

# TOWN OF DAVIE TOWN COUNCIL AGENDA REPORT

**TO:** Mayor and Councilmembers  
**FROM/PHONE:** Chris Kovanes, Programs Administrator, 797-1102  
**SUBJECT:** Resolution

**TITLE OF AGENDA ITEM:** A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, FUNDING THE MAP GUIDE AND TRAIL MARKERS PERTAINING TO THE TOWN OF DAVIE'S TRAIL SYSTEM.

**REPORT IN BRIEF:** The Open Space Committee has expressed a great interest with completing a map guide and placement of trail markers throughout the Town's trail system. The map guide would incorporate the history of the trails along with being geo-coded map via a global positioning system, GPS. Since the project would be geo-coded, it could be placed into the Town's new up-in-coming GIS system.

Miller/Legg and Associates have been preselected as the Town's surveying group thus Miller/Legg would complete this detailed map guide. Miller/Legg is sending a representative to the next Open Space Meeting on November 26, 2001 to listen to the desires and discuss options with the overall map design. The American Automobile Association, AAA, produces a similar product, TripTix, which has been used as an example which this final map guide may resemble.

This project also includes trail system signage monuments. Theft has occurred with the past markers used so custom concreted bollard markers have been chosen. The bollard will stand 6'6" with 18" side panels. They will have sandblasted designs, location lettering and the Town logo. Thirty two monument locations have been identified for installation along the existing trail system.

This project will be grouped within the 5 year Capital Project Plan which will be completed in December. This project will be initially funded out of the Contingency Account until the 5 year plan is completed. Then, funds collected from the impact fees will replenish the Contingency Account from this initial use.

**PREVIOUS ACTIONS:** None.

**CONCURRENCES:** Not Applicable.

**FISCAL IMPACT:** Trail System Map Guide, \$24,950; Bollard Markers, \$35,200 (\$1,100 per x 32 needed for project).

**ADDITIONAL COMMENTS:** Not Applicable.

**RECOMMENDATION(S):** Motion to approve the resolution.

**Attachment(s):** Resolution,  
Miller/Legg Proposal  
Bollard Marker Detail

RESOLUTION \_\_\_\_\_

**A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, FUNDING THE MAP GUIDE AND TRAIL MARKERS PERTAINING TO THE TOWN OF DAVIE'S TRAIL SYSTEM.**

WHEREAS, the Town of Davie will support the funding of the map guide and trail markers for the Town of Davie trail system.

WHEREAS, the Town of Davie will enter into agreement with Miller/Legg and Associates for completion of map-guide.

WHEREAS, the Town of Davie will support purchase of bollard markers for the Town of Davie trail system.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA:

SECTION 1: The Town Council of the Town of Davie hereby supports the funding for the trail system.

SECTION 2: This resolution shall take effect immediately upon the passage and adoption.

PASSED AND ADOPTED, THIS \_\_\_\_\_ DAY \_\_\_\_\_, 2001.

\_\_\_\_\_

Attest:

MAYOR/COUNCIL MEMBER

\_\_\_\_\_

TOWN CLERK

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2001.



**Proposal No. 4041**

This proposal for professional services dated October 24, 2001 between

**Town of Davie (Client)**  
**6591 Orange Drive**  
**Davie, FL 33314-3399**

whose representative is **Chris Kovanes, Programs Administrator**

and

**Miller, Legg & Associates, Inc. (MLA) (Consultant)**

is prepared in connection with the Town of Davie, **Trail System Map-Guide (Project)**.

**1.0 OVERVIEW**

- 1.1 Client requests MLA, the Survey and GIS Professional, to submit a proposal outlining the scope of services and associated fees for the Trail System Project.
- 1.2 The Town has also requested the Consultant to prepare a "**Map-Guide**" form for the existing Trail System, similar to a "Triptik" form by the American Automobile Association (AAA). The form should be prepared so that it could be published and printed for the public and equestrian community and highlight the different aspects and features of the trails throughout the Town.

**2.0 ASSUMPTIONS - LIST OF BASIC ASSUMPTIONS**

- 2.1 The Client understands that by signing this proposal they are entering into an agreement for Professional GIS services with the Consultant through their existing Surveying Services Contract with the Town of Davie.
- 2.2 The Client and Consultant understand that the signing of this Proposal is an agreement only to the content of the Scope of Services and Fees delineated in each phase.
- 2.3 The Client understands that once the Consultant receives a signed "Authorization to Proceed" for a phase within this Proposal, that the Consultant will bill the Client a percentage of the agreed-upon fee every month until complete.

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- 2.4 The Client agrees that the final deliverables for the Trail System Map-Guide will be in a hardcopy form ready to be published. The final deliverable will also have shapefiles in ArcView, Version 3.2, GIS software format and include all associated ArcView shapefiles in the projection: State Plane, Florida East Zone, NAD 83(90) feet, to match the Client's new GIS system and format.

**3.0 INFORMATION AND ACTIVITIES TO BE PROVIDED BY CLIENT**

- 3.1 Copies of all existing maps and documents identifying the trail system within the Town limits.
- 3.2 Coordination with the equestrian community to assist in identifying the trails to be located and mapped for the Trail-Guide.

**4.0 SCOPE OF BASIC SERVICES AND FEE**

The scope of services to be provided by Consultant shall be divided into the following two (2) phases:

**Phase 1 Trail System Map-Guide Conceptual Design** - The Consultant will utilize the Town's existing Master Trail System Plan in hardcopy form to identify the approximate trail locations. The Consultant's GIS and Marketing departments will then meet with representatives designated by the Town for a discussion of features to be presented in the conceptual design phase of the Map-Guide. Based on this meeting the Consultant will create a conceptual design for the proposed Map-Guide using the items discussed at the meeting and AAA Triptik's form for guidance. Once complete, the conceptual design will be submitted to the Town for approval. This phase will include the following parts:

- (A) Research of trail system and up to three (3) meetings with Town's designated representatives.
- (B) Conceptual design of the Map-Guide to present for approval.

The Consultant estimates that the design phase will take 10 to 14 working days to complete and be ready to submit for approval upon receipt of a signed "Authorization to Proceed".

The fee for this phase will be a Lump Sum of **\$ 6,450**

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**Phase 2 Trail System Map-Guide Final Design** - Upon the approval by the Client for the Trail System Conceptual Design, the Consultant will proceed to create a complete Trail System Map-Guide following the guidelines established under the Conceptual Design phase. The final deliverable will be a complete Map-Guide ready for publication by the Client and the associated ArcView shapefiles for the Town's GIS system

The Consultant estimates that this phase will be complete within 60 working days of the receipt of a signed "Authorization to Proceed".

The fee for this phase will be a Lump Sum of **\$ 18,500**

**Phase 3 GIS & Marketing Support Services** - Additional support services will be provided as needed on an hourly basis as requested by the Town of Davie.

FEE: Hourly per the attached Hourly Rate Schedule

**CLOSURE**

Obligations of Consultant and Client are further detailed in the attached Special Provisions and General Provisions (Form GP06/92) which are made part of this proposal.

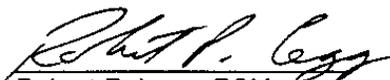
This proposal and the attachments represent the entire understanding between Client and Consultant. These may only be modified in writing signed by both parties. This proposal is valid for a period of 30 days.

By signing this proposal Client acknowledges that he has read and understands the Scope of Basic Services and Fee, the Special Provisions, and the General Provisions.

The undersigned have made and executed this agreement effective the \_\_\_\_\_ day of \_\_\_\_\_, 2001.

Consultant

Client

  
Robert P. Legg, PSM  
Senior Vice President  
Miller, Legg & Associates, Inc.

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Chris Kovares  
Programs Administrator  
Town of Davie

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**Proposal No. 4041**

**Project Name:** Town of Davie, Trail System Project

**Proposal No:** 4041

**Date:** October 24, 2001

**SPECIAL PROVISIONS**

**Section 1 Additional Services**

- 1.1 Additional services shall be provided by Consultant in accordance with Section 2 of the General Provisions.
- 1.2 In addition to additional services identified in Section 2 of the General Provisions, Consultant may provide any of the following services on an hourly basis per the attached Hourly Rate Schedule and upon receipt of authorization by Client: studies, meeting attendance; presentations; GIS software review and training, GIS project development, GIS database design, GIS pilot projects, GIS Needs Assessments; and any other GIS related services agreed upon by the Client and Consultant.
- 1.3 Consultant may proceed with work on additional services based on Client's verbal authorization, but shall not continue work beyond seven (7) days without written consent from Client.
- 1.4 Additional services requiring immediate action (as identified in Section 2.1 of the General Provisions) rendered prior to receipt of Client's authorization shall be paid for by Client on an hourly basis per the Hourly Rate Schedule in use when said additional service is to be provided.
- 1.5 The method of payment for additional services requiring authorization in advance shall be agreed upon by Client and Consultant prior to commencement of said services.

**Section 2 - Payments to Consultant**

- 2.1 Consultant shall discuss with Client the process for review and payment of invoices and schedule of payments for services under this Contract. Client shall assist Consultant in expediting payment of invoices in order to maintain uninterrupted services on project.

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- 2.2 Lump sum services shall be invoiced based on the percent of work complete at the time of the submittal of the invoice.
- 2.3 Hourly services shall be invoiced as rendered. Hourly rates shall be as noted on the attached Hourly Rate Schedule.
- 2.4 The attached Hourly Rate Schedule will remain in effect through the current calendar year. On January 1 of each year that this contract is in effect, a new hourly rate will be instituted.
- 2.5 Consultant reserves the right to renegotiate fixed fees on an annual basis to reflect changes in price indices and pay scales applicable to the period when services are, in fact, being rendered.
- 2.7 Invoices for reimbursable expenses shall include the following: government review and processing fees, title work, plotting, printing, copying, facsimile transmission/reception, courier service, travel mileage, and other necessary and customary costs. Reimbursable expenses shall be invoiced to Client with a multiplier of 1.15 to cover processing costs.
- 2.8 Consultant may require direct payment by Client of any government fee greater than \$200.00.
- 2.9 Client Shall have a fourteen (14) day review time to request clarification or additional information. If no request has been made, it is expected that payment will be made in the amount of the invoice.
- 2.10 If Client fails to make any payment due Consultant for services and expenses within thirty days after receipt of Consultant's invoice, the amounts due Consultant shall include a charge at the rate of 1-1/2% per month from said thirtieth day.
- 2.11 If Client is to receive funding for Consultant's services from another source, Client shall advise Consultant of these circumstances and shall expedite processing of Consultant's invoices in order to meet the previous requirements.
- 2.12 If Consultant incurs legal fees or collection charges to collect past-due accounts from Client, then such costs shall be included in amounts due and payable to Consultant.
- 2.13 If the project subject to this proposal is delayed and/or put on hold for a period longer than thirty (30) days for any reason, Client shall pay Consultant to re-establish and/or re-activate the project.

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**Section 3 Schedule**

- 3.1 Consultant shall commence Phase 1 upon Client's authorization and receipt of this signed agreement.
- 3.2 Consultant anticipates completion of Phase(s) 1 and 2 within eight (8) weeks of the signing date of this proposal.
- 3.3 Phase 3 completion date(s) will be mutually agreed upon once the scope of services is defined.

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**2001 HOURLY RATE SCHEDULE**

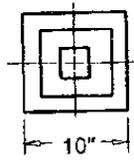
<b><u>TITLE</u></b>	<b><u>HOURLY RATE</u></b>
Administrative	\$ 45
Technical Assistant	\$ 50
CAD Technician	\$ 60
Field Representative	\$ 60
Senior Field Representative	\$ 70
Technician	\$ 70
GIS Data Technician / Graphics Designer	\$ 75
Senior CAD Technician/Landscape Designer	\$ 75
Environmental Scientist/Risk Management Specialist	\$ 75
Director of Field Services	\$ 85
Project Engineer/Surveyor/Landscape Architect/Designer	\$ 85
GIS Analyst	\$ 85
Regulatory Coordinator	\$ 85
Survey Field Party (Portal to Portal)	\$ 95
GIS / GPS Specialist	\$ 95
Senior Project Engineer/Senior Environmental Scientist	\$ 95
Project Manager/Licensed Surveyor	\$100
Senior Project Manager/GIS Coordinator	\$125
Engineering/Planning/Surveying Director	\$140
GPS Field Party (Portal to Portal)	\$150
Principal	\$175
Senior Principal	\$215

**NOTE:** These rates are subject to change after January 1, 2002

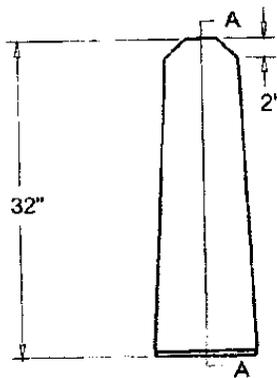
Document2

# SPECIFICATIONS

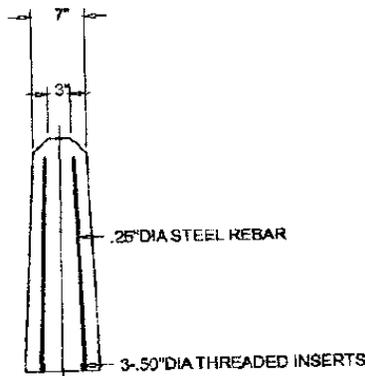
## TF 6035 SB 71032 Bollard



TOP VIEW



SIDE VIEW



SECTION A-A

### 1.1 SUMMARY

- A. Section includes: Furnish Precast Concrete Bollard indicated on drawings or specified herein.

### 1.2 REFERENCES

- A. American Society for Testing & Material  
1. ASTM C33 2. ASTM C159 3. ASTM C31

### 1.5 SUBMITTALS

- A. Submit product data, shop drawings and samples.  
1. Product Data: Manufacturer's specifications and technical data edited specifically for proposed system, including the following specific information:  
a. Detailed specification of construction fabrication.  
b. Manufacturer's installation instructions  
c. Maintenance literature  
d. Product warranty  
2. Shop Drawings: indicate pertinent dimensions, general construction, component connections anchoring methods, hardware and installation procedures.  
3. Samples as requested by Architect.

### 1.6 QUALITY ASSURANCE

- A. Qualifications of Manufacturer: Manufacturer to be prequalified by specifier prior to bidding. Failure to comply will result in disqualification of bid. Manufacturer to have at least five years experience in the manufacturer of precast concrete bollards field proven for at least five years.

### 1.10 WARRANTY

Manufacturer shall submit a written warranty for precast products for the period of two years upon acceptance of products.

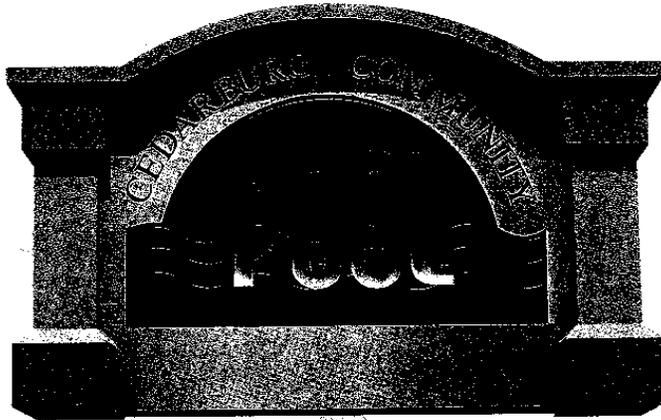
### 2.1 MANUFACTURERS

- A. Acceptable manufacturer for Precast Concrete Bollards to be known as Wausau Tile, Inc.  
Terra-Form Division.  
P.O. Box 1520  
Wausau, WI 54402-1520.  
(800) 388-8728 (715) 359-3121 FAX (715) 355-4627  
B. Clarification Note: Drawings and installation specification are based on manufacturers proprietary literature from Wausau Tile, Inc.  
Other manufacturers shall comply with minimum levels of material and detailing indicated on drawings or specified herein  
C. All Precast products for this project shall be of one manufacturer.

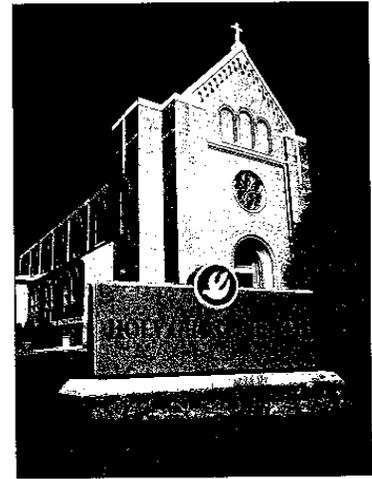
### 2.2 MATERIALS

- A. Portland Cement: ASTM C150 specifications for Portland Cement.  
B. Aggregates: All aggregates to meet ASTM C33 specifications, to be cleaned of foreign matter and properly graded to size.  
C. Coloring: Pigments used shall be inorganic, resistant to alkalinity and used as per manufacturers recommendations.

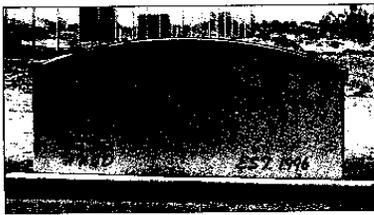
# By Terra-Form



Custom



Custom



Custom

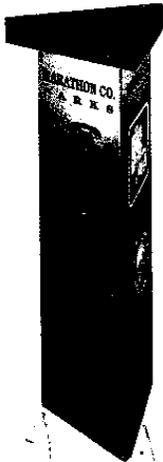


WELCOME TO

**TWIN RIVERS**

A PRIVATE COMMUNITY

TF8006



## Custom Markers

Manufactured with an 18" base to be anchored in required concrete footing.

TF8005

