

CONSULTING SERVICE AUTHORIZATION

DATE: January 12, 2017 (rev 1/31/2107)

CONSULTANT: Kimley-Horn and Associates, Inc. (KHA)

SERVICE AUTHORIZATION NO. SA 12-26 FOR CONSULTING
SERVICES

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

TITLE: Christmas Tree – Steel Frame Analysis for 2017 Installation

CITY PROJECT NO. 17-064

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 have the structural integrity of the steel frame of the Christmas tree structure evaluated before it is placed in storage and to verify the integrity of the steel frame for installation for the 2107 holiday season.

1. Purpose

The primary purpose of this project is to provide an inspection of the City’s 100’ Christmas Tree frame during disassembly and provide recommendations with respect to the assembly for the tree for the 2017 holiday season.

2. Background

In February 2015, KHA performed as structural integrity evaluation for the existing steel frame and the results of the evaluation included a recommendation to perform a systematic replacement/refurbishment of the steel frame over a five year period. Although some steel members were upgraded for the 2016 holiday installations, it was less than the 20% recommended objective and a further evaluation is being requested by the City for KHA to update their 2015 report.

II. SCOPE OF SERVICES

Phase I – Evaluation Phase

Kimley-Horn will conduct an on-site inspection of the tree frame as it is being dismantled and prepared for

storage to take measurements and perform a visual, non-destructive assessment of the condition of the tree as an update to the evaluation we performed in 2015.

The results of this evaluation will be presented in a brief Summary Statement Report stating whether or not the tree is safe to be re-installed “as-is” for the 2017 season, or if modifications and repairs will need to be performed. If modifications are required, specific recommendations on further analysis will also be included in the report.

Phase II – Preliminary Modeling and Analysis Phase N/A

Phase III – Final Design Phase (N/A)

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

Phase V – Construction Administration (N/A)

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
- Additional meetings, exhibits, deliverables
- Design services

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

Evaluation Phase Site visit	Within 1 week of authorization
Summary Statement Report	Within 10 days of site visit

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	Evaluation Phase and Summary Report	\$ 3,500.00
<u>Reimbursable Expenses</u>		<u>\$ 300.00</u>
Total Contract		\$ 3,800.00

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:
INC.

KIMLEY-HORN AND ASSOCIATES,

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: