

**CITY OF MIRAMAR
PROPOSED CITY COMMISSION AGENDA ITEM**

Meeting Date: May 6, 2026

Presenter's Name and Title: Salvador Zuniga, City Engineer, on behalf of Engineering and Strategic Development

Prepared By: Salvador Zuniga, City Engineer

Temp. Reso. Number: 8677

Item Description: Temp. Reso. No. #R8677 AUTHORIZING THE CITY MANAGER TO EXECUTE PROFESSIONAL SERVICES AMENDMENT NO. 4 WITH CRAVEN THOMPSON AND ASSOCIATES, INC., IN THE AMOUNT OF \$74,820, FOR ADDITIONAL SERVICES RELATED TO CAPITAL IMPROVEMENT PROJECT 53025 - HISTORIC MIRAMAR TECHNOLOGY VILLAGE ROADWAY IMPROVEMENTS. *(City Engineer Salvador Zuniga)*

Consent Resolution Ordinance Quasi-Judicial Public Hearing

Instructions for the Office of the City Clerk: Amendment to be signed on the Dais

Public Notice – As required by the Sec. ____ of the City Code and/or Sec. ____, Florida Statutes, public notice for this item was provided as follows: on _____ in a _____ ad in the _____; by the posting the property on _____ and/or by sending mailed notice to property owners within ____ feet of the property on _____
(fill in all that apply)

Special Voting Requirement – As required by Sec. _____, of the City Code and/or Sec. _____, Florida Statutes, approval of this item requires a _____ (unanimous, 4/5ths etc.) vote by the City Commission.

Fiscal Impact: Yes No

REMARKS: Funding in the amount of \$74,820 is available in the 2021 CIP Loan Fund, GL Account No. 394-55-800-559-000-606502-53025 entitled CIP-Plan/Design/Engineering.


Content:

- **Agenda Item Memo from the City Manager to City Commission**
- **Resolution TR8677**
 - **Exhibit A: Professional Services Amendment No. 4**
- **Attachment(s)**
 - **Attachment 1: Conceptual Plan**



**CITY OF MIRAMAR
INTEROFFICE MEMORANDUM**

TO: Mayor, Vice Mayor, & City Commissioners

FROM: Dr. Roy L. Virgin, City Manager 

BY: Salvador Zuniga, City Engineer

DATE: April 30, 2026

RE: Temp. Reso. No. 8677 Authorizing the City Manager to Execute Professional Services Amendment No. 4 with Craven Thompson and Associates, Inc., in the Amount of \$74,820 for Additional Services Related to Capital Improvement Project 53025 – Historic Miramar Technology Village Roadway Improvements

RECOMMENDATION: The City Manager recommends approval of Temp. Reso. No. 8677 authorizing the City Manager to execute professional services, Amendment No. 4, with Craven Thompson and Associates, Inc. (“CTA”), in the amount of \$74,820, for additional services related to Capital Improvement Project (“CIP”) 53025 - Historic Miramar Technology Village Roadway Improvements.

ISSUE: City Commission approval is required for expenditures exceeding \$75,000 in accordance with City Code Section 2-412 (a)(1).

BACKGROUND: On March 23, 2022, City Commission adopted Reso No. 22-84 approving a Professional Services Agreement with CTA in the amount of \$210,020, for professional design services of the Historic Miramar Technology Village Roadway Improvements (the “Project”).

Amendments 1 and 2 were approved under the authority of the City Manager in the amount of \$13,000 and \$25,760 respectively, for additional surveying and geotechnical services. Subsequently, Amendment 3 in the amount of \$20,500 was approved, to break down the project in two phases to be constructed separately, due to budget constraints.

The first phase has been completed, and City Commission approved additional funding in its FY26 Capital Improvement Program to construct the second phase of the project.

This fourth amendment provides for the additional cost and effort required to prepare a bidding package for Phase 2, including plans, specifications, and construction documents, as well as to provide inspection services during construction for a period of 10 months.

Amendment No. 4, in the amount of \$74,820 will increase the total amendment amounts to \$134,080, and the total contract amount to \$344,100 as shown below:

Original Contract	\$210,020.00	
Amendment # 1	\$ 13,000.00	Surveying services
Amendment # 2	\$ 25,760.00	Geotechnical services
Amendment # 3	\$ 20,500.00	Phase 1 plans and specifications
Amendment # 4	\$ 74,820.00	Phase 2 plans and construction services
TOTAL	\$344,100.00	

DISCUSSION: The proposed road improvements are an essential component to the overall vision for the Historic Miramar Technology Village, as it mitigates some of the traffic impacts from future developments and addresses many of the concerns of residents in that area. The Road Improvements include the following:

Phase 1 (Completed)

- New 2-lane road along SW 33rd Street between SW 68th Avenue and SW 69th Avenue
- Modification of Intersection at SW 69th Avenue and Wildcat Way and entrance to the City’s Youth Enrichment Center and School
- Drainage and Lighting Improvements

Phase 2

- New roundabout at SW 69th Avenue and SW 34th Street
- On street parking along SW 69th Avenue and SW 34th Street adjacent to A.C. Perry School
- Drainage and Lighting Improvements

A conceptual plan is included as an attachment.

ANALYSIS: Funding for designing and construction of the road improvements have been allocated in the City’s CIP Project No. 53025.

Temp. Reso. No. 8677

3/19/26

4/29/26

**CITY OF MIRAMAR
MIRAMAR, FLORIDA**

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF MIRAMAR, FLORIDA, AUTHORIZING THE CITY MANAGER TO EXECUTE PROFESSIONAL SERVICES AMENDMENT NO. 4 WITH CRAVEN THOMPSON AND ASSOCIATES, INC., IN THE AMOUNT OF \$74,820, FOR ADDITIONAL SERVICES RELATED TO CAPITAL IMPROVEMENT PROJECT 53025 - HISTORIC MIRAMAR TECHNOLOGY VILLAGE ROADWAY IMPROVEMENTS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Miramar plans to construct roadway improvements associated with its Capital Improvement Program (“CIP”) Project 53025 – Historic Miramar Technology Village (the “Project”); and

WHEREAS, on March 23, 2022, City Commission adopted Reso No. 22-84 approving a Professional Services Agreement (“PSA”) with Craven Thompson and Associates, Inc. (“CTA”) in the amount of \$210,020, for professional design services of the Project; and

WHEREAS, the City is constructing the Project in two phases; and

WHEREAS, the City Manager approved three amendments to the PSA totaling \$59,260; for the first phase that was completed on April 2026; and

WHEREAS, the City wants to approve a fourth amendment to the PSA in the amount of \$74,820, for plans and construction services of Phase 2; and

WHEREAS, Amendment No. 4, in the amount of \$74,820 will increase the total amendment amounts to \$134,080, and the total contract amount to \$344,100; and

Reso. No. _____

Temp. Reso. No. 8677

3/19/26

4/29/26

WHEREAS, the City Manager recommends that the City Commission authorize the City Manager to execute the proposed Professional Services Amendment No. 4, in the amount of \$74,820, in the form attached hereto as Exhibit "A," and

WHEREAS, the City Commission deems it to be in the best interest of the citizens and residents of the City of Miramar to execute the proposed Professional Services Amendment No. 4, in the amount of \$74,820, in the form attached hereto as Exhibit "A."

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF MIRAMAR, FLORIDA AS FOLLOWS:

Section 1: That the foregoing "**WHEREAS**" clauses are ratified and confirmed as being true and correct and are made a specific part of this Resolution.

Section 2: That the City Manager is authorized to execute the proposed Professional Services Amendment No. 4, in the amount of \$74,820, in the form attached hereto as Exhibit "A," together with such non-substantive changes as are deemed acceptable to the City Manager and approved as to form and legal sufficiency by the City Attorney.

Section 3: That the appropriate City officials are authorized to do all things necessary and expedient in order to carry out the aims of this Resolution.

Section 4: That this Resolution shall take effect immediately upon adoption.

Temp. Reso. No. 8677

3/19/26

4/29/26

PASSED AND ADOPTED this _____ day of _____, _____.

Mayor, Wayne M. Messam

Vice Mayor, Carson "Eddy" Edwards

ATTEST:

City Clerk, Denise A. Gibbs

I HEREBY CERTIFY that I have approved
this RESOLUTION as to form:

City Attorney,
Austin Pamies Norris Weeks Powell, PLLC

<u>Requested by Administration</u>	<u>Voted</u>
Commissioner Maxwell B. Chambers	_____
Commissioner Avril Cherasard	_____
Commissioner Yvette Colbourne	_____
Vice Mayor Carson "Eddy" Edwards	_____
Mayor Wayne M. Messam	_____

EXHIBIT A

CITY OF MIRAMAR PROFESSIONAL SERVICES AMENDMENT # 4

Reso. No22-84

Contract No.: 2946

Purchase Order: 221371

Project No.: 53025

Project Title: Historic Miramar Technology Village – Roadway Improvements

Consultant: Craven Thompson & Associates, Inc.

Cost: \$ 74,820

Estimated: Yes

No

Budget

Account/s:

Description of changes, reason therefore, and cost and/or time change for each change:

Bidding and Construction Services for Phase II.

	Amount	Time (Days)	Completion Date
ORIGINAL CONTRACT AMOUNT:	\$ 210,020.00	-	
Total Previous Amendments: Qty. 3	\$ 59,260.00		
Adjusted Contract Amount:	\$ 269,280.00	0	
This Amendment: No. 4	\$ 74,820.00		
Total Amendments to Date:	\$134,080.00	0	
REVISED CONTRACT AMOUNT:	\$ 344,100.00	0	

Notes:

Attachments (List): Cost Proposal

Total Change in Amount:

Increase: \$74,820

Decrease: \$

No Change:

Total Change in Contract Period (Calendar Days):

Add:

Deduct:

No Change:

CITY OF MIRAMAR

PROFESSIONAL SERVICES AMENDMENT # 4

Accepted By:

Craven Thompson & Associates, Inc.

Date

Name and Title

Recommended By:

Salvador Zuniga
City Engineer

Date

Approved By:

Alicia Ayum
Director of Procurement Department

Date

Approved By:

Stephen E. Johnson
Assistant City Manager

Date

ATTEST:

Denise A. Gibbs
City Clerk

Dr. Roy L. Virgin
City Manager

Date

APPROVED AS TO FORM:

By:

City Attorney
Austin Pamies Norris
Weeks Powell, PLLC.

Date

- END OF SECTION -

March 12, 2026

Mr. Salvador Zuniga, P.E.
City Engineer
City of Miramar Engineering and Strategic Development
2200 Civic Center Place
Miramar, Florida 33025

**RE: HISTORIC MIRAMAR TECHNOLOGY VILLAGE, PHASE 2
BIDDING AND CONSTRUCTION SERVICES
CTA PROPOSAL NO. 2025-S13.406 (REVISED)**

Mr. Zuniga:

As requested, Craven Thompson & Associates, Inc. (CTA) is pleased to provide you with this proposal for professional civil engineering construction phase services for the improvements for the above-referenced project. All services and terms are per the Original Agreement with City of Miramar RLOI No. 22-10-04.

Phase 2 improvements to be constructed include: new roadways, a roundabout, parallel parking stalls, new lighting, drainage, and landscaping for the Historic Miramar Technology Village Project located in the northwest quadrant of the Historic Miramar Phase IV.

Our specific scope is as follows:

I. CIVIL ENGINEERING - BIDDING AND CONSTRUCTION SERVICES

- 1.1 Bidding Assistance (CTA Project No. 34060)
 - Distribute Bid Packages
 - Attend pre-bid meeting
 - Respond to RFI's as received from procurement
 - Assist with assessment of bids and provide input

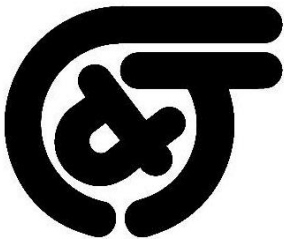
Lump Sum.....\$4,080.00

- 1.2 Bi-Weekly Meetings with Client and Contractor
(CTA Task No. 31100)

Prepare for and attend construction meetings and/or construction meeting virtual conference calls regarding the construction of the proposed Phase 2 of the project. This task shall include meetings with the Client, and contractor. A total of twenty-two (22), (every other week during the ten-month construction period - one (1) hour per meeting) are anticipated and will include attendance by the construction manager (\$195.00/Hour) and EOR (\$310.00/Hour).

Hourly, Not-to-Exceed.....\$11,110.00

CRAVEN THOMPSON



& ASSOCIATES INC.

Engineers
Planners
Surveyors
Landscape Architects

- 1.3 Civil Engineering Construction Observation (CTA Task No. 31120)
Provide construction observation for the on-site proposed improvements as required during the course of construction of the project. This includes inspections required by regulatory agencies and principal Governments, observation of testing and reporting of results and final inspection. Inspections will be eight (8) hours @ \$130.00 per hour) per week (44 total weeks) for an anticipated construction schedule of ten (10) months to complete construction of all Phase 2 drainage, electrical, landscape and roadways. In addition to site inspections, construction services included in this task also includes the review of pay applications, responding to contractor RFIs, and review of shop drawings for specified materials and equipment and determination if the improvements are in substantial conformance with the contract plans. This does not include preparation of survey information for as-builts.

Hourly, Not-to-Exceed..... \$45,760.00

- 1.4 Civil Project Final Certifications (CTA Task No. 31125)
Item includes review, preparation, and submittal of final certification packages as required for drainage acceptance by their respective governing agencies. This does not include preparation of as-built drawings or easements.

Lump Sum..... \$6,410.00

II. ELECTRICAL ENGINEERING SERVICES

- 2.1 Break Out Phase 2 From Overall Electrical Plans & Specifications
(to be Performed by Quantum Electrical Engineering)
Create a Phase 2 set of plans and specifications for the project from the original overall plans and specifications prepared by Quantum Electrical Engineering

Lump Sum..... \$4,960.00

III. CONTINGENCY

- 3.1 Contingency

Lump Sum..... \$2,000.00

IV. REIMBURSABLES

- 3.1 Reimbursable Expenses (CTA Task No. XPEN)
Reimbursable expenses shall include printing, mylars, copying, postage, photographic services, long distance phone calls, Federal Express, courier services or any other service approved by the City.

Estimated Budget..... \$500.00

SUMMARY OF FEES

I.	CIVIL ENGINEERING - BIDDING AND CONSTRUCTION SERVICES	\$67,360.00
II.	ELECTRICAL ENGINEERING.....	\$4,960.00
III.	CONTINGENCY	\$2,000.00
IV.	REIMBURSABLES.....	\$500.00
	TOTAL.....	\$74,820.00

The following items are not included as part of this proposal:

1. Additional CEI beyond the 10-month period stipulated.
2. Traffic Study/Analysis.
3. Construction stakeout services.
4. Legal descriptions and sketches.
5. Electrical Engineering construction phase services
6. Material Testing.
7. Soil testing and geotechnical services during construction.
8. Environmental Services.
9. Any additional services requested by client, not included in scope.

The following is a list of items which are to be provided by Client:

1. All fees and bonds.

Acceptance

This proposal and fee schedules are based on acceptance within 30 days of the date of preparation. If not accepted by you within that time period, we reserve the right to re-evaluate the terms and conditions contained herein.

The above will be subject to the terms and conditions as specified in the Contract Documents. If the proposed work and fees contained herein are agreeable with you, please provide a Purchase Order and a Notice to Proceed.

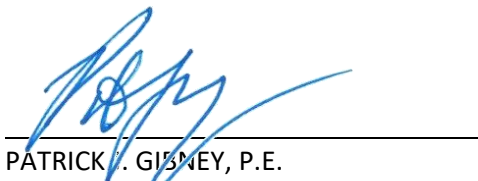
Should you have any questions regarding the above, please do not hesitate to call.

Sincerely,

CRAVEN THOMPSON & ASSOCIATES, INC.



DOUGLAS R. TAYLOR, P.E.
Director of Municipal Services



PATRICK J. GIBNEY, P.E.
Vice President, Engineer

DRT/tg

ATTACHMENT 1 - CONCEPTUAL PLAN

