

CONSULTING SERVICE AUTHORIZATION

DATE: January 12, 2017 (revised 2/23/2017)

CONSULTANT: Kimley-Horn and Associates, Inc.

SERVICE AUTHORIZATION NO. 12-27 FOR CONSULTING SERVICES

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

TITLE: Christmas Tree – Site Preparation and Electrical Service Design

CITY PROJECT NO. 17-062

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.

I. PROJECT DESCRIPTION

The City desires to install a new aluminum frame Christmas to be erected for display at the park near Old School Square for the holidays.

1. Purpose

The primary purpose of this project proposal is to prepare the new site for the new aluminum tree and to provide electrical service to this new location. The aluminum tree supplier will be responsible for the design of the foundation for the new tree.

2. Project Area and understanding

The new Christmas tree site will be located within 300-400 feet from its current location near Old School Square.

II. SCOPE OF SERVICES

Kimley-Horn intends to subcontract the electrical design to Smith Engineering and Associates, Inc (SEC).

Phase I – Study and Report Phase (if required)

Kimley-Horn will engage the services of Nutting Engineers of Florida, Inc (NEF) to perform the geotechnical investigation and provide a foundation recommendation report for the support of the proposed tree.

Phase II – Preliminary Design Phase

Kimley-Horn and SEC representatives will conduct an on-site evaluation of the existing electrical connection to observe how the tree frame is currently connected. Only one (1) on-site visit is anticipated in conjunction with a client coordination meeting. Date and time will be coordinated through the City. The purpose of the site review is to determine what modifications are needed to accept the construction of the new foundation being designed by the tree supplier.

As part of this Phase, Kimley-Horn will review available as-built utility and survey records provided by the City.

As part of the electrical investigation, SEC will coordinate with the site electrician or FPL to obtain electric service at the proposed new location of the Christmas tree from the existing electrical system.

Any survey data required for the will be provided by the City. Location of existing utilities will be based on the as-built records provided by the City.

As part of this Phase, the Kimley-Horn team will conduct one phone meeting with the new tree supplier to confirm the foundation size, depth and bearing requirements, as well as the electrical requirements.

The tree supplier's structural foundation designer will be responsible for a new foundation design that will meet the 2014 Florida Building Code the wind loads requirements. The design of any additional foundations, if required, for structures to be placed within the footprint of the tree will also be provided by others to Kimley-Horn.

Phase III – Final Design Phase

The electrical design will provide a new electrical service and distribution at the proposed new location of the Christmas tree in accordance with the National Electrical Code and applicable local codes.

The site design modification plans will consist of scanned as-built records along with a performance specification identifying the relocation or protection of any utilities affected by the new tree foundation.

During this Phase, the Kimley-Horn design team will conduct one final coordination call with the supplier's structural foundation designer to confirm final dimensions.

The deliverable will consist of documents suitable for bidding, permit, and construction. We propose to furnish documents in pdf format for printing sizes not to exceed 11x17.

Phase IV – Bidding/Negotiating Phase (N/A)

Services related to Bidding and Negotiating Phase a are not included in this Service Authorization.

Phase V – Construction Administration (N/A)

Services related to construction assistance are not included in this Service Authorization.

ADDITIONAL SERVICES

Upon your authorization, KIMLEY-HORN will provide any additional services that may be required beyond those described in the scope of services above. These services may include but are not limited to such items as the following:

- Additional site visits or interviews
- Additional meetings, exhibits, deliverables
- Additional coordination with tree supplier
- Permitting assistance
- Bidding or construction assistance

SCHEDULE

KIMLEY-HORN will begin work upon receiving authorization from the City in accordance with a mutually agreed upon schedule. A tentative schedule is identified below

Phase I	Geotechnical investigation (if required)	1 to 2 weeks
Phase II	Records review and field visit Tree Supplier Coordination	2 weeks Concurrent with records review
Phase III	Tree Supplier Coordination Client coordination meeting 90% Bid documents CITY Review 100% Bid documents	Concurrent with plan preparation 1 week after completion of Phase II 4-6 weeks 2 weeks 2 weeks

III. BUDGET

Fee and Expenses

Kimley-Horn will perform the Services described above on a labor fee plus expense basis. Kimley-Horn will not exceed the total maximum labor fee shown without authorization from the CITY. Individual task amounts are provided for budgeting purposes only. Kimley-Horn reserves the right to reallocate amounts among tasks as necessary. Labor fee will be billed on an hourly basis according to our then-current rates. Fees will be invoiced monthly based on the actual amount of service performed and expenses incurred. Payment will be due within 25 days of your receipt of the invoice. Individual task amounts are informational only.

Reimbursable Expenses billed under this contract could include: in-house duplicating, local mileage, facsimiles, postage, express delivery services, large-format color printing, construction drawing printing, specification printing, and other out-of house printing.

Optional services will be billed after written authorization from City to start those services or a portion thereof. Additional services which may be identified as needed at a later time will be negotiated at that time.

Phase I	Geotechnical investigation (if required)	\$ 1,500.00
Phase II	Preliminary Design Phase Record review and Field visit Tree supplier coordination	\$ 2,200.00
Phase III	Final Design Phase Electrical	\$ 4,500.00
	Site Modifications	\$ 1,500.00
Phase IV	Bidding Services (N/A)	
Phase V	Construction Administration (NA)	
	Optional post design services	\$0
	<u>Reimbursable Expenses</u>	<u>\$ 200.00</u>
	Total Contract	\$9,900.00

IV. COMPLETION DATE

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:

KIMLEY-HORN AND ASSOCIATES, INC.

Date _____

Date _____

Cary D. Glickstein, Mayor

By: _____
Marwan Mufleh, Sr. VP

Witness (Signature)

(Seal)

Witness (Printed)

Attest: _____

Approved as to Legal Sufficiency

City Attorney

BEFORE ME, the foregoing instrument, this ____ day of _____, 2017__, 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 _____, 2017.

Notary Public
State of Florida
My Commission Expires: