

Work Authorization No. WA 23 RS&H
Under
Agreement between Broward County and RS&H, Inc.
for
Continuing Engineering Services for Transportation and General Civil Engineering Projects
(RFP # PNC2114364P1)

1. This Work Authorization is issued pursuant to the Agreement between Broward County ("County") and **RS&H, Inc.** ("Consultant") for **Continuing Engineering Services for Transportation and General Civil Engineering Projects (RFP # PNC2114364P1)** (the "Agreement"), which was approved by the Board of County Commissioners on **October 23, 2018** (Item **19**).

2. This Work Authorization permits Consultant to provide the services described in Exhibit "A" to this Work Authorization. These services are authorized by Article 4 of the Agreement.

3. **Compensation and Method of Payment.**

3.1 Payment for the services authorized by this Work Authorization will be in accordance with Article 6 of the Agreement and the agreed method of compensation is as follows (check those boxes that apply):

☒ 3.1.1 **Maximum Amount Not-To-Exceed Compensation.** County shall pay Consultant for the performance of Basic Services for Tasks of Exhibit A payable on a "Maximum Amount Not-To-Exceed" basis, and as required under the terms of the Agreement, based upon the Salary Costs described in Section 6.2 of the Agreement up to a maximum amount not-to-exceed of \$ **\$349,811.32**.

☐ 3.1.2 **Lump Sum Compensation.** County shall pay Consultant for the performance of all Basic Services for Tasks of Exhibit A payable on a "Lump Sum" basis, and as required under the terms of this Agreement, a total lump sum of \$ **0.00**.

☐ 3.1.3 **Reimbursable Expenses.** County has established a maximum amount not-to-exceed of \$ **0.00** for potential reimbursable expenses that may be utilized pursuant to Article 6 of the Agreement. County will retain any unused amounts of those reimbursable expenses.

3.2 Payments for this Work Authorization will be charged against Budget No.:

30105-30105-61604000-540130-100660 Construction-\$87,452.83

30105-30105-61604020-556010-101242 Construction-\$87,452.83

30105-30105-61604000-556010-100361 Construction-\$87,452.83

30110-30110-61604000-540160-100354 Construction-\$87,452.83

4. Schedule.

Consultant shall perform the services described in Exhibit A within:

- ☐ _____ calendar days ("Time for Performance"), or
☒ the time period set forth in Exhibit A ("Time for Performance"); this Time for Performance shall commence from the date of the Notice to Proceed for such services.

5. CBE Goals.

The CBE participation for this Work Authorization is projected to be at **30.00%** due to the type of work. **Consultant** is committed to meeting the contract requirement of CBE participation percentage at a contract level by having its Subconsultant F&J Engineering Group, Inc. perform the work outlined in Exhibit B, page 2.

6. The terms and conditions of the Agreement are hereby incorporated into this Work Authorization. Nothing contained in this Work Authorization shall alter, modify, or change in any way the terms and conditions of the Agreement with the County.

List of Exhibits:

- 1. Exhibit A - Scope of Services**
- 2. Exhibit B - Fee Proposal**
- 3. Exhibit C - Certificate of Liability Insurance**

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IN WITNESS WHEREOF, the Parties have made and executed this Work Authorization No. **WA 023 RS&H**: BROWARD COUNTY, by and through its Contract Administrator, as authorized pursuant to Section 4.1 of the Agreement, and **RS&H, Inc.**, signing by and through its **Vice-President**, duly authorized to execute same.

County

WITNESS:

BROWARD COUNTY, by and through
its Director of Purchasing

LUCY
GARCIA

Digitally signed by LUCY
GARCIA
Date: 2021.05.27
14:05:03 -04'00'

Signature of Witness

Lucy Garcia

Print Name of Witness

SHANDREKA
LOPEZ

Digitally signed by SHANDREKA
LOPEZ
Date: 2021.05.27 15:54:14 -04'00'

Signature of Witness

Shandreka Lopez

Print Name of Witness

Anh Ton

Digitally signed by Anh Ton
Date: 2021.04.10 17:40:20
-04'00'

Anh Ton (Date)

Contract Administrator

BRENDA
BILLINGSLEY

Digitally signed by BRENDA
BILLINGSLEY
Date: 2021.05.27 10:49:38
-04'00'

By:

Brenda Billingsley
Director of Purchasing

27th day of May, 20²¹.

Approved as to form by
Andrew J. Meyers
Broward County Attorney
Governmental Center, Room 423
115 South Andrews Avenue
Fort Lauderdale, Florida 33301
Telephone: (954) 357-7600

Gavin
Rynard

Digitally signed
by Gavin Rynard
Date: 2021.04.07
13:31:46 -04'00'

By:

Gavin Rynard (Date)
Assistant County Attorney

Angela
Wallace

Digitally signed by
Angela Wallace
Date: 2021.04.07
13:32:43 -04'00'

By:

Angela Wallace (Date)
Transportation Surtax General Counsel

Consultant

WITNESSES:

RS&H, Inc.Aylin C Napoles Digitally signed by Aylin C Napoles
Date: 2021.04.06 11:34:27 -04'00'

Signature

Aylin Costa Napoles

Print Name of Witness above

Barbara Digitally signed by Barbara
Lauderdale Date: 2021.04.06 11:39:53 -04'00'

Signature

Barbara Lauderdale

Print Name of Witness above

DocuSigned by:

Jay Turner

By:

3D7C7C8A5207464...

Authorized Signor

Jay Turner, PE VP

Print Name and Title

6 day of April, 2020

ATTEST:

DocuSigned by:

Melanie Nichols

12C3A4E5E42C4D9...

Co. RS&H, INC. ary or other person



uSigned by:

JR NOTARY)



3125 W Commercial Blvd
Suite 130
Fort Lauderdale, FL 33309

☎ 954-474-3005
✉ 954-474-3006
rsandh.com

April 19, 2021

BROWARD COUNTY
ATTN: Michael M. Melendez, P.E.
Construction Project Management Supervisor
Highway and Bridge Maintenance Division
1600 Blount Road
Pompano Beach, FL 33069

**RE: Work Authorization No. 023_RS&H
Highway and Bridge Maintenance Division
In-House Design Support and Construction Inspection Services
Contract: RFP No. PNC2114364P1
Continuing Engineering Services for Transportation and General Civil Engineering Projects**

Dear Mr. Melendez,

We are pleased to submit the Scope of Services and Fee Proposal for the Highway and Bridge Maintenance Division in-house design support and construction inspection services.

The total fee to perform the tasks associated with the scope is shown below:

| | | | |
|----------------------------|-----------------------|----------------|---------------------|
| RS&H, Inc. | Maximum-not-to-exceed | Total = | \$244,067.98 |
| F&J Engineering Group, Inc | Maximum-not-to-exceed | Total = | \$105,743.34 |
| | | Total = | \$349,811.32 |

Please refer to Exhibit "A" for the Scope of Services and Exhibit "B" for the Fee Proposal.

All tasks associated with this work authorization will be completed within 365 calendar days from Notice to Proceed.

If you have any questions with regards to the above information, please do not hesitate to contact our office.

Thank you,

Aylin Costa, PE
Project Manager, RS&H, Inc.



**BROWARD COUNTY
RFP NO. PNC2114364P1
CONTINUING ENGINEERING SERVICES FOR
TRANSPORTATION AND GENERAL CIVIL ENGINEERING PROJECTS
WORK AUTHORIZATION WA_023_RS&H
FOR
HIGHWAY AND BRIDGE MAINTENANCE DIVISON
IN-HOUSE DESIGN SUPPORT AND CONSTRUCTION INSPECTION SERVICES
SCOPE OF SERVICES**

SECTION I: PURPOSE

The purpose of this Scope of Services is to describe the professional services required by the Broward County ("County") in connection with work activities which are a part of the total services to be provided under RS&H, Inc.'s ("Consultant") October 23, 2018 Continuing Engineering Services for Transportation and General Civil Engineering Project ("Project") Agreement ("Agreement") with the County.

The Project limits for this Work Authorization will be the County limits as well as any areas outside of the County that require consideration in order to appropriately complete a required task.

The Consultant shall demonstrate effective and efficient project management practices while working on this Work Authorization. This includes regular communication with the County and others as necessary, thorough management of time and resources, and complete documentation.

The County will provide contract administration, management services, and technical reviews of all work associated with the development and preparation of the task work products. The County will provide job specific information as outlined in the Agreement.

SECTION II: CONTRACT MANAGEMENT

The County Contract Administrator and Project Manager will ensure the fulfillment and enforcement of the Agreement terms and receipt of a quality work product. The County Contract Administrator will be responsible for enforcing the terms of the Agreement and approving all invoices. The County Project Manager will serve as the primary day-to-day point of contact with the Consultant for matters relative to the Agreement and will review all Agreement invoices prior to payment. The County Project Manager will be responsible for the approval of activities related to the Agreement and will serve as the liaison between the Consultant and the County.

During the term of the Agreement, the County will conduct reviews of the various phases of the Consultant's operations. The Consultant will cooperate and assist the County representatives in conducting these reviews. The County Project Manager will be responsible for reviews of the Consultant's work.

The Consultant shall be responsible for the professional quality, technical accuracy, and systematic coordination of all work products and other services furnished by the Consultant under this Agreement.

The Consultant's work shall be performed and directed by key personnel identified by the Consultant and approved by the County. Any changes in the indicated personnel shall be subject to review and approval by the County Contract Administrator or their designated representative.

SECTION III: TASK SERVICES

1. Scope of Services

The services performed by the Consultant shall follow all applicable federal; state; and County laws, policies, regulations, standards, manuals, and guidelines.

The County is requesting that the Consultant provide professional services for miscellaneous roadway projects for Surtax improvement and maintenance projects for the designated Time for Performance, as identified in this Article's Subsection 3. The services will include engineering design and analysis, plans and specifications preparation, cost estimating, technical documents development and review, field reviews and site visits, construction inspection, and other miscellaneous services as assigned, paid on a Maximum Amount Not-To-Exceed bases as identified in this Work Authorization.

The Consultant is expected to augment and support County staff with construction inspections, design of roadway and bridge repairs, and related projects. Consultant will report to the Highway and Bridge Maintenance Division Office in Pompano Beach or another location as agreed upon for the duration of this Work Authorization. The County will supply a workstation for Consultant while working at the County facility. For all remote work, the Consultant will provide computer, electronics, equipment, and software necessary to complete work associated with this Work Authorization at no cost to the County, unless otherwise approved by the County. Remote work will only be permitted with prior approval from the County. During remote work, Consultant shall be continuously and immediately available during all billable hours.

Representative Projects that the Consultants may support are listed below:

- Plan reviews for permit applications and/or in-housed projects
- Miscellaneous Roadway Professional Services
 - Design Work
 - Civil Engineering Inspection ("CEI") Work
 - Estimated Construction Cost less than \$2.0 Million
- Miscellaneous Bridge Professional Services
 - Design Work
 - CEI Work
 - Estimated Construction Cost less than \$2.0 Million
- Miscellaneous Sidewalk Professional Services
 - Design Work
 - CEI Work
 - Estimated Construction Cost less than \$2.0 Million
- Miscellaneous Drainage Professional Services
 - Design Work
 - CEI Work
 - Estimated Construction Cost less than \$2.0 Million
- Miscellaneous Guardrail, Fencing, and Railing Professional Services
 - Design Work
 - CEI Work
 - Estimated Construction Cost less than \$2.0 Million

The County shall provide all information such as any existing plans, specifications, reports, etc. that may be available to help assist the performance of the services to be provided by the Consultant.

2. Staff Qualifications

The below Consultant positions are an estimate of the positions that may be needed to complete work associated with this Work Authorization. Additional positions listed in the Agreement may be utilized if needed. Staff hours are only an estimate and will be adjusted based on need.

2.1. Project Manager (1 position)

- Bachelor of Science ("B.S.") in Civil Engineering
- Professional Engineering ("PE") registration with 5+ years of post-registration experience preferred
- Knowledge of Broward County Minimum Standards, Florida Department of Transportation ("FDOT") Standard Plans, FDOT Design Manual, Florida Greenbook, and FDOT Specifications for Road and Bridge
- Proficiency in Microstation and/or AutoCAD
- Ability to prepare plans, specifications, and cost estimates
- Ability to interpret general instructions in order to develop project scopes, designs, and estimates
- Ability to produce high-quality documents to communicate technical information to appropriate audiences
- Excellent written skills in English
- Be approved by the Director of Highway and Bridge Maintenance Division ("HBMD") prior to providing any services

2.2. Senior Project Engineer (1 position)

- B.S. in Civil Engineering
- PE registration preferred
- 6+ years minimum relevant experience for types of anticipated projects
- Knowledge of Broward County Minimum Standards, FDOT Standard Plans, FDOT Design Manual, Florida Greenbook, and FDOT Specifications for Road and Bridge
- Proficiency in Microstation and/or AutoCAD
- Ability to prepare plans, specifications, and cost estimates
- Ability to interpret general instructions in order to develop project scopes, designs, and estimates
- Ability to produce high-quality documents to communicate technical information to appropriate audiences
- Excellent written skills in English
- Be approved by the Director of HBMD prior to providing any services

2.3. Project Engineer (1 position)

- B.S. in Civil Engineering
- PE registration preferred
- 2+ years minimum relevant experience for types of anticipated projects
- Knowledge of Broward County Minimum Standards, FDOT Standard Plans, FDOT Design Manual, Florida Greenbook, and FDOT Specifications for Road and Bridge

- Proficiency in Microstation and/or AutoCAD
- Ability to prepare plans, specifications, and cost estimates
- Ability to interpret general instructions in order to develop project scopes, designs, and estimates
- Ability to produce high-quality documents to communicate technical information to appropriate audiences
- Excellent written skills in English
- Be approved by the Director of HBMD prior to providing any services

2.4. Engineer (1 position)

- B.S. in Civil Engineering or Master of Science (“M.S.”) in Engineering
- Entry level PE
- Knowledge of Broward County Minimum Standards, FDOT Standard Plans, FDOT Design Manual, Florida Greenbook, and FDOT Specifications for Road and Bridge
- Proficiency in Microstation and/or AutoCAD
- Ability to prepare plans, specifications, and cost estimates
- Ability to interpret general instructions in order to develop project scopes, designs, and estimates
- Ability to produce high-quality documents to communicate technical information to appropriate audiences
- Excellent written skills in English
- Be approved by the Director of HBMD prior to providing any services

2.5. Engineering Intern (1 position)

- B.S. in Civil Engineering
- Engineering Intern (“EI”) certification preferred
- Knowledge of Broward County Minimum Standards, FDOT Standard Plans, FDOT Design Manual, Florida Greenbook, and FDOT Specifications for Road and Bridge
- Proficiency in Microstation and/or AutoCAD
- Ability to prepare plans, specifications, and cost estimates
- Ability to interpret general instructions in order to develop project scopes, designs, and estimates
- Ability to produce high-quality documents to communicate technical information to appropriate audiences
- Excellent written skills in English
- Be approved by the Director of HBMD prior to providing any services

2.6. CEI Senior Roadway Inspector (1 position)

- High School Graduate with 8 years of experience in construction inspection or B.S. in Civil Engineering with 1 year of road and bridge CEI experience
- Knowledge of Broward County Minimum Standards, FDOT Standard Plans, FDOT Design Manual, Florida Greenbook, and FDOT Specifications for Road and Bridge
- Excellent written skills in English
- Be approved by the Director of HBMD prior to providing any services

2.7. CEI Roadway Inspector (1 position)

- High School Graduate with 2 years of experience in construction inspection or B.S. in Civil Engineering
- Knowledge of Broward County Minimum Standards, FDOT Standard Plans, FDOT Design Manual, Florida Greenbook, and FDOT Specifications for Road and Bridge
- Excellent written skills in English
- Be approved by the Director of HBMD prior to providing any services

3. Time for Performance

The Consultant's Personnel will work a fixed schedule, not to exceed 40 hours per week, unless otherwise approved by the County. All services to be performed pursuant to this Work Authorization shall be completed no later than 365 days from the issuance of the Notice to Proceed.

EXHIBIT B
FEE PROPOSAL

EXHIBIT B - FEE PROPOSAL
Work Authorization No. 023_RS&H
Staff Augmentation for Highway Bridge Maintenance Division
BASIC SERVICES
Continuing Services for Transportation and General Civil Engineering Projects
Contract RFP# PNC2114364P1

Table 1 - RS&H Maximum Not-To-Exceed Staff Hour Estimate

| Task No. | RS&H, Inc. | Hours Per Unit | Unit | Qty. | Total Staff Hours | Chief Engineer | Principal Engineer | Project Manager | Senior Engineer | Senior Project Engineer | Project Engineer | Engineer | Chief Designer | Engineering Intern | Chief Scientist | Senior Scientist | Total Staff Hours | TOTAL UNLOADED SALARY COST | |
|---|---------------------------|----------------|------|------|-------------------|----------------|--------------------|-----------------|-----------------|-------------------------|------------------|------------|----------------|--------------------|-----------------|------------------|-------------------|----------------------------|--|
| | WORK ACTIVITY DESCRIPTION | | | | | \$85.18 | \$81.12 | \$73.01 | \$67.90 | \$62.46 | \$48.44 | \$43.27 | \$49.99 | \$34.08 | \$70.70 | \$46.95 | | | |
| | PROJECT GENERAL TASKS | | | | | | | | | | | | | | | | STAFF | | |
| 1 | Staff Augmentation | | NTE | 1700 | 1700 | | | 40.00 | | 750.00 | 40.00 | 120.00 | | 750.00 | | | 1700 | \$82,455.40 | |
| | | | | | 1700 | | | | | | | | | | | | | 1700 | |
| ESTIMATED HOURS BY STAFF CLASSIFICATION | | | | | | | | 40.00 | | 750.00 | 40.00 | 120.00 | | 750.00 | | | 1700 | \$82,455.40 | |
| ESTIMATED COST BY STAFF CLASSIFICATION | | | | | | \$0.00 | \$0.00 | \$2,920.40 | \$0.00 | \$46,845.00 | \$1,937.60 | \$5,192.40 | \$0.00 | \$25,560.00 | \$0.00 | \$0.00 | | | |
| PERCENTAGE OF TOTAL COST | | | | | | 0.00% | 0.00% | 2.35% | 0.00% | 44.12% | 2.35% | 7.06% | 0.00% | 44.12% | 0.00% | 0.00% | \$48.50 | | |
| Table 1 - RS&H (Prime) Est. Cost (Unloaded) | | | | | \$82,455.40 | | | | | | | | | | | | | | |
| RS&H TOTAL (Prime) Est. Cost (Loaded 2.96 Multiplier) | | | | | \$244,067.98 | | | | | | | | | | | | | | |
| F&J TOTAL (Sub) | | | | | \$105,743.34 | | | | | | | | | | | | | | |
| GRAND TOTAL (Maximum Not-To-Exceed) | | | | | \$349,811.32 | | | | | | | | | | | | | | |
| 30% CBE | | | | | | | | | | | | | | | | | | | |

30% CBE

EXHIBIT B - FEE PROPOSAL
Work Authorization No. 023_RS&H
Staff Augmentation for Highway Bridge Maintenance Division
BASIC SERVICES
Continuing Services for Transportation and General Civil Engineering Projects
Contract RFP# PNC2114364P1

Table 1 - F&J Maximum Not-To-Exceed Staff Hour Estimate

| Task No. | RS&H, Inc. | Hours Per Unit | Unit | Qty. | Total Staff Hours | CEI Senior Roadway Inspector | CEI Roadway Inspector | CEI Project Admin/ Project Engineer | CEI Contract Support Specialist | CEI Bridge Inspector | CEI Senior Bridge Inspector | Total Staff Hours | TOTAL UNLOADED SALARY COST |
|---|---------------------------|----------------|------|------|-------------------|------------------------------|-----------------------|-------------------------------------|---------------------------------|----------------------|-----------------------------|-------------------|----------------------------|
| | WORK ACTIVITY DESCRIPTION | | | | | \$35.21 | \$24.84 | \$50.70 | \$36.76 | \$25.58 | \$33.08 | STAFF | |
| | PROJECT GENERAL TASKS | | | | | | | | | | | | |
| 1 | Staff Augmentation | | NTE | 1390 | 1390 | 695.00 | 695.00 | | | | | 1390 | \$41,734.75 |
| 1390 | | | | | | | | | | | | 1390 | |
| ESTIMATED HOURS BY STAFF CLASSIFICATION | | | | | | 695.00 | 695.00 | | | | | 1390 | \$41,734.75 |
| ESTIMATED COST BY STAFF CLASSIFICATION | | | | | | \$24,470.95 | \$17,263.80 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$30.03 | |
| PERCENTAGE OF TOTAL COST | | | | | | 50.00% | 50.00% | 0.00% | 0.00% | 0.00% | 0.00% | | |

| | |
|--|--------------|
| Table 2 - F&J (Sub) Est. Cost (Unloaded) | \$41,734.75 |
| F&J TOTAL (Sub) Est. Cost (Loaded 2.41 Multiplier) | \$100,580.75 |
| F&J TOTAL (Sub) Est. Cost (Direct Expense Rate 12.37%) | \$5,162.59 |
| GRAND TOTAL (Maximum Not-To-Exceed) | \$105,743.34 |