

CITY OF DELRAY BEACH



1993
2001

100 N.W. 1st AVENUE


• DELRAY BEACH, FLORIDA 33444

• 561/243-7000



MEMORANDUM

TO: Mayor and Commissioners

FROM: Donald B. Cooper, City Manager 

DATE: July 12, 2016

SUBJECT: Report No. 2, Expenditure of Funds for Old School Square per Reporting Requirements. Walters Zackria Associates Architectural and Construction Administration for OSS Service Authorization 12-02.1

Approval has been given for service authorization 12-02.1 with Walters Zackria Associates (WZA) to provide construction administration; bid document creation and evaluation and inspection for the roof replacement project at OSS. The cost of the service authorization not to exceed \$45,428.30 has been approved.

DC/ss

cc: Francine Ramaglia, Assistant City Manager
Theresa Webb, Chief Purchasing Officer

(See Attachments)



ACQUISITION APPROVAL

RECEIVED
JUL 08 2016
CITY MANAGER

TO: Donald B. Cooper, City Manager

THROUGH: John Morgan, Director Environmental Services *ML*
Missie Barletto, Assistant Director Environmental Services *MB*

FROM: Isaac Kovner, City Engineer *IK*

SUBJECT: Walters Zackria Associates, PLLC; Amendment No. 1 to Service Authorization 12-02 for the Old School Square Center of the Arts Renovations (Project #16-004).

DATE: July 1, 2016

Background

On March 1, 2016 City Commission approved Service Authorization No. 12-02 (PO #706510) with Walters Zackria Associates, PLLC (WZA) for architectural design services related to the maintenance and repairs of the existing façade and roof elements of the Old School Square Complex.

During WZA's initial site visit questions concerning the integrity of the existing roofs for the Crest Theater, Gymnasium, and Amphitheater arose. After further investigation by WZA and also verified by an independent roofing professional (Duhon Roof Consulting, LLC) all three roofs need to be replaced.

Therefore, for your review and approval is Amendment No. 12-02.1 to Service Authorization No. 12-02 in an amount not to exceed \$45,428.30 for architectural and construction administration services for the Crest Theater, Gymnasium, and the Amphitheater roof replacements located on the Old School Square Center.

The City Commission authorized the City Manager to execute contracts in an amount not to exceed \$1,100,000 with the provision that the City Manager notify the City Commission within five business days of each signed contract. A Sunshine meeting with WZA was held in June 2016 to negotiate Service Authorization 12-02.1.

Purchasing Authority

N/A

Funding Account Number:

The CRA is funding the architectural services to replace the roofs for the three buildings located at the Old School Square Center from account #334-4151-572.46-90.

Maureen Owens 07/01/2016
Department Head Date
FOR JOHN MORGAN.

Donald B. Cooper 7-8-16
City Manager Date

Maureen Owens 7/8/2016
Purchasing Date

CC: Maureen Owens



PUBLIC MEETING ANNOUNCEMENT

**The City of Delray Beach, FL will hold a Sunshine Meeting on
Wednesday, June 1, 2016
9:00 A.M. to 9:30 A.M.**

**To discuss negotiations for Amendment #1 to Service Authorization 12-02
Professional Design Services (roof repair/replacement)**

for

Crest Theater, Gym and Art Museum at the Old School Square

at

Environmental Services Department

CONFERENCE ROOM

434 South Swinton Avenue

DELRAY BEACH, FL 33444

All inquiries please contact Ryan Lingholm @ lingholm@mydelraybeach.com

Telephone: 561-243-7153

CONSULTING SERVICE AUTHORIZATION

DATE: _____

CONSULTANT: Walters Zackria Associates, PLLC

SERVICE AUTHORIZATION NO. 12-02.1 FOR CONSULTING SERVICES

CITY P.O. NO. _____ CITY EXPENSE CODE: _____

CITY PROJECT NO. 16-004 CONSULTANT PROJECT NO. 16-03

**TITLE: Center for the Arts Renovations – Reroofing
Delray Beach, Florida
Service Authorization Amendment #1**

This Service Authorization Amendment, when executed, shall be incorporated in and shall become an integral part of the Contract, dated March, 2012 between the City of Delray Beach and Walters Zackria Associates, PLLC

I. PROJECT DESCRIPTION

City of Delray Beach Center for the Arts Renovations.

City of Delray Beach would like to replace the roof of the City of Delray Beach Center for the Arts Building Complex. The replacement will include 6,023 SF of tile roof area on the Crest Theater (building one), and 22,545 SF of flat roof area on the Gymnasium (building two) and Amphitheater (building three).

II. SCOPE OF SERVICES

The following scope of services is developed in accordance with the Standard Agreement for Architectural Services.

The scope of work shall include the following tasks:

I. TASK DESCRIPTION

TASK 1 SITE EVALUATION

This item is included in a separate proposal to the Delray Beach CRA and is excluded from scope of this service authorization.

TASK 2 CONSTRUCTION DOCUMENTS

WZA will develop drawings and details to convey the scope of the project to potential bidders for the new roof system indicating removal and installation of flat and tile roof as well as coping, flashing, lightweight insulating concrete and fiberboard insulation.

Scope is limited to Architectural Documents. MEP / Structural / Civil / Landscape consulting design services are not anticipated at this time and are excluded from the scope of this proposal.

Scope does not include hiring a roofing consultant, and obtaining cores or moisture survey.

These items were included in a proposal to the Delray Beach CRA.

TASK 3 BID SPECIFICATIONS

WZA will prepare material and bid specifications for the project.

TASK 4 BID PHASE ASSISTANCE

WZA will assist to the City during the bidding and award phase of the construction contract. Bid services shall be for one-thirty day bid period. This assistance shall consist of attending the pre-bid meeting, addressing RFP's, and issue addenda for clarifications, if required.

TASK 5 PERMITTING ASSISTANCE

WZA will give signed and sealed drawings to City staff and Contractor for submittal to City's Building Department for review. WZA will make the necessary revisions required, which are part of the base project building program and scope of work.

TASK 6 SHOP DRAWING REVIEW ASSISTANCE

During the construction phase of the project, WZA will provide shop drawing review for the City and Contractor, as required.

TASK 7 LIMITED CONSTRUCTION ADMINISTRATION ASSISTANCE

During the construction phase of the project, WZA will provide Limited Construction Administration Services for the City staff and Contractor on an as-needed basis. Limited Construction Administration Services will include weekly on-site meetings with the Contractor, the subcontractors, and owner's representative. WZA will review the construction when requested, review and approve payment applications, review shop drawings, review change order requests, review actual progress with construction schedule, and make any decisions required to clarify the construction documents. Limited Construction Administration services are based on a maximum 100 combined hours for 2-month construction duration.

III. TIME OF PERFORMANCE

Task 1 through 7 will be completed within 180 days of acceptance of this Service Authorization.

IV. COMPENSATION

<u>Architectural Services</u>	<u>Not to Exceed Estimated Fees</u>
Task 1 - Site Evaluation	\$ 0.00
Task 2 - Construction Documents	\$ 18,550.86
Task 3 - Project Specifications	\$ 3,504.96
Task 4 - Bid Phase Assistance	\$ 3,504.96
Task 5 - Permitting Assistance	\$ 2,847.54
Task 6 - Shop Drawing Review	\$ 2,847.54
Task 7 - Limited Construction Administration Assistance	\$ 13,672.44
Labor Subtotal	\$ 44,928.30
Out-of-Pocket Expenses	\$ 500.00
Total Estimated Fees	\$ 45,428.30

Work will be billed monthly on an hourly not to exceed basis based on hourly task breakdown and hourly rates shown in Exhibits A and C.

Notes:

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

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 a further notice to proceed.

Approved by:

CITY OF DELRAY BEACH:

Date 7-11-16

Donald B. Cooper
Donald B. Cooper
City Manager

WALTERS ZACKRIA ASSOCIATES, PLLC

Date 7/11/16

By: AW
(Seal)

Alan Fertel
Witness (Signature)
ALAN FERTEL
Witness (Printed)

Attest: _____

Approved as to Legal Sufficiency

[Signature]
City Attorney

BEFORE ME, the foregoing instrument, this 11 day of JULY, 2016, was acknowledged by Abbas Zackria on behalf of Walters Zackria Associates, PLLC, 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 11 day of JULY, 2016.

[Signature]
Notary Public
State of Florida

My Commission Expires: 7/7/20

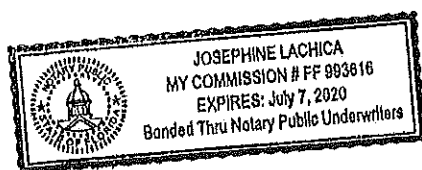


EXHIBIT A

CITY OF DELRAY BEACH - CENTER FOR THE ARTS REROOFING - SA 1202.1 - HOURLY TASK BREAKDOWN - 5-24-16

TOTAL =
\$44,928.30

Principal Architect Professional Engineer Project Manager Assistant Project Manager/Site Inspector CAD Operator Level 1/Intern Administrative

TASK 1 - SITE EVALUATION (Excluded)							\$0.00
Total Hours for Task 1	0	0	0	0	0	0	
Rate	\$195.78	\$168.00	\$141.31	\$117.25	\$94.21	\$94.21	
Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
TASK 2 - CONSTRUCTION DOCUMENTS							\$18,550.85
Total Hours for Task 2	20	0	0	120	0	6	
Rate	\$195.78	\$168.00	\$141.31	\$117.25	\$94.21	\$94.21	
Total	\$3,915.60	\$0.00	\$0.00	\$14,070.00	\$0.00	\$565.26	
TASK 3 - BID SPECIFICATIONS							\$3,504.96
Prepare Bid Documents	4	0	0	20	0	4	
Total Hours for Task 3	4	0	0	20	0	4	
Rate	\$195.78	\$168.00	\$141.31	\$117.25	\$94.21	\$94.21	
Total	\$783.12	\$0.00	\$0.00	\$2,345.00	\$0.00	\$376.84	
TASK 4 - BID PHASE ASSISTANCE							\$3,504.96
Attend Pre-bid meeting			0	4			
Address RFI's	2		0	8		4	
Review Bid Proposals	2		0	8			
Total Hours for Task 4	4	0	0	20	0	4	
Rate	\$195.78	\$168.00	\$141.31	\$117.25	\$94.21	\$94.21	
Total	\$783.12	\$0.00	\$0.00	\$2,345.00	\$0.00	\$376.84	
TASK 5 - PERMITTING ASSISTANCE							\$2,847.54
Total Hours for Task 5	4	0	0	16	0	2	
Rate	\$195.78	\$168.00	\$141.31	\$117.25	\$94.21	\$94.21	
Total	\$783.12	\$0.00	\$0.00	\$1,876.00	\$0.00	\$168.42	
TASK 6 - SHOP DRAWING REVIEW ASSISTANCE							\$2,847.54
Total Hours for Task 6	4	0	0	16	0	2	
Rate	\$195.78	\$168.00	\$141.31	\$117.25	\$94.21	\$94.21	
Total	\$783.12	\$0.00	\$0.00	\$1,876.00	\$0.00	\$168.42	
TASK 7 - LIMITED CONSTRUCTION ADMINISTRATION ASSISTANCE							\$13,572.44
Total Hours for Task 7	20	0	0	80	0	4	
Rate	\$195.78	\$168.00	\$141.31	\$117.25	\$94.21	\$94.21	
Total	\$3,915.60	\$0.00	\$0.00	\$9,380.00	\$0.00	\$376.84	

Exhibit B
NOT USED

Exhibit C

WALTERS ZACKRIA ASSOCIATES, PLLC SALARY COSTS

TITLE	RAW SALARY (\$/HR)	FRINGE	OVERHEAD	PROFIT	2016 HOURLY RATES
		AT	AT	AT	
		60.00%	110.00%	10.00%	
		(\$/HR)	(\$/HR)	(\$/HR)	
Principal Architect (Registered)	\$65.92	\$39.55	\$72.51	\$17.80	\$195.78
Professional Engineer (Registered)	\$56.64	\$33.98	\$62.30	\$15.29	\$168.22
Project Manager	\$47.58	\$28.55	\$52.34	\$12.85	\$141.31
Assistant Project Manager/Site Inspector	\$38.95	\$24.00	\$44.00	\$10.80	\$117.75
Cad Operator Level1	\$31.72	\$19.03	\$34.89	\$8.56	\$94.21
Administrative	\$31.72	\$19.03	\$34.89	\$8.56	\$94.21

FRINGE (\$/HR): RAW SALARY X FRINGE 60.00%

OVERHEAD (\$/HR): RAW SALARY X OVERHEAD 110.00%

PROFIT (\$/HR): (RAW SALARY + FRINGE + OVERHEAD) X PROFIT 10.00%

ABOVE COMPUTATIONS RESULT IN AN OVERALL MULTIPLIER OF 2.83