



Budget Amendment Form

Department : Stormwater Capital	Date: 7/15/2024
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Fund(s) to be changed: Stormwater Capital Fund

GL Account	GL Line Item	Project #:	Transfer to:	Transfer from:
340.36.538.6307	Conceptual Roadway Design	SW24-08	\$ 69,694.29	
340.00.384.3841	Loan/Debt Proceeds (Line of Credit)			\$ 69,694.29
			\$ 69,694.29	\$ 69,694.29

Description:

Increase Stormwater GOB Capital Project Budgets for SW24-08 - using the SW GOB Line of Credit for 3 Work Orders to Craven, Thompson & Associates (\$55,500, \$29,100, & 29,850).



NORTH BAY VILLAGE
EST. 1945

ITEM NO. 11.B

North Bay Village Recommendation Memorandum

DATE: July 15, 2024

TO: Honorable Mayor, Vice Mayor and Members of the Village Commission

FROM: Marlon Lobban, Public Works Director

**SPONSORED
BY:**

SUBJECT: A Resolution Approving a Budget Amendment and Authorizing Work Orders CTA24.02 for \$55,500.00; CTA24.03 for \$29,100.00; & CTA24.04 for \$29,850.00 with Craven Thompson & Associates to Develop Conceptual Roadway Designs for Treasure, Harbor, and North Bay Islands for Future Roadway Improvements - Village Manager Ralph Rosado, PhD, AICP (Public Works Director Marlon Lobban)

RECOMMENDATION

A RESOLUTION OF THE MAYOR AND COMMISSION OF NORTH BAY VILLAGE, FLORIDA, AUTHORIZING THE ISSUANCE OF THREE WORK ORDERS TO CRAVEN, THOMPSON & ASSOCIATES, INC. FOR CONCEPTUAL DESIGNS SERVICES RELATED TO ROADWAY IMPROVEMENTS ON TREASURE ISLAND, NORTH BAY ISLAND, AND HARBOR ISLAND IN AN AMOUNT NOT TO EXCEED \$55,500.00, \$29,100.00, AND \$29,850.00, RESPECTIVELY; AMENDING THE BUDGET FOR FISCAL YEAR 2023-2024; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.

It is recommended that the Village Commission Authorize the Execution of Work Orders CTA24.02 in the Amount of \$55,500.00; CTA24.03 in the Amount of \$29,100.00; and CTA24.04 in the Amount of \$29,850.00 to Provide Conceptual Roadway Design Plans for North Bay, Harbor and Treasure Islands.

BACKGROUND AND ANALYSIS

The proposed Work Orders by Craven Thompson & Associates will provide a conceptual design for the Village's Roadway Enhancements on Treasure, Harbor, and North Bay Islands. The project objective is to develop conceptual plans for new roadway improvements incorporating NBV 100 design elements focused on traffic calming, pedestrian safety, and traffic control along residential streets. Additionally, the concept aims to increase green space and parking availability on the islands where possible.

The consultant will conduct public workshops with residents from each island to present initial concept designs and collect community input. A final concept plan for each island will be then presented to the Village Commission for consideration and approval.

The consultant will explore specific design elements such as one-way streets and roundabouts on Treasure Island, 30/60 degree angled parking on Harbor Island, and innovative traffic calming/control designs for North Bay Island. Furthermore, the conceptual plans will establish proposed typical roadway cross-sections to be incorporated into the stormwater improvement designs for each island.

Scope of Services

CTA24.02 Treasure Island Roadway Conceptual

- The project objective is to prepare conceptual plans for two (2) roundabouts on North Treasure Drive, one at Adventure Avenue and the other at Hispanola Avenue, increase green space and add pervious pavement within the neighborhood, add crosswalks, traffic calming, and potential redirecting traffic through one-way roadways.
- Will present two (2) options to be evaluated by the Village. One (1) option will then be approved for Design.

CTA24.03 North Bay Island Roadway Conceptual

- The project objective is to prepare conceptual plans to add speed tables and traffic calming elements.
- The Project will present one (1) options for North Bay Island that will be evaluated by the Village. One (1) option will then be approved for Design.

CTA24.04 Harbor Island Roadway Conceptual

- The project objective is to prepare conceptual plans to adjust on-street parking to an angled layout for potentially more parking, crosswalks, traffic calming, Roundabout at the entrance, and explore the possibility of more green space or pervious asphalt.
- The Project will present two (2) options for Harbor Island that will be evaluated by the Village. One (1) option will then be approved for Design.

It is recommended that the Village Commission approve the Craven Thompson and Associates Work Orders to provide Conceptual Roadway Design Plans for North Bay, Harbor, and Treasure Islands in the amount totaling \$114,450.00

Livability

By centering on people – residents, business owners, and visitors – North Bay Village will become a more attractive place to work, live and do business. The NBV100 Livability pillar puts the focus on placemaking in four ways:

- Prioritizing people over cars,
- Embracing the waterfront,
- Improving the quality of life, and
- Refreshing the NBV identity.
-

BUDGETARY/FINANCIAL IMPACT (Finance Dept.)

In Stormwater Capital Fund - Transfer from Loan/Debt Proceeds (GOB LOC) (340.00.384.3841) \$69,694.29 and Transfer to Conceptual Roadway Design (340.36.538.6307) Project#SW24-08

PERSONNEL IMPACT

None

ATTACHMENTS

[Resolution - WO To Craven, Thompson Treasure-North Bay-Harbor.DOCX](#)

[Exhibit A-WO #2 Treasure Island](#)

[Exhibit B-WO #3 North Bay Island.pdf](#)

[Exhibit C-WO #4 Harbor Island.pdf](#)

[Exhibit D-Budget Amendment Form - CTA.pdf](#)

WORK ORDER No. CTA24.02

Dated this 25th day of June 2024

NORTH BAY VILLAGE PUBLIC WORKS DEPARTMENT

TREASURE ISLAND ROADWAY CONCEPTUAL ENHANCEMENTS

PROFESSIONAL SERVICES

This Work Order between North Bay Village, a Florida municipal corporation (“VILLAGE”), and Craven, Thompson & Associates, Inc. authorized to transact business in Florida (“CONSULTANT”), is pursuant to the General Professional Engineering and Architectural Services Contract RFQ#2023-005 dated April 19, 2024 and expiring on April 19, 2029.

PROJECT DESCRIPTION

The CONSULTANT will provide conceptual design for the VILLAGE’s Roadway Enhancements on Treasure Island. The project objective is to prepare conceptual plans for two (2) roundabouts on North Treasure Drive, one at Adventure Avenue and the other at Hispanola Avenue, increase green space and adding pervious pavement within the neighborhood, add crosswalks, traffic calming and potential redirecting traffic through one-way roadways. The approximate length of roadway is 13,000 LF on Treasure Island in the residential development. The limits of work are West Treasure Drive, Jewel Avenue, South Treasure Drive and the south Right of Way of North Treasure Drive. The Project will present two (2) options for Treasure Island that will be evaluated by the VILLAGE. One (1) option will then be approved for Design. This Work Order will address the conceptual design only.

GENERAL REQUIREMENTS

Design Standards

The CONSULTANT shall be solely responsible for determining the standards the work shall meet and obtain all the requisite regulatory approvals. The design shall include, but is not limited to, the plans and specifications, which describe all systems, elements, details, components, materials, equipment, and any other information necessary for construction. The design shall be accurate, coordinated between disciplines, and in all respects, adequate for construction, and shall be in conformity, and compliance, with all applicable laws, codes, permits, and regulations.

Quality Control

The CONSULTANT is responsible for the quality control (QC) of their work and of its sub-consultants. The CONSULTANT shall provide to the VILLAGE the list of sub-consultants which shall be used for this project. This list shall not be changed without prior approval of the VILLAGE. All sub-consultant documents and submittals shall be submitted directly to the CONSULTANT for their independent QC review. The VILLAGE shall only accept submittals for review and action from the CONSULTANT.

The CONSULTANT shall be responsible for the professional quality, technical accuracy, and coordination of all pre-design services, designs, drawings, specifications, and other services furnished by the CONSULTANT and their sub-consultant(s). It is the CONSULTANT's responsibility to independently and continually QC their plans, specifications, reports, electronic files, progress payment applications, schedules, and all project deliverables required by this task order. The CONSULTANT shall provide the VILLAGE with a marked up set of plans and/or specifications showing the CONSULTANT's QC review. Such mark-ups shall accompany the CONSULTANT's scheduled deliverables. The submittal shall include the names of the CONSULTANT's staff that performed the QC review for each component (structures, roadway, drainage, etc.).

Project Schedule

The CONSULTANT shall submit a preliminary project schedule as an exhibit to this Work Order. The schedule shall be prepared in Microsoft Project and shall include the Consultant's best estimate as to the project start date.

Within 10 business days after receiving the Notice to Proceed and prior to beginning work, the CONSULTANT shall submit a final project schedule to the VILLAGE for approval

SPECIFIC SCOPE OF SERVICES

The Scope of Services to be provided by CONSULTANT and our sub-consultant(s) are as follows:

Task 1: Conceptual Roadway Improvements

As part of this task, the CONSULTANT will prepare two (2) options for Treasure Island to be presented to the public and VILLAGE for approval. The CONSULTANT will prepare and distribute meeting minutes for each progress meeting.

This task also includes conceptual design of two (2) options for Treasure Island Improvements.

Deliverables:

- Two (2) Options for proposed improvements.
- Typical Roadway Sections

Task 2: Meeting Attendance

Task also includes attending two (2) public meetings for the conceptual approval and one (1) public meeting for the Design Plan approval. The CONSULTANT will prepare and distribute meeting minutes for each progress meeting.

Deliverables:

- Meeting minutes (electronic)

PROJECT ASSUMPTIONS

- VILLAGE shall provide access to site.
- VILLAGE shall provide existing electronic CAD files, if available. It is the CONSULTANT'S responsibility to verify accuracy.
- It is the CONSULTANT's responsibility to verify existing geometry is acceptable to all permitting agencies.

ADDITIONAL SERVICES

If authorized in writing by the VILLAGE, as an amendment to this Work Order, the CONSULTANT shall furnish, or obtain, Additional Services of the types listed in the AGREEMENT. The VILLAGE, as indicated in the AGREEMENT, will pay for these services.

Additional services may include, but not be limited to:

- Project design modifications
- Public Involvement Services or attendance at Commission meetings
- Construction Phase Services if needed beyond the contract duration of 8 months
- Additional project meetings and/or additional onsite visits
- Village Building Department coordination or permitting/permitting close out.

PERFORMANCE SCHEDULE

CONSULTANT will provide our services as expeditiously as practicable and will commence work within ten calendar days following receipt of a notice to proceed. We anticipate the following schedule:

- Concept Plans – 60 days from NTP
- Revised Concept Plans – 60 days from receipt of comments

PROJECT FUNDING

Performance of this project is at the VILLAGE's discretion and may be contingent upon the VILLAGE receiving funding and work shall not begin until the VILLAGE provides a Notice to Proceed to CONSULTANT.

METHOD OF COMPENSATION

The services performed will be accomplished using the Lump Sum method of compensation or Not to Exceed method of compensation. For reference, the compensation amount is based on the total hourly rates payable by the VILLAGE for each of the CONSULTANT's employee categories, reimbursable expenses, if any, and sub-consultant fees, if any, as shown on **Exhibit A** attached hereto and made a part hereof. Pay application requests shall be prepared on the VILLAGE's approved pay application request form. The CONSULTANT shall submit the pay application request to the VILLAGE's Project Manager for review and approval. Once the VILLAGE's Project Manager approves the CONSULTANT's pay application request, the CONSULTANT may submit it to the VILLAGE's accounts payable department via email (Pwdocuments@nbvillage.com) with a copy to the Project Manager. Pay application requests shall be submitted monthly.

TERMS OF COMPENSATION

The professional services will be provided for the following amount:

Task 1: Conceptual Improvements	\$45,600.00	Lump Sum
Task 2: Meetings	\$4,400.00	Hourly Not to Exceed
Direct Expenses	\$500.00	Allowance
Contingency	\$5,000.00	Allowance
Total Lump Sum	\$55,500 .00	

VILLAGE CONTACTS

Requests for payments should be directed to North Bay Village Accounts Payable via e-mail to Pwdocuments@nbvillage.com after getting approval from the VILLAGE's Project Manager. All other correspondence and submittals should be directed to the attention of Marlon Lobban, Project Manager, at the address shown below. **Please be sure that all correspondence refers to the VILLAGE project number and title as stated above.**

Delroy Peters Project Manager
Public Works
North Bay Village
Village Hall, 3rd Floor Public Works
1666 Kennedy Causeway
North Bay Village, FL 33141
(305) 756-7171, Ext. 29
Dpeters@nbvillage.com

Marlon Lobban, PE
Director of Public Works
North Bay Village
Village Hall, 3rd Floor Public Works
1666 Kennedy Causeway
North Bay Village, FL 33141
(305) 756-7171, Ext. 66
Mlobban@nbvillage.com

CONSULTANT CONTACTS

Patrick Gibney, PE
Vice President, Engineering
Craven Thompson & Associates, Inc.
3563 NW 53rd Street
Fort Lauderdale FL 33309
Email: pgibney@craventhompson.com
Phone: (954) 739-6400

SIGNATURE PAGE
NORTH BAY VILLAGE

IN WITNESS OF THE FOREGOING, the parties have set their hands and seals the day and year first written above.


By: _____

Marlon Lobban
Village Public Works Director

This Work Order approved pursuant to [check one and initial]:


_____ Manager Purchasing Authority (§36.25 Village Code)

_____ Resolution No. 2024-067


By: _____

Dr. Ralph Rosado, Ph.D, AICP
Village Manager

Attest:


By: _____

Alba L. Chang, CMC
Village Clerk

Approved as to form and legal sufficiency:


By: _____

Weiss Serota Felfman Cole & Bierman, P.L.
Village Attorney

SIGNATURE PAGE

CONSULTANT/CONTRACTOR

WITNESSES:

Arta Gehring
Arta Gehring
[Witness print/type name]

Tammy Taylor
Tammy Taylor
[Witness print/type name]

(CORPORATE SEAL)



State of Florida
County of Broward

Craven, Thompson & Associates, Inc.

[Signature]
Patrick J. Gibney, P.E., V.P., Engineering
[Print Name, check title]

- President Vice President
- Authorized Signatory (Please provide corporate authorization)

ATTEST:

[Signature]
Secretary
Thomas A. McDonald, C.F.O.
[Print Name]

ACKNOWLEDGMENT

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this 25th day of June, 2024, by Patrick J. Gibney, P.E. (name of person) as Vice President, Engineering (type of authority) for Craven, Thompson & Associates, Inc. (name of party on behalf of whom instrument is executed).

[Signature]
Notary Public
(Print, Stamp, or Type as Commissioned)

- Personally known to me; or
- Produced identification (Type of Identification: _____)
- Did take an oath; or
- Did not take an oath



EXHIBIT A
 STAFF TIME ESTIMATE

Personnel	Hourly	Hours per Task								Totals		
		Task 1	Task 2	Task 3	Task 4	Task 5	Task 6	Task 7	Hours	Cost		
Administration												
Administrative Assistant	\$95.00										0	\$0.00
Sub Total											0	\$0.00
Engineering												
Principal Engineer	\$280.00	4									4	\$1,120.00
Sr. Supervising Engineer/Sr. Project Manager	\$250.00	20	4								24	\$6,000.00
Senior Engineer/Project Manager	\$185.00	40									40	\$7,400.00
Project Engineer	\$155.00	80									80	\$12,400.00
Senior CADD Technician	\$115.00										0	\$0.00
Sub Total											148	\$26,920.00
Construction												
Director of Const. Management	\$185.00										0	\$0.00
Construction Manager	\$175.00										0	\$0.00
Senior Field Representative	\$135.00										0	\$0.00
Sub Total											0	\$0.00
Surveying												
Principal Surveyor	\$225.00										0	\$0.00
Professional Land Surveyor/Land Surveyor	\$180.00	8									8	\$1,440.00
Project Surveyor	\$155.00	8									8	\$1,240.00
Survey CADD / GIS Technician	\$115.00										0	\$0.00
Survey Crew -Laser Scan (3-Man)	\$330.00										0	\$0.00
Survey Crew (1-Man)	\$120.00										0	\$0.00
Survey Crew (2-Man)	\$170.00										0	\$0.00
Survey Crew (3-Man)	\$200.00										0	\$0.00
Sub Total											16	\$2,680.00
Landscape Arch./ Planning												
Principal Landscape Arch./Planner	\$225.00	8	8								16	\$3,600.00
Sr. Supervising Landscape Arch.	\$200.00	16	8								24	\$4,800.00
Senior Landscape Architect	\$175.00										0	\$0.00
Landscape Architect	\$150.00	40									40	\$6,000.00
Project Landscape Designer	\$150.00	40									40	\$6,000.00
Project Planner	\$150.00										0	\$0.00
Senior CADD Technician	\$115.00										0	\$0.00
Sub Total											120	\$20,400.00
Cost per Task		\$45,600.00	\$4,400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$50,000.00
Budget per Task		\$45,600.00	\$4,400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$50,000.00
Subconsultants												
												\$0.00
												\$0.00
Subconsultants Sub Total		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
Total		\$45,600.00	\$4,400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$50,000.00
Direct Expenses										\$500.00		\$500.00
Contingency										\$5,000.00		\$5,000.00
Grand Total		\$45,600.00	\$4,400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,500.00		\$55,500.00

WORK ORDER No. CTA24.03

Dated this 25th day of June 2024

NORTH BAY VILLAGE PUBLIC WORKS DEPARTMENT

NORTH BAY ISLAND ROADWAY CONCEPTUAL ENHANCEMENTS

PROFESSIONAL SERVICES

This Work Order between North Bay Village, a Florida municipal corporation ("VILLAGE"), and Craven, Thompson & Associates, Inc. authorized to transact business in Florida ("CONSULTANT"), is pursuant to the General Professional Engineering and Architectural Services Contract RFQ#2023-005 dated April 19, 2024 and expiring on April 19, 2029.

PROJECT DESCRIPTION

The CONSULTANT will provide conceptual design for the VILLAGE's Roadway Enhancements on North Bay Island. The project objective is to prepare conceptual plans to add traffic calming devices, speed tables, one way roadways, etc. The approximate length of roadway is 7,200 LF on North Bay Island in the residential development. The limits of the work are Miami View Drive, Bay Terrace, Beach View Drive and 79th Street. The Project will present two (2) options for North Bay Island that will be evaluated by the VILLAGE. One (1) option will then be approved for Design. This Work Order will address the conceptual design only.

GENERAL REQUIREMENTS

Design Standards

The CONSULTANT shall be solely responsible for determining the standards the work shall meet and obtain all the requisite regulatory approvals. The design shall include, but is not limited to, the plans and specifications, which describe all systems, elements, details, components, materials, equipment, and any other information necessary for construction. The design shall be accurate, coordinated between disciplines, and in all respects, adequate for construction, and shall be in conformity, and compliance, with all applicable laws, codes, permits, and regulations.

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Project Schedule

The CONSULTANT shall submit a preliminary project schedule as an exhibit to this Work Order. The schedule shall be prepared in Microsoft Project and shall include the Consultant's best estimate as to the project start date.

Within 10 business days after receiving the Notice to Proceed and prior to beginning work, the CONSULTANT shall submit a final project schedule to the VILLAGE for approval.

SPECIFIC SCOPE OF SERVICES

The Scope of Services to be provided by CONSULTANT and our sub-consultant(s) are as follows:

Task 1: Conceptual Roadway Improvements

As part of this task, the CONSULTANT will prepare one (1) option for North Bay Island to be presented to the public and VILLAGE for approval.

Deliverables:

- One (1) Options for proposed improvements.
- Typical Roadway Sections

Task 2: Meeting Attendance

Task also includes attending two (2) public meetings for the conceptual approval and one (1) public meeting for the Design Plan approval. The CONSULTANT will prepare and distribute meeting minutes for each progress meeting.

Deliverables:

- Meeting minutes (electronic)

PROJECT ASSUMPTIONS

- VILLAGE shall provide access to site.
- VILLAGE shall provide existing electronic CAD files, if available. It is the CONSULTANT'S responsibility to verify accuracy.
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Additional services may include, but not be limited to:

- Project design modifications
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PERFORMANCE SCHEDULE

CONSULTANT will provide our services as expeditiously as practicable and will commence work within ten calendar days following receipt of a notice to proceed. We anticipate the following construction schedule:

- Concept Plans – 60 days from NTP
- Revised Concept Plans – 60 days from receipt of comments
-

PROJECT FUNDING

Performance of this project is at the VILLAGE's discretion and may be contingent upon the VILLAGE receiving funding and work shall not begin until the VILLAGE provides a Notice to Proceed to CONSULTANT.

METHOD OF COMPENSATION

The services performed will be accomplished using the Lump Sum method of compensation or Not to Exceed method of compensation. For reference, the compensation amount is based on the total hourly rates payable by the VILLAGE for each of the CONSULTANT's employee categories, reimbursable expenses, if any, and sub-consultant fees, if any, as shown on **Exhibit A** attached hereto and made a part hereof. Pay application requests shall be prepared on the VILLAGE's approved pay application request form. The CONSULTANT shall submit the pay application request to the VILLAGE's Project Manager for review and approval. Once the VILLAGE's Project Manager approves the CONSULTANT's pay application request, the CONSULTANT may submit it to the VILLAGE's accounts payable department via email (Pwdocuments@nbvillage.com) with a copy to the Project Manager. Pay application requests shall be submitted monthly.

TERMS OF COMPENSATION

The professional services will be provided for the following amount:

Task 1: Conceptual Improvements	\$20,380.00	Lump Sum
Task 2: Meetings	\$3,550.00	Hourly, Not to Exceed
Direct Expenses	\$500.00	Allowance
Contingency	\$5,000.00	Allowance
Total Lump Sum	\$29,100 .00	

VILLAGE CONTACTS

Requests for payments should be directed to North Bay Village Accounts Payable via e-mail to Pwdocuments@nbvillage.com after getting approval from the VILLAGE's Project Manager. All other correspondence and submittals should be directed to the attention of Marlon Lobban, Project Manager, at the address shown below. **Please be sure that all correspondence refers to the VILLAGE project number and title as stated above.**

Delroy Peters Project Manager
Public Works
North Bay Village
Village Hall, 3rd Floor Public Works
1666 Kennedy Causeway
North Bay Village, FL 33141
(305) 756-7171 Ext. 29
Dpeters@nbvillage.com

Marlon Lobban, PE
Director of Public Works
North Bay Village
Village Hall, 3rd Floor Public Works
1666 Kennedy Causeway
North Bay Village, FL 33141
(305) 756-7171 ext. 66
Mlobban@nbvillage.com

CONSULTANT CONTACTS

Patrick Gibney, PE
Vice President, Engineering
Craven Thompson & Associates, Inc.
3563 NW 53rd Street
Fort Lauderdale FL 33309
Email: pgibney@craventhompson.com
Phone: (954) 739-6400

SIGNATURE PAGE
NORTH BAY VILLAGE

IN WITNESS OF THE FOREGOING, the parties have set their hands and seals the day and year first written above.

By:  _____

Marlon Lobban
Village Public Works Director

This Work Order approved pursuant to [check one and initial]:

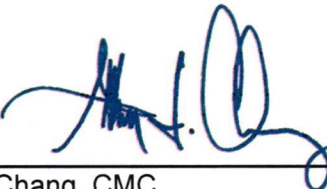
_____ Manager Purchasing Authority (§36.25 Village Code)

_____ Resolution No. 2024-067

By:  _____

Dr. Ralph Rosado, Ph.D, AICP
Village Manager

Attest:

By:  _____

Alba L. Chang, CMC
Village Clerk

Approved as to form and legal sufficiency:

By:  _____

Weiss Serota Helfman Cole & Bierman, P.L.
Village Attorney

SIGNATURE PAGE
CONSULTANT/CONTRACTOR

WITNESSES:

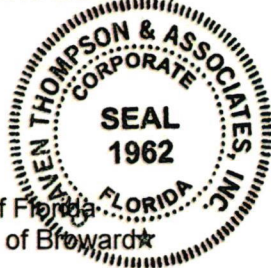
Anita Gehring

Anita Gehring
[Witness print/type name]

Tamy Taylor

Tamy Taylor
[Witness print/type name]

(CORPORATE SEAL)



State of Florida
County of Broward

Craven, Thompson & Associates, Inc.

[Signature]

Patrick J. Gibney, P.E., V.P., Engineering
[Print Name, check title]

- President Vice President
 Authorized Signatory (Please provide corporate authorization)

ATTEST:

[Signature]

Secretary
Thomas A. McDonald, C.F.O.
[Print Name]

ACKNOWLEDGMENT

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this 25th day of June, 2024, by Patrick J. Gibney, P.E. (name of person) as Vice President, Engineering (type of authority) for Craven, Thompson & Associates, Inc. (name of party on behalf of whom instrument is executed).

Patricia A. Gilbert

Notary Public
(Print, Stamp, or Type as Commissioner)

- Personally known to me; or
 Produced identification (Type of Identification: _____)
 Did take an oath; or
 Did not take an oath



North Bay Village - Work Order No. CTA24.03
 Village Project No. RCP22-00
 Contract No. RFQ #2023-005
 North Bay Island Conceptual Roadway Improvements
 CTA Proposal No. 2024-H07.161

7/5/2024

EXHIBIT A
 STAFF TIME ESTIMATE

Personnel	Hourly	Hours per Task									Totals		
		Task 1	Task 2	Task 3	Task 4	Task 5	Task 6	Task 7			Hours	Cost	
Administration													
Administrative Assistant	\$95.00											0	\$0.00
Sub Total												0	\$0.00
Engineering													
Principal Engineer	\$280.00	4										4	\$1,120.00
Sr. Supervising Engineer/Sr. Project Manager	\$250.00	8	4									12	\$3,000.00
Senior Engineer/Project Manager	\$185.00	20										20	\$3,700.00
Project Engineer	\$155.00	24										24	\$3,720.00
Senior CADD Technician	\$115.00											0	\$0.00
Sub Total												60	\$11,540.00
Construction													
Director of Const. Management	\$185.00											0	\$0.00
Construction Manager	\$175.00											0	\$0.00
Senior Field Representative	\$135.00											0	\$0.00
Sub Total												0	\$0.00
Surveying													
Principal Surveyor	\$225.00											0	\$0.00
Professional Land Surveyor/Land Surveyor	\$180.00	4										4	\$720.00
Project Surveyor	\$155.00	4										4	\$620.00
Survey CADD / GIS Technician	\$115.00											0	\$0.00
Survey Crew -Laser Scan (3-Man)	\$330.00											0	\$0.00
Survey Crew (1-Man)	\$120.00											0	\$0.00
Survey Crew (2-Man)	\$170.00											0	\$0.00
Survey Crew (3-Man)	\$200.00											0	\$0.00
Sub Total												8	\$1,340.00
Landscape Arch./ Planning													
Principal Landscape Arch./Planner	\$225.00	4	6									10	\$2,250.00
Sr. Supervising Landscape Arch.	\$200.00	8	6									14	\$2,800.00
Senior Landscape Architect	\$175.00											0	\$0.00
Landscape Architect	\$150.00	16										16	\$2,400.00
Project Landscape Designer	\$150.00	24										24	\$3,600.00
Project Planner	\$150.00											0	\$0.00
Senior CADD Technician	\$115.00											0	\$0.00
Sub Total												64	\$11,050
Cost per Task		\$20,380.00	\$3,550.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$23,930.00
Budget per Task		\$20,380.00	\$3,550.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$23,930.00
Subconsultants													
													\$0.00
													\$0.00
Subconsultants Sub Total		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
Total		\$20,380.00	\$3,550.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$23,930.00
Direct Expenses											\$500.00		\$500.00
Contingency											\$5,000.00		\$5,000.00
Grand Total		\$20,380.00	\$3,550.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,500.00		\$29,430.00

WORK ORDER No. CTA24.04

Dated this 25th day of June 2024

NORTH BAY VILLAGE PUBLIC WORKS DEPARTMENT

HARBOR ISLAND ROADWAY CONCEPTUAL ENHANCEMENTS

PROFESSIONAL SERVICES

This Work Order between North Bay Village, a Florida municipal corporation ("VILLAGE"), and Craven, Thompson & Associates, Inc. authorized to transact business in Florida ("CONSULTANT"), is pursuant to the General Professional Engineering and Architectural Services Contract RFQ#2023-005 dated April 19, 2024 and expiring on April 19, 2029.

PROJECT DESCRIPTION

The CONSULTANT will provide conceptual design for the VILLAGE's Roadway Enhancements on Harbor Island. The project objective is to prepare conceptual plans to adjust parking to angled layout, add Roundabout at entrance and potentially add more on-street parking. The approximate length of roadway is 4,000 LF on North Bay Island in the residential development. The limits of the work are 79th Street to the end of West Drive and East Drive. The Project will present two (2) options for Harbor Island that will be evaluated by the VILLAGE. One (1) option will then be approved for Design. This Work Order will address the conceptual design only.

GENERAL REQUIREMENTS

Design Standards

The CONSULTANT shall be solely responsible for determining the standards the work shall meet and obtain all the requisite regulatory approvals. The design shall include, but is not limited to, the plans and specifications, which describe all systems, elements, details, components, materials, equipment, and any other information necessary for construction. The design shall be accurate, coordinated between disciplines, and in all respects, adequate for construction, and shall be in conformity, and compliance, with all applicable laws, codes, permits, and regulations.

Quality Control

The CONSULTANT is responsible for the quality control (QC) of their work and of its sub-consultants. The CONSULTANT shall provide to the VILLAGE the list of sub-consultants which shall be used for this project. This list shall not be changed without prior approval of the VILLAGE. All sub-consultant documents and submittals shall be submitted directly to the CONSULTANT for their independent QC review. The VILLAGE shall only accept submittals for review and action from the CONSULTANT.

The CONSULTANT shall be responsible for the professional quality, technical accuracy, and coordination of all pre-design services, designs, drawings, specifications, and other services furnished by the CONSULTANT and their sub-consultant(s). It is the CONSULTANT's responsibility to independently and continually QC their plans, specifications, reports, electronic files, progress payment applications, schedules, and all project deliverables required by this task

order. The CONSULTANT shall provide the VILLAGE with a marked up set of plans and/or specifications showing the CONSULTANT's QC review. Such mark-ups shall accompany the CONSULTANT's scheduled deliverables. The submittal shall include the names of the CONSULTANT's staff that performed the QC review for each component (structures, roadway, drainage, etc.).

Project Schedule

The CONSULTANT shall submit a preliminary project schedule as an exhibit to this Work Order. The schedule shall be prepared in Microsoft Project and shall include the Consultant's best estimate as to the project start date.

Within 10 business days after receiving the Notice to Proceed and prior to beginning work, the CONSULTANT shall submit a final project schedule to the VILLAGE for approval. No work shall commence without an approved schedule. The final schedule shall include design, permitting activities, submittal review timeframes, and other project activities as required to complete the work. The CONSULTANT shall submit updated project schedules as required in the specific scope of services.

SPECIFIC SCOPE OF SERVICES

The Scope of Services to be provided by CONSULTANT and our sub-consultant(s) are as follows:

Task 1: Conceptual Roadway Improvements

As part of this task, the CONSULTANT will prepare two (2) options for Harbor Island to be presented to the public and VILLAGE for approval. Task also includes attending two (2) public meetings for the conceptual approval and one (1) public meeting for the Design Plan approval. The CONSULTANT will prepare and distribute meeting minutes for each progress meeting.

This task also includes conceptual design of two (2) options for North Bay Island Improvements.

Deliverables:

- Two (2) Options for proposed improvements.
- Meeting minutes (electronic)

PROJECT ASSUMPTIONS

- VILLAGE shall provide access to site.
- VILLAGE shall provide existing electronic CAD files, if available. It is the CONSULTANT'S responsibility to verify accuracy.
- It is the CONSULTANT's responsibility to verify existing geometry is acceptable to all permitting agencies.

ADDITIONAL SERVICES

If authorized in writing by the VILLAGE, as an amendment to this Work Order, the CONSULTANT shall furnish, or obtain, Additional Services of the types listed in the AGREEMENT. The VILLAGE, as indicated in the AGREEMENT, will pay for these services.

Additional services may include, but not be limited to:

- Project design modifications
- Public Involvement Services or attendance at Commission meetings
- Construction Phase Services if needed beyond the contract duration of 8 months
- Additional project meetings and/or additional onsite visits
- Village Building Department coordination or permitting/permitting close out.

PERFORMANCE SCHEDULE

CONSULTANT will provide our services as expeditiously as practicable and will commence work within ten calendar days following receipt of a notice to proceed. We anticipate the following construction schedule:

- Concept Plans - 90 days from NTP

PROJECT FUNDING

Performance of this project is at the VILLAGE's discretion and may be contingent upon the VILLAGE receiving funding and work shall not begin until the VILLAGE provides a Notice to Proceed to CONSULTANT.

METHOD OF COMPENSATION

The services performed will be accomplished using the Lump Sum method of compensation or Not to Exceed method of compensation. For reference, the compensation amount is based on the total hourly rates payable by the VILLAGE for each of the CONSULTANT's employee categories, reimbursable expenses, if any, and sub-consultant fees, if any, as shown on **Exhibit A** attached hereto and made a part hereof. Pay application requests shall be prepared on the VILLAGE's approved pay application request form. The CONSULTANT shall submit the pay application request to the VILLAGE's Project Manager for review and approval. Once the VILLAGE's Project Manager approves the CONSULTANT's pay application request, the CONSULTANT may submit it to the VILLAGE's accounts payable department via email (Pwdocuments@nbvillage.com) with a copy to the Project Manager. Pay application requests shall be submitted monthly.

TERMS OF COMPENSATION

The professional services will be provided for the following amount:

Task 1: Conceptual Improvements	\$20,800.00	Lump Sum
Direct Expenses	\$500.00	Allowance
Contingency	\$5,000.00	Allowance
Total Lump Sum	\$26,300 .00	

VILLAGE CONTACTS

Requests for payments should be directed to North Bay Village Accounts Payable via e-mail to Pwdocuments@nbvillage.com after getting approval from the VILLAGE's Project Manager. All other correspondence and submittals should be directed to the attention of Marlon Lobban, Project Manager, at the address shown below. **Please be sure that all correspondence refers to the VILLAGE project number and title as stated above.**

Delroy Peters Project Manager
Public Works
North Bay Village
Village Hall, 3rd Floor Public Works
1666 Kennedy Causeway
North Bay Village, FL 33141
(305) 756-7171 Ext. 29
Dpeters@nbvillage.com

Marlon Lobban, PE
Director of Public Works
North Bay Village
Village Hall, 3rd Floor Public Works
1666 Kennedy Causeway
North Bay Village, FL 33141
(305) 756-7171 ext. 66
Mlobban@nbvillage.com

CONSULTANT CONTACTS

Patrick Gibney, PE
Craven Thompson & Associates, Inc.
3563 NW 53rd Street
Fort Lauderdale FL 33309
Email: pgibney@craventhompson.com
Phone: (954) 739-6400

SIGNATURE PAGE
NORTH BAY VILLAGE

IN WITNESS OF THE FOREGOING, the parties have set their hands and seals the day and year first written above.



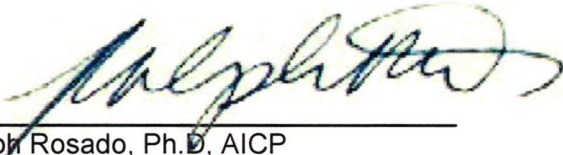
By: _____

Marlon Lobban
Village Public Works Director

This Work Order approved pursuant to [check one and initial]:

_____ Manager Purchasing Authority (§36.25 Village Code)

_____ Resolution No. 2024-067



By: _____

Dr. Ralph Rosado, Ph.D, AICP
Village Manager

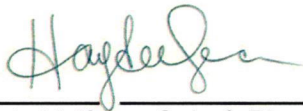
Attest:



By: _____

Alba L. Chang, CMC
Village Clerk

Approved as to form and legal sufficiency:



By: _____

Weiss Serota Helfman Cole & Bierman, P.L.
Village Attorney

SIGNATURE PAGE
CONSULTANT/CONTRACTOR

WITNESSES:

Arnta Gehring

Arnta Gehring
[Witness print/type name]

Tammy Taylor

Tammy Taylor
[Witness print/type name]

(CORPORATE SEAL)



State of Florida
County of Broward

CRAVEN, THOMPSON & ASSOCIATES, INC.

[Signature]

Patrick J. Gibney, P.E., V.P., Engineering
[Print Name, check title]

- President Vice President
- Authorized Signatory (Please provide corporate authorization)

ATTEST:

[Signature]

Secretary
Thomas A. McDonald, C.F.O.
[Print Name]

ACKNOWLEDGMENT

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this 25th day of June, 2024, by Patrick J. Gibney, P.E. (name of person) as Vice President, Engineering (type of authority) for Craven, Thompson & Associates, Inc. (name of party on behalf of whom instrument is executed).

Patricia A. Gilbert

Notary Public
(Print, Stamp, or Type as Commissioned)

- Personally known to me; or
- Produced identification (Type of Identification: _____)
- Did take an oath; or
- Did not take an oath



Work Order No.: CTA24.04
Project No.: RCP22-00
Project Name Harbor Island Design Services
Consultant: Craven, Thompson & Associates, Inc.
Contract No.: RFQ #2023-005

Exhibit A - Work Break Down Fee Schedule

North Bay Village - Work Order No. CTA24.04
 Village Project No. RCP22-00
 Contract No. RFQ #2023-005
 Harbor Island Roadway Conceptual Enhancements
 CTA Proposal No. 2024-H07.162

6/25/2024

EXHIBIT A
 STAFF TIME ESTIMATE

Personnel	Hourly	Hours per Task								Totals		
		Task 1	Task 2	Task 3	Task 4	Task 5	Task 6	Task 7	Hours	Cost		
Administration												
Administrative Assistant	\$95.00										0	\$0.00
Sub Total											0	\$0.00
Engineering												
Principal Engineer	\$280.00	2									2	\$560.00
Sr. Supervising Engineer/Sr. Project Manager	\$250.00	4									4	\$1,000.00
Senior Engineer/Project Manager	\$185.00	24									24	\$4,440.00
Project Engineer	\$155.00	32									32	\$4,960.00
Senior CADD Technician	\$115.00										0	\$0.00
Sub Total											62	\$10,960.00
Construction												
Director of Const. Management	\$185.00										0	\$0.00
Construction Manager	\$175.00										0	\$0.00
Senior Field Representative	\$135.00										0	\$0.00
Sub Total											0	\$0.00
Surveying												
Principal Surveyor	\$225.00										0	\$0.00
Professional Land Surveyor/Land Surveyor	\$180.00	4									4	\$720.00
Project Surveyor	\$155.00	4									4	\$620.00
Survey CADD / GIS Technician	\$115.00										0	\$0.00
Survey Crew -Laser Scan (3-Man)	\$330.00										0	\$0.00
Survey Crew (1-Man)	\$120.00										0	\$0.00
Survey Crew (2-Man)	\$170.00										0	\$0.00
Survey Crew (3-Man)	\$200.00										0	\$0.00
Sub Total											8	\$1,340.00
Landscape Arch./ Plannin												
Principal Landscape Arch./Planner	\$225.00	4									4	\$900.00
Sr. Supervising Landscape Arch.	\$200.00	8									8	\$1,600.00
Senior Landscape Architect	\$175.00										0	\$0.00
Landscape Architect	\$150.00	16									16	\$2,400.00
Project Landscape Designer	\$150.00	24									24	\$3,600.00
Project Planner	\$150.00										0	\$0.00
Senior CADD Technician	\$115.00										0	\$0.00
Sub Total											52	\$8,500
Cost per Task		\$20,800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$20,800.00
Budget per Task		\$20,800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$20,800.00
Subconsultants												
												\$0.00
												\$0.00
												\$0.00
Subconsultants Sub Total		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
Total		\$20,800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$500.00
Direct Expenses												\$5,000.00
Contingency												\$5,000.00
Grand Total		\$20,800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,500.00		\$26,300.00

RESOLUTION NO. 2024-067

A RESOLUTION OF THE MAYOR AND COMMISSION OF NORTH BAY VILLAGE, FLORIDA, AUTHORIZING THE ISSUANCE OF THREE WORK ORDERS TO CRAVEN, THOMPSON & ASSOCIATES, INC. FOR CONCEPTUAL DESIGN SERVICES RELATED TO ROADWAY IMPROVEMENTS ON TREASURE ISLAND, NORTH BAY ISLAND, AND HARBOR ISLAND IN AN AMOUNT NOT TO EXCEED \$55,500.00, \$29,100.00, AND \$29,850.00, RESPECTIVELY; AMENDING THE BUDGET FOR FISCAL YEAR 2023-2024; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, on December 12, 2023, the North Bay Village (“Village”) Commission adopted Resolution No. 2023-155 selecting various consultants pursuant to Request for Qualifications No. 2023-005 (the “RFQ”) for continuing professional general architectural and engineering services and authorizing the Village Manager to negotiate and execute agreements with the various consultants; and

WHEREAS, pursuant to the Resolution, the Village entered into an agreement on April 19, 2024, with Craven, Thompson & Associates, Inc. (the “Consultant”), as one of the selected firms (the “Agreement”); and

WHEREAS, the Village requires conceptual design plans for new roadway enhancements for Treasure Island, Harbor Island, and North Bay Island; and

WHEREAS, in accordance with the terms of the Agreement, the Village solicited and the Consultant submitted a proposal to provide conceptual design plans for Treasure Island, Harbor Island, and North Bay Island; and

WHEREAS, the Village Commission desires to authorize the Village Manager to issue three work orders to the Consultant to perform conceptual design services for Treasure Island, Harbor Island, and North Bay Island in an amount not to exceed \$55,500.00, \$29,100.00, and \$29,850.00, respectively, in substantially the form attached hereto as Exhibit “A,” “B,” and “C,” respectively (each a “Work Order”) consistent with the Agreement previously entered into between the Village and Consultant; and

WHEREAS, on September 28, 2023, the Village Commission adopted Resolution No. 2023-109 approving the budget for fiscal year 2023-2024 (the “Budget”); and

WHEREAS, pursuant to Section 166.241, Florida Statutes, the Village

Commission may amend a budget at any time within a fiscal year; and

WHEREAS, in order to provide the necessary funding for the services and pursuant to Section 35.21 of the Village Code of Ordinances and Florida Law, the Village Commission desires to amend the Budget consistent with the staff memorandum accompanying this resolution by authorizing the line-item transfers as further provided in Exhibit "D" attached hereto and incorporated herein; and

WHEREAS, the Village Commission finds that this Resolution is in the best interest and welfare of the residents of the Village.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COMMISSION OF NORTH BAY VILLAGE, FLORIDA, AS FOLLOWS:

Section 1. Recitals. That each of the above-stated recitals are hereby adopted, confirmed, and incorporated herein.

Section 2. Authorization. That the Village Commission hereby authorizes the Village Manager to issue the Work Orders to the Consultant, in substantially the form attached hereto as Exhibit "A," "B," and "C."

Section 3. Amending Budget. That the Village Commission hereby approves an amendment to the budget by authorizing the line-item transfers as further provided in Exhibit "D" attached hereto and incorporated herein.

Section 4. Implementation. That the Village Manager and Village Attorney are hereby authorized to take such further action as may be necessary to implement the purpose and provisions of this Resolution.

Section 5. Effective Date. That this Resolution shall be effective immediately upon adoption.

The foregoing Resolution was offered by Commissioner Cuk who moved its adoption. The motion was seconded by Commissioner Streitfeld and upon being put to a vote, the vote was as follows:

Mayor Brent Latham	<u>Yes</u>
Vice Mayor Richard Chervony	<u>Yes</u>
Commissioner Goran Cuk	<u>Yes</u>
Commissioner Andy Rotondaro	<u>Yes</u>
Commissioner Rachel Streitfeld	<u>Yes</u>

PASSED AND ADOPTED on this 15th day of July, 2024.

Brent

Brent Latham, Mayor

ATTEST:

Alba L. Chang

Alba L. Chang, CMC
Village Clerk



APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

Haydee

Weiss Serota Helfman Cole & Bierman, PL
Village Attorney

WORK ORDER No. CTA24.02

Dated this 25th day of June 2024

NORTH BAY VILLAGE PUBLIC WORKS DEPARTMENT
TREASURE ISLAND ROADWAY CONCEPTUAL ENHANCEMENTS

PROFESSIONAL SERVICES

This Work Order between North Bay Village, a Florida municipal corporation ("VILLAGE"), and Craven, Thompson & Associates, Inc. authorized to transact business in Florida ("CONSULTANT"), is pursuant to the General Professional Engineering and Architectural Services Contract RFQ#2023-005 dated April 19, 2024 and expiring on April 19, 2029.

PROJECT DESCRIPTION

The CONSULTANT will provide conceptual design for the VILLAGE's Roadway Enhancements on Treasure Island. The project objective is to prepare conceptual plans for two (2) roundabouts on North Treasure Drive, one at Adventure Avenue and the other at Hispanola Avenue, increase green space and adding pervious pavement within the neighborhood, add crosswalks, traffic calming and potential redirecting traffic through one-way roadways. The approximate length of roadway is 13,000 LF on Treasure Island in the residential development. The limits of work are West Treasure Drive, Jewel Avenue, South Treasure Drive and the south Right of Way of North Treasure Drive. The Project will present two (2) options for Treasure Island that will be evaluated by the VILLAGE. One (1) option will then be approved for Design. This Work Order will address the conceptual design only.

GENERAL REQUIREMENTS

Design Standards

The CONSULTANT shall be solely responsible for determining the standards the work shall meet and obtain all the requisite regulatory approvals. The design shall include, but is not limited to, the plans and specifications, which describe all systems, elements, details, components, materials, equipment, and any other information necessary for construction. The design shall be accurate, coordinated between disciplines, and in all respects, adequate for construction, and shall be in conformity, and compliance, with all applicable laws, codes, permits, and regulations.

Quality Control

The CONSULTANT is responsible for the quality control (QC) of their work and of its sub-consultants. The CONSULTANT shall provide to the VILLAGE the list of sub-consultants which shall be used for this project. This list shall not be changed without prior approval of the VILLAGE. All sub-consultant documents and submittals shall be submitted directly to the CONSULTANT for their independent QC review. The VILLAGE shall only accept submittals for review and action from the CONSULTANT.

The CONSULTANT shall be responsible for the professional quality, technical accuracy, and coordination of all pre-design services, designs, drawings, specifications, and other services furnished by the CONSULTANT and their sub-consultant(s). It is the CONSULTANT's responsibility to independently and continually QC their plans, specifications, reports, electronic files, progress payment applications, schedules, and all project deliverables required by this task order. The CONSULTANT shall provide the VILLAGE with a marked up set of plans and/or specifications showing the CONSULTANT's QC review. Such mark-ups shall accompany the CONSULTANT's scheduled deliverables. The submittal shall include the names of the CONSULTANT's staff that performed the QC review for each component (structures, roadway, drainage, etc.).

Project Schedule

The CONSULTANT shall submit a preliminary project schedule as an exhibit to this Work Order. The schedule shall be prepared in Microsoft Project and shall include the Consultant's best estimate as to the project start date.

Within 10 business days after receiving the Notice to Proceed and prior to beginning work, the CONSULTANT shall submit a final project schedule to the VILLAGE for approval

SPECIFIC SCOPE OF SERVICES

The Scope of Services to be provided by CONSULTANT and our sub-consultant(s) are as follows:

Task 1: Conceptual Roadway Improvements

As part of this task, the CONSULTANT will prepare two (2) options for Treasure Island to be presented to the public and VILLAGE for approval. The CONSULTANT will prepare and distribute meeting minutes for each progress meeting.

This task also includes conceptual design of two (2) options for Treasure Island Improvements.

Deliverables:

- Two (2) Options for proposed improvements.
- Typical Roadway Sections

Task 2: Meeting Attendance

Task also includes attending two (2) public meetings for the conceptual approval and one (1) public meeting for the Design Plan approval. The CONSULTANT will prepare and distribute meeting minutes for each progress meeting.

Deliverables:

- Meeting minutes (electronic)

PROJECT ASSUMPTIONS

- VILLAGE shall provide access to site.
- VILLAGE shall provide existing electronic CAD files, if available. It is the CONSULTANT'S responsibility to verify accuracy.
- It is the CONSULTANT's responsibility to verify existing geometry is acceptable to all permitting agencies.

ADDITIONAL SERVICES

If authorized in writing by the VILLAGE, as an amendment to this Work Order, the CONSULTANT shall furnish, or obtain, Additional Services of the types listed in the AGREEMENT. The VILLAGE, as indicated in the AGREEMENT, will pay for these services.

Additional services may include, but not be limited to:

- Project design modifications
- Public Involvement Services or attendance at Commission meetings
- Construction Phase Services if needed beyond the contract duration of 8 months
- Additional project meetings and/or additional onsite visits
- Village Building Department coordination or permitting/permitting close out.

PERFORMANCE SCHEDULE

CONSULTANT will provide our services as expeditiously as practicable and will commence work within ten calendar days following receipt of a notice to proceed. We anticipate the following schedule:

- Concept Plans – 60 days from NTP
- Revised Concept Plans – 60 days from receipt of comments

PROJECT FUNDING

Performance of this project is at the VILLAGE's discretion and may be contingent upon the VILLAGE receiving funding and work shall not begin until the VILLAGE provides a Notice to Proceed to CONSULTANT.

METHOD OF COMPENSATION

The services performed will be accomplished using the Lump Sum method of compensation or Not to Exceed method of compensation. For reference, the compensation amount is based on the total hourly rates payable by the VILLAGE for each of the CONSULTANT's employee categories, reimbursable expenses, if any, and sub-consultant fees, if any, as shown on **Exhibit A** attached hereto and made a part hereof. Pay application requests shall be prepared on the VILLAGE's approved pay application request form. The CONSULTANT shall submit the pay application request to the VILLAGE's Project Manager for review and approval. Once the VILLAGE's Project Manager approves the CONSULTANT's pay application request, the CONSULTANT may submit it to the VILLAGE's accounts payable department via email (Pwdocuments@nbvillage.com) with a copy to the Project Manager. Pay application requests shall be submitted monthly.

TERMS OF COMPENSATION

The professional services will be provided for the following amount:

Task 1: Conceptual Improvements	\$45,600.00	Lump Sum
Task 2: Meetings	\$4,400.00	Hourly Not to Exceed
Direct Expenses	\$500.00	Allowance
Contingency	\$5,000.00	Allowance
Total Lump Sum	\$55,500 .00	

VILLAGE CONTACTS

Requests for payments should be directed to North Bay Village Accounts Payable via e-mail to Pwdocuments@nbvillage.com after getting approval from the VILLAGE's Project Manager. All other correspondence and submittals should be directed to the attention of Marlon Lobban, Project Manager, at the address shown below. **Please be sure that all correspondence refers to the VILLAGE project number and title as stated above.**

Delroy Peters Project Manager
Public Works
North Bay Village
Village Hall, 3rd Floor Public Works
1666 Kennedy Causeway
North Bay Village, FL 33141
(305) 756-7171, Ext. 29
Dpeters@nbvillage.com

Marlon Lobban, PE
Director of Public Works
North Bay Village
Village Hall, 3rd Floor Public Works
1666 Kennedy Causeway
North Bay Village, FL 33141
(305) 756-7171, Ext. 66
Mlobban@nbvillage.com

CONSULTANT CONTACTS

Patrick Gibney, PE
Vice President, Engineering
Craven Thompson & Associates, Inc.
3563 NW 53rd Street
Fort Lauderdale FL 33309
Email: pgibney@craventhompson.com
Phone: (954) 739-6400