

CONSULTING SERVICE AUTHORIZATION

DATE: November 27, 2017

CONSULTANT: EDSA, Inc.

SERVICE AUTHORIZATION NO. _____ FOR CONSULTING SERVICES

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

CITY PROJECT NO. 2015-008 CONSULTANT PROJECT NO. 17-01

TITLE: **City of Delray Beach – Phase II Proposal
Beach Master Plan Project (City Project No. 2015-008)**

We at EDSA appreciate the opportunity to provide this proposal for Phase II of the Beach Master Plan Project (City Project No. 2015-008) for the City of Delray Beach. Below we have outlined a corresponding Scope of Services and fees proposal that we feel will provide for the best fit of services by EDSA and our team; Ocean Consulting (*Environmental Engineers*), Credo Consulting Engineers (*Mechanical, Electrical, Plumbing*), and Flynn Engineering (*Civil Engineering*).

I. PROJECT DESCRIPTION

The Delray Beach project limits are east of the A1A corridor between Casuarina Road to the north end of the public beach (*approximately 1.3 miles*). Phase II of this project is scheduled to begin Fall/Winter of 2017 with construction beginning Spring of 2018.

The key program items will include the following amenities:

- Permitting of Pedestrian scale lighting
- Design and Permitting of Solar power electrical and lighting at (2) gazebos
- Design and Permitting of Crosswalk enhancements
- Construction Administration for Phase 2 (*lighting and crosswalks*)

Our Approach to Phase II includes preliminary research, investigation and coordination to provide information for development of a clear and successful program for the improvements. Based on our team's combined experience of implementing substantial oceanfront projects, we will be able to anticipate and resolve many conflicts early in the design and permitting processes. Understanding the City's procedures, along with the Team's combined experience will ensure a smooth and efficient implementation of the improvements.

II. SCOPE OF SERVICES

Below is our suggested outline of our team's Scope of Services which addresses the detailed design efforts for the Delray Beach Phase II.

At this time, we understand the design phases to be as follows:

- Construction Documents
- City and State Permitting Support

The scope includes one (1) Round of submittals with each of the various permitting agencies (*FDOT, FDEP, and City*). One (1) Round of public bidding support is also included in this scope. If additional submittals or public bidding is required, and based on available fees, the EDSA team will negotiate additional hourly fees to complete the task in question.

TASK 1 .01 - CONSTRUCTION DOCUMENTS

The Design team will prepare full service Construction Documents and Performance Based Specifications for all hardscape (*F.D.O.T. crosswalk*) and lighting elements within the property. Detailed coordination with City Staff, consultant team, and permitting agency will continue throughout this phase. As part of this coordination, an internal review shall be performed relative to all disciplines affecting this scope of work to ensure quality control and minimize conflicts.

These drawings and specifications will fully describe all project component relationships and construction methodology. They will indicate material selections, finishes, hardware, and product specification, as well as to provide full detailing needed to construct the project.

EDSA team will configure Construction Documents that encourage competitive bidding, and provide scaled, final drawings incorporating all design development revisions for incorporation into project construction drawings.

The EDSA team will complete construction drawings and specifications for tender, based on local requirements that include all design details, which can be bid by contractors, but not limited to the following:

- Hardscape Plans – The EDSA team will work in conjunction with a Civil Engineer, to develop the hardscape (*F.D.O.T. crosswalk improvements*) package. Illustrating all F.D.O.T. Crosswalk surfaces including materials, pavement patterns, colors, textures and product selection.
- Site Lighting Plans – In Phase 1, the EDSA team worked in conjunction with an Electrical Engineer, to develop the site lighting package.

Deliverables:

1. Hardscape Plans (*Crosswalk Enhancements per F.D.O.T.*)
2. Hardscape Detail Sheets (*Crosswalk Enhancements per F.D.O.T.*)
3. Site Electrical Plans (*Pedestrian Lighting, Solar at Gazebos*)
4. Site Electrical Details (*Pedestrian Lighting, Solar at Gazebos*)
5. Other Site Detail Sheets, as needed
6. Performance Based Specifications

The drawings described above will be produced in a sequenced manner to best enable other consultants to complete their respective design documents and drive construction effectively.

The EDSA team shall not be responsible for construction means, methods, techniques, sequences, or procedures, for safety precautions and programs in connection with the work, or for the acts or omissions of the contractor.

TASK 1 .02 - PERMITTING SUPPORT (*LOCAL AND STATE*)

Construction of the Pedestrian Scale Lighting and Crosswalk Enhancements will require permitting from a variety of departments and agencies within the State of Florida and City of Delray Beach. It will be essential to understand and define the requirements in the early stages of design to allow the EDSA team to develop our plans and details to the best of our understanding of the required parameters.

The Design team will format the appropriate Construction Documents and site plan information to develop the following submittals and will participate in meetings, as related to the site work for this project:

- City Building Permit Approvals
- FDEP / FWCC Approvals
- FDOT/MMOA Agreement Permit Approvals

This proposal assumes that the EDSA team will assist the City and the selected contractor with processing and expediting all permits for the project. The EDSA team will prepare for and participate

in meetings for permitting, as requested by the City. Should the City elect to undertake an alternative permit strategy that would require additional drawings beyond the plans as submitted as part of the Construction Documents, the EDSA team reserves the right to request additional services.

We assume for the purposes of this proposal that EDSA's team and the appropriate City team members will prepare related site plan submittal requirements including legal, architectural, traffic, and environmental studies.

TASK 1.03 - SITE SURVEY

This proposal includes a Site Survey inclusive of all hardscape and above grade utility upgrades completed in Phase I. The EDSA team will assist in coordinating this service with the cost of the surveying services additional to this proposal.

The survey must establish on-site benchmarks based upon NAVD 88. Supply conversion to NGVD 29.

As-built ground information to be obtained utilizing 3D scanning technology or other as deemed appropriate by the City within the following project limits.

- a) State Road A-1-A from south of Casuarina Road to the north end of public beach. West limits will be the east edge of pavement. East limits will be 10' east of the existing back of sidewalk/curb.
- b) Expand intersection (*as delineated on current survey from Phase 1*) and cross walk surveys on the west side of State Road
- c) A-1-A 15' north and south and 15' west when possible.

Provide 2-dimensional CAD file containing the following:

- o Delineate road rights-of-way.
- o Location of edge of pavement, curb and sidewalk.
- o Location of above ground improvements.
- o Spot elevations on 100' transects.
- o Existing parking striping on east side of road.
- o Striping of existing cross walks and striping within the 2 street intersections.
- o Trees with position and elevation at base.
- o Locate evidence of underground utilities from locates supplied by others.
- o Utility mapping will include visible evidence, paint marks and flagging. There is no provision for surveyor to obtain inverts of sewer or drainage structures.

Required for FDEP/FWCC Permit

- o Obtain transects on appropriate intervals from back from sidewalk seaward to the -1' contour line.
- o Locate easterly and westerly limits of dune vegetation. Note: wall on east side previously located.
- o Locate approximate centerline of dune crossover paths (± 16).
- o Establish CCCL and ECL lines.
- o Delineate northern property boundary and FDOT right-of-way.
- o Locate existing guard stations.
- o Obtain spot elevations on approximate 100' intervals along the seaward limits of the dune vegetation and obtain spot elevations at the crest of the beach to approximately the -1' contour line.
- o Contour beach on 1' intervals from edge of vegetation to the 0' contour.
- o Establish approximately mean high water, seasonal high water and 0' contour.
- o Contour area within dune vegetation based solely upon information gathered from the 6 transects and dune crossover pathways.
- o Update our existing survey from 20' south of transect A to northerly limits of the project.

TASK 1 .04 - CONSTRUCTION ADMINISTRATION (*NOT INCLUDED*)

The Construction phase will commence with the award of the contract for construction. The EDSA team shall be available for project review, as it directly relates to the Construction Documents described above. These services shall be oriented toward reviewing the progress of site construction, specifically design and aesthetics of the site work, and preparing written documents advising the City of the items which appear to need correction.

The EDSA team will assist the City's team in attending pre-construction meetings and reviewing contractor proposals.

The EDSA team shall assist the City and contractor in the interpretation of the requirements of the Construction Documents and shall render interpretations necessary for the proper execution of the work with reasonable promptness. The EDSA team shall also review and take appropriate action upon the contractor's submittals, such as shop drawings, product data, and samples, but only for conformance with the design concept and with the information given in the Construction Documents.

During this stage of work the EDSA team shall visit the site, and attend onsite construction meetings at key intervals. The EDSA team will report to the Owner as to the status of the implementation of our Scope of Work and outline field sketches, as needed, to ensure the design intent is met.

The EDSA team shall not be responsible for construction means, methods, techniques, sequences, or procedures, for safety precautions and programs in connection with the work, or for the acts or omissions of the contractor.

III. MEETINGS

To support the design and planning efforts outlined above, The EDSA team will prepare for and attend weekly construction meetings with the City. EDSA will attend (1) kick-off meeting with the City, (1) City Commission Meeting, if requested, (1) Bid Opening Meeting, (1) Kick-off Meeting with Contractor, weekly meetings through the duration of the 150-day construction period, (1) substantial completion and (1) final completion punch list meeting.

The EDSA team will also attend (2) meetings with FDOT and has included (1) trip to Tallahassee for one person to meet with FWCC/FDEP to expedite permit with lighting.

IV. TIME OF PERFORMANCE

The EDSA team will work to coordinate and complete the Phase II deliverables within the following dates (*City to confirm/verify*):

- November 27, 2017
 - Submit proposal Contract/Service Authorization for Commission Approval
- January 2017
 - Document completion
- January 2017
 - Submit to FDEP/FDOT
- February 2018
 - Public Bid Advertisement
- March 2018
 - Open Bids
- March 2018
 - Award Construction Contract with Commission Meeting
- April 2019
 - Construction Begins

*If the above schedule is extended, and based on available fees, the EDSA team will negotiate additional hourly fees to complete the task in question.

V. ADDITIONAL SERVICES

Additional Services shall be considered those services related to making revisions and / or additions to drawings, specifications, or other documents outlined when such revisions are inconsistent with instructions previously given, or those services which are in addition to the Basic Services outlined in this Agreement.

These additional services may include, but are not limited to:

- Scope of work changes (*project size, area, complexity and budget*)
- Team changes (*General Contractor, Owner Representative, Consultants*)
- Schedule changes (*meetings, duration, phasing*)
- Process changes
- Preparation of scale models
- Professional perspective renderings
- More documentation, assistance, coordination, on-site visits or on-site representation than outlined
- Performing significant changes as a result of program modifications, reversal of previous direction; or governmental reviews

VI. COMPENSATION

TASK	FEE
Task 1.01— CONSTRUCTION DOCUMENTS	\$ 58,250.00
Task 1.02— PERMITTING SUPPORT (<i>LOCAL AND STATE</i>)	\$ 63,735.00
Task 1.03— SITE SURVEY	\$ 20,650.00
TOTAL LUMP SUM LABOR AMOUNT	\$ 142,635.00
<i>Task 1.04— CONSTRUCTION ADMINISTRATION (NOT INCLUDED)</i>	<i>\$ 54,000.00</i>
Reimbursables (Estimated)	\$ 6,000.00
TOTAL CONTRACT AMOUNT	\$ 148,635.00

- EDSA will invoice on a monthly basis within each phase, based on a percentage of completion and monthly construction services rendered.
- For those phases of work with hourly compensation, EDSA reserves the right to request additional fees should the limits described above be exceeded. EDSA will notify the PM in advance should we approach these limits.
- EDSA fees outlined above are exclusive of reimbursable expenses which include travel, lodging, and printing costs for the required deliverables as outlined in the attached General Terms and Conditions.
- Receipt of a signed copy of this proposal and General Terms and Conditions, together with the initial deposit will serve as our authorization to proceed.
- This proposal is valid for ninety (90) days from date of issuance.

VII. SUPPORT SERVICES BY THE CITY

Prior to proceeding with project planning and design, the City shall furnish base data or information to include, but not be limited to, the following:

- Site Survey (*not included in this proposal*)
- All available Engineering Plans, reports or studies
- Soils and engineering testing, analysis and recommendations
- Hydrogeological testing, analysis and recommendations
- Environmental studies, reports, mapping, and recommendations
- Local Government design standards or requirements
- Local permitting requirements
- Special Design Standards or requirements of the Owner/Operator

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:

Date

By:

Cary D. Glickstein, City Mayor

Attest: _____

Katerri Johnson, City Clerk

Approved as to Legal Sufficiency

R. Max Lohman, City Attorney

CONSULTANT:

Date

By:

Jeff Suiter, PLA, Associate Principal

(Seal)

Witness (Signature)

ALEXANDER C. FENECH

Witness (Printed)



BEFORE ME, the foregoing instrument, this 28th day of Nov, 2017, was acknowledged by CAMILLE W. DONNELLY and said person executed the same free and voluntary for the purpose there-in expressed.

Witness my hand and seal in the County and State aforesaid this 28th day of Nov, 2017.

Notary Public
State of Florida

My Commission Expires:



Exhibit B

PROJECT LIMITS

