

CITY OF DELRAY BEACH
CONSULTING SERVICE AUTHORIZATION

DATE: _____

SERVICE AUTHORIZATION NO. 12-28 FOR CONSULTING SERVICES

CITY P.O. NO. 17-042 CITY EXPENSE CODE: _____

CITY PROJECT NO. _____ MATHEWS CONSULT. PROJECT NO. _____

TITLE: SE 2nd Avenue Drainage Improvements

This Service Authorization, when executed, shall be incorporated in and shall become an integral part of the Contract.

TITLE: Agreement for General Consulting Services

I. PROJECT DESCRIPTION

The Commercial Properties along SE 2nd Avenue have experienced standing water following rain events and the City would like additional drainage facilities designed and constructed in the project area to help alleviate the standing water issues.

The Scope of this Service Authorization includes, but is not limited to, providing engineering design, surveying, geotechnical investigations, utility locates (e.g. soft digs) and bidding services for the SE 2nd Avenue Drainage Improvements. The project area is along SE 2nd Avenue from SE 1st Avenue to Atlantic Avenue (see **Exhibit 1**) and does not include intersections. Project components consist of the following:

- Catch Basins
- Drainage Pipe
- Swales
- Curb Cuts
- Roadway restoration will consist of mill and overlay and curb and gutter to develop cross-slope and longitudinal slope for the roadway

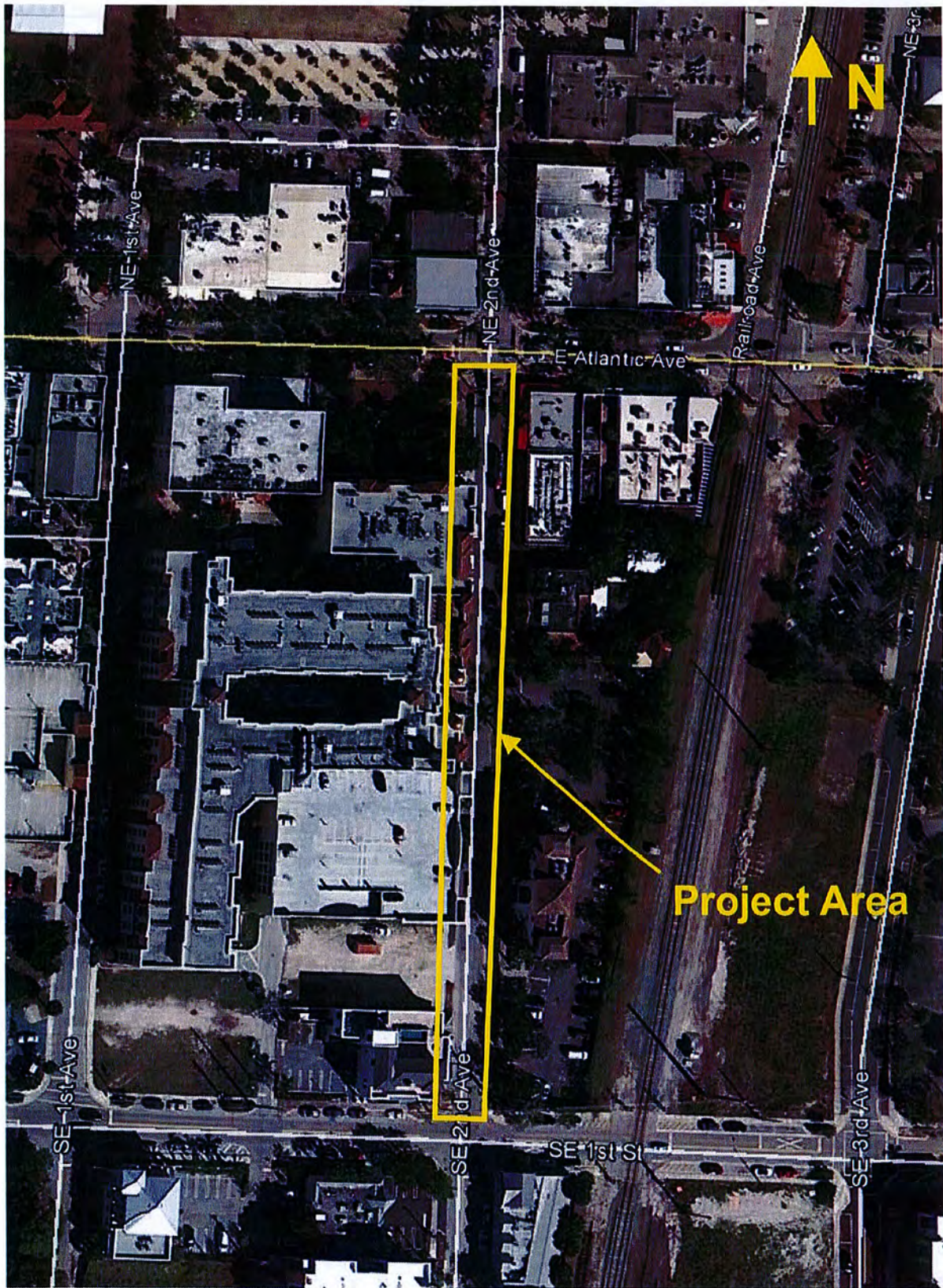


Exhibit 1
Project Area

II. SCOPE OF SERVICES

Phase I – Study and Report Phase

Not Applicable.

Phase II – Preliminary Design Phase

Not Applicable.

Phase III – Final Design Phase

Consultant shall provide final design phase services in accordance with Article III.C of the Agreement for Engineering Services with the City, dated January 24, 2012.

1. **Field Investigation:** Field reconnaissance of the proposed drainage system shall be performed. Photograph log walk-through will be included. In addition, potential underground existing utilities will be identified.
2. **Utility Coordination:** Coordination with utility agencies (electric, phone, gas, and cable TV) shall be performed to collect record information. This Subtask includes reconciling apparent discrepancies between record information and existing photographic and field-verification information.
3. **Design Drawings:** Consultant shall prepare construction drawings which shall include: cover sheet, general notes, civil plan/profile drawings, and detail sheets conforming to the requirements of the current City of Delray Beach Minimum Construction Standards. The drawing scale shall be 1" = 20' for plan and 1" = 2' for profile. Consultant shall prepare the engineering design elements on topographic survey information prepared by Consultant's surveyor using AutoCAD Release 2016 format and available As-Built Drawings. Consultant shall coordinate with the City in order to design the proposed water mains in accordance with the requirements and design standards of the City. Drawings (two copies) shall be submitted for City review at 50% (plan view only) and 100% Stages (plan/profile).
4. **Specifications:** Contract documents consisting of "front-end" documents and technical specifications shall be prepared and shall conform to City of Delray Beach Standards and the FDOT Standard Specifications for Road and Bridge work. Specifications (two copies) shall be submitted for City review at the 50% and 100% stages.
5. **Cost Estimate:** At the 50% and 100% stages, Consultant shall prepare a detailed opinion of probable construction cost based upon the level of design drawings and specifications approved by the City. The cost opinion shall reflect changes in general scope, extent or character of design requirements incorporated during the various design review stages. Opinion of probable construction cost (two copies) shall be submitted for City review at the 50% and 100% stages.

6. **Meetings:** Consultant shall attend two (2) design meetings with the City and provide written summary of the issues discussed.
7. **QA/QC:** Consultant shall provide internal QA/QC reviews on the 50% and 100% Design Documents (e.g. drawings, specifications and cost estimates).

Phase IV – Bidding/Negotiation Phase

Consultant shall provide bidding phase services in accordance with Article III.D of the Agreement for Engineering Services with the City, dated January 24, 2012.

1. **Bid Advertisement:** 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. 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. **Demand Star Bid Submittal:** Consultant shall furnish the bidding information to the City in electronic format to be used in conjunction with “Demand Star”.
3. **Pre-Bid Conference:** Consultant shall attend pre-bid conference.
4. **Bid Clarification:** Consultant shall assist City in issuing addenda and shall provide supplemental information or clarification, as appropriate, to interpret, clarify, or expand the bidding documents to all prospective bidders during the bid period.
5. **Contract Award:** Consultant shall attend the bid opening and assist City in evaluating bids and proposals. Consultant shall submit to City a written recommendation concerning contract award. The City shall prepare the Bid Tab and Final Construction Contract.
6. **Final Deliverable:** After Contract Award, Consultant shall furnish the As-Bid design drawings, one (1) set of AutoCAD (Version 2016) files and one (1) set of pdf files in electronic format on CD. Consultant shall also provide one hard copy only of the Contract Documents (i.e. technical specifications).

Phase V – Construction Administration Phase

Upon completion of the final design phase, the Consultant shall submit Amendment No. 1 to this service authorization for approval of fees for construction phase services to be provided in accordance with Section III.E of the Agreement with the City.

Other – Geotechnical

Consultant shall furnish the services of a professional geotechnical engineer to provide subsurface investigations of the project area that will include:

- Perform up to two (2) standard penetration test (SPT) borings to an average depth of ten (10) feet and one (1) field permeability tests. Evaluate field data collected and provide geotechnical engineering evaluation report.

Other – Survey

Consultant shall furnish the services of a professional surveyor to provide survey services consisting of field topography and horizontal locations referenced by baseline stationing. The control will be referenced from the Palm Beach County Control Network which is the North American Datum of 1983 and the 1990 adjustment for horizontal control and the National Geodetic Vertical Datum of 1929 for vertical control. All existing facilities and utilities within the established project 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 50-foot intervals and at major ground elevation changes to depict existing ground profile at proposed project area. This shall be accomplished by creating a baseline in the field to collect pertinent data which shall include the following:
 - a. Location of all visible fixed improvements within the project limits, including physical objects, roadway pavement, railway tracks, canals, driveways, sidewalks, curb, trees, signs, fences, power poles, buildings, and other encumbrances, including point of curvature and point of tangency.
 - b. Location of all known above and below ground existing utilities: FP&L, BellSouth, Cable TV, Natural Gas, Potable Water (pipe diameter, TOP, valves, fire hydrants, and meters), Reclaimed Water Mains (pipe diameter, TOP and valves), 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 and City of Delray Beach. Underground piping shall be pot-holed by City in a timely fashion.
 - c. Identify platted rights-of-way (including bearing and distances for centerline), lot numbers, house address, ownership lines, block numbers and dedicated easements.
 - d. Elevations shall be indicated every 50 feet, at a minimum, to indicate centerline grades, edge of pavement grades, and shoulder grades, low points, railway ditch bottoms, and all right-of-way lines. Intermediate grades shall be indicated at all grade breaks, driveways and sidewalks. Sufficient grades shall be indicated on the driveways and parking areas to indicate direction of grade.
 - e. Provide and reference benchmarks at **maximum 600-foot intervals**. Elevations to be referenced to an existing established City or County Benchmark.

- The above topographical survey data will be prepared in AutoCAD (Version 2016) format at a scale of 1"=20', as one continuous file. The City of Delray Beach standard layering system shall be followed.

Other – Field Verification

Consultant shall furnish the services of a professional underground services company to provide underground field locations of affected existing utilities. The work shall consist of measuring and recording the approximate horizontal location of affected utilities within the project limits. It is anticipated that approximately eight (8) utility locations will need to be pot-holed.

ASSUMPTIONS

Work described herein is based upon the assumptions listed below. If conditions differ from those assumed in a manner that will affect schedule of Scope of Work, Consultant shall advise City in writing of the magnitude of the required adjustments. Changes in completion schedule or compensation to Consultant will be negotiated with City.

1. City will provide Consultant record drawings of all available existing facilities and proposed facilities, which shall serve as the basis of design in this project. The information will be provided to Consultant within 5 calendar days of NTP.
2. City personnel will assist in field verification of affected existing City facilities. This includes marking in field (in a timely manner) existing water mains, sanitary sewers & laterals, force mains, reclaimed water mains and drainage in the field for the Surveyor in a timely manner.
3. City will be responsible for acquisition of easements (including temporary), if required.
4. City is responsible for all permitting fees, including costs of public notification in local newspapers.
5. The Contract Documents will be prepared as a single contract. No pre-purchase of materials and/or equipment is presumed.
6. A single bidding effort is assumed. Re-bidding of the project is considered an Additional Services Item.
7. City will be responsible for preparation of any descriptions, sketches and acquisition of easements (including temporary construction easements) that may be required. Consultant will identify the location and dimensions of any easements or temporary construction easements required for use of the City to prepare the easement descriptions and deeds.
8. Contractor shall be responsible for obtaining SFWMD Dewatering Permit (if required).

9. The design is to be based on the federal, state and local codes and standards in effect at the beginning of the project. Revisions required for compliance with any subsequent changes to those regulations is considered an Additional Services Item not currently included in this Scope of Work.
10. Consultant assumes that there are no contaminated soils or groundwater in the project area.

ADDITIONAL SERVICES

Consultant shall provide additional engineering services relating to the provision of surveying, geotechnical, sanitary, water, reclaimed water, and drainage improvements to the project area that are not covered under this Service Authorization. These additional services may be required due to uncertainties discovered during survey, soils, investigations, field verification of existing facilities and conditions, and potential property or easement acquisitions.

Services performed under this task will be on as-directed basis in accordance with a written Notice-to-Proceed from the City Manager. The Notice-to-Proceed issued shall contain the following information and requirements.

- A detailed description of the work to be undertaken.
- A budget establishing the amount of the fee to be paid in accordance with the Agreement.
- A time established for completion of the work.

III. TIME OF PERFORMANCE

The completion dates for this work will be as follows (starting at written notice-to-proceed). Refer to **Attachment A** for budget summary.

<u>Engineering Services</u>	<u>Time per Phase</u>	<u>Cumulative Time</u>
Survey	3 weeks	3 weeks
Final Design	10 weeks	13 weeks
<i>Geotechnical⁽¹⁾</i>		
<i>Field Verification⁽¹⁾</i>		
Bidding	8 weeks	21 weeks

⁽¹⁾ *Geotechnical, Surveying, and Field Verification will be completed during Final Design Phase.*

* The schedule is based upon conducting a review meeting within 7 calendar days after the City receives the design submittal. All review comments shall be provided to Consultant within 7 calendar days after the City receives the submittal. An adjustment to the overall schedule will be required in case the review meeting takes longer to be conducted and/or obtaining comments takes longer to receive.

VI. COMPENSATION

The compensation for services provided shall be billed on an hourly basis plus reimbursable expenses for each phase of work in accordance with Article VII, Method II, up to the following not to exceed cost for each phase. Refer to **Attachment B** for budget summary.

<u>Engineering Services</u>	<u>Estimated Fees</u>
Phase III – Final Design Phase	\$ 10,553.00
Phase IV – Bidding Phase	\$ 2,648.00
Surveying	\$ 5,853.00
Geotechnical	\$ 1,932.00
Field Verification	\$ 3,700.00
Out-of-Pocket Expenses	\$ <u>250.00</u> ⁽¹⁾
TOTAL PROJECT COST	\$ 24,936.00⁽²⁾

Notes:

⁽¹⁾ *Out-of-Pocket Expenses include the following: printing/reproduction and postage.*

This Service Authorization is approved contingent upon the City's acceptance of and satisfaction of the completion of the services rendered in the previous phase whereas 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 upon City Commission approval and this Service Authorization to be included as part of the contract without any further notice to proceed.

Approve by:

CITY OF DELRAY BEACH:

Date: _____

Cary D. Glickstein, Mayor

MATHEWS CONSULTING, A
BAXTER & WOODMAN
COMPANY

Date: 2-28-17

[Signature]
David Mathews, P.E., Vice President

[Signature]
Witness

Attest:

R. Max Lohman
City Attorney

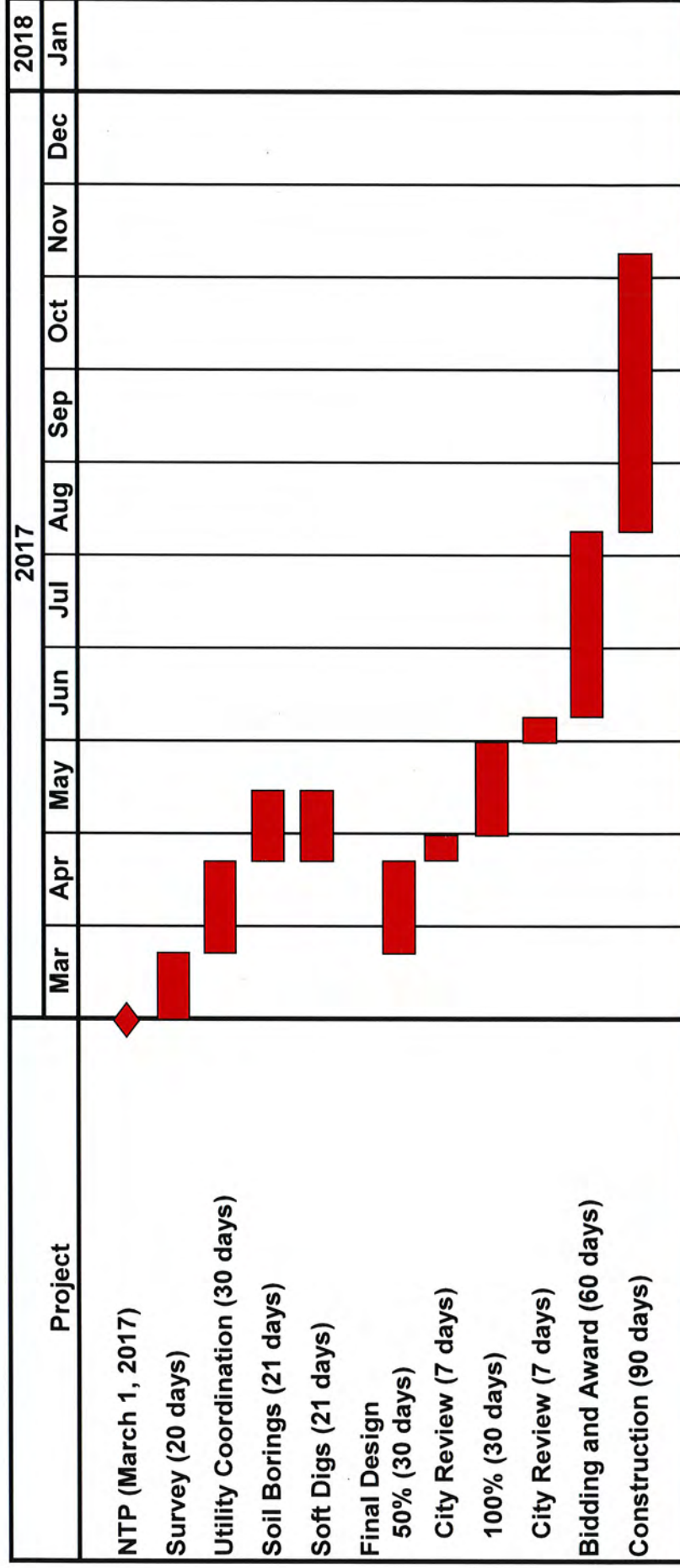
STATE OF FLORIDA
COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me this 28 day of February, 2017 by David Mathews, Vice President of Mathews Consulting, a Baxter & Woodman Company, an Illinois corporation, on behalf of the corporation. He She is personally known to me or (has produced identification), Florida Driver's License _____ and (did/~~did not~~) take an oath.



[Signature]
Signature of person taking
acknowledgement

SE 2nd Avenue Drainage Improvements - Project Schedule



ATTACHMENT B

City of Delray Beach - SE 2nd Avenue Drainage Improvements

Budget Summary

Phase No.	Task Description	Labor Classification and Hourly Rates					
		Principal Engineer \$166.40	Engineer I \$118.84	Senior Construction Manager \$118.22	Senior Engineering Technician \$115.13	Clerical \$70.58	Sub-Consultant Services
III	Final Design Phase						
	3.1 Field Investigation		1.5				\$178
	3.2 Utility Coordination		2		3		\$583
	3.3a 50% Design Drawings/Specifications	1	10		15		\$3,082
	3.3b 100% Design Drawings/Specifications	1	9		10		\$2,387
	3.4 Specifications	6				2	\$1,140
	3.5 Construction Cost Opinion (50% & 100%)	1	10				\$1,355
	3.6 Meetings (50% & 100%)	4	4				\$1,141
	3.7 Quality Assurance (50% & 100%)	2		3			\$687
	Subtotal	15	36.5	3	28	2	\$10,553
IV	Bidding Phase						
	4.1 Bid Advertisement	2			1	1	\$519
	4.2 Demand Star Bid Submittal	2					\$333
	4.3 Pre-Bid Conference	2					\$333
	4.4 Bid Clarification	1	1				\$285
	4.5 Contract Award	2				2	\$474
	4.6 Final Deliverable	2			2	2	\$704
	Subtotal	11	1	0	3	5	\$2,648
Other	Surveying		2		1		\$353
	Geotechnical	1			1		\$282
	Field Verification (i.e. soft-digs)	1	1		1		\$400
	Subtotal	2	3	0	3	0	\$1,035
	Subtotal						
	Labor Subtotal Hours	28	40.5	3	34	7	\$14,235
	Labor Subtotal Costs	\$4,659	\$4,813	\$355	\$3,914	\$494	\$9,500
	Labor Total Costs	\$14,235					
	Subconsultant Costs Total	\$9,500					
	Subconsultant Multiplier	1.1					
	Subconsultant Total	\$10,450					
	Reimbursable Expenses	\$250					
	Project Total	\$24,936					