

Exhibit A – Scope of Services

SW 49th Street Culvert Replacement and Roadway Restoration for Owner's Representative Services

Work Order No. 2023-01

May 25, 2023

Project Description:

The Consultant will provide on-call professional consulting services to serve as Owner's Representative to the City of Cooper City (City) for the preparation of a Design Criteria Package (DCP), purchasing and construction administration for the Design Build (DB) replacement of the existing SW 49th Street Culvert.

Scope of Services:

The Corradino Group, Inc. (Corradino) as the City's Consultant for Owner's Representative services will provide the Scope of Services as outlined below.

Task 1. Project Management

CORRADINO will provide project management of its team resources that includes the performance of a kick-off meeting, collection and review of available project data, performance of monthly progress schedules, and performance of monthly project reports as part of the services rendered to provide effective overall quality control of all deliverables.

Subtask 1.1 Kick-off Meeting and Project Delivery Plan

The Kick-Off Meeting will confirm City's goals and objectives, identify roles, responsibilities, and communication protocols for project team members, identify critical success factors, discuss the overall project scope, deliverables, schedule, and critical milestones.

A Draft Project Delivery Plan will be established at the outset prior to the kick-off meeting to provide a documentation of these elements and form a basis of discussion for the kick-off meeting. Following the kick-off meeting the Final Project Delivery Plan will be distributed that formalizes any clarifications or changes resulting from the kick-off meeting.

Deliverables:

- Kick-Off Meeting Agenda (printed and via electronic delivery in .pdf format)
- Kick-Off Meeting Summary (via electronic delivery in .pdf format)
- Project Delivery Plan Draft and Final (printed and via electronic delivery in .pdf format)

Subtask 1.2 Coordination and Progress Reporting

Weekly project updates will be provided and discussed with City in an informal manner via email and phone correspondence. These updates will provide a 2-week look ahead that documents: 1) the work performed for the current week; 2) work anticipated for the upcoming 2-weeks; 3) upcoming project delivery milestones; and 4) known or potential issues and risks requiring resolutions with responsible parties.

Monthly progress reports will be submitted along with the monthly invoice. Issues for resolution by the City, Corradino or third party will be presented along with identification of potential risks to schedule or intended project scope of work. If corrective actions are required for schedule or project risks a recovery and action plan will be provided for City review, comment, and concurrence prior to initiating such changes.

Deliverables:

- Weekly Updates with 2-week look ahead (via email and phone discussions)
- Monthly progress schedule updates in MS Project Online (via electronic delivery in .pdf format)
- Monthly progress reports (via electronic delivery in .pdf format)
- Monthly progress invoices (via electronic delivery in .pdf format)

Task 2. Design Criteria Package Development

Subtask 2.1 Topographic Survey

Our subconsultant MILLER LEGG shall be responsible for the preparation of a Topographic Survey of the Culvert Replacement limits along SW 49th Street. Survey shall show above-ground improvements: including evidence of utilities, sanitary and storm sewer structure rims, elevations, and traffic signs. Also, trees within the project limits will be located along with trunk diameters of 3 inches and larger with approximate heights, and canopy spreads. Topographic elevations will be measured at 50-foot intervals within the Culvert Replacement rights-of-way. Survey will depict lot lines, abbreviated legal descriptions (Lot, Block, Plat Book and Page) and the existing easements per plat of record. Any other easements by instrument will be plotted on the survey if provided to this surveyor.

The surveying services will include the following:

1. Survey shall show the platted Right of Way lines.
2. Above ground improvements such as buildings, roadways, pavement, sidewalks, traffic striping, walls, fences, surface utilities.

3. Elevations shall be shown relative to NAVD 1988 datum.
4. Survey shall be referenced to the Florida State Plane Coordinate System (NAD83/11).
5. Elevations shall be shown at an interval of approximately 50 feet, including intermediate changes in grade.
6. A survey baseline shall be established along SW 49th Street.
7. Establish horizontal and vertical control along SW 49th Street at 500' interval maximum.
8. Location of underground utilities is based on site observation only. Consultant cannot guarantee that all utilities will be located.

Subtask 2.2 Geotechnical Services

Our subconsultant WIRX Engineering, LLC. shall be responsible for providing the geotechnical engineering services of the corridor limits. This includes preparation of a geotechnical study to obtain information on the general subsurface soil conditions at the project site. The subsurface materials encountered will then be evaluated with respect to the available project characteristics. In this regard, engineering assessments for the following items will be formulated:

- Identification of the existing groundwater levels and estimated normal seasonal high groundwater fluctuations.
- General location and description of potentially deleterious materials encountered in the borings which may have an impact on the proposed construction.
- Existing pavement and base layer thicknesses.
- General geotechnical recommendations for the proposed construction.
- Lighting foundation design soil parameters.

The following services will be performed:

- Site reconnaissance and stake boring locations.
- Request utility location services from Sunshine 811.
- Obtain City of Cooper City ROW/MOT permits to perform the requested services within the existing roadway, if required.
- Provide Maintenance of Traffic in accordance with Florida Department of Transportation (FDOT) Standard Indices, as needed.
- Perform Standard Penetration Test (SPT) borings as described in the attached geotechnical proposal.
- Visually classify and stratify soil samples in the laboratory using the Unified Soil Classification System and conduct a laboratory testing program.
- Report the results of the field exploration and engineering analysis.

Deliverables:

- Results of the subsurface exploration will be presented in a written report signed and sealed by a professional engineer specializing in geotechnical engineering. (printed and via electronic delivery in .pdf format)

Subtask 2.3 Design Criteria Package

The Design Build Criteria Package shall incorporate the following key elements:

- **Scope of Work/Design & Construction Requirements** That provides a general narrative overview of the: 1) purposes of the project; 2) objectives of the work to be performed; 3) scope of site design and construction work; 4) scope of permitting that is anticipated.
- **Conceptual 30-Percent Design** that includes a set of conceptual design plans for the Culvert Replacement, within the existing culvert infrastructure limits and hydraulic requirements.
- **Design-Build Selection Criteria** that defined the criteria in which the City will advertise and select a Design-Builder for performance of the work. This will incorporate the definition of Minimum Qualification Requirements for Firms Providing Design-Build Services. This is anticipated to be developed in coordination with the City as part of the project initiation and City Procurement meetings.
- **Design-Build Technical Requirements** that provides such criteria as the hydraulic performance, elevational constraints, structural design, project limits, roadway, maintenance of traffic, site restoration and other minimum requirements to be incorporated in design. This will include a technical specifications package consistent with current City standards.
- **Design-Build Contractual Requirements** that provide the basis of a contractual agreement between the City and the awarded Design-Builder. This will be based on adopted City "Front End Documents" for inclusion with technical specifications as consistent with current City standards.
- **Preliminary Permitting Requirements and Agency Regulations** that outlines the known regulatory agencies that the Design-Builder will need to complete permitting and coordination of efforts with. This will include any preliminary supporting information available at the time of procurement.

Deliverables:

- Sealed Survey (printed and via electronic delivery in .dwg and .pdf format)
- Geotechnical Data Report (printed and via electronic delivery in.pdf format)
- Draft - Design Criteria Package (printed and via electronic delivery in.pdf format)
- Final - Design Criteria Package (printed and via electronic delivery in.pdf format)

Task 3. Owner's Representative Services

Subtask 3.1 Bidding and Administrative Services

Work to be provided to facilitate the advertisement of the contract and selection of a Design-Builder includes:

- **Advertisement and Public Announcement Procedures** assistance to the City with the packaging of the supporting documents consistent with City procurement requirements. This process will follow Florida statutes for Design-Builder selection.
- **Pre-proposal Meeting** conducted with the Design-Build proposers to provide an overview of the project, project requirements and selection process. As part of this effort will be conducting a mandatory pre-proposal site visit for any prospective Design-Builders.
- **Response to Proposers Questions** will be as requested by the City with responses provided back to the City for distribution to proposers.
- **Proposals Review and Recommendation for Award** that includes review and rank the proposals per the evaluation criteria as identified in the Design Build Criteria Package. This will include the certification of received proposals and verification of competitive selection.

Deliverables:

- Meeting Agendas and Minutes (via electronic .pdf format)
- Response to Requests for Information (via electronic .pdf format)
- Review of Design and Construction Submittals (via electronic .pdf format)
- Weekly Construction Inspection Reports (via electronic .pdf format)
- Closeout Letter of Recommendation (via electronic .pdf format)

Basis of Scope:

- This scope of services includes up to 4 meetings with the City of Cooper City. If additional meeting attendance is requested, these services will be provided as an additional service agreement. These meetings include:
 - Project initiation meeting to establish communications, roles and key action items.
 - City procurement meeting to review the design-build procurement issues.
 - Design criteria package and procurement documents review.
 - Pre-proposal meeting to present to potential Design-Builders
- This scope of services does not include any related agency fees. Any application fees will be the responsibility of the City or Design-Builder.
- Project budget is defined as related anticipated schedule. Schedule delays by City or third parties may result in the need for additional services and budget to be provided.

- City will provide copies of all previous design plans, permits and related studies of the existing bridge culvert that have been completed to date for inclusion or reference as part of the DCP.
- Construction Administration and Closeout Services are not included in this budget and are anticipated to be determined in collaboration with City prior to initiation of construction.
- Design-Build advertisement, procurement and contract documents will be based, to the extent possible, on FDOT alternative delivery procedures as may be consistent with City procurement procedures and construction contract "General Conditions".
- City's updated General Conditions and standard construction procurement documents will be provided by the City at the project initiation meeting prior to start of work.
- Structural Engineering Design services are limited to defining the design requirements for the new culvert replacement.
- Agency stakeholder coordination is limited to general coordination. Permitting services will be a requirement of the design build contractor.