

Scoping Meeting Report

Project Name: Ben Fiorendino Park Pedestrian Pathway Improvements

Work Order Request No.: *(Provided by the CITY)*

Consultant Name: CTS Engineering, Inc.

Consultant Address: 3230 West Commercial Blvd, Fort Lauderdale FL 33309

Consultant Project Manager: MarQuellus Bennett, P.E.

Date of Scoping Meeting: 3/26/26

Project Location / Address: Ben Fiorendino Park

City Department: Recreation and Cultural Arts

City Project Manager: Dayana Castellon

Communication Matrix:

- Dayana Castellon, City Project Manager, dcastellon@ppines.com, (954) 518-9064
- MarQuellus Bennett, Project Manager, mbennett@ctseinc.com, (352) 562-2353
- Michael Melendez, Backup Project Manager, mmelendez@ctseinc.com, (954) 895-6894

PROJECT DETAILS:

1. PROJECT UNDERSTANDING *(Briefly describe the Project needs, goals, and background. Summarize the proposed approach and services to be provided by the CONSULTANT)*
 - a. Ben Fiorendino Park Pedestrian Pathway Improvements is intended to improve pedestrian accessibility, walkability, and connectivity within the park and to the surrounding sidewalk network. The park currently contains a combination of existing sidewalk, mulch path, and undefined pedestrian connections, resulting in gaps in continuous accessible travel. The City's primary goal is to create a continuous ADA-compliant pedestrian pathway from the park to east of Cedarwood Avenue (Segment A), with additional improvements (Segment B and C) considered as budget allows.
 - b. The Consultant understands the project budget is approximately \$400,000 for design and construction combined, and that design should advance promptly to support permitting and procurement. The Consultant will provide project management, coordination, site data collection, survey support, design development, construction documents, an opinion of probable construction cost, and permitting assistance as authorized. The design will evaluate pathway

alignment, surface type, drainage considerations, tree impacts, utility conflicts (assuming locations are provided with project data), and ADA requirements, while coordinating with the City and applicable agencies to deliver a practical, durable, and buildable solution. CTS also understands that tree replacement will be handled by the City and that construction phase services are anticipated to be limited to RFI support.

2. SCOPE OF SERVICES

Task 1 – Data Collection

a. Survey

Task 2 - Project Management

~~Task 3 – Planning~~

Task 4 - Development of Project Deliverables (Design Initial Layout, 60% Plans, Final Plans), Surveying and Mapping Documents, Estimate of Probable Construction Costs, technical studies, testing reports, modeling results, or other discipline-specific documentation)

Task 5 – Permitting Assistance

Task 6 – Procurement/Solicitation Assistance

3. PROJECT SCHEDULE Preliminary Schedule Enclosed

4. OPINION OF PROBABLE CONSTRUCTION COST \$250,000

5. SUBCONSULTANTS None (Applicable only if Additional Services become necessary)

6. CITY FURNISHED DOCUMENTS & DATA

- a. Taft Street drainage improvement plans.
- b. City utility atlas.
- c. Sidewalk/asphalt design standards and engineering requirements.
- d. Unit cost data from existing contracts.

7. MEETINGS AND SITE VISITS –

- a. Kick-off (1)
- b. Field Review (1)
- c. Progress (monthly)
- d. Layout Approval (1)
- e. Comment/Resolution (1)

- f. Construction Hand-off (1)
- 8. COMPENSATION – Estimate Enclosed (Segment A, B, and C)
 - a. Lump Sum (Salary): \$138,895.00
 - i. Data Collection Complete 30%
 - ii. 60% Plans Complete 60%
 - iii. Final Plans Complete 100%
 - b. Reimbursable Expenses: \$ 12,975.00 (\$2,076 per survey crew day)
 - c. Total Compensation: \$151,870.00
- 9. SERVICES NOT INCLUDED –
 - a. Landscape Architecture
 - b. Permitting (except for South Broward Drainage District permit).
 - c. Public Involvement
- 10. ADDITIONAL SERVICES -
 - a. Additional meetings besides those identified in No. 7.
 - b. Geotechnical
 - c. Utility Coordination
 - d. Subsurface Utility Engineering
 - e. Design effort for special walls as needed
 - f. Shop Drawing Reviews
 - g. Construction Administration
 - h. Construction-Phase Revisions
- 11. SPECIAL CONSIDERATIONS/NOTES/ASSUMPTIONS
 - a. City will provide proposed drainage project plans prior to NTP.
 - b. Geotechnical information related to drainage will be provided with the proposed drainage project plans to be provided by City.
 - c. Schedule durations related to permitting are assumed based on previous experience, but subject to the permitting agency.
 - d. All proposed improvements are within right-of-way under the jurisdiction.

- e. Utility locations were not known at time of scope development.

12. OTHER INFORMATION *(Include any other data, materials, or methods the CONSULTANT plans to utilize in connection with performing services under this Work Order.)*

- a. Pending further coordination with City.

Pembroke Pines

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Work Order Request No.: TBD

Professional
Surveyor & Mapper
\$225.00

Survey
Assistant I
\$117.00

Survey
Assistant II
\$139.89

CTS ENGINEERING, INC PRIME		Estimated No. of Sheets	Method of Comp	Principal	Principal Landscape Architect	Engineer IV	Engineer III	Engineer II	Engineer I	Engineer Intern	Engineer Assistant	Senior Traffic Engineer	Engineering CADD III	Engineering CADD II	Engineering CAD I	Administrative	Environmental /Scientist III	Environmental/ Scientist II	Environmental/ Scientist I	TOTAL STAFF HOURS	TOTAL LOADED SALARY COST
TASK NO.	WORK ACTIVITY DESCRIPTION			\$295.00	\$295.00	\$250.00	\$225.00	\$200.00	\$175.00	\$145.00	\$125.00	\$225.00	\$130.00	\$120.00	\$110.00	\$75.00	\$220.00	\$170.00	\$140.00		
		1	Data Collection				13	3		3			28						32	79	\$ 12,080.00
		rev	Land Surveying				10						28					32		70	\$ 10,370.00
		rev	Field Reviews				3			3										6	\$ 1,110.00
	Drainage Permit Research							3												3	\$ 600.00
2	Project Management					29	13	1												43	\$ 10,375.00
	Project Documentation					8														8	\$ 2,000.00
	Coordination					8	8													16	\$ 3,800.00
	Scheduling					8														8	\$ 2,000.00
	Meetings (kickoff, progress)					5	5	1												11	\$ 2,575.00
4	Project Deliverables (60/Final)					37	72	153		157	244									663	\$ 109,315.00
	Layout Approval Meeting					2	2	2												6	\$ 1,350.00
rev	60% Plans										67									362	\$ 52,355.00
rev	Final Plans							35		104	191									141	\$ 21,310.00
rev	QC and Supervision					28	28			53	53									56	\$ 13,300.00
	Submittals					4	10	10												24	\$ 5,250.00
rev	Comments (Review and Respond)					3	6	6												15	\$ 3,300.00
	Cost Estimate(s)																			8	\$ 1,800.00
rev	Drainage Calculations/Memo						18	33												51	\$ 10,650.00
5	Permitting						7	21												28	\$ 5,775.00
	South Broward Drainage District Permit Initial Submittal						5	15												20	\$ 4,125.00
	RAI # 1						2	6												8	\$ 1,650.00
6	Procurement/Solicitation Assistance					2	2	2												6	\$ 1,350.00
	Requests for Information					2	2	2												6	\$ 1,350.00
	STAFF HOUR GRAND TOTAL			\$0.00	\$0.00	68	107	180	\$0.00	160	244	\$0.00	28	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	32	819	\$ 138,895.00
	SALARY RELATED COSTS			0.00%	0.00%	\$17,000.00	\$24,075.00	\$36,000.00	\$23,200.00	\$30,500.00	\$3,640.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,480.00		\$ 138,895.00
	PERCENTAGE HOURS			0.00%	0.00%	8.30%	13.06%	21.98%	19.54%	29.79%	21.96%	0.00%	3.42%	0.00%	0.00%	0.00%	0.00%	0.00%	3.91%		
	PERCENTAGE COST			0.00%	0.00%	12.24%	17.33%	25.92%	0.00%	16.70%	21.96%	0.00%	2.62%	0.00%	0.00%	0.00%	0.00%	0.00%	3.23%		

ESTIMATED CTS LOADED SALARY COSTS	\$138,895.00
ESTIMATED CTS REIMBURSABLE EXPENSES	\$12,975.00
ESTIMATED TOTAL	\$151,870.00