

CONSULTING SERVICE AUTHORIZATION

DATE: _____

CONSULTANT: Calvin, Giordano & Associates, Inc.

SERVICE AUTHORIZATION NO. #12-03.3 FOR CONSULTING SERVICES

CITY P.O. NO. 697109 EXPENSE CODE _____

CITY PROJECT NO. 11-024 CONSULTANT PROJECT NO. 13-6323.4

TITLE: NE 3rd Street Streetscape (NE 3rd Avenue and Artist's Alley Improvements from NE 3rd Street to NE 4th Street) ADA Ramps, Additional Field Work and Preparation of Sketches of Description

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, as amended February 28, 2017.

I. PROJECT DESCRIPTION

The project is located in Delray Beach, Florida east of Interstate 95 as shown in the attached exhibit. The Scope of Services will be to prepare plans of the revised sketches to be given to each property owner showing what improvements will be in the easement areas. Additional field work will also be obtained to locate all of the building fronts including all changes of the wall alignment. The building faces will be utilized in the preparation of Sketches of Description for use by the City in obtaining easements for the installation and maintenance of the pavers and ADA ramps. This proposal does not include any SPRAB applications and SPRAB approval will not be sought for this project.

This project will be performed as additional service to Services Authorization #12-03 for NE 3rd Street Streetscape.

II. SCOPE OF SERVICES

Phase I – Study and Report Phase

Study and Report Phase Services are not included in this Service Authorization.

Phase II – Preliminary Design Phase

Preliminary Design Phase Services are not included in this Service Authorization.

Phase III – Final Design Phase

Consultant shall provide final design phase services in accordance with Article III B of the Agreement for Engineering Services with the City, dated February 22, 2012 as amended February 28, 2017.

1. Field reconnaissance of the proposed project limits shall be performed. Photograph log walk-through will be included. In addition, potential underground and aboveground existing utilities will be identified.
2. Coordination with utility agencies shall be performed to collect record information. This subtask includes reconciling apparent discrepancies between record information and existing photographic and field-verification information.
3. Preparation of preliminary design drawings shall include: cover sheet, general notes, Civil Engineering plan drawings, landscape architectural and irrigation plans, electrical engineering plans and miscellaneous City detail sheets. A table of contents for the specifications will be provided (specifications will not be prepared at this stage).
4. Consultant shall prepare base drawings of the project area using existing drawings that the City has provided to Consultant. The drawings will be in AutoCAD 2013 format.
5. Consultant shall coordinate with utility agencies to secure information regarding the location of their facilities in the project limits. Consultant shall contact Sunshine State One Call to get the contact info for the utility companies and send two sets of Utility Contact Plans after the Topographic Survey has been secured.
6. Consultant shall coordinate with City staff to secure any information that may be available regarding the City's facilities in the project area including as-builts and service maps.
7. Consultant shall use the data to prepare the conceptual designs for the parking spaces. The concepts shall illustrate the following:
 - Existing utilities and proposed demolition plans
 - Tree Disposition plans (modification to the Tree Disposition was necessary due to the DEL site plan being developed prior to this contract being bid)
 - Hardscape locations and materials
 - Landscape locations and materials (modification to planter areas due to extended paving designs which have impacted the layout)
8. After City staff approval is obtained, Consultant shall modify the existing construction drawings for the paver sidewalks, sewer main replacement, and changes to the landscaping plans (Refer to Exhibit A) which shall include:
 - Cover Sheet
 - Topographic Survey
 - Paving, Grading and Drainage Plans and Details
 - Landscape Architectural Plans and Details
 - Irrigation Plans and Details
9. Plans shall be consistent with the current City of Delray Beach Minimum Construction Standards. Plans shall be prepared at 1" = 20' or larger. Two (2) plan sets will be submitted to the City at the 30%, 60%, 90% and 100% stages of the project. A review meeting will be held with the City to review comments from each of the aforementioned stages.

10. Consultant shall prepare at the 30, 60%, 90% and 100% submittal stages a detailed opinion of probable construction cost based upon the design level of the drawings and specifications approved by the City. The cost opinion shall reflect changes in general scope, extent or character of the design requirements incorporated during the various design review stages.
11. Consultant shall attend kick-off meeting and a maximum of three (3) design meetings with the City and provide a written summary of the issues discussed.
12. Consultant shall provide internal QA/QC reviews on the 30%, 60%, 90%, and 100% Design Documents (.drawings, specifications, and cost estimates, as appropriate).
13. Consultant shall upon acceptance of the 100% plans provide 100% design drawings, one (1) mylar set and one (1) set of AutoCAD (version 2009 or lower) files in electronic format (*.DWG and *.PDF) on CD. Specifications and Front-end documents shall be provided in electronic (*.PDF and *.DOC) format.
14. Contract documents consisting of "front end" documents and technical specifications shall conform to City of Delray Beach Standards and FDOT Standard Specifications for road and bridge work. Specifications (four copies) shall be submitted for City review at 60%, 90% and 100% stages.

Phase IV – Bidding/Negotiating Phase

Bidding/Negotiating Phase Services are included in the base contract and are not included in this Service Authorization.

Phase V – Construction Administration

Construction Phase Services are not included in this Service Authorization and shall be negotiated under an Amendment to this Authorization if requested by the City.

Other – Permitting

Permitting Phase Services are included in the base contract and are not included in this Service Authorization.

Other – Surveying

Consultant shall provide Surveying Phase Services in accordance with Article III B of the Agreement for Engineering Services with the City, dated February 22, 2012 as amended February 28, 2017.

Consultant shall secure additional information to supplement the current Topographic Survey for the design of 3rd Street Streetscape Improvements (Refer to Exhibit A). The Topographic Survey will be provided electronically for engineering design purposes. All survey shall be in accordance with the Minimum Technical Standards as set forth by the Florida Board of Professional Surveyors and Mappers in Chapter 5J-17 of the F.A.C. pursuant to Section 472.027 of the Florida Statutes.

Topography survey shall be amended with field locations of the doorways of each building facing 3rd Street. Elevations will be obtained by our field crew on each side of the doorway for proposed grading tie-in to the proposed walks to provide ADA compliance.

Calvin, Giordano and Associates, Inc. (CGA) shall prepare Sketches of Descriptions for Temporary Construction Easements for lots 21-22, 26 and 27 and Sidewalk Easements for lots 3, 4-5, 6, 7 and 10 adjacent to 3rd Street.

All sketches of descriptions shall be in accordance with rule 5J-17.050 of the Florida Administrative Code (F.A.C.) and applicable city requirement. Deliverables shall consist of four (4) copies of the sketch of description. Services shall do not include recordation of said sketch of description.

Other – Landscape Architecture

Consultant shall provide revised sketch and description of the proposed improvements which may include ADA ramps, steps, rails, signage, landscape and irrigation for lots 21-22, 26 and 27 and Sidewalk Easements for lots 3, 4-5, 6, 7 and 10 adjacent to 3rd Street.

III. TIME OF PERFORMANCE

The completion dates for the work will be as follows (starting at written notice-to-proceed) and to be completed by September 30th, 2017.

<u>Phase of Services</u>	<u>Time per Phase</u>	<u>Cumulative Time</u>
Phase III – Final Design	4 Weeks	4 Weeks

Notes:

1. Schedule is based on review meeting with City occurring with 2 weeks of receipt of each submittal. The schedule will have to be adjusted if the review times are longer.

IV. COMPENSATION

<u>Engineering Services</u>	<u>Hourly Not to Exceed Fees</u>
Phase I – Study and Report Phase	N/A
Phase II – Preliminary Design Phase	N/A
Phase III – Final Design Phase	\$4,970.36
Phase IV – Bidding/Negotiating Phase	N/A
Phase V – Construction Administration	N/A
Other – Permitting	N/A
Other – Surveying	\$8,223.27
Other – Geotechnical	N/A
Other- Structural Engineering	N/A
Other – Field Verification	N/A
Other – Title Work	N/A
Out-of-Pocket Expenses	\$250.00
Total Project Cost	\$13,443.63

Notes:

Out-of-Pocket Expenses include the following: printing/reproduction/postage.

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 any further notice to proceed.

Approved by:

CITY OF DELRAY BEACH:

Date _____

Cary D. Glickstein, Mayor

CONSULTANT:

Date 5/25/17

By: [Signature]
(Seal)

[Signature]
Witness (Signature)

Dawn Hopkins
Witness (Printed)

Attest: _____

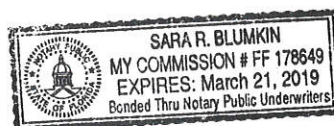
Approved as to Legal Sufficiency

City Attorney

BEFORE ME, the foregoing instrument, this 25 day of May, 2017, was acknowledged by Dennis Giordano on behalf of the Corporation Calvin, Giordano & Assoc., 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 25 day of May, 2017.

[Signature]
Notary Public
State of Florida



My Commission Expires:

