

CONSULTING SERVICE AUTHORIZATION

DATE: \_\_\_\_\_

SERVICE AUTHORIZATION NO. 12-23 FOR ENGINEERING CONSULTING SERVICES

CITY P.O. NO. \_\_\_\_\_ CITY EXPENSE CODE 001-2911-519.31-30

CITY PROJECT NOS. 17-060 WGI PROJECT NO. 1004.22

This Service Authorization, when executed, shall be incorporated in and shall become an integral part of, the "Agreement for General Consulting Services" contract executed January 24, 2012.

**Title: City of Delray Beach Hurricane Hardening for the Golf Clubhouse use as a temporary Emergency Operations Center (E.O.C.).**

I. PROJECT DESCRIPTION

WGI will implement the design recommendations presented in the report document titled "Delray Beach Golf Clubhouse, Delray Beach FL Emergency Operation Center Feasibility Report" dated May 2017. These recommendations include removal and replacement of sections of roof, in particular the cupolas at the center and two ends of the building, partial removal of roof eave overhang, improvements to the roof drainage, securing the roof mechanical units, replacement of roof hatch, replacement of the existing doors and windows with hurricane rated impact doors and windows, electrical power upgrades to support an emergency generator with 72-96 hours of capacity during loss of power event, transition of electrical and lighting systems to the emergency power system, new secondary power distribution system for EOC operations, removal and relocation of trees in the vicinity of the building structure.

II. SCOPE OF SERVICES FOR GOLF CLUBHOUSE (TEMPORARY E.O.C.) ASSESSMENT REPORT

Phase I - Study and Report Phase

Previously Provided

Phase II - Preliminary Design Phase

- A. Provide Structural/ Architectural research to better catalog the components proposed to remain or be replaced at the building exterior this includes the existing doors and windows, roofing material including the standing seam roofing for comparable Miami Dade NOA or Florida Building Product approval. The research will include record research for the buildings framing plans (critical for Cupola removal) at the Delray Beach Building Department Archival Services. If framing plans are not found or unavailable,

additional destructive investigation will be required and is not included in this scope.

- B. Provide documentation of the acceptability or unacceptability of the components identified in item A above. If unacceptable identify the alternatives available to correct the condition.

### Phase III - Final Design Phase

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

WGI will prepare a 50%, 90% and 100% construction document package for the hurricane hardening of the Delray Golf Clubhouse. The following list of services will be included in this contract:

WGI will prepare a 50% construction document package for the project which will include plans, details, elevations, and sections necessary to communicate the design intent and materials required for construction. The following is a list of services to be included in this phase of the project:

- A. Provide Structural/ Architectural drawings, plans, elevations and sections of the building exterior indicating replacement of the doors and windows for impact rated components
- B. Provide Structural/ Architectural drawings, plans, elevations and sections of the building roof structure indicating removal of the existing cupolas, eave modifications, securing of the mechanical equipment and improvements to the roof drainage system.
- C. Provide Landscape drawings indicating the removal and relocation of the trees adjacent to the building. The Landscape drawings will include preparatory work and specifications required for the relocations.
- D. Provide Electrical drawings for new main emergency power distribution system with new standby emergency power generator with connections to the new / existing switchgear / control equipment and distribution system, new conduit & conductors systems, surge protection / grounding systems. Also includes installation details & plan layouts for all proposed new main emergency electrical equipment / systems.
- E. Provide Electrical drawings for transitioning all existing clubhouse electrical & lighting systems to new emergency powered systems, includes panelboards, conduit & conductors systems, surge protection / grounding system and installation details & plan layouts.
- F. Provide Electrical drawings of new generator mounted on a sub base fuel tank with the fuel capacity for the generator to operate for 72-96 hours without refueling.
- G. Provide Electrical drawings of new secondary emergency power distribution system with new emergency panelboard, 42 emergency

circuits and capacity for all required EOC functions. These functions will include lighting, computers, printers, UPS units throughout the interior of Clubhouse and exterior connection points for portable equipment being delivered during EOC operations

Based on the approved 50% construction drawings and comments received from the CLIENT, WGI will prepare a 90% construction document package for review by the City. The 90% package will include all plans, details, elevations, and sections necessary to communicate the design intent and materials required for construction as well as the technical specifications. The following is an outline of the final documents to be included in this phase:

- A. Provide Structural/ Architectural drawings, plans, elevations and sections of the building exterior indicating replacement of the doors and windows for impact rated components
- B. Provide Structural/ Architectural drawings, plans, elevations and sections of the building roof structure indicating removal of the existing cupolas, eave modifications, securing of the mechanical equipment and improvements to the roof drainage system.
- C. Provide Landscape drawings indicating the removal and relocation of the trees adjacent to the building. The Landscape drawings will include preparatory work and specifications required for the relocations.
- D. Provide Electrical drawings for new main emergency power distribution system with new standby emergency power generator with connections to the new / existing switchgear / control equipment and distribution system, new conduit & conductors systems, surge protection / grounding systems. Also includes installation details & plan layouts for all proposed new main emergency electrical equipment / systems.
- E. Provide Electrical drawings for transitioning all existing clubhouse electrical & lighting systems to new emergency powered systems, includes panelboards, conduit & conductors systems, surge protection / grounding system and installation details & plan layouts.
- F. Provide Electrical drawings of new generator mounted on a sub base fuel tank with the fuel capacity for the generator to operate for 72-96 hours without fueling.
- G. Provide Electrical drawings of new secondary emergency power distribution system with new emergency panelboard, 42 emergency circuits and capacity for all required EOC lighting, computers, printers, UPS units throughout the interior of Clubhouse and exterior connection points for portable EOC equipment being delivered during EOC operations
- H. Provide Technical specifications for the work identified in items A. through G. A draft bid form and measurement and quantity specification will be included with this submittal.

Based on the approved 90% construction drawings and comments received from the CLIENT, WGI will prepare a 100% (final) construction document package for the project. 100% (final) package will include all plans, details, elevations, and sections necessary to communicate the design intent and materials required for construction as well as the technical specifications. The following is an outline of the final documents to be included in this phase:

- A. Provide Structural/ Architectural drawings, plans, elevations and sections of the building exterior indicating replacement of the doors and windows for impact rated components
- B. Provide Structural/ Architectural drawings, plans, elevations and sections of the building roof structure indicating removal of the existing cupolas, eave modifications, securing of the mechanical equipment and improvements to the roof drainage system.
- C. Provide Landscape drawings indicating the removal and relocation of the trees adjacent to the building. The Landscape drawings will include preparatory work and specifications required for the relocations.
- D. Provide Electrical drawings for new main emergency power distribution system with new standby emergency power generator with connections to the new / existing switchgear / control equipment and distribution system, new conduit & conductors systems, surge protection / grounding systems. Also includes installation details & plan layouts for all proposed new main emergency electrical equipment / systems.
- E. Provide Electrical drawings for transitioning all existing clubhouse electrical & lighting systems to new emergency powered systems, includes panelboards, conduit & conductors systems, surge protection / grounding system and installation details & plan layouts.
- F. Provide Electrical drawings of new generator mounted on a sub base fuel tank with the fuel capacity for the generator to operate for 72-96 hours without refueling.
- G. Provide Electrical drawings of new secondary emergency power distribution system with new emergency panelboard, 42 emergency circuits and capacity for all required EOC lighting, computers, printers, UPS units throughout the interior of Clubhouse and exterior connection points for portable equipment being delivered during EOC operations
- H. Provide Technical specifications for the work identified in items A. through H. A final bid form and measurement and quantity specification will be included with this submittal.

#### Phase IV - Bidding/Negotiation Phase

WGI shall provide final bidding phase services in accordance with Section III "Duties of the Consultant" (Subsection D 1-5) of the Agreement for Engineering Services with the City, dated January 24th 2012.

WGI 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. WGI shall provide five (5) sets of bidding documents to the City to issue bid package. 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.

WGI shall attend one pre-bid conference and provide a written summary of issues discussed and any modifications / clarifications to the bid documents via addendum.

WGI shall issue additional 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, if required.

WGI shall prepare bid tabulation sheets and assist City in evaluating bids and proposals, and submit to City a written recommendation concerning contract award.

WGI shall furnish all bid information to the City in electronic format to be used in conjunction with "Demand Star" or other bidding services the City will utilize to procure construction services

#### Phase V - Construction Phase

Not Applicable

#### Other - Permitting

It is anticipated that only Delray Beach Building permitting will be required for the proposed improvements. Coordination with Delray Building Department will also be included, if required.

#### Other - Electrical Engineering

Refer to items D-G of the 50%, 90%\$, 100% submittal description.

#### Other - Surveying

Provide surveying services to assist in development of the drawings in particular to map the existing roof geometry. The survey will utilize ground based LIDAR scanning and aerial photogrammetry via drone to survey the exterior and roof structure. The vertical datum will be assumed relative to the buildings finish floor elevation. This information will be used to develop a base map of the exterior fenestrations and roof structure.

#### 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.

#### Engineering Services - (City Project Nos. 17-060)

Phase I - Study and Report Phase	Not Applicable
Phase II - Preliminary Design Phase	\$ 4,893.00
Phase III - Final Design Phase	\$54,956.00
Phase III - Permitting	\$ 1,569.00
Phase IV - Bidding/Negotiating Phase	\$ 6,347.00
Phase V - Resident Project Representative Phase	Not Applicable
Other Services - Electrical Engineering	\$24,735.00
Other Services - Surveying	\$10,500.00
Reimbursable	<u>\$ 3,100.00</u>
<u>Total Compensation</u>	<u>- \$106,100.00</u>

III. COMPLETION DATE

See Attached Schedule, Services to be completed by March 31<sup>st</sup>, 2018.

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. WGI 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:

CONSULTANT:

Date \_\_\_\_\_

Date \_\_\_\_\_

By: \_\_\_\_\_  
Cary D. Glickstein, Mayor

By: \_\_\_\_\_  
(Seal)

\_\_\_\_\_  
Witness (Signature)

\_\_\_\_\_  
Witness (Printed)

Attest: \_\_\_\_\_

Approved as to Legal Sufficiency

\_\_\_\_\_  
R. Max Lohman, City Attorney

BEFORE ME, the foregoing instrument, this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_, was acknowledged by \_\_\_\_\_ on behalf of the Corporation \_\_\_\_\_, and said person executed the same free and voluntarily for the purpose therein expressed.

Witness my hand and seal in the County and State aforesaid this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_.


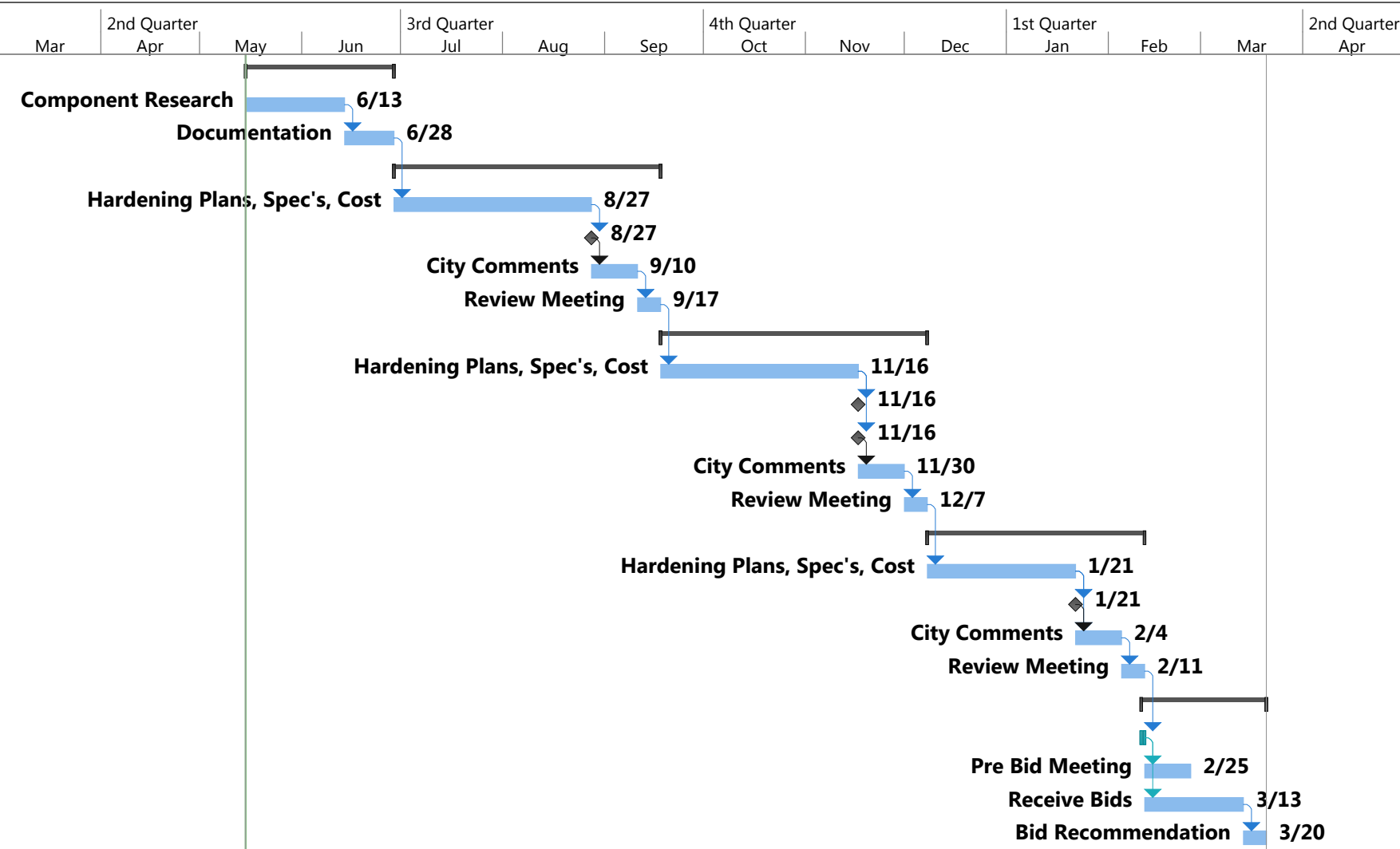
























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Notary Public  
State of Florida  
My Commission Expires:

Delray Clubhouse Hurricane Hardening for EOC								
Prepared by:Jeffrey Bergmann, PE				This list was completed based on the Fee Schedule "Exhibit B" - Delray Beach Contract with WGI				
Date: May 11, 2017								
City Project no. 17-XXX				\$ 204.81	\$ 144.99	\$ 106.44	\$ 80.00	
PHASE				Principal Engineer	Project Manager	Engineer/LA	Engineering / Surveying Computer Technician	TOTAL
II			Conceptual Design Phase					
	A		Structural Component Research	2	8	16		\$ 3,272.58
	B		Research Documentation	3	4	4		\$ 1,620.15
			CONCEPTUAL DESIGN SUBTOTAL	\$ 1,024.05	\$ 1,739.88	\$ 2,128.80	\$ -	\$ 4,892.73
III			50% Design Phase					
	A		Hardening Plans Door Window Elevations/Pressures	2	12	8	24	\$ 4,921.02
	B		Hardening Plans Roof Demolition/Modifications	4	12	12	32	\$ 6,396.40
	C		Landscape Drawing Relocation Trees/Planting Plans		6	12	8	\$ 2,787.22
	H		Specifications and Cost Estimate	1	4	8	8	\$ 2,276.29
			City Comment Response	1	2	2		\$ 707.67
			City Review Meetings Preparation / Minutes	3	3			\$ 1,049.40
			QC	4	2	2		\$ 1,322.10
			50% DESIGN SUBTOTAL	\$ 3,072.15	\$ 5,944.59	\$ 4,683.36	\$ 5,760.00	\$ 19,460.10
III			90% Design Phase					
	A		Hardening Plans Door Window Elevations/Pressures	2	12	8	16	\$ 4,281
	B		Hardening Plans Roof Demolition/Modifications	4	12	12	24	\$ 5,756.40
	C		Landscape Drawing Relocation Trees/Planting Plans		8	8	8	\$ 2,651.44
	H		Specifications and Cost Estimate	1	4	8	4	\$ 1,956.29
			City Comment Response	1	1	2		\$ 562.68
			City Review Meetings Preparation / Minutes	5	3			\$ 1,459.02
			QC	4	2	2		\$ 1,322.10
			50% DESIGN SUBTOTAL	\$ 3,481.77	\$ 6,089.58	\$ 4,257.60	\$ 4,160.00	\$ 17,988.95
III			100% Construction Plans Phase					
	A		Hardening Plans Door Window Elevations/Pressures	2	12	8	16	\$ 4,281.02
	B		Hardening Plans Roof Demolition/Modifications	4	12	12	24	\$ 5,756.40
	C		Landscape Drawing Relocation Trees/Planting Plans		4	8	8	\$ 2,071.48
	H		Specifications s and Cost Estimate	1	4	8	4	\$ 1,956.29
			City Comment Response	1	1	1		\$ 456.24
			City Review Meetings Preparation / Minutes	6	3			\$ 1,663.83
			QC	4	2	2		\$ 1,322.10
			CONSTRUCTION PLANS SUBTOTAL	\$ 3,686.58	\$ 5,509.62	\$ 4,151.16	\$ 4,160.00	\$ 17,507.36
			DESIGN PHASE SUBTOTAL					\$ 54,956.41



III			<b>Permitting Phase</b>					
			Delray Building Permit (By Contractor)	1	4			\$ 784.77
			NPDES PERMIT (By Contractor)	1	4			\$ 784.77
			<b>PERMITTING</b>	\$ 409.62	\$ 1,159.92	\$ -	\$ -	\$ 1,569.54
IV			<b>Bidding Phase</b>					
			Prepare Bid Documents	4	12			\$ 2,559.12
			Assistance in the advertisement of the project	2				\$ 409.62
			RFIs & Addenda	1	4	3		\$ 1,104.09
			Pre-Bid Meeting	3	3			\$ 1,049.40
			Review Bids and issue an Award Recommendation Letter	3	2	3		\$ 1,223.73
			<b>BIDDING</b>	\$ 2,662.53	\$ 3,044.79	\$ 638.64	\$ -	\$ 6,345.96
V			<b>Construction Phase Support</b>					
		N/A	Design Support During Construction					\$ -
		N/A	RFI Review and Response					\$ -
		N/A	Field Condition Design Revisions					\$ -
			<b>CONSTRUCTION PHASE SUPPORT SUBTOTAL</b>	\$ -	\$ -	\$ -	\$ -	\$ -
V			<b>Other Services (LUMP SUM)</b>					
			Electrical Engineering					\$ 24,735.00
			Surveying					\$ 10,500.00
			<b>OTHER SERVICES</b>	\$ -	\$ -	\$ -	\$ -	\$ 35,235.00
			Reimbursables					\$ 3,100.00
			<b>TOTAL</b>	\$ 14,336.70	\$ 23,488.38	\$ 15,859.56	\$ 14,080.00	\$ 106,100.00

<p><b>Delray Beach Golf Clubhouse</b>  <b>Temporary E.O.C.</b></p>
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ID		Task Mode	Task Name	Duration	Start	Finish																		
					Mar	2nd Quarter Apr	May	Jun	3rd Quarter Jul	Aug	Sep	4th Quarter Oct	Nov	Dec	1st Quarter Jan	Feb	Mar	2nd Quarter Apr						
1			<b>Conceptual Design Phase</b>	<b>45 days</b>	<b>Mon 5/15/17</b>	<b>Wed 6/28/17</b>																		
2			Component Research	30 days	Mon 5/15/17	Tue 6/13/17	<b>Component Research</b>																	
3			Documentation	15 days	Wed 6/14/17	Wed 6/28/17	<b>Documentation</b>																	
4			<b>50% Design</b>	<b>81 days</b>	<b>Thu 6/29/17</b>	<b>Sun 9/17/17</b>																		
5			Hardening Plans, Spec's, Cost	60 days	Thu 6/29/17	Sun 8/27/17	<b>Hardening Plans, Spec's, Cost</b>																	
6			Submit to City	0 days	Sun 8/27/17	Sun 8/27/17																		
7			City Comments	14 days	Mon 8/28/17	Sun 9/10/17	<b>City Comments</b>																	
8			Review Meeting	7 days	Mon 9/11/17	Sun 9/17/17	<b>Review Meeting</b>																	
9			<b>90% Design</b>	<b>81 days</b>	<b>Mon 9/18/17</b>	<b>Thu 12/7/17</b>																		
10			Hardening Plans, Spec's, Cost	60 days	Mon 9/18/17	Thu 11/16/17	<b>Hardening Plans, Spec's, Cost</b>																	
11			Submit to Bldg Department	0 days	Thu 11/16/17	Thu 11/16/17																		
12			Submit to City	0 days	Thu 11/16/17	Thu 11/16/17																		
13			City Comments	14 days	Fri 11/17/17	Thu 11/30/17	<b>City Comments</b>																	
14			Review Meeting	7 days	Fri 12/1/17	Thu 12/7/17	<b>Review Meeting</b>																	
15			<b>100% Design</b>	<b>66 days</b>	<b>Fri 12/8/17</b>	<b>Sun 2/11/18</b>																		
16			Hardening Plans, Spec's, Cost	45 days	Fri 12/8/17	Sun 1/21/18	<b>Hardening Plans, Spec's, Cost</b>																	
17			Submit to City	0 days	Sun 1/21/18	Sun 1/21/18																		
18			City Comments	14 days	Mon 1/22/18	Sun 2/4/18	<b>City Comments</b>																	
19			Review Meeting	7 days	Mon 2/5/18	Sun 2/11/18	<b>Review Meeting</b>																	
20			<b>Bidding Phase Services</b>	<b>38 days</b>	<b>Sun 2/11/18</b>	<b>Tue 3/20/18</b>																		
21			Advertise for Bids	1 day	Sun 2/11/18	Sun 2/11/18																		
22			Pre Bid Meeting	14 days	Mon 2/12/18	Sun 2/25/18													<b>Pre Bid Meeting</b>					
23			Receive Bids	30 days	Mon 2/12/18	Tue 3/13/18													<b>Receive Bids</b>					
24			Bid Recommendation	7 days	Wed 3/14/18	Tue 3/20/18													<b>Bid Recommendation</b>					

Project: Delray Golf Clubhouse

Date: Mon 5/15/17

Task		Project Summary		Manual Task		Start-only		Deadline	
Split		Inactive Task		Duration-only		Finish-only		Progress	
Milestone		Inactive Milestone		Manual Summary Rollup		External Tasks		Manual Progress	
Summary		Inactive Summary		Manual Summary		External Milestone			