

3150 SW 38th Avenue, Suite 950
Miami, FL 33146
Office: +1 (786) 497-1500

EXHIBIT A

TASK ORDER



January 12, 2024 (Revised 12/15/25)

SENT VIA E-MAIL (Karim.Rossy@citynmb.com)

Mr. Karim Rossy
Public Services Department – NMB Water
City of North Miami Beach
17050 NE 19th Avenue
North Miami Beach, FL 33162

**Subject: City of North Miami Beach – Corona Del Mar – Phase IA – Sewer Improvements
CMA Proposal No. 23-0083.P0001.010 R4**

Dear Mr. Rossy:

Chen Moore and Associates (CMA) is pleased to submit the attached Agreement for Professional Services and Scope of Services to assist your team with the civil engineering services for the above-referenced project.

PROJECT INTRODUCTION

It is CMA's understanding that the City of North Miami Beach (NMB Water) has experienced some difficulties in getting most of the properties intended to connect to the existing Corona del Mar low-pressure sewer system, installed several years ago. As a result, NMB Water has asked CMA to prepare design documents to extend the recently installed gravity sewer system to the south, northward in an attempt to provide gravity sewer laterals (wherever possible) to connect these properties to this existing system.

CMA shall provide the civil engineering and a topographic survey update to design, permit, and periodically observe the construction of these improvements per the request of NMB. The following proposal shall address this request and include the requisite services.

PROJECT STAFFING

Our staff and team are ready and prepared to work on this project. Chen Moore staff project roles shall be as follows:

Principal – Peter Moore, P.E. – President and CEO
Project Director – Jose Acosta, P.E. – Executive Vice President
Senior Project Manager / Principal Engineer – Gregory A. Mendez, P.E.
Associate Engineer – Arnaldo Roman, E.I.
Designer – Andres Aristazabal
Construction Specialist – Jose McCray

Subconsultants:

Longitude Surveyors – Topographic Survey
Smith Engineering Consultants, Inc. – Electrical Engineering

SCOPE OF SERVICES

Provide Design, Construction Documents (Plans, Technical Specifications and Construction Cost Estimate), Permitting, Bid & Award Support Services and Limited Construction Administration Support services for new sanitary sewer main extensions with lateral services, to connect the properties not currently connected or currently paid to connect to the existing low-pressure sewer system, as follows:

Project Limits:

- NE 18th Avenue, from NE 163rd Street, south to the existing sanitary sewer manhole at NE 162nd Street.
- NE 18th Court, from NE 163rd Street, south for approximately 230 LF to the existing sanitary sewer manhole.
- NE 18th Place, from NE 163rd Street, south for approximately 230 LF to the existing sanitary sewer manhole.
- NE 19th Court, from NE 163rd Street, south for approximately 255 LF to the existing sanitary sewer manhole.
- NE 19th place, from NE 163rd Street, south for approximately 270 LF to the existing sanitary sewer manhole.
- Approximately 135 LF of the existing alley behind LBU Lighting (1974 NE 163rd Street), west of NE 19th Place.
- NE 162nd Street, from NE 19th Place, east for approximately 630 LF.

Additionally, an ABS grinder station with electrical service from the property owner's existing electrical meter at 1850 NE 163rd Street shall be designed and connected to the existing low-pressure sewer force main on NE 163rd Street.

Task 1 – Site Reconnaissance and Data Gathering

- Consultant shall obtain a Sunshine One Call of Florida design ticket to identify existing utilities within the project area.
- Consultant shall coordinate with utilities identified in the design ticket to obtain as-built plans, GIS maps, and/or other available information for existing utilities in the project area.
- Consultant shall perform a site visit to observe and document existing conditions of the project area.
- Through our subconsultant, we shall complete a topographic survey update of the project area with the following scope:
 - Limits as described in the project scope above.
 - Identification of boundary information (ROW lines, centerlines, easements, etc.).
 - Updated Topographic information shall include:
 - Identification of all above ground features including but not limited to septic tanks, cleanouts, curbs, roads, driveways (including material), manholes, inlets, pull boxes, striping, poles, sidewalks, lights, signs, valves, building walls, trees, vegetation, and above ground utilities.
 - Labeling of all house numbers/folios/easements/dedications.
 - Spot elevations in NGVD 29 datum at a maximum 50-foot grid with additional elevations to identify all grade changes and features of interest. Spot elevations along roads shall identify inverted crown of road, edge of pavement, back of curb, driveway at ROW line, toe of slope, top of bank, etc.

- Rim elevations, invert elevation, invert direction, invert material, invert diameter, and bottom of structure elevations for all sanitary sewer and stormwater manholes and inlets.
- Existing roadway striping and street signs type labels.
- Topographic survey information for the area extending 10-ft beyond the ROW where feasible.
- Consultant shall review other surveys and as-builts from local utilities and field verify locations as applicable.

Task 2 – Construction Documents

50% Design

- Consultant shall attend up to two (2) meetings with the Client; additional meetings beyond this number shall be performed on an hourly basis at the written direction of the Client.
- Investigation of the existing gravity system, receiving pump station and existing low pressure sewer system (on NE 163rd Street) to determine capacities for proposed additional contributing properties. Potential pump/Impeller upgrades to the existing receiving pump station, as needed, shall be studied.
- Identification of Pavement Repair or Pavement Reconstruction Requirements and Proposed Pavement Resurfacing Limits where driveways or roadways are to be impacted by construction (as applicable).
- Clearly Identify Utility Conflicts, existing utilities locations and Document Information.
- Cover Sheet, Table of Contents, Standard Details, Project Location, Legend Symbols, Plan and Details, etc.
- Preliminary Proposed Horizontal Alignment (Plan View, profiles and Details)
- Location of Existing and Proposed utilities (on Plan View)
- Design Schedule Update (as appropriate)
- Attend Submittal Review Meeting as required and Prepare Meeting Minutes
- Consultant shall engage in close coordination with the client to ensure project criteria is met.
- Consultant shall prepare 50% Construction Document level plans which are anticipated to include existing conditions and demolition, gravity sewer alignment, lateral locations, pump station improvements (if applicable), pavement restoration areas and preliminary details for the purpose of Client review.
- Consultant shall generate a preliminary Engineer's Opinion of Probable Construction Cost for the proposed improvements.

Deliverables:

- 50% Construction Documents, in both electronic (CAD and .pdf) and hard copy formats (11"x17" and 24"x36")
- Topographic Survey, in both electronic (CAD and .pdf) and hard copy formats (11"x17" and 24"x36")
- Utility Matrix, in electronic (.pdf) format
- Preliminary Engineer's Opinion of Probable Cost, in electronic (.pdf) format
- Updated design schedule, in electronic (.pdf) format

90% Design

- Consultant shall attend up to two (2) meetings with the Client; additional meetings beyond this number shall be performed on an hourly basis at the written direction of the Client.
- Consultant shall review and implement comments received on 50% Construction Documents design submittal.
- Consultant shall prepare 90% Construction Document level plans which are anticipated to include existing conditions and demolition, gravity sewer plan and profiles, lateral locations, receiving pump station improvements (if applicable), ABD grinder station, pavement restoration areas, details, and stormwater pollution prevention plans with associated notes for the purpose of Client review.
- Consultant shall update the Engineer's Opinion of Probable Construction Cost for the proposed improvements based on the design development.

Deliverables:

- 90% Construction Documents, in both electronic (CAD and .pdf) and hard copy formats (11"x17" and 24"x36")
- Updated Engineer's Opinion of Probable Cost, in electronic (.pdf) format
- Updated design schedule, in electronic (.pdf) format

100% Design (Bid Set)

- Include Comments from 90% Submittal Review
- Final Alignment (Horizontal Drawings and Vertical Details)
- All required notes and standard details
- Final Plan and profile drawings
- Design Schedule Update
- Attend (one) Submittal Review Meeting and Prepare Draft Meeting Minutes.
- Final Engineer's Opinion of Probable Cost
- Final technical specifications for the civil engineering design components for use during bidding, aside from what will be included in the design documents (as needed)
- Final general notes, recommending any minimum requirements for a site contractor.

Deliverables:

- 100% Construction Documents (Bid Set), in both electronic (CAD and .pdf) and hard copy formats (11"x17" and 24"x36")
- Final Engineer's Opinion of Probable Cost, in electronic (.pdf) format
- Updated design schedule, in electronic (.pdf) format

Task 3 – Government Permitting Assistance

- Consultant shall prepare and submit dry run permit applications related to civil engineering. The agencies having jurisdiction (AHJ) of requiring government permitting are anticipated to be:
 - City of North Miami Beach Public Works Department
 - City of North Miami Beach Water
 - Miami-Dade County Water & Sewer Department (M-D WASD)
 - Miami-Dade County – Regulatory Environmental Resource (RER) - (as necessary)
 - Florida Department of Environmental Protection (FDEP)
- Consultant shall review and respond AHJ comments and revise plans, as applicable.

- Additional AHJ submittals are not anticipated for civil engineering. If required, they may be performed via an additional service agreement.
- The approved plans shall be considered to be the final construction documents. Preparation of additional plan sets or Client-requested changes following approval of the permits listed above may be performed via an additional service agreement.

Task 4 – Bid & Award Support

- Consultant shall prepare responses to questions from bidders for the scope of work in this proposal.
- Consultant shall review bids and respond to contractor questions on the work.
- This task includes up to two (2) meetings with the Client and/or Bidder.

Task 5 – Limited Construction Administration Support Services

- Preconstruction:
 - Consultant shall attend a pre-construction conference as arranged by the contractor.
 - Consultant shall review shop drawing submittals (a total of six submittal package reviews are included).
- Construction Observation:
 - Consultant shall review and respond to Contractor RFIs.
 - Consultant shall perform up to twelve (12) field visits for the purpose of observing the installation of the project, including the preparation of a daily report of construction.
 - Additional visits beyond this number shall be performed on an hourly basis at the written direction of the Client.
- Certification and Closeout
 - Consultant shall attend up to one (1) substantial completion walkthrough for the purpose of generating a closeout punch list.
 - Consultant shall review Contractor-provided signed and sealed as-builts.
 - Consultant shall attend up to one (1) final walkthrough for the purpose of verifying closeout punch list items have been addressed.
 - Consultant shall sign and submit certifications of completion of civil engineering components, as required.

The basis for the above scope of services and associated fee(s) are based on the following:

- Project shall be completed in one phase.
- Investigation and design of offsite facilities and improvements are only included as directly related to the base scope of services of this project.
- The Project is in the City of North Miami Beach, Florida.
- No environmental exploration, engineering or permitting of any kind is included in this proposal.
- The City of North Miami Beach shall assist with any site visits or meetings as required for the successful completion of this project, as required.
- Site and street lighting, landscape architecture, structural engineering, irrigation design, and environmental engineering services are not included in this proposal.
- Pump station improvements are limited to potential pump/impeller replacements and the

proposed grinder station at 1850 NE 163rd Street.

- This proposal assumes no improvements to the existing force main or pump station electrical panels or telemetry (SCADA) are required.
- It is assumed that there are no environmental concerns within the subject project area.
- Contractor to obtain any necessary NPDES NOI permits.
- Contractor to prepare Maintenance of Traffic (MOT) plans and submit for MOT permits from the necessary regulatory agencies.
- Contractor to prepare any dewatering plans and obtain dewatering permits as necessary to construct the project.
- Contractor to obtain right-of-way permits for the necessary regulatory agencies for construction.
- Contractor shall submit "rock" as-builts prior to installing pavement surface.
- Contractor shall provide as-builts signed and sealed by a Florida licensed professional surveyor and mapper for consultant review prior to construction close-out.
- Proposal assumes attendance to limited field meetings and inspections. Attendance to regular owner/contractor meetings during construction shall be rendered as an additional service.
- Plan revisions required by permitting authorities after issuance of permit/during construction are not included. If required, such revisions shall be performed on an hourly basis.
- Should existing franchise utilities (such as FPL, telecom, and natural gas) require relocation, Consultant shall identify said relocation on contract documents. The relocation effort shall be identified by CMA, but the actual relocation shall be the responsibility of the contractor.
- Consultant shall make every attempt to provide a lateral to every intended property and may require an easement (to be coordinated by NMB Water).
- A line item to instruct the contractor to include the private side lateral connections and septic tank abandonments, including payment of impact and permit fees, shall be included and added to the bid tab. It is understood that the impact and permit fees cannot be precisely determined at this time, thus an allowance will be appropriate for that item. It is anticipated that all connections shall be made at the same time (together).
- CMA shall utilize the geotechnical report prepared with the Corona Del Mar Phase I Low Pressure Sewer project previously.

Information to be provided by the Client:

- Filing and permit application fees, review fees, impact fees or any other associated assessments by other governments/agencies shall be paid for by CMA via the reimbursables allowance and shall be invoiced to the City with respective receipts/proof of payments.
- Copies of all relevant data, including correspondence, pump station reports, plans or information in Client's possession which may be beneficial to the work effort performed by Consultant. Some of these items may have already been provided to CMA by NMB Water.
- An official City Purchase Order (P.O.) and Notice to Proceed (NTP) for this work.

SCHEDULE AND FEES

Consultant shall schedule work upon receipt of purchase order and official notice to proceed (NTP) for this project. Per discussions with your team, the goal is to start immediately upon official authorization from the City. The anticipated durations of each task are shown in the table below.

TASK	DESCRIPTION	DURATION
Task 1	Site Reconnaissance & Data Gathering	6 Weeks*
	Topographic survey update	4 Weeks*
Task 2	Construction Documents	
	50% Design	6 Weeks
	Client/Owner Review	2 Weeks
	90% Design	4 Weeks
	Client/Owner Review	2 Weeks
	100% Design	3 Weeks
Task 3	Government Permitting Assistance	12 Weeks**
Task 4	Bid and Award Support	12 Weeks**
Task 5	Limited Construction Administration	16 Weeks**
		Total: 63 Weeks

*Topographic survey update shall be performed during Task 1.

** Permitting, Bid & Award Support and construction durations shown above are estimated and may vary due to factors beyond CMA's control.

The total lump sum fee for this project will be divided as follows:

<u>Task(s)</u>	<u>Task Description</u>	<u>Lump Sum Fees</u>
Task 1	Site Reconnaissance & Data Gathering	\$13,370.00
Task 2	Construction Documents	\$68,940.00
Task 3	Government Permitting Assistance	\$17,700.00
Task 4	Bid and Award Support	\$8,450.00
Task 5	Limited Construction Administration Support Services	\$33,340.00
<i>SUBTOTAL</i>		\$141,800.00
	Reimbursables Allowance	\$10,000.00
	Topographic Survey Update – Longitude Surveyors	\$16,500.00
	Electrical Engineering – Smith Engineering Consultants, Inc.	\$12,000.00
PROJECT TOTAL		\$180,300.00

Reimbursable expenses for mileage and report preparation have been included in the lump sum fees noted above. Additional reimbursable expenses requested by the Client outside of the items for the tasks above, including delivery of additional copies of items shall be invoiced as defined in our Professional Services Agreement for General Engineering Services.

This proposal is based on our understanding of the requirements for civil and electrical engineering and surveying services as itemized under the anticipated tasks listed above. Accordingly, we reserve the right to modify this proposal due to any changes in scope.

3150 SW 38th Avenue, Suite 950
Miami, FL 33146
Office: +1 (786) 497-1500



Should you have any questions, please do not hesitate to contact me at my office at +1 (786) 497-1500, Ext. 1125, my cell phone at +1 (305) 562-4789 or send me an electronic message at gmendez@chenmoore.com.

Respectfully submitted,

CHEN MOORE AND ASSOCIATES
Gregory Mendez, P.E.
Principal Engineer / Office Leader Miami

Accepted by: City of North Miami Beach

By:

Name: _____

Title: _____

Signature: _____

Date: _____

Name: _____

Title: _____

Signature: _____

Date: _____

Cc: Jose L. Acosta, P.E., F. ASCE, Chen Moore and Associates

Attachments: Approximate Project Area Exhibit

