

## CONSULTING SERVICE AUTHORIZATION

DATE: March 22, 2018

CONSULTANT: CDM Smith Inc.

SERVICE AUTHORIZATION NO. 3 FOR CONSULTING SERVICES

CITY P.O. NO. \_\_\_\_\_ EXPENSE CODE \_\_\_\_\_

CITY PROJECT NO. 16-012

CONSULTANT PROJECT NO. \_\_\_\_\_

TITLE: Design-Build Criteria Professional Services for Fire Station No. 113

This Service Authorization, when executed, shall be incorporated in and become an integral part of "Exhibit A Scope of Services" of the "Agreement for City-Wide Project Management Services" dated July 18, 2017.

### I. AGREEMENT DESCRIPTION

The City of Delray Beach (CITY) has retained CDM Smith Inc. (CONSULTANT) to provide Program and Project Management Consulting Services to act as an extension of CITY staff with the primary role of assisting with special projects, and managing and administering multiple capital improvement projects on an as-needed basis.

### II. PROJECT SCOPE OF SERVICES

#### BACKGROUND

The City of Delray Beach is procuring a Design-Build Contract for the design and construction of Fire Station No. 113 (FS3) planned to begin construction in October 2018 with an anticipated completion in December 2019 (approximately 14 months duration). The new FS3 facility will replace an older fire facility on the same site.

#### SCOPE OF WORK

##### **TASK 1 – PREPARATION OF DESIGN-BUILD CRITERIA PACKAGE**

The Design Criteria Package (DCP) will include a detailed scope, establish the design criteria, performance requirements, and bid and contract parameters for the Project. The Design Criteria Package will be based on the FS3 programming established by the CITY outlined in the document "*Firestation No. 113 – Replacement Facility, Programming & Proposed Design – Final Report*", dated March 22, 2017, by Architect Walters Zackria (Report).

### **Task 1.1 - Review of Existing Documents**

CONSULTANT will review the available and existing documents provided by the CITY, including the following:

- *"Fire Station No. 113 – Replacement Facility, Programming & Proposed Design Final Report",* dated March 22, 2017, by Architect Walters Zackria (AA26000970).
- *"Phase I Environmental Site Assessment, Fire Station #3",* dated May 27, 2015, by EnviroDesign Associates, Inc.
- *"Demolition Asbestos Survey and Lead Based Paint Screening for Delray Beach Fire Station #3",* dated January 10, 2018, by EnviroDesign Associates, Inc.
- *"Geotechnical Engineering Study, Proposed Delray Beach Fire Station #3",* dated January 23, 2018, by Tierra South Florida, Inc.

During document review, CONSULTANT will identify compliance with current local and building code requirements, as applicable. CONSULTANT will determine if additional data will be required to complete the DCP and discuss these items with the CITY prior to initiating development of the DCP.

#### **Deliverable:**

- Summary memorandum of findings.

### **Task 1.2 – Design Build Criteria Package Development**

CONSULTANT will prepare a draft DCP for the Project and provide to the CITY for review and comment under this subtask. The draft DCP will be based on the Report dated March 22, 2017, by Architect Walters Zackria and will include a scope description, design criteria and performance requirements, attachments and appendices. The DCP will include facility room data sheets for each space within the building, outlining CITY requirements for room sizes, materials, finish selections, hardware, furniture, special equipment, telecommunication systems, and also criteria for mechanical, electrical and plumbing (MEP), site, landscaping, utilities services and stormwater management.

#### **Deliverable:**

- Draft Design Criteria Package.

### **Task 1.3 – Design Criteria Review Meeting**

The CONSULTANT will conduct a one-day meeting with CITY stakeholders to review the draft design-build criteria and answer questions.

#### **Deliverable:**

- Design Review Meeting Minutes

### **Task 1.4 – Final Design Build Criteria Package Development**

CONSULTANT will incorporate the information and comments received during tasks 1.2 and 1.3 to develop a final draft Design Criteria Package and provide to CITY for final review. Final comments will be incorporated where applicable and a final version will be provided for CITY to advertise.

#### **Deliverable:**

- Final Draft Design Criteria Package
- Final Design Criteria Package, Signed and Sealed

### **III. ASSUMPTIONS**

The following is a list of assumptions upon which this scope of services is based:

1. Services to be provided by the CONSULTANT under this scope of services are limited to those specifically defined herein.
2. The CITY will be responsible for preparing the Request for Qualification (RFQ) used to advertise the Project, including, but not limited to, the Advertisement Documents, General Requirements and Scope of Services, and Scoring Methodology for Evaluation of Qualifications and Evaluation of Technical and Price Proposals.
3. The CITY will be responsible for setting the bid schedule, advertisement of the Project, producing and distributing the necessary procurement documents for the Project and scheduling and conducting meetings during the Procurement Phase.
4. CONSULTANT will use its professional judgment to reasonably rely upon the information and data provided by CITY. Modifications, revisions and/or preparation of calculations to validate the existing "Fire Station No. 113 – Replacement Facility, Programming & Proposed Design – Final Report", dated March 22, 2017, by Architect Walters Zackria, are not included in this proposal.
5. Design services to modify existing, or create new floor plans, elevations, or 3D perspectives of the Project.
6. Preparation of the Opinion of Probable Construction Cost for the Design-Build Criteria is not included in this scope of services.
7. An Environmental Site Assessment (ESA) (Phase 2) is not included in this scope of services.
8. Meetings with citizens' groups, media and others are not included in this scope of services.
9. Review of the initial Baseline Project Schedule and Schedule of Values, or progress schedules submitted by the selected Design-Build Contractor are not included in this scope of services.



10. Participation by the CONSULTANT during the procurement phase, negotiations and contract award process are not included in this scope of services.
11. CONSULTANT services do not include assistance associated with protest or challenges to the selection process submitted by any respondent or proposer.
12. Value Engineering (VE), if required, will be performed by others.
13. The CITY will review progress submittals and submit written review comments within fourteen (14) calendar days of receipt of the draft documents (s).

#### IV. TIME OF PERFORMANCE

Services will commence following the written notice to proceed (NTP) and purchase order. Individual times of performance will be established for each assignment as applicable.

Task	Schedule
Task 1.1 – Review of Existing Documents	14 days from NTP
Task 1.2 – Design Build Criteria Package Development	44 days from NTP
Task 1.3 – Design Criteria Review Meeting	58 Days from NTP
Task 1.4 – Final Design Build Criteria Package Development	90 days from NTP

Note: All task durations are in calendar days

#### VI. COMPENSATION

The CONSULTANT will provide services listed herein as needed for a not-to-exceed (NTE) fee of one-hundred forty-seven thousand two hundred and forty-eight dollars (\$147,248). A breakdown of the fee by task is detailed on the compensation breakdown sheet, Attachment 1. The CITY will be invoiced on a monthly basis for the CONSULTANT's actual labor hours at contractual billing rates plus allowable reimbursables and subcontractor fees in accordance with the terms of the Agreement. Written monthly status reports will be provided with each monthly invoice.

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 \_\_\_\_\_

\_\_\_\_\_  
Shelly Petrolia, Mayor

**CONSULTANT:**

Date 3/23/18

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

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

Timothy John O'Neil  
Witness (Printed)

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

Approved as to Legal Sufficiency

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

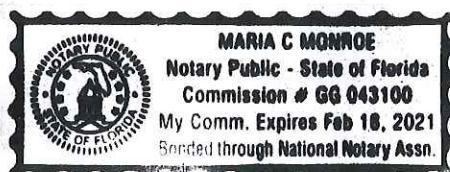
BEFORE ME, the foregoing instrument, this 23rd day of March, 2018, was acknowledged by Suzanne E. Mechler on behalf of the Corporation CDM Smith Inc., and said person executed the same free and voluntarily for the purpose there-in expressed.

Witness my hand and seal in the County and State aforesaid this 23rd day of March, 2018.

Maria C. Monroe

Notary Public  
State of Florida

My Commission Expires 2/18/2021



## ATTACHMENT 1

City of Delray Beach  
 City-Wide Program and Project Management Services  
 Service Authorization No. 3 - Fire Station No. 3 - Design Criteria Professional Services  
 Compensation Documentation  
 March 20, 2018

Task	Task Description	Labor Classification											CDM Smith Total Labor Dollars	CDM Smith Total Labor Hours	Reimbursables	Subconsultant Services	10% Subconsultant mark-up	Total Fee
		Program Manager / Officer	Principal / Associate	Senior Professional / Project Manager	Construction Senior Professional	Senior GIS Specialist	Project Controls Specialist	Construction Field Services	Senior Support Services	Construction Professional	Professional II	Project Administration	Staff GIS Specialist					
1.0	DESIGN-BUILD CRITERIA PACKAGE																	
1.1	Review of Existing Documents	2	8	100	0	0	0	0	40	0	16	12	0	178	\$28,900.00	\$0.00	\$0.00	\$28,900.00
1.2	Design-Build Criteria Package Development	6	28	150	0	0	0	0	50	0	80	40	0	414	\$65,580.00	\$0.00	\$0.00	\$65,580.00
1.3	Design Criteria Review Meeting	2	12	84	0	0	0	0	24	0	0	4	0	126	\$21,720.00	\$547.50	\$0.00	\$22,267.50
1.4	Final Design-Build Criteria Package Development	14	24	80	0	0	0	0	18	0	18	24	0	178	\$29,600.00	\$500.00	\$0.00	\$30,100.00
	Total Labor Hours	24	72	454	0	0	0	0	172	0	94	80	0	896				
	Total Cost Service Authorization No. 3	\$5,280	\$14,040	\$81,720	\$0	\$0	\$0	\$0	\$24,080	\$0	\$11,280	\$9,200	\$0		\$145,600	\$1,648	\$0	\$147,248
	Agreement Billing Rates 2017	\$220.00	\$195.00	\$180.00	\$175.00	\$170.00	\$160.00	\$140.00	\$140.00	\$120.00	\$120.00	\$115.00	\$100.00					