



June 30, 2026

Akin Ozaydin, P.E.G.C.
Utilities Director/City Engineer
City of Cooper City
9090 SW 50th Place
Cooper City, FL 33328

**Re: Stirling Road- SW 116th Avenue to SW 106th Avenue
Water Main Improvement Project
City of Cooper City, FL
Task Order number: 040248028**

Dear Mr. Ozaydin:

Kimley-Horn and Associates, Inc., (hereinafter referred to as "Consultant" or "We"), in connection with the City of Cooper City's "Continuing Professional Consulting Services- Civil Engineering, Landscape Architecture, Transportation, Water, Wastewater, Stormwater Engineering, and Other Engineering"; RFQ 2024-1-PW is pleased to submit this proposal to the City of Cooper City, (hereinafter referred to as "City") to provide professional services. Our project understanding, scope of services, schedule, and fees are below.

PROJECT UNDERSTANDING

The intent of this project is to design and construct a new potable water main within the City of Cooper City, Florida. The proposed improvements include approximately 5,200 linear feet of 16-inch water main to be installed along the north side of Stirling Road, extending from SW 1116th Avenue to SW 106th Avenue.

This project is intended to replace aging water distribution infrastructure and improve system reliability within the corridor. As part of the proposed improvements, the existing 16-inch water main located along the north side of Stirling Road will be abandoned in place.

Kimley-Horn's professional services will include design, permitting, bidding assistance, and post-design services. This scope does not include preparation of a Basis of Design Report, hydraulic analysis, feasibility analysis, or route studies.

The design will utilize existing survey and geotechnical information provided by the City for this roadway segment. No additional survey or geotechnical services are included in the Consultant's scope of work.

SCOPE OF SERVICES

The Scope of Services for the project will be provided by the Consultant and its Sub-consultant "Zeman Consulting Group" Subsurface Utility Exploration (SUE) services.

Task 1 - Project Kick-Off and Document Research

The Consultant will prepare for and coordinate a kick-off meeting with City of Cooper City staff to introduce the project team, discuss the proposed project improvements, and develop project goals. The following items will be discussed as part of the kick-off meeting:

- Obtain existing City of Cooper City's utility/master plan information for the proposed water main design.
- Consultant will contact the Sunshine State One Call Service to determine the existing utilities which are located in the project area. Consultant will coordinate directly with the utility providers with existing infrastructure within the project area to obtain available system maps. Consultant will incorporate the approximate location of the existing underground utilities into the design plans based on readily available drawings.
- Perform a preliminary site ride to further observe existing conditions for site survey coordination.
- Discuss regulatory/permitting requirements.
- Discuss project schedule.

Task 2 - Subsurface Utility Exploration

The Consultant will engage a sub-consultant to perform the services described hereon in accordance with the Standards of Practice set forth in Chapter 5J-17.050 of the Florida Administrative Code, pursuant to Chapter 472.027 of the Florida Statutes and/or the ASCE Standard 38-02, Quality Level B and A, "Standard Guidelines for the Collection and Depiction of Existing Subsurface Utility Data".

Scope of services will include:

- 10 Vacuum Excavation-Test Holes
- Survey and Report for test holes (survey locations on state plane coordinates and vertical datum).

The sub-consultant will make every effort to vacuum excavate to a depth of eight (8) feet using high pressure air methods. However, vacuum excavation will cease when these methods are unable to progress below refusal, such as bedrock or flowable fill. The sub-consultant will not employ destructive methods, such as jackhammers or chipping hammers, to break up bedrock or other refusal within a test hole due the high risk of damage to buried utilities and safety risk to employees. Utilities deeper than 8 feet may not be found.

Basic Maintenance of Traffic (MOT) is included in the scope of services, if lane closures, permits, or MOT plans area needed, additional services will be required.

Up to 10 Vacuum Excavation test holes are included in the scope of services.

Deliverables: The following deliverables shall be provided under Task 2:

- Electronic copies of the test hole reports

Task 3 - 30% Design Submittal

During this phase, the Consultant will perform the following tasks:

- Review existing utility/master plan and meter inventory information obtained from the City. Proposed water main connection points will be determined and coordinated with the City, but pipe sizing will be provided by the City. Hydraulic modeling is not included in this scope of work.
- Contact utility owners/companies and request any available information depicting the locations and configuration of existing utilities within and around the project area.
- Perform preliminary coordination with regulatory agencies having jurisdiction over the project to discuss permitting requirements, required fees, and estimated durations for approval.
- Develop the preliminary water main layout for water service.
- The water main improvements are proposed to be located in the City's right-of-way.
- Using the field survey provided by the City, the consultant shall prepare 30% plans for the proposed water main improvements within the project area. The 30% plans will be a horizontal alignment in plan view only for coordination of the proposed approach. Profile sheets will not be included in the 30% plans.
- The 30% plans will consist of a cover sheet with location map, index of sheets and preliminary construction notes. The water system improvements will be based on City of Cooper City and/or Broward County Utility Standards.
- The Consultant shall submit 30% design submittal for City review.
- The Consultant shall attend one (1) coordination meeting with the City to address/review comments.
- The Consultant shall prepare an initial opinion of probable cost (OPC) based on the 30% design submittal.
- Overlay the latest "Stirling Road Roadway and Drainage Improvement Design" plans within the roadway segment (if applicable)

Deliverables: The following deliverable shall be provided under Task 3:

- Three (3) original sets of the 30% design submittal, together with one (1) electronic copy.
- One (1) copy of the initial OPC.

Task 4 - 90% Design Submittal

Once the 30% plans have been approved by the City, these will be used as the basis for preparing the 90% design submittal. At this point, any changes requested by the City to the approved horizontal alignment due to reasons other than unforeseen conditions will be considered additional services. The intent of this task is to further develop the 30% design submittal previously approved in Task 3 and prepare a design denoting the proposed horizontal and vertical alignments for the water main improvements as follows:

- The Consultant will prepare 90% plans that will further refine the horizontal alignment of the proposed water main system, incorporate 30% review comments, and develop profile views showing the preliminary vertical alignments in reference to existing utilities.
- The profile views will provide the “best available” locations, depths and sizes of existing underground utilities that cross and may be in potential conflict with the proposed water main. The Consultant will coordinate with the City on the use of SUE as described in Task 2 to further identify the horizontal and vertical locations of the conflicting utilities as needed.
- The 90% plans will include water system components such as valves and fire hydrants as well as typical detail(s) for water services (if applicable).
- The 90% plans will include preliminary roadway restoration plans identifying the limits of the roadways that will be impacted by utility improvements, roadway restoration/construction details, stormwater pollution prevention plan details, and signing and pavement marking details. Stormwater and landscaping improvements are not included as part of this scope of work but can be provided as an additional service.
- The Consultant shall submit the 90% design submittal for City review.
- The Consultant will prepare bid documents that will include technical specifications and bid form. The Front-End contract documents will be provided by the City.
- The Consultant will attend one (1) coordination meeting with the City to address/review comments.
- The Consultant will update the OPC.

Deliverables: The following deliverables shall be provided under Task 4:

- Three (3) original sets of the 90% design submittal, one (1) electronic copy.
- One (1) copy of the Bid documents, electronic copy in PDF and Word
- One (1) copy of the updated OPC.

Task 5 – Final Design Submittal

Once the 90% plans have been approved by the City, these will be used as the basis for preparing the final design submittal. At this point, any changes requested by the City to the approved horizontal alignment due to reasons other than unforeseen conditions will be considered additional services. The intent of this task is to finalize the plans as follows:

- Incorporate 90% design drawing review comments.
- Adjust the proposed horizontal and vertical alignments to reflect the SUE findings.
- The Consultant shall submit the final plans for City review. The Final design submittal will include the bid documents and design plans. The design drawings shall be submitted on 11” x 17” plan sheets.
- The Consultant shall finalize the OPC.
- Once comments are addressed, or if no comments or corrections are necessary, the Consultant shall submit the Final design submittal to the City.

Deliverables: The following deliverables shall be provided under Task 5:

- Three (3) original sets, signed and sealed of the Final Plans (24" x 36" plan sheets) and Bid Documents, with one (1) electronic copy.
- CAD files of the final plans
- One (1) copy of the final OPC.

Task 6 - Permitting

The Consultant will prepare and submit applications, supporting documents and plans for review by the following agencies:

- City of Cooper City Utilities Department - Review of plans for water main improvement work and coordination with the City Staff.
- Broward County Traffic Engineering Division (BCTED) - Review of plans for signing and marking throughout the project area.
- Florida Department of Environmental Protection (FDEP) – Application for the proposed water main construction permit. FDEP Form 62-555.900(7) - Notice of Intent to Use the General Permit for Construction of Water Main Extensions for PWS.
- The Consultant will prepare permit application packages for submittal to the regulatory agencies associated with the water main improvements. Permit applications will require City signatures and all permitting fees will be paid by the City.
- The Consultant shall respond to reasonable permit comments from the regulatory agencies.
- No portion of the proposed water main is located on roadways owned by Broward County. Permitting through Broward County Highway Construction and Engineering Division (BCHCED) is not included in this scope of work.

Deliverables: The following deliverables shall be provided under Task 6:

- Permit application packages for signature by the City.

Task 7 – Limited Bidding Assistance

- The Consultant will prepare an agenda and attend a pre-bid meeting. The Consultant shall respond to questions from prospective bidders.
- The Consultant will provide supplemental information to prospective bidders during the bidding process. Addendums will be issued by the City.
- The Consultant will review bids to determine the most responsible and responsive bidder and provide the City with a recommendation for award of the construction contract.

Task 8 - Post Design Services

The following scope is based on an eight (8) month construction duration and on the post design hours shown below for this task.

- The Consultant will attend and prepare minutes for a pre-construction meeting.

- The Consultant will review shop drawings, product data, cut sheets, and submittals to determine compliance with the drawings and specifications, and recommend submittal action to the City.
- The Consultant will make periodic site visits for the purpose of determining general compliance with the approved project plans and specifications. Site visits will be performed by the Consultant's inspector. Four (4) site visit per month estimated at three (3) hours per visit. Assume thirty-two (32) site visits. The Consultant will provide site reports for each visit.
- The Consultant will provide responses to Requests for Information (RFI's). Assumes 10 RFI's.
- The Consultant will assist the City with review of the Contractor's payment applications and provide comments and/or recommendations. Assumes 8 payment application reviews.
- As part of activating any new water distribution system improvements, coordination with the Florida Department of Environmental Protection (FDEP) will be required to confirm the new system has been pressure tested and disinfected properly. The Consultant will assist the City in developing permit coordination packages to submit for FDEP clearance. Permit packages will require City signatures, and all permit fees will be paid by the City. The Consultant will review As-built drawings prepared, provided, and certified by the Contractor for incorporation into the FDEP clearance packages.
- Once the Contractors advise that their project is substantially complete, the Consultant will participate in a substantial completion walk through and prepare a project punch list.
- Once the Contractors advise that the project punch list is complete, the Consultant will participate in a final completion walk through to confirm items have been addressed.
- In addition to the FDEP clearance packages, the Consultant will coordinate closing permits with the other agencies listed in Task 6.

Task 9 – Contingency Services

Contingency services as requested by the City outside of items defined within the scope above, including but not limited to additional engineering services, environmental services, or additional design services. All work under this task will be billed on an hourly not to exceed basis.

PROJECT ASSUMPTIONS

- City will provide access to site.
- City will provide and coordinate complete Front-End documents.
- Water main specifications and details will be based on City of Cooper City or Broward County Standards.
- City will provide all permit application fees.

ADDITIONAL SERVICES

The Consultant will provide, as requested and authorized by the City. These services may include but are not limited to such items as the following:

- Attendance at Progress Meetings during construction

- Post Design services beyond the anticipated eight (8) month construction duration
- Relocations/modifications of existing City utilities other than the proposed water main improvements
- Sketch and legal drawings
- Surveying
- Tree Arborist Report
- Roadway and/or sidewalk design/improvements other than site restoration for the proposed water main improvements.
- Drainage design/improvements.
- Landscaping and irrigation design/improvements
- Hydraulic modeling
- Development of Record Drawings
- Public Outreach Program

PROJECT SCHEDULE

We will provide our services within a reasonable length of time to meet a mutually agreed upon schedule.

METHOD OF COMPENSATION

The Consultant will accomplish the services outlined in Tasks 1 through 9 for an amount not to exceed \$286,555.00. The following task items represent a breakdown of the proposed fee for reference:

Task	Task Description	Lump Sum Fees	Hourly NTE Fees
1	Project Kick-Off and Document Research	\$8,700	N/A
2	Subsurface Utility Exploration	\$12,895	N/A
3	30% Design Submittal	\$37,825	N/A
4	90% Design Submittal	\$77,440	N/A
5	Limited Bidding Assistance	\$35,810	N/A
6	Permitting	\$22,980	N/A
7	Bidding Assistance	\$5,890	\$10,000
8	Post Design Services	\$66,015	
9	Contingency Services	N/A	\$19,000
	Subtotal	\$267,555	\$19,000
Total		\$286,555.00	

CLOSURE

The terms and conditions of the City of Cooper City's Request for Qualifications (RFQ) City of Cooper City's "Continuing Professional Consulting Services- Civil Engineering, Landscape Architecture, Transportation, Water, Wastewater, Stormwater Engineering, and Other Engineering"; shall govern this scope of services.

If you concur with the foregoing and wish to direct us to proceed with the aforementioned services, please issue a Notice to Proceed in writing to the Consultant. Fees and time stated in this agreement are valid for sixty (60) days after the date of issuance by the Consultant.

We appreciate the opportunity to propose these services to you.

Very truly yours,

KIMLEY-HORN AND ASSOCIATES, INC.



George Balaban, P.E.
Vice President

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Kimley»Horn		WORK PLAN - FEE SCHEDULE													
Stirling Road-SW 116th Avenue to SW 106th Avenue								SHEET:							
CLIENT: City of Cooper City								PROJECT NO.							
George Balaban								DATE:		06/30/26					
DESCRIPTION:	Principal	Senior Project Manager	Project Director	Senior Engineer	Project Engineer	Engineer Intern	Designer	CAD Technician	Construction Specialist	Inspector	Admin	SUE Sub	Expenses or Misc. Services	Line Total	Task Total
Task 1 - Project Kick-off															
Kick-off Meeting		4			5						2			\$2,320.00	
Document Research		6			20									\$5,450.00	
Preliminary site ride		2			2									\$930.00	
Total-TASK 1															\$8,700.00
Task 2 - Subsurface Utility Exploration															
SUE Services (InfraMap), Estimate 10 test holes												\$9,500		\$9,500.00	
Coordinate with SUE subconsultant		4			6	6					1			\$3,395.00	
Total-TASK 2															\$12,895.00
Task 3 -30% Design Submittal															
Review existing master plan information		6									2			\$1,920.00	
Contact/coordinate with utility companies		4			6	15					1			\$4,925.00	
Preliminary coordination with permitting agencies		2			6						1			\$1,825.00	
Develop 30% submittal in plan view only		4		10	40	70								\$22,900.00	
Finalize 30% design submittal and submit to the City		2				20								\$3,950.00	
Meet with City to review 30% design submittal		3												\$825.00	
Develop Opinion of Probable Cost (OPC)		2			4	1								\$1,480.00	
Total-TASK 3															\$37,825.00
Task 4 - 90% Design Submittal															
Incorporate 30% review comments		10			20	20								\$9,950.00	
Incorporate existing utility information		10			30	40								\$15,250.00	
Develop 90% construction drawings in plan and profile.		10		10	40	50								\$21,150.00	
Develop roadway restoration and signing and marking plans		10			30	30								\$13,550.00	
Develop stormwater pollution prevention details.		2				10								\$2,250.00	
Develop bid form and specification package		10			20						2			\$6,820.00	
Finalize 90% design submittal and submit to the City		2									2			\$820.00	
Meet with City to review 90% design submittal		4									1			\$1,235.00	
Submit 90% construction drawing packages to permitting agencies		4			10	10					2			\$4,970.00	
Provide updated OPC		2			4						1			\$1,445.00	
Total-TASK 4															\$77,440.00
Task 5 - Final Design Submittal															
Incorporate 90% review comments		4			10	10								\$4,700.00	
Incorporate SUE information		5			10	20								\$6,675.00	
Incorporate permit agency review comments		4			20	30								\$10,000.00	
Develop final construction drawings		10			20	30								\$11,650.00	
Finalize OPC		1			2									\$655.00	
Prepare final design submittal and submit to the City for bidding		2												\$550.00	
Assist City with finalizing bid document for bidding		2			4						2			\$1,580.00	
Total-TASK 5															\$35,810.00
Task 6 - Permitting															
City of Cooper City plan review submittal		4		4	8	8								\$4,900.00	
Broward County Traffic Engineering Department plan review submittal		6		6	10	10								\$6,630.00	
Florida Department of Environmental Protection permit applications		6		8	8	15								\$7,560.00	
Submit and coordinate permitting packages for signatures		4		6	6						2			\$3,890.00	
Total-TASK 6															\$22,980.00
Task 7 - Limited Bidding Assistance															
Attend pre-bid meeting		2			2									\$930.00	
Respond to reasonable RFIs		4			8						2			\$2,890.00	
Provide bid evaluation/recommendation		2			8									\$2,070.00	
Total-TASK 7															\$5,890.00
Task 8 - Post Design Services (Based on 240 day construction contract)															
Attend pre-construction meeting		2		2						2				\$1,300.00	
Shop drawing review		8			30									\$7,900.00	
Perform site visits - 4 visits/month, 3 hours/visit, 32 visits		20								96				\$19,420.00	
Respond to RFIs - 10 reviews		10		10	20									\$8,850.00	
Review pay applications - 8 reviews		8			8					16				\$6,040.00	
Prepare and submit certification packages for regulatory agencies		5			10	10					4			\$5,515.00	
Review As-Built drawings		4		6	6					10				\$5,070.00	
Perform substantial completion walk through and provide punch list		6		6						6				\$3,900.00	
Perform final site walk		2		2						2				\$1,300.00	
Permit close out process		6		10	10					6				\$6,720.00	
Total-TASK 8															\$66,015.00
Task 9 - Contingency Services															
Total-TASK 9													\$19,000	\$19,000.00	\$19,000.00
TOTAL HOURS	0	230	0	80	443	405	0	0	0	138	25	\$9,500.00	\$19,000.00		
LABOR RATE (\$/HOUR)	290.00	275.00	260.00	230.00	190.00	170.00	165.00	145.00	200.00	145.00	135.00	1.0	1.0		
SUBTOTAL	\$0.00	\$63,250.00	\$0.00	\$18,400.00	\$84,170.00	\$68,850.00	\$0.00	\$0.00	\$0.00	\$20,010.00	\$3,375.00	\$9,500.00	\$19,000.00		
PAGE TOTAL	\$286,555.00													\$286,555.00	\$286,555.00