

## CONSULTING SERVICE AUTHORIZATION

DATE: \_\_\_\_\_

CONSULTANT: Calvin, Giordano & Associates, Inc.

SERVICE AUTHORIZATION NO. #12-09 FOR CONSULTING SERVICES

CITY P.O. NO. \_\_\_\_\_ EXPENSE CODE \_\_\_\_\_

CITY PROJECT NO. \_\_\_\_\_ CONSULTANT PROJECT NO. 15-8181

TITLE: Southwest Neighborhood Alleys, FY 15-16

This Service Authorization, when executed, shall be incorporated in and shall become an integral part of the "Agreement for General Consulting Engineering Services" Contract, dated February 22, 2012, as amended February 22, 2015.

### **I. PROJECT DESCRIPTION**

The project is located in Delray Beach, Florida east of Interstate 95 as shown in the attached exhibit. The City of Delray Beach is the property owner. The Scope of Services will be to prepare full construction documents, beginning with conceptual design to the final design documents, statement of probable cost, and project specifications. The project includes the paving of the alley east of SW 14<sup>th</sup> Avenue from SW 3<sup>rd</sup> Street to SW 2<sup>nd</sup> Street, a distance of one block, the paving of the alley from SW 4<sup>th</sup> Street to SW 3<sup>rd</sup> Street between SW 12<sup>th</sup> Avenue and SW 11<sup>th</sup> Avenue a distance of one block and the paving of the alley from SW 4<sup>th</sup> Street to SW 2<sup>nd</sup> Street between SW 11<sup>th</sup> Avenue and SW 9<sup>th</sup> Avenue, a distance of three blocks.

Stormwater Runoff from the alleys will be collected in a system of inlets and catch basins which will be connected to either the existing drainage system which currently terminates on the west side of SW 12<sup>th</sup> Avenue on SW 2<sup>nd</sup> Street as shown on the City's Master Drainage Plan for this neighborhood or be stubbed for future connection to the same system. Water Quality will be provided in exfiltration trenches. There is a SFWMD Permit in effect for this project area and the permit will be modified to reflect the proposed improvements. No other permits are anticipated for this project.

### **II. SCOPE OF SERVICES**

#### **Phase I – Study and Report Phase**

Study and Report Phase Services are not included in this Service Authorization.

#### **Phase II – Preliminary Design Phase**

Preliminary Design Phase Services are not included in this Service Authorization.

#### **Phase III – Final Design Phase**

Consultant shall provide final design phase services in accordance with Article III B of the Agreement for Engineering Services with the City, dated February 22, 2012 as amended

February 22, 2015.

1. Field reconnaissance of the proposed project limits shall be performed. Photograph log walk-through will be included. In addition, potential underground and aboveground existing utilities will be identified.
2. Coordination with utility agencies shall be performed to collect record information. This subtask includes reconciling apparent discrepancies between record information and existing photographic and field-verification information. Two Utility Contact sets shall be sent out to utility companies identified by Sunshine 811 as soon as the preliminary information from Survey is at hand.
3. Consultant shall attend monthly coordination meetings with FPL, ATT & Comcast at the City Offices as a part of the utility coordination process. To facilitate utility coordination process, the 30% plans will be shared with the utility companies for them to better facilitate the relocation of any utility company facilities. In a good faith effort to speed the utility relocation process, once a utility company is given its relocation direction, the design related to those relocation areas shall remain fixed. This will be done in order to have the utility relocation completed prior to the start of construction. Likewise the 60% and 90% plans shall also be shared.
4. After the first utility coordination meeting to verify the existing utilities, the soft digs will be ordered.
5. Preparation of preliminary design drawings shall include: cover sheet, general notes, Civil Engineering plan drawings, landscape architectural and irrigation plans, electrical engineering plans and miscellaneous City detail sheets. A table of contents for the specifications will be provided (specifications will not be prepared at this stage).
6. Consultant shall prepare base drawings of the project area using existing drawings that the City has provided to Consultant. The drawings will be in AutoCAD 2013 format.
7. Consultant shall coordinate with utility agencies to secure information regarding the location of their facilities in the project limits. Consultant shall contact Sunshine State One Call to get the contact info for the utility companies and send two sets of Utility Contact Plans after the Topographic Survey has been secured.
8. Consultant shall coordinate with City staff to secure any information that may be available regarding the City's facilities in the project area including as-builts and service maps.
9. Consultant shall use the data to prepare the conceptual designs for the alleyway. The concepts shall illustrate the following:
  - Existing utilities and proposed demolition plans
  - Tree Disposition plans
  - Any other aspect required for the City to make a decision on which concept to move forward with

10. After approval of the initial concept is obtained, Consultant shall prepare construction drawings for the streetscape design and alleyway which shall include:
  - Cover Sheet
  - Paving, Grading and Drainage Plans and Details
11. Plans shall be consistent with the current City of Delray Beach Minimum Construction Standards. Plans shall be prepared at 1" = 20' or larger. Two (2) plan sets will be submitted to the City at the 30%, 60%, 90% and 100% stages of the project. A review meeting will be held with the City to review comments from each of the aforementioned stages.
12. Consultant shall prepare at the 30, 60%, 90% and 100% submittal stages a detailed opinion of probable construction cost based upon the design level of the drawings and specifications approved by the City. The cost opinion shall reflect changes in general scope, extent or character of the design requirements incorporated during the various design review stages.
13. Consultant shall attend kick-off meeting and a maximum of three (3) design meetings with the City and provide a written summary of the issues discussed.
14. Consultant shall provide internal QA/QC reviews on the 30%, 60%, 90%, and 100% Design Documents (.drawings, specifications, and cost estimates, as appropriate).
15. Consultant shall upon acceptance of the 100% plans provide 100% design drawings, one (1) mylar set and one (1) set of AutoCAD (version 2009 or lower) files in electronic format (\*.DWG and \*.PDF) on CD. Specifications and Front-end documents shall be provided in electronic (\*.PDF and \*.DOC) format.
16. Contract documents consisting of "front end" documents and technical specifications shall conform to City of Delray Beach Standards and FDOT Standard Specifications for road and bridge work. Specifications (four copies) shall be submitted for City review at 60%, 90% and 100% stages.

#### **Phase IV – Bidding/Negotiating Phase**

Consultant shall provide preliminary design phase services in accordance with Article III D of the Agreement for Engineering Services with the City, dated February 22, 2012 as amended February 22, 2015.

1. Consultant shall assist City in advertising for and obtaining bids or negotiating proposals for construction (including materials, equipment and labor). It is anticipated that work shall be awarded under a single construction contract. Consultant shall provide five (5) sets of bidding documents to the City to issue bid package. The City shall receive and process deposits for bidding documents and shall maintain a record of prospective bidders to whom bidding documents have been issued.

2. Consultant shall conduct a mandatory pre-bid conference and provide a written summary of issues discussed.
3. Consultant shall issue addenda and shall provide supplemental information or clarifications, as appropriate, to interpret, clarify, or expand the bidding documents to all prospective bidders during the bid period.
4. Consultant shall attend the bid opening, prepare bid tabulation sheets and assist city in evaluating bids and proposals, and in assembling and awarding contract for construction. Consultant shall submit to City a written recommendation concerning contract award.
5. Consultant shall furnish all bid information to the City in electronic format to be used in conjunction with "Demand Star".

#### **Phase V – Construction Administration**

Construction Phase Services limited to addressing contractor RFIs and review of shop drawings shall be provided.

#### **Other – Permitting**

1. South Florida Water Management District (SFWMD) Environmental Resource Permit No. 50-08833-P was issued for the Southwest Area Neighborhood Stormwater Improvement Project. That is a master drainage permit for the Southwest Area and it will require modification for the portion of it that will be constructed with this project.
2. Assistance with the landscape permit required by the City.

#### **Other – Surveying**

Consultant shall secure Topographic Survey of the proposed site, locating all above-ground improvements. The Topographic Survey will be provided electronically for engineering design purposes.

Consultant shall furnish the services of a professional surveyor to provide survey services consisting of field topography and horizontal locations referenced by baseline stationing. Existing facilities and utilities within the full right-of-way of the established construction limits will be referenced by baseline station with an offset distance (left or right) from baseline for the project and will include the following:

1. Topography survey at major ground elevation changes to depict existing ground profile at proposed project area. Topographical surveys shall have stationing established from south to north and west to east where applicable. This shall be accomplished by creating a baseline in the field to collect pertinent data which shall include the following:
  - a. Location of visible fixed improvements within the right-of-way (including 10- feet back on each side of the right-of-way) of the project limits, including physical objects, roadway pavement, driveways, sidewalks, curb, trees, signs, fences, power poles,

buildings, and other encumbrances, including point of curvature and point of tangency. This also includes the front two corners of the building on each lot or indication if the lot is vacant.

Location of known above and below ground existing utilities: FP&L, AT&T, Cable TV, Natural Gas, Potable Water (pipe diameter, TOP, valves, fire hydrants, and meters), Force Mains (pipe diameter, TOP, and valves), Sanitary Sewer (pipe diameter, manhole inverts and direction, rim elevations, laterals, and clean-outs), Storm Sewers (pipe diameter, manhole inverts and direction, catch basins, and rim/grate elevations), and all other accessible structures. This will include coordination with Sunshine 811 and City of Delray Beach.

- b. Identify platted rights-of-way (including bearing and distances for centerline), lot numbers, house address, ownership lines, block numbers and dedicated easements.
  - c. Elevations shall be indicated every 20 feet, at a minimum, to indicate centerline grades, edge of pavement grades and shoulder grades, low points and all right-of-way lines. Intermediate grades shall be indicated at all grade breaks, driveways and sidewalks. Two grades (one at the right-of-way line and one 15 feet back) shall be indicated on the driveways to indicate direction of grade.
  - d. The survey shall include topography of the complete intersection, 50 feet beyond radius returns, at the terminal end of each street and alley.
  - e. Provide and reference benchmarks at maximum 600-foot intervals. Elevations to be referenced to an existing established City or County Benchmark.
  - f. Provide one permanent bench mark tied to State Plane Coordinates.
2. The above topographical survey data will be prepared in AutoCAD.

#### **Other – Geotechnical**

Geotechnical Services will be provided to support the drainage and roadway design. Geotechnical services will be provided as follows:

1. CGA's Subconsultant will visit the site to field mark (paint and/or stake) the planned boring locations and observe existing site conditions.
2. CGA's Subconsultant will contact Sunshine One-Call to request field location of underground utilities in the areas of the borings as per Florida Statutes.
3. CGA's Subconsultant will provide Maintenance of Traffic (MOT) for work along the roadway shoulders and closure of one traffic lane throughout the field drilling and testing operations.
4. CGA's Subconsultant will mobilize personnel and drilling equipment to the site and drill nineteen (19) auger borings to depths of 6 feet below the existing ground surface at

approximately 200-foot intervals along the subject alleys. The depth to groundwater in each boring will be measured. Following completion of the drilling operations, the boreholes will be backfilled with cement grout.

5. CGA's Subconsultant will conduct two (2) Exfiltration Tests.
6. CGA's Subconsultant will visually classify the collected soil samples using the American Association of State Highway and Transportation Officials (AASHTO) classification system.
7. CGA's Subconsultant will prepare a geotechnical report which will include, but not necessarily be limited to:
  - Detailed graphical logs of the soil borings showing the groundwater level and soil classifications.
  - Presentation of the results of the field permeability tests.
  - Discussion of the suitability of the encountered soils for support of roadway pavement.

#### **Other – Soft Digs**

Subsurface Investigation Services will be provided to support the drainage and roadway design. Subsurface Investigation Services will be provided as follows:

- a. CGA's Subconsultant will visit the site to field mark (paint and/or stake) the planned boring locations and observe existing site conditions.
- b. CGA's Subconsultant will contact Sunshine One-Call to request field location of underground utilities in the areas of the borings as per Florida Statutes.
- c. CGA's Subconsultant will provide Maintenance of Traffic (MOT) for work along the roadway shoulders and closure of one traffic lane throughout the field drilling and testing operations.

CGA's Subconsultant will mobilize vacuum excavating equipment to the site and excavate ten (10) locations through existing roadway pavement. Electromagnetic Induction and Ground Penetrating Radar shall be utilized to verify horizontal locations of targets at vacuum excavation points. Test Hole Data Sheets will be provided with information regarding the discoveries made at the test holes. Following completion of the vacuum excavation operations, the excavations will be restored.

### **III. TIME OF PERFORMANCE**

The completion dates for the work will be as follows (starting at written notice-to-proceed). Refer to Attachment A – Project Schedule.

<u>Phase of Services</u>	<u>Time per Phase</u>	<u>Cumulative Time</u>
Survey, Geotechnical	4 Weeks	4 Weeks
Phase III – Final Design	36 Weeks	40 Weeks
Phase IV – Bidding	8 Weeks	48 Weeks

Notes:

1. Geotechnical Work will be performed during the same time period.
2. Schedule is based on 36 weeks of Utility Accommodation taking place during Phase III Final Design.
3. Schedule is based on review meeting with City occurring with 2 week of receipt of each submittal. The schedule will have to be adjusted if the review times are longer.
4. Soft Digs will take place after initial utility coordination and drainage layout is performed.

#### IV. COMPENSATION

<u>Engineering Services</u>	<u>Hourly Not to Exceed Fees</u>
Phase I – Study and Report Phase	N/A
Phase II – Preliminary Design Phase	N/A
Phase III – Final Design Phase	\$64,459.28
Phase IV – Bidding/Negotiating Phase	\$4,716.72
Phase V – Construction Administration	\$5,000.00
Other – Permitting	\$4,566.80
Other – Surveying	\$29,475.01
Other – Geotechnical	\$11,230.74
Other – Soft Digs	\$5,390.00
<u>Out-of-Pocket Expenses</u>	<u>\$1,000.00</u>
Total Project Cost	<b>\$125,838.54</b>

Notes:

*Out-of-Pocket Expenses include the following: printing/reproduction/postage/mileage.*

This service authorization is approved contingent upon the City's acceptance of and satisfaction with the completion of the services rendered in the previous phase or as encompassed by the previous service authorization. If the City in its sole discretion is unsatisfied with the services provided in the previous phase or service authorization, the City may terminate the contract without incurring any further liability. The CONSULTANT shall commence work on any service authorization approved by the City to be included as part of the contract without any further notice to proceed.

Approved by:

CITY OF DELRAY BEACH:

CONSULTANT:

Date \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
Cary D. Glickstein, Mayor  
(Seal)

By: \_\_\_\_\_

\_\_\_\_\_  
Witness (Signature)

\_\_\_\_\_  
Witness (Printed)

Attest: \_\_\_\_\_

Approved as to Legal Sufficiency

\_\_\_\_\_  
Interim City Attorney Janice Rustin

BEFORE ME, the foregoing instrument, this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_, was acknowledged by \_\_\_\_\_ on behalf of the Corporation \_\_\_\_\_, and said person executed the same free and voluntarily for the purpose there-in expressed.

Witness my hand and seal in the County and State aforesaid this \_\_\_\_\_ day of \_\_\_\_\_, 201 \_\_\_\_.

\_\_\_\_\_  
Notary Public  
State of Florida

My Commission Expires:



EXHIBIT A

