICE OF ECONOMIC AND SMALL BUSINESS DEVELOPMENT

LETTER OF INTENT BETWEEN BIDDER/OFFEROR
AND COUNTY BUSINESS ENTERPRISE (CBE) SUBCONTRACTOR/SUPPLIER
(Form to be completed and signed for each CBE firm)

Solicitation Number: BCWWS RLI R1025211R1	Project Title: Continuing Engineering Services / Project 9218 Davis Isle
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Bidder/Offeror Name: Craven Thompson & Associates
Address: 3563 NW 53rd Street **City:** Fort Lauderdale **State:** FL **Zip:** 33309
Authorized Representative: Patrick J. Gibney, P.E., Vice President **Phone:** 954-739-6400

CBE Subcontractor/Supplier Name: Nova Consulting, Inc.
Address: 10486 NW 31st Terrace **City:** Miami **State:** FL **Zip:** 33172
Authorized Representative: Steven Eagle, P.E., Vice President **Phone:** 305-436-9200

- A. This is a letter of intent between the bidder/offeror on this project and a CBE firm for the CBE to perform subcontracting work on this project.
- B. By signing below, the bidder/offeror is committing to utilize the above-named CBE to perform the work described below.
- C. By signing below, the above-named CBE is committing to perform the work described below.
- D. By signing below, the bidder/offeror and CBE affirm that if the CBE subcontracts any of the work described below, it may only subcontract that work to another CBE.

Work to be performed by CBE Firm			
Description	NAICS*	CBE Contract Amount†	CBE Percentage of Total Project Value
Civil Engineering Service Project 9218	541330	\$152,000.00	44%

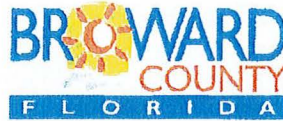
AFFIRMATION: I hereby affirm that the information above is true and correct.

CBE Subcontractor/Supplier Authorized Representative
Maia J. Polina (Signature) President (Title) 12/6/2017 (Date)

Bidder/Offeror Authorized Representative
[Signature] (Signature) U.P. (Title) 12/6/17 (Date)

* Visit <http://www.census.gov/eos/www/naics/> to search. Match type of work with NAICS code as closely as possible.
† To be provided only when the solicitation requires that bidder/offer include a dollar amount in its bid-offer.

In the event the bidder/offeror does not receive award of the prime contract, any and all representations in this Letter of Intent and Affirmation shall be null and void.



OFFICE OF ECONOMIC AND SMALL BUSINESS DEVELOPMENT

LETTER OF INTENT BETWEEN BIDDER/OFFEROR
AND COUNTY BUSINESS ENTERPRISE (CBE) SUBCONTRACTOR/SUPPLIER
(Form to be completed and signed for each CBE firm)

Solicitation Number: BCWWS RLI R1025211R1	Project Title: Continuing Engineering Services / Project 9218 Davis Isles
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Bidder/Offeror Name: Craven Thompson & Associates

Address: 3563 NW 53rd Street City: Fort Lauderdale State: FL Zip: 33309

Authorized Representative: Patrick J. Gibney, P.E., Vice President Phone: 954-739-6400

CBE Subcontractor/Supplier Name: Hillers Electrical Engineering, Inc.

Address: 23257 State Road 7 Suite 100 City: Boca Raton State: FL Zip: 33428

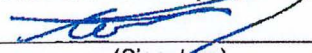
Authorized Representative: Tom Doran, Vice President Phone: 561-451-9165

- A. This is a letter of intent between the bidder/offeror on this project and a CBE firm for the CBE to perform subcontracting work on this project.
- B. By signing below, the bidder/offeror is committing to utilize the above-named CBE to perform the work described below.
- C. By signing below, the above-named CBE is committing to perform the work described below.
- D. By signing below, the bidder/offeror and CBE affirm that if the CBE subcontracts any of the work described below, it may only subcontract that work to another CBE.

Work to be performed by CBE Firm			
Description	NAICS*	CBE Contract Amount†	CBE Percentage of Total Project Value
Electrical Engineering Services	541330	\$16,510.00	5%

AFFIRMATION: I hereby affirm that the information above is true and correct.

CBE Subcontractor/Supplier Authorized Representative

 (Signature) Vice President (Title) 12-7-2017 (Date)

Bidder/Offeror Authorized Representative

 (Signature) V.P. (Title) 12/7/17 (Date)

* Visit <http://www.census.gov/eos/www/naics/> to search. Match type of work with NAICS code as closely as possible.

† To be provided only when the solicitation requires that bidder/offer include a dollar amount in its bid-offer.

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OFFICE OF ECONOMIC AND SMALL BUSINESS DEVELOPMENT

LETTER OF INTENT BETWEEN BIDDER/OFFEROR
AND COUNTY BUSINESS ENTERPRISE (CBE) SUBCONTRACTOR/SUPPLIER
(Form to be completed and signed for each CBE firm)

Solicitation Number: BCWWS RLI R1025211R1	Project Title: Continuing Engineering Services / Project 9218 Davis Isle
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Bidder/Offeror Name: Craven Thompson & Associates
 Address: 3563 NW 53rd Street City: Fort Lauderdale State: FL Zip: 33309
 Authorized Representative: Patrick J. Gibney, P.E., Vice President Phone: 954-739-6400

CBE Subcontractor/Supplier Name: Tierra South Florida
 Address: 2765 Vista Parkway, Suite 10 City: West Palm Beach State: FL Zip: 33411
 Authorized Representative: Raj Krishnasamy, P.E., Principal Engineer Phone: 561-687-8539

- A. This is a letter of intent between the bidder/offeror on this project and a CBE firm for the CBE to perform subcontracting work on this project.
- B. By signing below, the bidder/offeror is committing to utilize the above-named CBE to perform the work described below.
- C. By signing below, the above-named CBE is committing to perform the work described below.
- D. By signing below, the bidder/offeror and CBE affirm that if the CBE subcontracts any of the work described below, it may only subcontract that work to another CBE.

Work to be performed by CBE Firm			
Description	NAICS*	CBE Contract Amount†	CBE Percentage of Total Project Value
Geotechnical Engineering Service Project 9218	541330	\$7,500.00	2%

AFFIRMATION: I hereby affirm that the information above is true and correct.

CBE Subcontractor/Supplier Authorized Representative

 (Signature) **PRESIDENT** (Title) **12/7/17** (Date)

Bidder/Offeror Authorized Representative

 (Signature) **V.P.** (Title) **12/6/17** (Date)

* Visit <http://www.census.gov/eos/www/naics/> to search. Match type of work with NAICS code as closely as possible.
 † To be provided only when the solicitation requires that bidder/offer include a dollar amount in its bid-offer.

In the event the bidder/offeror does not receive award of the prime contract, any and all representations in this Letter of Intent and Affirmation shall be null and void.