

CONSULTING SERVICE AUTHORIZATION

DATE: _____

CONSULTANT: Kimley-Horn and Associates, Inc.

SERVICE AUTHORIZATION NO. 12-29 FOR CONSULTING SERVICES

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

TITLE: Roadway reconstruction SE Neighborhood

CITY PROJECT NO. 17-077

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 of Delray Beach is considering the reconstruction of roadways for the following streets:

SE 5 th Street –	from SE 6 th Ave to SE 7 th Ave (300 feet)
SE 7 th Avenue –	from SE 5 th St to SE 4 th St (500 feet)
SE 7 th Street –	SE 6 th Ave to Street end (400 feet)

1. Purpose

The primary purpose of this project is to reconstruct the existing roadway due to pavement failure as determined by the 2013 Maintenance and Repair Recommendations document while considering the City's Complete Streets Policy.

2. Project Area and understanding

The project area consists of the three above streets.

Project Understanding:

- Project scope is to prepare construction plans for reconstructing the streets identified above at existing grades.
- All streets will be handled as one project.
- All work will be within existing right of way. Preparation of temporary construction easement documents is not anticipated.
- Provide design survey services.
- Provide geotechnical services if needed.
- Provide video inspection of sanitary sewer and drainage storm pipes.
- Proposed sidewalks will be placed 1' from right of way line where applicable.
- Right of way lines will be established from plat information without the benefit of title search.

- Right of way title search and or acquisition services are not anticipated.
- Utility relocation design is not anticipated. Lining of any gravity sewer if needed will be provided via notes.
- Drainage design services are limited to providing short segments of exfiltration trench if needed.
- Any necessary adjustment of existing irrigation will be the responsibility of the contractor. The plans will only indicate this requirement via a general note.
- Landscape architecture services will be limited to relocation and or replacement of impacted trees of substantial caliber with notes.
- Existing hedges and fences encroaching into the road right of way will be relocated by property owner.
- Lighting is not anticipated. If lighting is needed it will be coordinated with FPL to provide it under the existing franchise agreement.
- Permitting is not anticipated for this “maintenance” work.
- Scope includes a maximum of three meetings with the City.

II. SCOPE OF SERVICES

Phase I – Study and Report Phase (N/A)

Phase II – Preliminary Design Phase (N/A)

Phase III – Final Design Phase

General Requirements:

Consultant shall provide final design phase services in accordance with Article III.C of the Agreement for Engineering Services with the City, dated February 22, 2013.

1. Field reconnaissance of the proposed project limits shall be performed. Potential aboveground existing utilities will be identified.
2. Coordination with utility agencies will be conducted through the City’s standing meetings with utility owners.
3. Consultant shall prepare construction drawings which shall include: cover sheet, general notes, civil plan/profile drawings, and standard details conforming to the requirements of the current City of Delray Beach Minimum Construction Standards. Other items such as maintenance of traffic will be addressed via notes to the contractor to provide. Consultant shall prepare the engineering design elements on topographic survey information prepared by Consultant’s surveyor in version 14 of AutoCAD. Drawings (three copies) shall be submitted for City review at 50% and 100% design stages.
4. Contract Documents consisting of “front-end” documents (provided by the City) and technical specification shall conform to City of Delray Beach Standards.
5. Drawing and specifications (three copies) shall be submitted for City review at the identified stages.
6. At the 50% and 100% stages, Consultant shall prepare a detailed opinion of probable construction cost based upon the completed Final 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.
7. Consultant shall attend a kick-off meeting and a maximum of two (2) design meetings with the City and provide.
8. Consultant shall attend a maximum of one public meeting if needed.
9. Consultant shall provide internal QA/QC reviews on the 50% and 100% Design Documents (e.g. drawings, specifications, and cost estimates).
10. Consultant shall furnish the 100% design drawings, 24” x 36” paper set at a scale of 1”=20’ or half size, and one (1) set of electronic files (*.dwg and *.pdf) on CD. Specifications shall be provided in electronic

(PDF & Word) format and all files shall be provided on CD.

11. All subconsultant services will be performed at one time with one mobilization.

Task 1 - Public Outreach

Provide copies of already generated plans and attend a maximum of one public or Board/Commission meeting. Staff will conduct meeting.

Task 2 – Roadway Design Analysis

The Consultant will perform the following tasks.

- Coordinate the design survey work with the Survey subconsultant.
- Review design survey in the office and in the field to confirm that required features are shown on the survey. Perform a walk-through the project and document special issues of concern. Transfer necessary findings to the design plans.
- Create a base map from the survey file and layout individual plan sheets for the entire project using City approved sheet borders.
- Meet with City to discuss survey and field review findings and approach to project and proposed typical sections.
- Provide progress update report to City.
- Maintain existing driveways where possible and connect proposed sidewalk to existing driveway pavement to avoid disruption to private driveways. It is not anticipated that driveways will require reconstruction.
- Develop one typical cross section per street.
- Develop preliminary profile grad line design.
- Subconsultant to conduct video inspection of condition of existing sanitary and storm sewer pipes within limits of project as may be applicable.
- Prepare an opinion of probable construction cost estimate (OPC).
- Work within Federal Highway right of way and permitting from FDOT is not anticipated.

Task 3 – 50% Design and Plans Preparation

After meeting with CITY to review design parameters and analysis in Task 2, proceed to develop 50% stage plans. Prepare the following roadway plan sheets

Key (cover)
Typical Sections
General Notes
Plan / Profile sheets
Special Construction Details
Landscape Relocation Analysis, details and notes

Show and label proposed improvements, existing right of way, driveways and intersecting streets. Design sidewalks at intersections to meet ADA criteria. Meander sidewalks where necessary around objects such as powerlines or substantial landscaping that will remain in place with CITY approval. It is not anticipated that signing and pavement marking design will be required. Separate landscape plan view sheets are not anticipated. Submit 50% stage plans to CITY and meet to review their comments.

Task 4 – Utility Coordination

Make initial contact and provide plans to utility agency owners in the project area. Coordinate to resolve potential

above ground utility conflicts with sidewalk. Subconsultant will provide subsurface utility exploration (SUE) services as applicable.

Task 5 – Permitting / Exemption from SFWMD (N/A)

It is assumed this task is not required for pavement maintenance related work.

Task 6 – 100% Final Plans

Upon resolution of CITY comments from the 50% stage, proceed to final design stage. Update and complete all plan sheets. Prepare Signing and Pavement Marking sheets.

Upon reaching final resolution on utility conflicts, follow up with utility owners to obtain utility clearance. Finalize any landscape / hardscape relocation items via plan notes. Conduct last field review to confirm design. Finalize quantity calculations and pay items and update OPC. Provide CITY with bid schedule of values. Review CITY's applicable specifications. Submit final plans to CITY. CITY to prepare the project manual with front end documents and bid the project.

Task 7 – Field 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. All existing facilities and utilities within the proposed work area will be surveyed and will include the following:

- Topography survey at 50-foot intervals and at major ground elevation changes to depict existing ground profile at proposed project area. All 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:
- Location of all visible fixed improvements within the previously defined work area (including 5-feet back on the side of the right-of-way), including physical objects, roadway edge of pavement, driveways, sidewalks, curb, trees, signs, fences, power poles, buildings, and other encumbrances, including point of curvature and point of tangency.
- Location of all known above ground existing utilities within the proposed work area: FP&L, AT&T, Cable TV, Natural Gas, Potable Water (valves, fire hydrants, and meters), Force Mains (valves), Sanitary Sewer (rim elevations 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 and detail of drainage and sanitary sewer structures and manholes within the defined work area.
- Identify platted rights-of-way (including bearing and distances for centerline), lot numbers, house address, ownership lines, block numbers and dedicated easements.
- Elevations shall be indicated every 50 feet, to indicate 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 5 feet back) shall be indicated on the driveways to indicate direction of grade.
- The survey shall include topography of the complete intersection to the radius returns.
- Survey to include 50 feet minimum beyond limits of project.
- Provide and reference benchmarks at maximum 600-foot intervals. Elevations to be referenced to an existing established City or County Benchmark.
- Provide one permanent benchmark tied to State Plane Coordinates.
- The above topographical survey data will be provided in AutoCAD.
- Collect benchmark and global positioning control data.

- Run a closed level loop and set Benchmarks at 600-foot intervals outside the limits of construction. Survey to be prepared based on the NGVD datum.
- Locate subdivision corners, section corners and any other existing control monuments that will assist in the establishment of the right-of-way lines.
- Cross-section the project at 50' intervals extending 5 feet outside the right of way or to the face of building. The cross sections will be obtained as follows: 5' outside right of way, at right of way, center of swale as applicable, top of back of curb, top of face of curb, edge of pavement, and then mirror the above. Cross sections will be provided for all driveways. Also elevations will be obtained at the front and back of sidewalks and at pavement grade breaks.
- Obtain elevations at all existing pavement returns at the beginning, middle and end of returns.
- Locate all trees within right of way.

OPTIONAL SERVICES:

Task 8– Video Pipe Inspection

Consultant's subconsultant shall provide video tape of existing sanitary and storm sewer within limits of the project to determine if repair work is needed. Scope of this work is limited to the identified budget for this task.

Task 9– Geotechnical Services

Consultant shall provide geotechnical investigation consisting of a maximum of 6 pavement cores, 6 soil borings and 2 exfiltration tests.

Task 10– Subsurface Utility Exploration (SUE)

Consultant's subconsultant shall provide SUE services using test hole vacuum excavation up to the identified budget limit for this task.

Phase IV – Bidding/Negotiating Phase

Task 1 – Bidding Assistance

The City will complete the boilerplate document and bid the project.

Phase V – Construction Administration

Upon Completion of the final design phase, the Consultant shall be available to answer questions and provide post design services.

Provide post design services as requested by the City. Services may include meetings, request for information (RFI), field observations, review of shop drawings, etc. It is assumed the City will certify construction to the permitting agencies.

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:

- Revisions to the plans due to substantial changes in project scope, budget, and/or concept
- Improvements outside the originally agreed-upon project limits
- Meetings, presentations or coordination in addition to those described in the tasks above.
- Services not specifically included within "Scope of Services".
- Title search
- Legal sketches and descriptions
- Detailed landscape and irrigation design
- Detailed lighting design
- Subsurface utility exploration
- Permitting

SCHEDULE

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

Phase I	N/A	
Phase II	N/A	
Phase III		
	Design Survey	4 weeks
	Preliminary Analysis	4 weeks
	50% Plans	8 weeks
	CITY Review	2 weeks
	Utility coord.	8 weeks
	100% Plans	8 weeks

III. BUDGET

Fee and Expenses

Kimley-Horn will perform the Services in Phase III 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	N/A	
Phase II	N/A	
Phase III	Final Design Phase	
	(Task 1 thru 6)	\$87,800
	(Task 7 Survey)	\$8,950
Subconsultant	Optional Services	
	(Task 8 Video Inspection)	\$17,000
	(Task 9 Geotechnical Services)	\$6,900
	(Task 10 SUE)	\$7,000
Phase IV	Bidding Services (N/A)	
Phase V	Construction Administration (NA)	
Optional post design services		\$1,800
<u>Reimbursable Expenses</u>		<u>\$100</u>
Subtotal Basic Services		\$96,750
Subtotal Optional Services		\$32,700
Total Contract		\$129,550

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 3/14/2017

Cary D. Glickstein, Mayor

By: _____

Jason Webber, Associate

Witness (Signature)

Witness (Printed)

Attest: _____

Approved as to Legal Sufficiency

City Attorney



BEFORE ME, the foregoing instrument, this 14 day of March, 2017 was acknowledged by Jason Webber 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 14 day of March, 2017.

Notary Public
State of Florida
My Commission Expires:
July 17, 2018

