

PROPOSED SCOPE OF SERVICES
TOWN OF LAKE PARK
ILEX COURT GREEN INFRASTRUCTURE
AND STORMWATER IMPROVEMENTS
MARCH 9, 2026

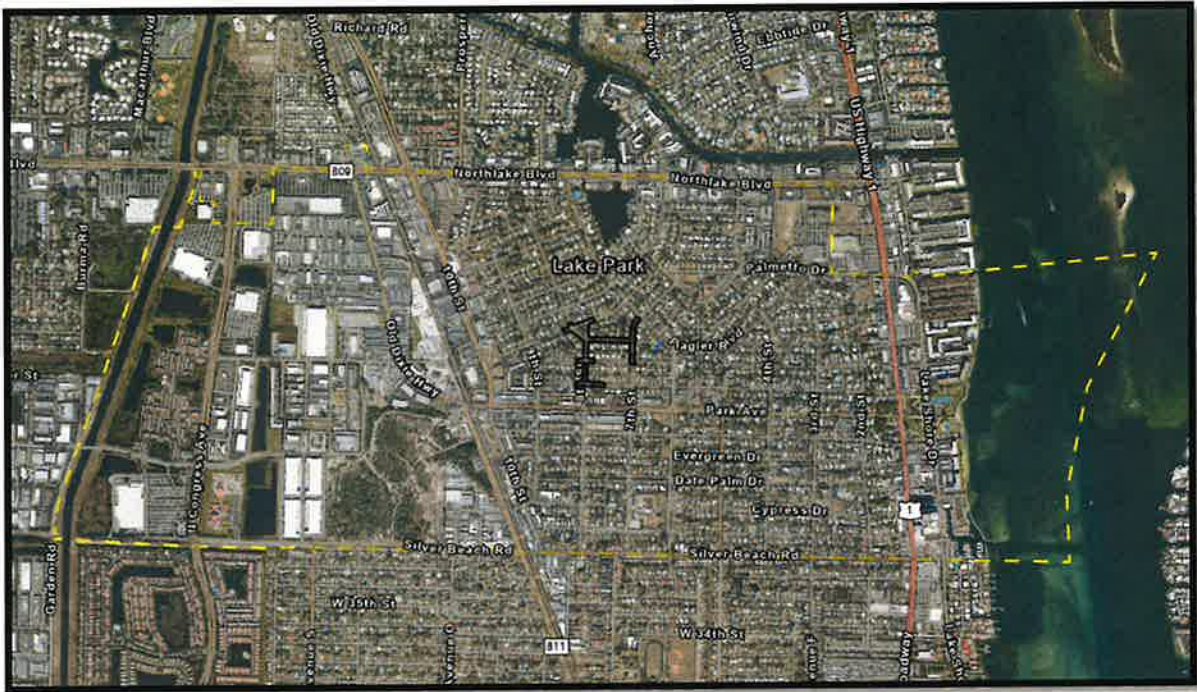


Figure 1 - Project Location Map, Lake Park, FL

PART 1 BACKGROUND

The Town of Lake Park, FL, (the Town) Public Works Department is planning to implement stormwater improvements in the vicinity of Ilex Court and 8th Street (the Project). This area has historically been vulnerable to flooding during storm events.

A conceptual design of the stormwater improvements was put forth by Water Resources Management Associates, Inc. (WRMA). The conceptual design intends to provide the Town with the following:

- Upsizing of the existing stormsewer pipeline along Ilex Ct and 8th St from 15-inch to 24-inch diameter (to match the downstream pipeline at Greenbriar Dr)
- Installation of green infrastructure including bioswales and sub-surficial stormwater chambers at select locations within the right-of-way
- Comprehensive site improvements including grading, street resurfacing, sidewalk improvements, landscaping, recreational park retrofits.

The following scope of services are proposed for preparation and permitting of the stormwater improvement construction documents.

PART 2 SCOPE OF SERVICES

Task 1.0 – Project Administration and Meetings

➔ 1.1 Progress Meetings

The WRMA project manager will schedule and attend meetings with the Town project manager as project milestones are achieved (60/90/100% completion), or as necessary for coordination of certain Project tasks herein. The progress meetings shall be virtual unless otherwise noted via correspondence. Select additional staff from WRMA, its subconsultants, and the Town may be required to attend the meetings based on the needs of the Project.

➔ 1.2 Permit Agency Meetings

WRMA will coordinate with permitting agencies (SFWMD) as necessary to conduct meetings between the Town, WRMA, and applicable agencies to discuss permit related issues.

Task 2.0 – Discovery and Records Research

➔ 2.1 Collection of Utility As-Built Data

WRMA shall communicate with the Town and utilities as necessary to obtain as-built information for existing utilities in project area (vicinity of Ilex Court and 8th Street). As-Built information will be analyzed during the preliminary engineering design phase to locate potential utility conflicts during the siting of proposed stormwater infrastructure.

➔ 2.2 Coordination of Topographic Survey and Utility Exploration

WRMA shall coordinate with the designated project surveyor to deploy and collect all pertinent field topographic, tree and boundary data in relation to above ground surface features, curbing, roadways, sidewalks, and surficial utilities.

The licensed professional surveyor of record for this project shall deploy and perform a topographic and tree survey of the project limits as defined by the WRMA. The survey shall depict property and/or Right-of-Way boundaries with respect to the project location. The surveyor shall establish horizontal and vertical control on the project area referenced to NAD83 State Plane, and NAVD 88. All survey control shall be shown on the project survey deliverable.

Collection of field survey data will be necessary to create an accurate topographic and utilities basemap of the existing conditions within the project limits, to provide information for detailed design engineering and for identifying the need for potential utility relocations or identifying temporary service disruptions during construction.

The surveyor shall conduct a Subsurface Utility Engineering (SUE) survey of the site. The following SUE Scope of Services Applies to the project area:

ASCE Quality Level B - Utility Designation

- Surveyor to provide an ASCE 38-02 Quality Level B (QLB) utility investigation (utility designates) to depict existing utilities within the vicinity of the project area on Ilex Court.

- This QLB investigation includes direct induction of toneable subsurface utility facilities from surface accessible features, and Ground Penetrating Radar sweep for non-toneable facilities.
- The surveyor shall provide survey and location of utility designates using network corrected GNSS surveying methods tied to project control.

➔ 2.3 Coordination of Geotechnical Investigations

WRMA shall coordinate with the designated Geotechnical Consultant to determine the characteristics of the native/existing soils and potential exfiltration rates of the proposed subsurface stormwater facilities.

The Geotechnical Consultant shall mobilize drilling equipment and drilling crews to the project site to perform field drilling, collect samples, and perform field tests, to include the following:

- Two (2) SPT borings to a depth of 10 feet below existing grade
- Two (2) corrosion series tests from borings above SPT borings, at 2- to 4-foot depth
- Two (2) borehole permeability tests
- Nine (9) roadway pavement cores down to the bottom of the compacted base rock layer

WRMA will coordinate with the Geotechnical Engineer on locations of all borings and testing to be collected. Findings of the geotechnical investigation shall be provided to WRMA in a summary Geotechnical Engineering Report signed and sealed by a Florida Professional Engineer.

Summary of Task 2.0 Deliverables:

- 1) Copies of Topographic and Utility Surveys
- 2) Copy of Geotechnical Report

Task 3.0– Engineering Design Services

➔ 3.1 Hydrologic & Hydraulic Modeling

The objective of the hydrologic & hydraulic modeling activity is to determine the hydrologic response of the catchment area, the volume of excess stormwater runoff, and the extents of surficial flooding based on proposed conditions. This shall facilitate the sizing and placement of the GI swales and sub-surficial storage system within the Town's Right of Way. More specifically, the modeling will support the following:

- Validation of conceptual stormwater layout (GI, inlets, chambers, pipelines)
- Determination of exfiltration rates
- Determination of detention system controls
- Determination of adjacent drainage basin overflows
- Optimization of hydraulic grade line
- Calculation of flood stage/volume reduction
- Permit documentation

➔ 3.2 Engineering Design (60% to 90%)

This task shall advance the preliminary (60%) design plans. Design comments from the previous 60% Design Plan Set submittal will be addressed. WRMA will then review the results of the hydrologic & hydrologic modeling and following the above revisions WRMA shall prepare the finalized horizontal and vertical layout of all proposed site and drainage infrastructure, considering existing utility clearances. WRMA shall communicate and coordinate with existing utility providers to resolve potential utility conflicts with the proposed facilities.

Using the finalized layout, WRMA shall update the quantity takeoffs and provide the Town with an updated construction cost estimate (Engineer's 90% Opinion of Probable Cost).

➔ 3.3 Landscape Architectural Design

The designated landscape architect shall develop final landscape plans for the project site. Plans will identify the quantity, quality, species, spacing, and specifications of all proposed plant materials. The landscape architect shall develop final planting plans for the proposed Bioswales. Bioswale plans will identify the proposed location of all transitional and aquatic plant materials. Bioswale plans will include tabular data and general notes in accordance with industry standards. The Bioswale plans will also identify any existing trees or palms that may require relocation from within the Bioswale planting areas. Bioswale plans will be coordinated with the project Civil Engineering plans prepared by WRMA.

➔ 3.4 Final Engineering (90% to 100%)

This task shall advance the pre-final (90%) design plan into a 100% bid-ready (signed & sealed) package. Design comments from the previous 90% Design Plan Set submittal will first be addressed. WRMA will proceed to compile all relevant design details and technical specifications using the Town's standard specifications and applicable third-party product specifications (e.g., StormTech Chamber System). The Final 100% complete plans shall include a detailed planting and restoration plan for post-construction restoration including sod, trees and plantings per the Town's landscaping and Right-of-Way requirements.

With the 100% final design plan, WRMA shall update the quantity takeoffs and provide the Town with an updated construction cost estimate (Engineer's Final Opinion of Probable Cost).

Summary of Task 3.0 Deliverables:

- 1) 60% Design Plan Set with EOPC
- 2) 90% Design Plan Set with EOPC
- 3) 100% Design Plan Set with EOPC (Signed & Sealed)

Task 4.0 Permitting

➔ 4.1 SFWMD General Permit Application

WRMA shall schedule a Pre-Application Meeting with the South Florida Water Management District (SFWMD) at the Project's initiation to address any concerns and/or requirements of the design phase that may impact project construction implementation.

Following the submittal of the 60% Design Plan Set to the Town, WRMA shall prepare an online



Environmental Resource Permit (ERP) application for the project, with associated mapping exhibits and H&H model documentation.

WRMA shall respond to any requests for additional information (RAIs), and coordinate with the Town on any significant permit-related issues.

The Town shall be responsible for payment of any project related permit application or processing fees for the SFWMD and/or other regulatory agency permits as needed for the construction of the Project.

A Permit Approvals package will be submitted to the Town upon acquisition of all necessary permits.

Task 5.0 Pre-Construction Services

➔ 5.1 Provide Support for RFIs During Bidding

WRMA shall provide responses to contractor RFIs during the Town’s formal contractor procurement process.

➔ 5.2 Attend Pre-Bid Conference and Provide Addenda

WRMA shall attend the Town’s Pre-Bid Conference, and prepare written addenda as needed during the contractor procurement process.

➔ 5.3 Review Bids and Provide Recommendation of Award

WRMA shall provide a written recommendation of award following review of submitted contractor bid responses during the contractor procurement process.

Summary of Task 5.0 Deliverables:

- 1) RFI Responses as needed or directed by Town
- 2) Written Addenda as directed by Town
- 3) Written Recommendation of Award

Task 6.0– Additional Services Contingency

➔ 6.1 Additional Professional Services and Utility Testholing

A dedicated budget for additional services required to complete the Project work is provided. The budget for this task will be utilized on an as-needed basis commencing upon issuance of a Notice to Proceed. Additional services may include but are not limited to:

- Sub-surface utility test holes where existing record information is incomplete or conflicting.
- Additional engineering design services for additional services if requested

END OF SCOPE OF SERVICES



EXCLUSIONS

The Scope of Services excludes work not mentioned above, including, but not limited to the following:

- a) Water Quality Monitoring Station Design or Installation
- b) Scanning of Historical Hard Copy or Original As-built or Record Drawings
- c) Construction Management Services, Testing Services and Regular (or daily) Inspection Services
- d) Biological/ecological Evaluations
- e) Wetland Delineations
- f) Assessment of threatened or Endangered Species
- g) Seagrass or Benthic Zone Assessments
- h) Water Sampling and Testing
- i) Contamination Assessments
- j) Easement/Property Acquisition or Appraisal Services
- k) Traffic Studies

PART 3 OWNER RESPONSIBILITIES

The Town of Lake Park grants WRMA access to enter Town-owned and/or -maintained properties and buried stormwater assets for the purpose of conducting field verifications, condition assessments and/or inspections in relation to the activities described in the scope of services indicated herein. The Town of Lake Park grants WRMA access to digital data including but not limited to GIS data, as-built records, easements of record, CADD files, models, internal reports, inspection reports and other relevant data for the purposes of executing the scope of services.

PART 4 PERIODS OF SERVICE

Based on the Notice to Proceed (NTP) to Final Completion of Services. WRMA shall complete the scope of services within the specified grant deadlines.

Task ID	Anticipated Completion
Task 1.0 – Project Administration and Meetings	N/A
Task 2.0 – Discovery and Records Research	90 days from NTP
Task 3.0 – Engineering Design Services	180 days from NTP
Task 4.0 – Permitting	180 days from NTP
Task 5.0 – Pre-Construction Services	TBD
Task 6.0 – Additional Services Contingency	N/A



PART 5 FEES

The proposed Not-to-Exceed Fee for this project is **\$ 99,373.00**. This fee includes all direct labor, reimbursable expenses, and subconsultant fees necessary to complete the work.

Note that monthly progress billings are not tied to deliverables. Some tasks may require multiple billing periods prior to provision of 100% complete deliverables. Progress billings will be allowed prior to the submission of completed deliverables.

A task-by-task breakdown of all fees is provided.



TOWN OF LAKE PARK, FL
 Ilex Court Green Infrastructure and Stormwater Improvements
 Proposed Fee Schedule

March 2026

TASK ITEM AND DESCRIPTION	Hourly Budget				Total Hours	Direct Labor Fee	Reimbursable Direct Expenses	Subconsultant Fees	Contingencies	SubTask Fees	Task Fees
	Senior Project Manager / Engineer	Associate Engineer	Staff Engineer	Engineer							
	\$175.00/hr	\$145.90/hr	\$140.00/hr	\$110.00/hr							
Task 1.0 - Project Administration and Meetings											\$ 3,400.00
1.1 Progress Meetings	8	8			16	\$ 2,720.00				\$ 2,720.00	
1.2 Permit Agency Meetings	2	2			4	\$ 680.00				\$ 680.00	
Task 2.0 - Discovery and Records Research											\$ 32,990.00
2.1 Collection of Utility As-Built Data		2			2	\$ 330.00				\$ 330.00	
2.2 Coordination of Topographic Survey and Utility Exploration		2			2	\$ 330.00		\$ 21,000.00		\$ 21,330.00	
2.3 Coordination of Geotechnical Investigations		2			2	\$ 330.00		\$ 11,000.00		\$ 11,330.00	
Task 3.0 - Engineering Design Services											\$ 45,190.00
3.2 Hydrologic & Hydraulic Modeling	4	8	40		52	\$ 7,620.00				\$ 7,620.00	
3.3 Intermediate Engineering (60% to 90%)	4	80	24	8	116	\$ 18,140.00				\$ 18,140.00	
3.4 Landscape Architectural Design	2	4			6	\$ 1,010.00		\$ 8,000.00		\$ 9,010.00	
3.5 Final Engineering (90% to 100%)	4	40	16	8	68	\$ 10,420.00				\$ 10,420.00	
Task 4.0 - Permitting											\$ 5,690.00
4.1 SFWMD General Permit Application	16	16			32	\$ 5,440.00	\$ 250.00			\$ 5,690.00	
Task 5.0 - Pre-Construction Services											\$ 2,875.00
5.1 Provide Support for RFIs During Bidding	4	4			8	\$ 1,360.00				\$ 1,360.00	
5.2 Attend Pre-Bid Conference and Provide Addenda	2	2			4	\$ 680.00				\$ 680.00	
5.3 Review Bids and Provide Recommendation of Award	1	4			5	\$ 835.00				\$ 835.00	
Task 6.0 - Additional Services Contingency											\$ 9,228.00
6.1 Additional Professional Services and Utility Testholing					0	\$ -			\$ 9,228.00	\$ 9,228.00	
TOTAL FEES NOT TO EXCEED						\$ 49,895.00	\$ 250.00	\$ 40,000.00	\$ 9,228.00	\$ 99,373.00	\$ 99,373.00

**Proposal Agreement for Professional Engineering & Design Services
between the Town of Lake Park and Water Resource Management Services for
Ilex Court Green Infrastructure and Stormwater Improvements in amount of \$99,373.00**

TOWN OF LAKE PARK

ATTEST:

By: _____
Vivian Mendez, Town Clerk

Date: _____

By: _____
Roger Michaud, Mayor

Date: _____

WATER RESOURCES MANAGEMENT ASSOICATES, INC.

250 Tequesta Drive
Suite #302
Tequesta, Florida 33469

By: _____
Raul Mercado, WRMA

Its: President
Title

Raul M. Mercado, P.E.
Written Name

Date: _____