



Village of Biscayne Park Commission Agenda Report

Village Commission Meeting Date:	May 5, 2015
Subject:	Resolution 2015—23 and Resolution 2015-24 Setting the annual assessments for Storm Water and Road Repairs/Improvements
Prepared By:	Heidi Siegel, AICP, Village Manager
Sponsored By:	Staff

BACKGROUND

The creation of a Roadway Improvements and Stormwater Improvements Assessment will first cover the cost of the master plan, then followed by the costs of the actual repairs, improvements and maintenance. The Master Plan will identify all areas within the Village in need of repair and improvement.

At its September 9, 2014 meeting, the Village Commission authorized Staff to follow the procedures set forth in Florida State Statutes 197.3632 regarding the method for the levy, collection and enforcement of non-ad valorem assessments for roadway and stormwater improvements.

At its December 2, 2014 meeting, the Village Commission unanimously approved Resolution No. 2014-88 and 2014-89 which authorized Staff to follow the procedures set forth in Florida State Statutes 197.3632 regarding the method for the levy, collection and enforcement of non-ad valorem assessments for roadway and stormwater improvements. This resolution authorized Staff to prepare all necessary Village Commission resolutions and ordinances and notifications within in the required time frames including advertising the Village's intent to create to use the uniform method for the collection of the assessment in a newspaper of general circulation for four (4) consecutive weeks.

At its April 7, 2015 meeting the Village Commission unanimously approved Ordinance 2015-02 at first reading which amended the Code of Ordinances to allow for a Road and Stormwater Drainage Improvement Assessment. The second reading of the Ordinance is scheduled for the May 5, 2015 Village Commission meeting.

Historically, the Village assessment is set at a special Commission meeting in the month of May after the regular meeting. This would have allowed more discussion about the assessment before Resolutions 2015-23 and 2015-24 were considered at a public hearing. At the April regular meeting of the Village Commission, the Commission requested that Resolutions 2015-23 and 2015-24 be heard at the regular May Village Commission meeting.

BASIS OF THE ASSESSMENT

The Final step in the process, Resolutions 2015-23 and 2015-24, is to set the actual assessment amount.

Florida State Statutes Chapter 122D-18 requires municipalities to provide to the Department of Revenue “the basis of the levy and the unit of measurement against which the rate is applied to determine the assessment”.

On June 7, 2013, the Village advertised Request for Qualifications (RFQ) 2013-05 for Civil Engineering Professional Services. Of the 8 proposals for civil engineering services that were received, Craig A. Smith & Associates (C.A.S.) ranked the highest. The Village previously engaged with C.A.S. to oversee the stormwater and road repair project at NE 9th Avenue between 111th Street and 113th Street.

On January 29, 2014 the Village Commission unanimously approved Resolution 2014-13 entering into a Professional Services Agreement with Craig A. Smith & Associates for “for professional services relating to all stormwater and roadway improvements” (Resolution 2014-13 Section 2).

During the spring of 2014, Staff requested a proposal from C.A.S. for professional engineering services for the Development of a Stormwater and Roadway Master Plan. This proposal was used during the Sanitation Assessment Fee discussion to illustrate potential future assessments in the Village. The April 18, 2014 proposal was \$146,650 for a Stormwater Master Plan and \$141,750 for a Roadway Master Plan.

Upon approval of Resolution No. 2014-88 and 2014-89 in December 2014, Staff began to discuss the previous proposals with C.A.S. The scopes of work were reviewed and cost of the proposals were negotiated. As a result of these reviews and negotiations, the proposal of the Stormwater Master Plan was reduced to \$97,750 and the proposal for the Roadway Master Plan was reduced to \$102,250 (See Attached).

C.A.S. also provided an analysis of the method in which the assessment will be determined. Upon review of street frontage and parcels, it is the professional recommendation of C.A.S. that the “method of assessment be of a fair and equitable means, established as a utility fee and distributed equally among all parcels within the Village” (See Attached). There are 1,079 parcels in the Village.

The attached budgets show the method in which the Stormwater Assessment and the Roadway Assessment were determined. After inclusion of the required Miami Dade County Tax Assessors fee and the discount for early payment of TRIM notices and division by 1,079 parcels, the amount for each parcel in the Village is \$93.40 for the Stormwater Assessment and \$97.69 for the Roadway Assessment. (See Attached). Please note that the Stormwater and Roadway Assessments do not include Village administrative fees.

The Village made an inquiry to all municipalities in Miami-Dade County to compare the cost of the proposed Master Plans. It is hard to compare the Village’s Master Plan’s needs to those of other municipalities due to our unique geography and the proximity of some of these cities to the ocean. Responses ranged from \$1,000,000 for Miami Beach to \$75,000 for an update in Miami Gardens. A sampling of the cost of a stormwater master plan is as follows: City of Oakland Park: \$124,740; Town of

Golden Beach: \$168,800; City of Lighthouse Point: \$152,000; Village of El Portal \$152,800; Town of Bal Harbour \$136,600.

While C.A.S. is the Village Engineer, and many cities use their City Engineer to complete their plans for continuity, the Village may seek alternative bids if so desired and to do a price comparison.

VILLAGE NEEDS

These assessments allow the Village to proactively, and on a long-term basis, study, improve and maintain the Village's infrastructure.

Most municipalities in Miami-Dade County have a stormwater fee. These fees are either a separate assessment or paid through the water bill.

During the first year of the assessment, a master plan should be completed. In regards to stormwater, the Village lacks a Village-wide approach to stormwater management. This creates areas of concern that could have costly consequences for the Village and residents. Additionally, poor drainage deteriorates the Village's roads and the edge along the median and property right-of-ways. The master plan will allow the Village to properly assess the overall and comprehensive conditions of the Village and determine how to proceed with improvements and maintenance. The Village is responsible for minimizing the impact of flooding and to ensure safe access to all roadways – even during major storm events.

Upon completion of the Master Plan the Village will be able to position itself in the competitive grants and allocation arena. Each year the Florida Legislature sets aside a certain amount of money for "water projects". It has been repeatedly conveyed to Village representative by members of the Legislature that the Legislature prefers to fund "shovel ready" projects as opposed to Master Plans.

Currently, the Village has a small stormwater system that is generally in the area of the Recreation Center with minimal structures close to NE 6 Avenue. Most of the Village drainage system is self-contained with a cluster of catch basins connected by a French drain or exfiltration system. These are limited in size and are detached structure sets despite their proximity to each other. There does not appear to be any outfalls which would allow for water to move more efficiently.

Within the Village of Biscayne Park there are Seventeen (17) road miles. The Village's roads network has been compromised due to infiltration of tree roots, from both the medians and residential properties and right-of-ways, and years of "patches". The completion of a Roadways Master Plan would allow the Village to properly prepare for future road work while maintaining our tree canopy and better utilize our CITT funds.

While we are not aware of any quantitative study, it is generally accepted that improvements to roadways and drainage will improve the aesthetics of the Village and increase property curb appeal and property values.

FISCAL / BUDGET IMPACT

The creation of the Roads and Stormwater Drainage Assessment will assist the Village in providing funds for short term and long term infrastructure improvements.

STAFF RECOMMENDATION

Staff recommends approval Resolutions 2015-23 and 2015-24.

ATTACHMENTS

- Resolution 2015-23
- Resolution 2015-24
- Craig A. Smith & Associates Proposed Scope of Services and Proposed Fees
 - Development of a Stormwater Master Plan
 - Development of a Roadway Master Plan
- Craig A. Smith & Associates Assessment Recommendation
- Storm Water Repairs/Improvements Assessment Budget
- Road Repairs/Improvements Assessment Budget

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RESOLUTION NO. 2015-23

A RESOLUTION OF THE VILLAGE COMMISSION OF THE VILLAGE OF BISCAYNE PARK, FLORIDA, ESTABLISHING THE STORM WATER REPAIR / IMPROVEMENTS ASSESSMENT FEE FOR THE VILLAGE OF BISCAYNE PARK, FLORIDA FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2015; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Resolution 2014-89 was approved by the Commission on December 2, 2014, authorizing Staff to follow the procedures set forth in Florida State Statutes 197.3632 regarding the method for the levy, collection and enforcement of non-ad valorem assessments for storm water repair and improvements; and

WHEREAS, Ordinance 2015-02 was approved by the Commission on May 5, 2015, which amended the Village's Code of Ordinances to allow for a storm water repair and improvement assessment; and,

WHEREAS, the Village Administration has produced a Storm Water Improvement Assessment Budget in order to calculate the assessment; and,

WHEREAS, the Miami-Dade County Property Appraiser Office requires that the Village submit its rate by June 1, 2015, in order to appear on the TRIM notices; and,

WHEREAS, the assessed properties are hereby found to be specially benefitted by the provision of storm water repair and improvements, and the fee assessment is estimated to be \$93.40 per parcel, based on the approved annual Storm Water Repair and Improvement budget of \$98,758.00; and,

NOW THEREFORE IT IS HEREBY RESOLVED BY THE MAYOR AND VILLAGE COMMISSION OF THE VILLAGE OF BISCAYNE PARK, FLORIDA:

Section 1. The foregoing "Whereas" clauses are hereby ratified and confirmed as being true and correct and hereby made a specific part of this Resolution upon adoption hereof.

Section 2. The Finance Director is authorized to submit to Miami-Dade County, by June 01, 2015, the Village of Biscayne Park's annual waste fee assessment which is estimated to

1 be \$93.40 per parcel, based on the approved annual Storm Water Repair and Improvement
2 budget of \$98,758.00.

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6 **Section 3.** The Finance Director is to also provide the County with the data file
7 containing folio numbers with district information, which will be placed on the TRIM Notices
8 and Tax Bills of the Village's residents.

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11 **Section 4.** This Resolution shall become effective upon adoption.

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16 PASSED AND ADOPTED this ___ day of _____, 2015.

17 **The foregoing resolution upon being**
18 **put to a vote, the vote was as follows:**

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20 _____
21 David Coviello, Mayor

22
23 Attest:

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26 _____
27 Maria C. Camara, Village Clerk

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29 Approved as to form:

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33 _____
34 John J. Hearn, Village Attorney

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Mayor Coviello: ____
Vice Mayor Jonas: ____
Commissioner Anderson: ____
Commissioner Ross: ____
Commissioner Watts: ____

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RESOLUTION NO. 2015-24

**A RESOLUTION OF THE VILLAGE
COMMISSION OF THE VILLAGE OF
BISCAYNE PARK, FLORIDA, ESTABLISHING
THE ROAD REPAIR / IMPROVEMENTS
ASSESSMENT FEE FOR THE VILLAGE OF
BISCAYNE PARK, FLORIDA FOR THE FISCAL
YEAR BEGINNING OCTOBER 1, 2015;
PROVIDING FOR SEVERABILITY;
PROVIDING FOR INCLUSION; AND
PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, Resolution 2014-88 was approved by the Commission on December 2, 2014, authorizing Staff to follow the procedures set forth in Florida State Statutes 197.3632 regarding the method for the levy, collection and enforcement of non-ad valorem assessments for road repair and improvements; and

WHEREAS, Ordinance 2015-02 was approved by the Commission on May 5, 2015, which amended the Village's Code of Ordinances to allow for a road repair and improvement assessment; and,

WHEREAS, the Village Administration has produced a Road Improvement Assessment Budget in order to calculate the assessment; and,

WHEREAS, the Miami-Dade County Property Appraiser Office requires that the Village submit its rate by June 1, 2015, in order to appear on the TRIM notices; and,

WHEREAS, the assessed properties are hereby found to be specially benefitted by the provision of road repair and improvements, and the fee assessment is estimated to be \$97.69 per parcel, based on the approved annual Road Repair and Improvement budget of \$103,304.00; and,

**NOW THEREFORE IT IS HEREBY RESOLVED BY THE MAYOR AND
VILLAGE COMMISSION OF THE VILLAGE OF BISCAYNE PARK, FLORIDA:**

Section 1. The foregoing "Whereas" clauses are hereby ratified and confirmed as being true and correct and hereby made a specific part of this Resolution upon adoption hereof.

Section 2. The Finance Director is authorized to submit to Miami-Dade County, by June 01, 2015, the Village of Biscayne Park's annual waste fee assessment which is estimated to be \$97.69 per parcel, based on the approved annual Road Repair and Improvement budget of \$103,304.00.

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Section 3. The Finance Director is to also provide the County with the data file containing folio numbers with district information, which will be placed on the TRIM Notices and Tax Bills of the Village’s residents.

Section 4. This Resolution shall become effective upon adoption.

PASSED AND ADOPTED this ___ day of _____, 2015.

The foregoing resolution upon being put to a vote, the vote was as follows:

David Coviello, Mayor

Attest:

Maria C. Camara, Village Clerk

Approved as to form:

John J. Hearn, Village Attorney

Mayor Coviello: ____
Vice Mayor Jonas: ____
Commissioner Anderson: ____
Commissioner Ross: ____
Commissioner Watts: ____

VILLAGE OF BISCAYNE PARK

PROPOSED SCOPE OF SERVICES AND PROPOSED FEE

FOR

PROFESSIONAL ENGINEERING SERVICES

FOR

**DEVELOPMENT OF A STORMWATER
MASTER PLAN**

DATED: April 13, 2015

CRAIG A. SMITH & ASSOCIATES

Consulting Engineers • Planners • Surveyors

7777 Glades Road, Suite 410, Boca Raton, FL 33434

Broward (954) 782-8222, Palm Beach (561) 314-4457, Dade (305) 940-4661

FAX (561) 314-4457

CRAIG A. SMITH & ASSOCIATES

PROPOSED SCOPE OF SERVICES AND PROPOSED FEE

FOR

**DEVELOPMENT OF A STORMWATER
MASTER PLAN**

PROJECT NAME: VILLAGE OF BISCAYNE PARK

PROPOSAL NO: P3130A

PROJECT DESCRIPTION: Providing professional engineering, conceptual design and cost estimates for the preparation of a Stormwater Master Plan described in Exhibit "A" (attached) and identified as STORMWATER MASTER PLAN:

OWNER: Village of Biscayne Park

Attention: Heidi Siegel, AICP, Village Manager

Address: 6400 NE 114th Street
Village of Biscayne Park, FL 33161

Phone: (305) 899 - 8000
FAX (305) 891 - 7241

EXHIBIT "A"

VILLAGE OF BISCAYNE PARK

STORMWATER MASTER PLAN

SCOPE OF SERVICES

INTRODUCTION

The Village of Biscayne Park was developed in the 1920's and incorporated as its own municipality in 1931. The Village is bounded by the railroad on the east side, Griffing Boulevard on the west side and NE 121st Street to the north. Each of these thoroughfares was constructed predominantly at higher elevations than the Village, creating an inverted concaved effect for water to collect with no means of discharging. As the Village grew, the stormwater runoff increased. Much of the Village was developed without an adequate infrastructure to remove and treat stormwater runoff. With no positive outfall the Village relies on percolation and evaporation. During peak rainfall events in summer months the limited amount of exfiltration trench that the Village relies on for storage is limited due to higher water tables. As a result, much of the Village experiences flooding after even minor storm events.

Current regulations and environmental concerns have increased the need to create an overall Stormwater Master Plan to address both the quantity and quality of runoff within the Village. In a push across the nation, Municipalities are being required to implement a plan to reduce off-site discharge and increase water quality treatment. Specifically, the Environmental Protection Agency (EPA) passed legislation as part of the Clean Water Act of 1987 in the final rule of the National Pollutant Discharge Elimination System (NPDES) Permit Regulations for Stormwater Discharges published in the November 16, 1990, Federal Register which required Cities to obtain permits and provide and implement a plan to reduce pollutant loading from stormwater discharges.

The purpose of this project is to inventory, evaluate and recommend future improvements to the Village's stormwater management system infrastructure. This stormwater management system evaluation is to serve as a tool to be used by the Village to decrease stormwater runoff, increase water quality and to reduce flooding in flood prone areas of the Village. This Stormwater Master Plan will be designed to be used as a systematic phased approach to achieving these goals within the Village's budgetary constraints.

This Master Plan will provide construction costs estimates and priorities for developing a comprehensive phased program. The Plan will also assist the Village for future regulatory compliance of the Clean Water Act and the NPDES Program for Non-Point Source Discharge Compliance.

SCOPE OF PROJECT (STORMWATER)

The scope of the project is to create an overall Stormwater Master Plan to identify, document and evaluate the Village's existing stormwater management system. The plan will identify flood prone areas and evaluate the severity of the flooding problems. The Stormwater Master Plan will outline a systematic phased approach to achieve reduced flooding in flood prone areas, increase the quality of water discharged from the Village, increase the efficiency of the existing system and to identify potential, new infrastructure required to achieve these goals. More specifically the scope is as follows:

I. INFORMATION GATHERING

Gather and review existing data pertinent to the project. This information includes:

1. Village of Biscayne Park MS4/NPDES Permit & Stormwater Pollution Prevention Plan (Village to provide).
2. Meet with Village Building Department officials to obtain information on the Village's criteria for minimum design standards, minimum finished floor elevations and minimum crown of road elevations.
3. Copies of D.O.T. As-Builts/Designs for Stormwater Systems within the Village (if applicable).
4. Copies of County Drawings for County Drainage Systems (if applicable).
5. Information on Village drainage system inventory as obtained from Village staff or by Visual Inspection (to include catch basin locations and pipe size, material and distance from pipe invert to rim).
6. SFWMD/DERM files of permitted systems within the Village.
7. SFWMD/DERM resources on control elevations, known flood elevations, permit requirements and allowable discharges.
8. Miami-Dade County's surface water permitting requirements.
9. Maps of Miami-Dade County resources including:
 - a. USGS Topographic Information
 - b. Wetlands
 - c. Contaminated Sites
 - d. Ambient Monitoring Sites
 - e. Drainage Basins
 - f. FEMA Flood Zone Designations
 - g. Natural Resource areas
 - h. Soils Information
 - i. Well fields and Protection Zones
 - j. Saltwater Intrusion
 - k. Neighboring Water Bodies
 - l. Water Table Elevations

TASK I LUMP SUM FEE: \$ 6,800.00

II. FIELD SURVEY AND MAPPING (DATA COLLECTION)

Review the available information as it pertains to the specific tasks outlined below. Provide survey work as required to perform these tasks. Survey work anticipated includes:

1. Establish Survey Control throughout the Village.
2. Preparation of Village Atlas Base Map, based on plat information, including delineated right-of-ways, platted utility easements, alleyways, and residential lots.
3. Investigate and document systems not shown in the obtained information. Spot verify the location and elevation of drainage structures and conveyance pipes, and sizes, of those drainage systems obtained from as-builts. Incorporate this information into the Village Base Map.
4. Obtain paving elevations and catch basin rim elevations and inverts sufficient for conceptual stormwater modeling and analysis. (approximate 200' intervals within Village R/W)
5. Obtain topographic information and sample finished floor elevations sufficient to evaluate basin divides and conveyance system effectiveness.

TASK II LUMP SUM FEE: \$ 29,000.00

III. ASSEMBLE AND EVALUATE COLLECTED INFORMATION

Review and evaluate the information collected. Assemble the information in a Report for the Village. Deliver five copies to the Village for their review and records. Create thematic maps of the Village of Biscayne Park which include:

- Drainage basins and sub-basins within the Village of Biscayne Park
- Existing and conceptual Stormwater Conveyance Systems within the Village
- Known Village owned outfalls into open waters
- Canals and water bodies which accept and convey stormwater
- Known control elevations of canals and water bodies

Meet with Village to review maps. Update maps as required. In addition to hard copies, provide all plans and atlas in digital format compatible with AutoCAD, (civil 3D, 2008-2015).

TASK III LUMP SUM FEE: \$ 10,400.00

IV. DEFINE AND PRIORITIZE PROBLEM AREAS

Meet with Village to identify and evaluate problem areas of critical concern. Define a process to evaluate the severity of each problem area including physical inspections and monitoring during storm events and provide Flood Surveys/ Questionnaires for resident input. Prioritize based on the duration and severity of flooding, with respect to the rainfall event, along with current land use and potential for damage. Create a Map and evaluation report of the identified problem areas. Establish Levels of Service (LOS) for existing and proposed facilities.

Meet with Village to review maps and evaluations. Revise the report and evaluation as necessary for inclusion in the final Stormwater Master Plan.

TASK IV LUMP SUM FEE: \$ 11,250.00

V. IDENTIFY AND EVALUATE POSSIBLE SOLUTIONS (PRELIMINARY ANALYSIS AND DESIGN)/ PREPARE STORMWATER MASTER PLAN REPORT AND DISTRIBUTE COMPLETED DOCUMENT

Based on the information gathered above, identify and evaluate solutions and improvements, that can be initiated, which will improve water quality and reduce flooding within the Village. Perform conceptual drainage calculations required to specify potential conveyance pipe sizes and conceptual hydraulic and hydrologic modeling. Layout conceptually designed drainage infrastructures indentifying structures, pipes, pump stations, potential stormwater storage basins and discharge outfalls. Outfalls are evaluated and reviewed for best locations, the need for drainage easements and discharge criteria. Prepare conceptual stormwater construction and engineering cost estimates based on phasing and priorities.

Develop a general, systematic approach for Village Officials and Planners to follow in initiating site specific solutions. Provide minimum construction standards, application criteria and standard details for drainage systems and structures within the final Master Plan. Summarize permitting requirements and applicable agencies. Prepare a narrative report of stormwater findings and recommendations. Prepare, assemble and distribute Final Stormwater Master Plan document.

TASK V LUMP SUM FEE: \$ 40,300.00

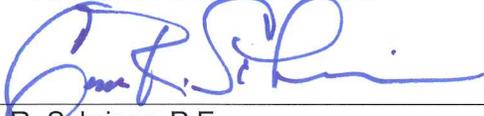
NOTE: 1) The proposal fees are based on the understanding that both the Stormwater and Roadway Master Plans will be performed concurrently.

TOTAL STORMWATER MASTER PLAN FEE: \$ 97,750.00

If this proposal is acceptable, please execute in the space provided and return one executed copy to our office as our notice to proceed. We appreciate your business and thank you for this opportunity.

AGREED TO AND ACCEPTED BY:

CRAIG A. SMITH & ASSOCIATES



Gene R. Schriener, P.E.
President

VILLAGE OF BISCAYNE PARK

Heidi Siegel, AICP, Village Manager

Date

VILLAGE OF BISCAYNE PARK

PROPOSED SCOPE OF SERVICES AND PROPOSED FEE

FOR

PROFESSIONAL ENGINEERING SERVICES

FOR

**DEVELOPMENT OF A ROADWAY
MASTER PLAN**

DATED: April 13, 2015

CRAIG A. SMITH & ASSOCIATES

Consulting Engineers • Planners • Surveyors

7777 Glades Road, Suite 410, Boca Raton, FL 33434

Broward (954) 782-8222, Palm Beach (561) 314-4457, Dade (305) 940-4661

FAX (561) 314-4457

CRAIG A. SMITH & ASSOCIATES

PROPOSED SCOPE OF SERVICES AND PROPOSED FEE

FOR

**DEVELOPMENT OF A ROADWAY
MASTER PLAN**

PROJECT NAME: VILLAGE OF BISCAYNE PARK

PROPOSAL NO: P3130B

PROJECT DESCRIPTION: Providing professional engineering, conceptual design and cost estimates for the preparation of a Roadway Master Plan described in Exhibit "A" (attached) and identified as ROADWAY MASTER PLAN:

OWNER: Village of Biscayne Park

Attention: Heidi Siegel, AICP, Village Manager

Address: 6400 NE 114th Street
Village of Biscayne Park, FL 33161

Phone: (305) 899 - 8000
FAX (305) 891 - 7241

EXHIBIT "A"

VILLAGE OF BISCAYNE PARK

ROADWAY MASTER PLAN

SCOPE OF SERVICES

INTRODUCTION

The Village of Biscayne Park was developed in the 1920's and incorporated as its own municipality in 1931. The Village is bounded by the railroad on the east side, Griffing Boulevard on the west side and NE 121st Street to the north.

The purpose of this project is to inventory, evaluate and recommend future improvements to the Village's roadway system infrastructure. This roadway system evaluation is to serve as a tool to be used by the Village to determine the integrity of existing roads, the recommendation of a level of service, and general specifications for the reconstruction and longevity of the roadway system. This Roadway Master Plan will be designed to be used as a systematic phased approach to achieving these goals within the Village's budgetary constraints.

This Master Plan will provide construction costs estimates and priorities for developing a comprehensive phased program.

SCOPE OF PROJECT (ROADWAYS)

The scope of the project is to create an overall Roadway Master Plan to identify, document and evaluate the Village's existing roadway infrastructure. The plan will identify flood prone roads due to issues other than drainage, the integrity of the existing roads and safety issues. The Roadway Master Plan will outline a systematic phased approach to resurface and/or reconstruct existing damaged roads, prolong the lifespan of acceptable roads, protect existing trees within medians and provide safety to its residents. More specifically the scope is as follows:

I. INFORMATION GATHERING

Gather and review existing data pertinent to the project. This information includes:

1. Copies of D.O.T. As-Builts/Designs for existing state roads within the Village.
2. Copies of County Drawings for County roads within the Village (if applicable).
3. Information on Village roadway maps and as-builts, including alleyways, as obtained by Village staff to include minimum crown of road, edge of road elevations, swale grading and typical cross section (Village to provide).
4. Miami-Dade County's permitting requirements.
5. Maps of County/Village resources including:
 - a. Arterial Roadways Map
 - b. Roadway and Swale Topographic Map
 - c. Traffic Count Map
 - d. Signage and Striping Map

TASK I LUMP SUM FEE: \$ 6,000.00

II. PROVIDE FIELD SURVEY

Review the available information as it pertains to the specific tasks outlined below. Provide survey work as required to perform these tasks. Survey work anticipated includes:

1. Establish baseline, stationing and survey control.
2. Preparation of Village Atlas Base Map and Inventory of Roads, based on plat information, including delineated right-of-ways, roadway widths, intersections, pavement returns and grades.
3. Investigate and document roadway elements and signs not shown in the obtained information.
4. Obtain additional paving surface elevations and swale grades sufficient to analyze existing roadway network. (approximately 200' intervals)
5. Provide tree survey of all trees located within the Village's rights-of-way.

TASK II LUMP SUM ROAD SURVEY FEE: \$ 26,500.00

TASK II LUMP SUM TREE SURVEY FEE: \$ 18,250.00

III. ASSEMBLE AND EVALUATE INFORMATION DATA BANK

Review and evaluate the information collected. Assemble the information in a Report for the Village. Deliver five copies to the Village for their review and records. Create thematic maps of the Village of Biscayne Park which include:

- Existing and proposed road network within the Village of Biscayne Park
- Database of all roadways and current conditions (determine Levels of Service)
- Striping and signage on all roads within the Village

Meet with Village to review maps. Update maps as required. In addition to hard copies, provide all plans and atlas in digital format compatible with AutoCAD, (civil 3D, 2008-2014).

TASK III LUMP SUM FEE: \$ 9,400.00

IV. DEFINE AND PRIORITIZE PROBLEM AREAS

Meet with Village to identify and evaluate problem areas. Define a process to evaluate the severity of each problem area. Prioritize based on the severity of damage, safety, traffic impacts, landscaping issues, resident input, the source of the damage, and construction phasing. Create a Map and evaluation report of the identified problem areas. Establish levels of service (LOS) for existing facilities.

Meet with Village to review maps and evaluations. Revise the report and evaluation as necessary for inclusion in the final Roadway Master Plan.

TASK IV LUMP SUM FEE: \$ 10,220.00

V. IDENTIFY AND EVALUATE POSSIBLE SOLUTIONS/PREPARE ROADWAY MASTER PLAN REPORT AND DISTRIBUTE COMPLETED DOCUMENT

Based on the information gathered above, identify and evaluate solutions and improvements, that can be initiated, which will improve roads within the Village. The existing roadways will be analyzed to determine if they were constructed to minimum technical standards, visually inspect all road surface conditions and document. Provide Geotechnical Engineering services to conduct asphalt corings to determine the thickness of the existing roads and provide soil borings to determine the existing thickness and material makeup of the base and sub-base. Provide professional arborist services to determine how existing trees within the median can be protected and analyze root preventatives from disturbing the integrity of the roadway foundations. Develop design methodology for road improvements and incorporate tree protection.

Layout conceptually designed roadway plans (including alleys), to meet current design standards, develop Village typical design standards, calculate grades and slopes and integrate the conceptual design with the conceptual drainage. Evaluate existing striping and signage conditions to verify current technical safety standards are met. Recommendations may include preventive measures such as guardrails, lighting or barricades. Prepare conceptual roadway, striping and signage cost estimates based on phasing and priorities.

Develop a general, systematic approach for Village Officials and Planners to follow in initiating site specific solutions. Provide minimum construction standards, application criteria and standard details for all Village maintained roads within the final Master Plan. Summarize permitting requirements and applicable agencies. Prepare a narrative report of roadway findings and recommendations. Prepare, assemble and distribute final Roadway Master Plan document.

TASK V LUMP SUM TOTAL FEE: \$ 31,880.00

TOTAL ROADWAY MASTER PLAN FEE: \$ 102,250.00

NOTE: 1) The proposal fees are based on the understanding that both the Stormwater and Roadway Master Plans will be performed concurrently.

ARBORIST ALLOWANCE FEE: \$ 15,000.00

GEOTECH ALLOWANCE FEE: \$ 7,500.00

TOTAL ALLOWANCES: \$ 22,500.00

If this proposal is acceptable, please execute in the space provided and return one executed copy to our office as our notice to proceed. We appreciate your business and thank you for this opportunity.

AGREED TO AND ACCEPTED BY:

CRAIG A. SMITH & ASSOCIATES



Gene R. Schriener, P.E.
President

VILLAGE OF BISCAYNE PARK

Heidi Siegel, AICP, Village Manager

Date



CRAIG A. SMITH & ASSOCIATES

7777 Glades Road • Suite 410 • Boca Raton, Florida 33434

CONSULTING ENGINEERS • SURVEYORS • UTILITY LOCATORS • GRANT SPECIALISTS

W W W . C R A I G A S M I T H . C O M

May 5, 2015

Ms. Heidi Siegel, AICP, Village Manager
Village of Biscayne Park
Village Hall
640 NE 114th Street
Biscayne Park, FL 33161

**RE: VILLAGE OF BISCAYNE PARK
STORMWATER UTILITY ASSESSMENT RECOMMENDATION
CAS PROJECT NO. 14-1761**

Dear Ms. Siegel,

On behalf of the Village of Biscayne Park, CAS was requested to evaluate various assessment options to offset the costs of the stormwater and roadway master plans. The need for the creation of a stormwater/roadway utility fee is to address road reparation, repetitive flooding and water quality issues that impact local properties and the environment. With continuous growth, much of the Village was developed without an adequate stormwater infrastructure to remove and treat runoff in order to comply with the Environmental Protection Agency's NPDES permit regulations.

The development of comprehensive Master Plans for both the Village roadway network and stormwater system is the initial means for providing a sustainable level of service, protection of public health and safety by reducing flooding and probability of damage, prioritize deficiencies and determine the most effective use of utility fees for future projects.

The impacts on the Village's roadways and stormwater management system are a responsibility shared equally by all residents within the Village. Therefore, CAS recommends that the stormwater/roadway method of assessment be of a fair and equitable means, established as a utility fee and distributed equally among all parcels within the Village.

Sincerely,

CRAIG A. SMITH & ASSOCIATES

Gene R. Schriener, P.E.
President

Fiscal Year 2015-16 Budget - Village of Biscayne Park

403 STORM WATER REPAIR / IMPV		Manager Recomm. 2015-16	Commission Approved 2015-16
		\$ 93.40	
Revenues	Explanation of Line Item		
Storm Water Assessment		100,775	
Disc. for Early Payment	2% of Storm Water assessment	-2,016	
Total Revenues Storm Water		98,758	
Operating Expenses	Explanation of Line Item		
Contractual Services - Development of a Storm Water Master Plan	Craig A. Smith & Associates	97,750	
Administrative Fees Miami Dade County	Estimated 1% of total Storm Water assessment for billing on Property Bill	1,008	
TOTAL OPERATING EXPENSES		98,758	
TOTAL DEPT 403 Storm Water BUDGET		98,758	

Fiscal Year 2015-16 Budget - Village of Biscayne Park

404 ROAD REPAIR/IMPV		Manager Recomm. 2015-16	Commission Approved 2015-16
		\$ 97.69	
Revenues	Explanation of Line Item		
Road Assessment		105,412	
Disc. for Early Payment	2% of Road assessment	-2,108	
Total Revenues Road		103,304	
Operating Expenses	Explanation of Line Item		
Contractual Services - Development of a Road Master Plan	Craig A. Smith & Associates	102,250	
Administrative Fees Miami Dade County	Estimated 1% of total Road assessment for billing on Property Bill	1,054	
TOTAL OPERATING EXPENSES		103,304	
TOTAL DEPT 404 Road BUDGET		103,304	