

CITY OF DELRAY BEACH
CONSULTING SERVICE AUTHORIZATION

DATE: _____

SERVICE AUTHORIZATION NO. _____ 12-31 _____ FOR CONSULTING SERVICES

CITY P.O. NO. _____ CITY EXPENSE CODE: _____ 442-5178-536.31-90

CITY PROJECT NO. _____ 17-157 _____ MATHEWS CONSULT. PROJECT NO. _____

TITLE: _____ Lake Ida Road Force Main ARV Replacement

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 Scope of this Service Authorization includes, but is not limited to, providing engineering design, utility locates (e.g. soft digs) and bidding services for the design of the Lake Ida Road Force Main Air Release Valve (ARV) Replacement project. The project is located adjacent to the intersection of Lake Ida Road and Depot Avenue. The Project will generally include the following components:

- Excavation, decommission and removal of an existing 2-inch air release valve and manhole structure on the City's existing 30-inch force main.
- Installation of a new 2-inch stainless steel service saddle on the City's existing 30-inch force main. It is anticipated that the service saddle will be located at the same location as the tap for the existing ARV to be demolished.
- Installation of a new 2-inch ARV and concrete access manhole in accordance with the City's standards. It is anticipated that an offset ARV manhole may be required based on the proximity of an existing 36-inch force main which runs parallel and to the north of the existing 30-inch force main. Per information provided by the City, the approximate face-to-face separation of the two force mains is approximately 1 to 2-ft. Due to the size of the force main the use of 6-ft diameter manhole would be required versus the City's standard 4-ft diameter manhole. A 4-ft diameter manhole could be used if an off-set arrangement was used.
- Installation of a 30-inch line stop, as required, to isolate the existing force main to facilitate completion of the work. Based on a preliminary review of the City's system it appears that the 30-inch force main could potentially be isolated by turning off the inline booster station upstream and closing an existing inline valve

downstream of the proposed work. The complete draining of the main is not anticipated to be required since the ARV will be installed to the top of the piping.

- Restoration of the asphalt roadway will consist of pavement trench repair and patching. All roadway sections disturbed will be restored in-kind.

II. SCOPE OF SERVICES

Task No. 1 – 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.

Task 1.1 - Field Investigation: Field reconnaissance of the proposed project site shall be performed to identify potential conflicts and to document existing surface conditions and structures. Photograph log walk-through will be included. In addition, potential underground existing utilities will be identified.

Task 1.2 - 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.

Task 1.3 - 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. The Consultant intends to develop the design plans using City provided As-Built Drawings as the base drawings. The completion of a site survey is specifically excluded from the project scope of work. Consultant shall coordinate with the City in order to design the proposed improvements in accordance with the requirements and design standards of the City. Drawings (two copies) shall be submitted for City review at the 90% and 100% Design Stage.

Task 1.4 - Specifications: Contract documents consisting of 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 90% and 100% Design Stage. City shall prepare Front-End Documents.

Task 1.5 - Cost Estimate: At the 90% and 100% Design Stage, 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 90% and 100% Design Stage.

Task 1.6 - Meetings: Consultant shall attend kick-off meeting and two (2) design meetings with the City and provide written summary of the issues discussed.

Task 1.7 - QA/QC: Consultant shall provide internal QA/QC reviews on the 90% and 100% Design Documents (e.g. drawings, specifications and cost estimates).

Task No. 2 - 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.

Task 2.1 - 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.

Task 2.2 - BidSync Bid Submittal: Consultant shall furnish the bidding information to the City in electronic format to be used in conjunction with BidSync (<https://www.bidsync.com>). This includes one (1) set of electronic PDF files of the drawings, specifications and front-end documents.

Task 2.3 - Pre-Bid Conference: Consultant shall attend pre-bid conference.

Task 2.4 - Bid Clarification: Consultant shall issue 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.

Task 2.5 - Contract Award: Consultant shall attend the bid opening, prepare bid tabulation sheets and assist City in evaluating bids and proposals, and in assembling and awarding contract for construction. Consultant shall submit to City a written recommendation concerning contract award.

Task 2.6 - Final Deliverable: After Contract Award, Consultant shall furnish the As-Bid design drawings, one (1) set of AutoCAD (Version 2013) 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. front-ends and technical specifications).

Other – Permitting

At the outset of the Design Phase, the Consultant shall meet with the appropriate permitting agencies to determine potential permitting requirements. Agencies anticipated to have jurisdiction over the project include: (1) Palm Beach County for work within Congress Avenue R-O-W.

Since the proposed work includes maintenance work on an existing City force main it is not anticipated that a permit will be required from Palm Beach County Health Department (PBCHD). As such, the work associated with securing a permit from PBCHD is specifically excluded.

Consultant shall prepare and submit the required permit application documentation required by PBCHD. Associated permit application fees shall be determined by Consultant and paid by City shall include:

- PBCHD Force Main Construction Permit

In addition to preparing the permit applications for the appropriate regulatory agencies, Consultant shall assist the City in consultations with the appropriate authorities. Consultation services shall include the following:

- Attend up to one (1) meeting with each of the regulatory agencies during review of the final permit applications.
- Respond to request(s) for additional information from each regulatory agency.

Other – Field Verification Allowance

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. An allowance amount of \$2,000 is included within the proposal fee.

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. The completion of site survey (topographic, boundary, etc.) is specifically excluded from the Scope of Work.

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. Since the proposed work is considered to be maintenance work it is not anticipated that a permit from PBCHD will be required. As such, the work associated with securing a permit from PBCHD is specifically excluded.
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. Geotechnical investigative services are not anticipated as part of the project, therefore the costs for these services is specifically excluded from the scope of work.
8. 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.
9. Contractor shall be responsible for obtaining SFWMD Dewatering Permit (if required).
10. 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.
11. 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>
Final Design	8 weeks	8 weeks
Field Verification ⁽¹⁾		
Permitting ⁽²⁾	4 weeks	10 weeks
Bidding	4 weeks	14 weeks

⁽¹⁾ Field Verification will be completed during Final Design Phase.

⁽²⁾ Permitting duration will have approximately 2 week overlap with 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.

****All Tasks will be completed by December 31, 2017***

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>
Task No. 1 – Final Design Phase	\$ 12,365.00
Task No. 2 – Bidding Phase	\$ 5,229.00
Permitting	\$ 765.00
Field Verification	\$ 2,605.00 ⁽¹⁾
Out-of-Pocket Expenses	\$ 250.00 ⁽²⁾
TOTAL PROJECT COST	\$21,214.00

Notes:

⁽¹⁾ Includes \$2,200.00 allowance for SUI sub-consultant fees.

⁽²⁾ 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:

MATHEWS CONSULTING, A
BAXTER & WOODMAN
COMPANY

Date: _____

Date: 5-25-17

Cary D. Glickstein, Mayor

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

[Signature]
Witness

Attest:

R. Max Lohman, City Attorney

City Clerk

STATE OF FLORIDA
COUNTY OF PALM BEACH

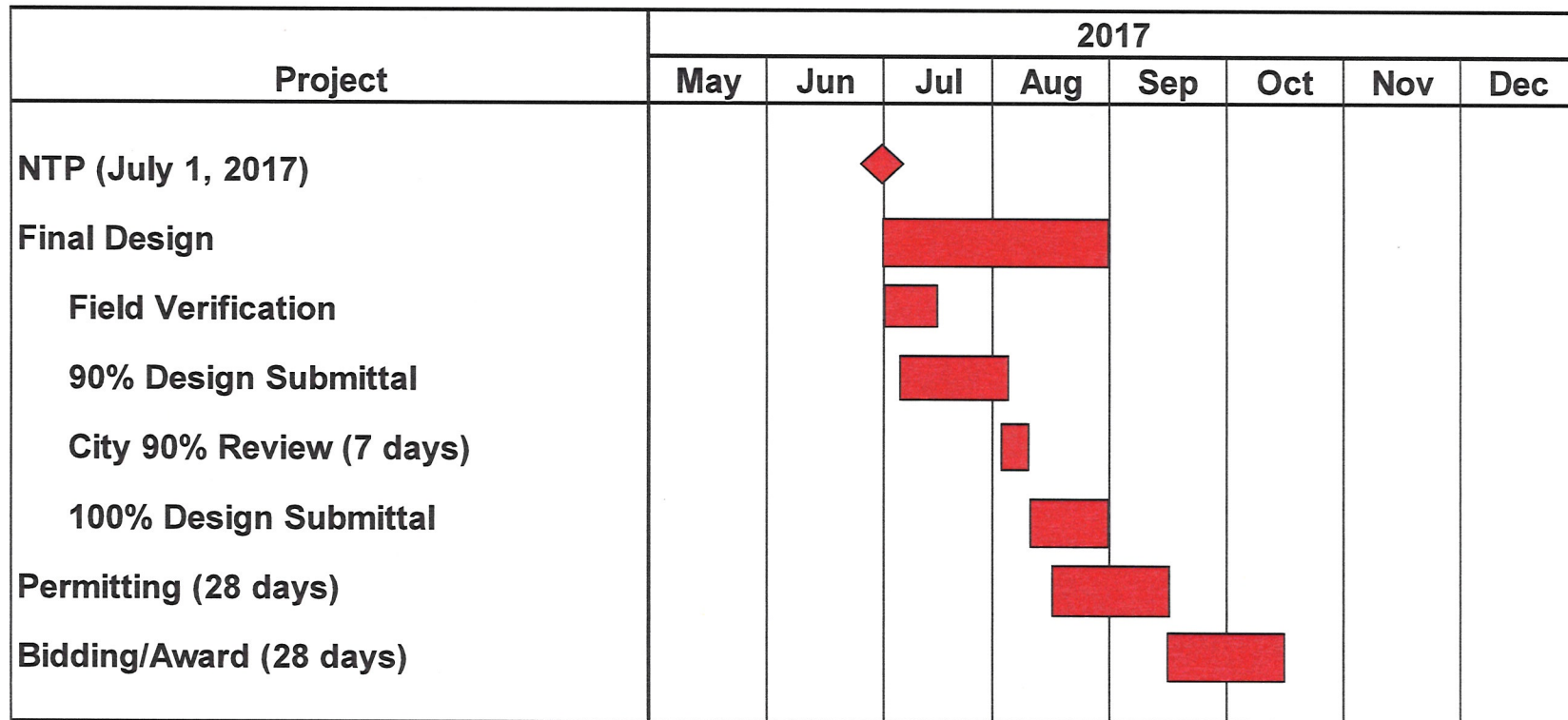
The foregoing instrument was acknowledged before me this 25 day of May, 2017 by David Mathews, Vice President of Mathews Consulting, a Baxter & Woodman Company, an Illinois corporation, on behalf of the corporation. He/She is personally known to me or (has produced identification), Florida Driver's License _____ and (did/did not) take an oath.

Courtney Marshall
Signature of person taking
Acknowledgement



ATTACHMENT A

Lake Ida Road Force Main ARV Replacement



ATTACHMENT B
City of Delray Beach
Lake Ida Force Main ARV Replacement

Budget Summary

Phase No.	Task Description	Labor Classification and Hourly Rates								Total Labor	Sub-Consultant Services
		Principal Engineer \$166.40	Senior Engineer \$144.86	Engineer I \$96.56	Senior Construction Manager \$118.22	Senior Engineering Technician \$115.13	Senior Cadd Designer \$100.27	Clerical \$70.58			
I	Final Design Phase										
	1.1 Field Investigation			4						\$386	
	1.2 Utility Coordination		3			2				\$665	
	1.3a 90% Design Drawings	1	10			15				\$3,342	
	1.3b 100% Design Drawings	1	4			7				\$1,552	
	1.4a 90% Specifications	3	8					3		\$1,870	
	1.4a 100% Specifications	3	5					3		\$1,435	
	1.5 Construction Cost Opinion		2	4						\$676	
	1.6 Meetings	3	6	3				3		\$1,870	
	1.7 Quality Assurance	2			2					\$569	
	Subtotal	13	38	11	2	24	0	9		\$12,365	
II	Bidding Phase										
	2.1 Bid Advertisement	1	3			2		2		\$972	
	2.2 BidSync Bid Submittal	2	3			2		5		\$1,351	
	2.3 Pre-Bid Conference	3	3							\$934	
	2.4 Bid Clarification		2	1		2		2		\$758	
	2.5 Contract Award		2	2				2		\$624	
	2.6 Final Deliverable		2			2		1		\$591	
	Subtotal	6	15	3	0	8	0	12		\$5,229	
Other	Permitting		4			1		1		\$765	
	Field Verification (i.e. soft-digs) Allowance		2			1				\$405	\$2,000
	Subtotal	0	6	0	0	2	0	1		\$1,170	\$2,000
	Labor Subtotal Hours	19	59	14	2	34	0	22		\$18,764	\$2,000
	Labor Subtotal Costs	\$3,162	\$8,547	\$1,352	\$236	\$3,914	\$0	\$1,553			
	Labor Total Costs	\$18,764									
	Subconsultant Costs Total	\$2,000									
	Subconsultant Multiplier	1.1									
	Subconsultant Total	\$2,200									
	Reimbursable Expenses	\$250									
	Project Total	\$21,214									