

EXHIBIT A

SCOPE OF WORK

RFP #114-2024

ENGINEERING AND DESIGN SERVICES FOR THE 10TH STREET ROAD AND GREEN INFRASTRUCTURE IMPROVEMENTS

BACK GROUND:

Within the Town of Lake Park, the 10th Street Right-of-Way between Park Avenue and Silver Beach Road has seen periodic inundation due to a lack of a dedicated drainage system and mostly impervious areas within and adjacent to the Right-of-Way. Figure 1 shows the location of the 10th Street corridor Right-of-Way.

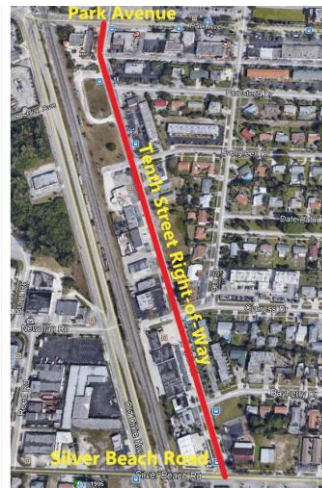


Figure 1

The 10th Street Right-of-Way covers an area of approximately 3 acres and is located within “Basin 12” of the Town’s 2018 Storm-water Atlas. The area contains a mix of both commercial / industrial and residential properties along both sides of the corridor. The existing storm-water management system in Basin 12 consists of inlets and storm sewers. The existing system is chronically undersized and does not provide sufficient capacity to collect and convey the large volumes of excess storm-water runoff from the 10th Street Right-of-Way. The system does not provide any treatment of the run-off.

10th STREET GREEN INFRASTRUCTURE (GI) PROJECT:

The Engineering and Design work addressed in the solicitation is partially funded by a Storm-water Mitigation Grant awarded to the Town of Lake Park through Florida Commerce. The expectation is to provide design for the improvement of an almost non-existent storm-water infrastructure along the 10th Street GI corridor.

The storm-water component is critical and necessary; however is it not the only design component to this project.

In addition to the storm-water improvements, the 10th Street GI engineering and design should include a total enhancement of the 10th Street corridor.

Engineering and Design Consideration are:

- 1) Drainage -- roadside collection swales / bioswales / underground stormwater collection
- 2) Road-side Beautification – new landscape and irrigation / bus stop shelters
- 3) Pedestrian friendly travel modes -- widened sidewalks / bike lanes
- 4) Roadway Improvements -- On-street parking / travel lane reconstruction / striping & signage
- 5) Street Lighting - add street lighting in coordination with FPL.

Additionally, there is the possibility that the Town water and sewer utility provider may want to upgrade their existing water and sewer assets along the 10th Street corridor in conjunction with the 10th Improvement project.

This work will be negotiated outside of the scope of this RFP and this work should not be included as part of the 10th Street proposal response.

DOCUMENTATION TO BE INCLUDED WITH RESPONDENT PROPOSAL SUBMITTAL:

(See Evaluation Criteria (below) for detailed description of requirements)

- Proposal Submittal Form (*found in the RFP documents*) *completed with signatures*
- Scope of Work *with Acknowledgement signature*
- Information Identified in the Evaluation Criterial breakdown – includes:
 - Staffing Organizational Chart
 - Expertise & Experience of Personnel
 - Key Personnel Resume's
 - Relevant Project Experience
 - References
 - Proof of Licensing and Insurances
 - Narrative regarding Availability & Scheduling Capacity
 - Operations Location
 - Proposed Engineering & Design Costs
- Exhibit E – Anti-Kickback Affidavit *with required signature*
- Exhibit F – Non-Collusion Affidavit *with required signature*
- Exhibit G – Conflict of Interest Disclosure Form *with required signature*

EVALUATION CRITERIA:

Expertise / Experience of Firm & Sub-Consultants Personnel.....

- Provide an organizational chart illustrating the staffing structure of the firm and proposed sub-consultants.
 - Provide resumes of firm and sub-consultant personnel proposed for this project.
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Relevant Project Experience.....

- Provide a narrative and examples of the firms and sub-consultants experience with the Engineering & Design of similar storm-water infrastructure and road improvement projects.
Include examples of similar projects that compare to the Town’s proposed 10th Street GI Infrastructure Improvement project (RFP #114-2024).
 - List previous engineering & design experience and past performance specifically with other South Florida municipalities or other government agencies, including the Town of Lake Park.
 - Provide three (3) current customer references to which the firm is providing or has provided Engineering and Design services for a similar type project. Include reference agency name, individual contact name(s), and phone number.
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Licenses, Insurances & Other Certifications.....

- Provide proof of current licensing, applicable registrations or certifications applicable to the scope of services to be provided here-in.
 - Provide proof of current insurance coverages.
 - Provide other certifications that firm might
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Availability and Scheduling Capacity of Respondents

Engineering and Design Team.....

- What are the firms available man-power and sub-contractor resources for meeting the project scope of work with-in the proposed performance period and with-in the proposed budget requirements.
 - Describe firms current and projected workloads and what impact this work-on-hand might have on the firms performance on this project.
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Location of Respondent firm’s Core Team and Sub-Consultants.....

- Provide the location of the Respondents principle office and/or location of satellite office that will be used in providing services to this project.

Respondents Proposed Cost for Engineering & Design Services required to prepare permit approved and Construction Ready plans.

- Proposed costs shall include all costs associated with the following work items as required for the engineering and design of permit approved and construction ready project plans.

1 Planning Meeting with Town of Lake Park

2 Data Collection

Surveys: Obtain topographic survey and boundary survey data for Lake Park for 7th Street US 1.

Utility Location: Obtain the utility location data to include, electric, gas, sewer, water, storm-water, communication, cable within 80' of right way both sides of 10th Street. Including field verified soft digs, utility locates, etc..

Geotechnical Data: Obtain geotechnical data for entire 10th Street section to provide required detailed sub-surface data and to include borings per block in the existing swale areas.

Prepare and submit a Geotechnical Engineering Report summarizing the following:

- Boring log representing encountered subsurface material
- Boring location plan depicting the relative location of borings
- Results of laboratory testing
- Description of encountered rock/soil, groundwater, including high-water level
- Geotechnical Engineering recommendations

3 Mapping

Prepare base maps for conceptual drawings updated to include the survey and utility obtained in item 2.

4 Coordination with related Utilities and Agencies

Identify and integrate utility and other agency conflicts as necessary to identify potential conflicts with proposed construction.

5 Develop Detailed 30% Design Plans, Profiles and Sections

Develop and submit 30% Engineering and Design plans for Town review

WORKSHOP: Prep for and attend a Town Public Workshop to present the 30% plan submittal to Town residents, businesses and other stake-holders.

6 Develop Detailed 90% Design Plans

Engineering & Design team shall prepare a complete 90% set of plans to include plans, details and specifications.

The 90% level plans shall include feedback received at the 30% Workshop

The 90% level plans will be used to prepare required regulatory permitting including SFWMD Environmental Resource Program (ERP) requirements.

The plans shall include civil, storm-water design, paving, grading & drainage, landscape and irrigation, signing and striping (marking plans), structural, electrical plans including street lighting, and photo-metrics plan

WORKSHOP: Prep for and attend a Town Public Workshop to present the 90% plan submittal to Town residents, businesses and other stake-holders.

7 Final 100% Design Plans

Respondent shall issue a signed & sealed 100% plans, profiles and sections for the proposed drainage system / subsurface retention system & streetscape improvement project.

Plan design shall include complete civil, storm-water design, paving, grading & drainage, landscape and

irrigation, signing and striping (marking plans), structural, electrical plans including street lighting, and photo-metrics plans.

Additionally the final submittal shall include a complete technical specifications package.

8 Permitting

It is assumed that no permits have been obtained up to the 60% design stage.

The Respondent shall complete permit applications for each required permit agency. Associated permit fees shall be calculated by the Respondent and shall be paid by the Town.

Respondent shall assist the Town in consultations with the appropriate authorities.

Possible Permitting Agencies are:

- 1 - South Florida Water Management District (SFWMD)
- 2 - Florida Department of Transportation (FDOT)
- 3 - Town of Lake Park Community Development Office
- 4 - Town of Lake Park Public Works Department

9 Opinion of Cost

Respondent shall prepare and provide a detailed Engineers Opinion of Probable Construction Cost (OPCC). The OPCC will be based on the 90% and 100% levels of design drawings and specifications. The OPCC shall reflect changes in the general scope, extent or character of design requirements incorporated during the various design review stages.

OPCC in electronic format (pdf .format), shall be submitted for Town review at the 90% and 100% stages.

10 Bidding Assistance

Bid Advertisement: Respondent shall provide contract documents in electronic (pdf. format) for Town to issue to prospective bidders. The Town shall receive and process bidding documents and shall maintain a record of prospective bidders to whom bidding documents have been issued.

Pre-bid Conference: Respondent shall conduct a pre-bid conference in conjunction with Town staff and provide a written summary of issues discussed in the meeting.

Bid Clarification / Addenda: Respondent shall assist the Town in issuing Addenda and shall provide supplemental information or clarification, as appropriate, to interpret, clarify, or expand the bidding documents to all prospective bidders during the bid period. Town shall issue all addenda to prospective bidders.

Contract Award: Town shall conduct the bid opening and prepare a bid tabulation. Respondent shall assist the Town in evaluating the bids and proposals, including reference checks. Respondent shall submit to the Town a written recommendation concerning the contract award to the lowest responsive bidder.

Conformed Contract Documents: Respondent shall furnish to the Town a conformed contract Documents in the form of one (1) set of pdf file in electronic format on a USBdrive and one (1) hard copy of the Contract specifications book and on (1) 22" x 34" set of plans.

11 Additional Professional Services to include Construction Phase Services

Preconstruction Conference: Respondent Engineer of Record shall attend preconstruction conference with Town and Contractor

Response and Support Services: Respondent Engineer of Record will respond to inquiries from the Contractor with regard to the interpretations of the construction documents and technical questions in relation to the project design drawings

Construction Clarification: The Respondent Engineer of Record shall respond in writing to contractor requests for information (RFI) regarding design documents.

Shop Drawing Submittal Review: The Respondent Engineer of Record shall receive and review Shop Drawings and Product Submittals for general conformance with the design intent and provisions of the contract documents.

Progress Meetings: The Project Engineer shall attend monthly construction progress meetings with the Town and the construction contractor. The Town’s Project Manager shall conduct the project progress meetings.

Meetings will be held at Town Facilities, or on-site or via Virtual connection. A minimum of 12 progress meetings are included in this Task.

Field Visit Inspections / Observations: The Engineer, shall be available for site visits and field meetings to observe construction and to respond to questions received from Town staff, which may require field investigation by the engineering design team resulting in a written response to the Town.

Engineer shall provide field observations during on-going construction activates and provide a written report to the Town. Field Observation Reports shall be performed at minimum on a monthly basis.

Review of Record Drawings: The Engineer, shall review the contractor’s record drawings during the closeout period and provide comment related to the development of a Final Set of As-Built Record Drawings. Upon receipt of final set of As-Built Record Drawings consultant shall review and certify as accurate and correct.

Substantial Completion Services: The Engineer, shall perform a field visit to inspect completed work at substantial completion for identifying elements of work that may not be in conformance with the contract documents.

Punch List: Engineer will participate in the generation of a contractor punch-list at substantial completion to identify any items not in conformance with the contract documents.

Final Completion and Project Closeout: The Engineer, shall perform a field visit to inspect completed work at completion for identifying elements of work that may not be in conformance with the contract documents. WRMA shall notify the Town and Contractor in writing once the project is determined to be complete.

The Engineer as part of project close-out shall provide the Town with a “Certification of Completion Letter” and project acceptance letters as required by the Grant Funding Agency.

Deliverables anticipated as part of this Task 1.2 scope include:

- Field Observation Reports
- Engineer of Record Responses to contractor inquiries, RFI’s and/or clarification requests
- Record Drawing Review Statements
- Substantial Completion Letter
- Punch-list letter
- Certification of Completion and Acceptance Letter
- Grant Agency Close Out Letter(s)

Proposers Acknowledgement and Understanding of the Scope of Work:

PROPOSER COMPANY NAME: _____

Representative Signature: _____

Written Name: _____
