
PROJECT MANAGEMENT PLAN

NE 3RD STREET/NE 3RD AVENUE STREETSCAPE PROJECT

DECEMBER 10, 2019



Table of Contents

Acronyms and Abbreviations	3
Approvals	4
Purpose	5
Background	5
Project Goal.....	6
Project Description and Objectives.....	7
Project Location	7
Project Scope	7
Risks	7
Permitting	8
Right of Way.....	8
Real Estate	8
Public Use/ Outreach	8
Stakeholder Considerations	8
Outcomes and Success Criteria.....	8
Operations and Maintenance	9
Technology	9
Security and Safety	9
Environmental	9
Monitoring	9
Commissioning	9
Lessons Learned	9
Conceptual Alternative Options	9
Cost Estimates	9
Project Milestones.....	10
Resource Requirements.....	10
Project Funding Sources.....	11
References	11

Acronyms and Abbreviations

PDR	Project Definition Report
CRA	Community Redevelopment Agency
PWD	Public Works Department

Approvals

City of Delray Beach and other partner organizations approving/providing resources, personnel, and guidance for the execution of this project.

Neal de Jesus, Interim City Manager

Date

Suzanne Fisher, Assistant City Manager

Date

Renee Jadusingh, Executive Director CRA

Date

Document prepared by: Missie Barletto
Assistant Director
Public Works Department
barlettom@mydelraybeach.com / 239-707-2371

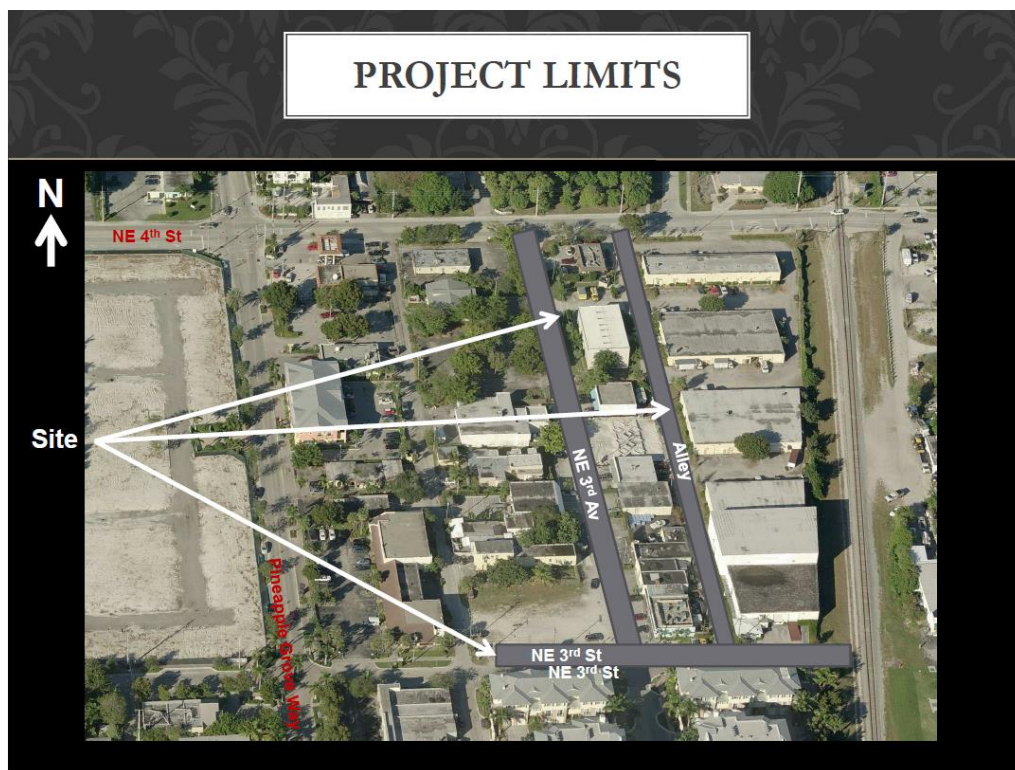
Purpose

This Project Definition Report provides a brief overview of the NE 3rd St / 3rd Avenue Project to promote a shared understanding of the roles and responsibilities of the City of Delray Beach Public Works Department (PWD) and the Delray Beach Community Redevelopment Agency (CRA).

Background

This project was initiated in 2011 in cooperation between the Delray Beach CRA and the City of Delray Beach to extend the street enhancements and theme that had been accomplished in much of Pineapple Grove to the following streets:

- NE 3rd Avenue from NE 3rd Street to NE 4th Street
- The Alley east of NE 3rd Avenue, from NE 3rd Street to NE 4th Street
- NE 3rd Street from the north/south alley east of NE 2nd Ave to the railroad tracks
- Extension of sidewalks along as many of above corridors as possible.



Project limits from CRA PowerPoint presentation in January 2013

The original study and concept plan was conducted by Kimley Horn and Associates, Inc. Following a public input process and acceptance of the conceptual plan created by Kimley Horn and Associates, Inc, the design of the project was competitively bid and awarded to Calvin Giordano and Associates in 2013.

The project originally was conceived to include a decorative paver treatment in the NE 3rd Street Alley (later dubbed “Artist’s Alley”), which was removed during project development by Calvin Giordano in 2016. During engineering design, it was determined that in order to maintain the design standard for the Central Business District and to provide ADA access, it would be necessary to complete some improvements on adjacent privately owned properties. City staff worked to develop construction easements and gain permissions from adjacent property owners during 2017 and in FY 2018/19 the project was funded at \$2 million and moved forward under City management. At this time, the CRA requested that the project management be transferred back to CRA project managers. Under management by the CRA, the decorative paver alleyway design was placed back into the project and design plans were adjusted accordingly. Near the end of FY 2018/19 and beginning of FY 2019/20, the CRA requested that the City take back project management of this project and again remove the decorative paver element to save costs.

This project is currently not included in the City’s Capital Improvement Program budget, however on October 1, 2019, the CRA Board approved an Interlocal Agreement to provide the City with \$1.25 million toward the cost of construction, which has not been presented to the City Commission for approval. Construction of this project has been estimated at just under \$1.73 million, not including the cost of Construction Engineering and Inspection or of an outside Project Manager, which will bring the project total cost to approximately \$2.15 million.

Project Goal

The goal of this project is to provide streetscape enhancements and pedestrian friendly facilities to connect the two City/CRA owned parking lots on NE 3rd Avenue with other locations such as the Arts Warehouse at 313 NE 3rd Street. Extension of the theme and appearance of adjacent areas of Pineapple Grove was required for proposed improvements based on the Pineapple Grove Master Plan developed by the CRA. Improvement of water, sewer and stormwater infrastructure also is incorporated into this project.

Project Description and Objectives

NE 3rd Street / NE 3rd Avenue are located within the Pineapple Grove area of the Central Business District. Currently this area requires infrastructure improvements to replace aging pipes and accommodate future growth for water and sewer delivery, as well as stormwater management. Roadway conditions in this area are poor and accommodations for Americans with Disabilities (ADA) are lacking.

This project will provide needed upgrades to the aging infrastructure, as well as improvements to the streetscape with lighting design, landscaping, sidewalk improvements and ADA accessibility consistent with the design and theme of the remainder of the Pineapple Grove area of the Central Business District.

Following are photos of conditions in 2013, which have continued to deteriorate:



Project Location

The project is located in the Pineapple Grove area of the Central Business District, between NE 3rd Street and NE 4th Street to the south and north; and between NE 2nd Avenue and the FEC Railroad tracks on the west and east.

Project Scope

Provide street enhancements and install sidewalks, mill and resurfacing roadway, street parking, and replace undersized existing water line, and replace existing gravity sanitary sewer with 8-inch PVC gravity sanitary sewer main on NE 3rd Street between NE 2nd Avenue and NE 3rd Avenue and between NE 3rd Street and NE 4th Street.

Risks

Full funding for this project has not been provided. Private development in this project corridor will require creative resolution in order for developer to receive Certificate of Occupancy in a timely manner. Coordination between the City, CRA and private developer is required to resolve this issue. Receipt of signed construction easements on private property is outstanding.

Permitting

The City has received all permits required from the Florida Department of Health for construction of the potable water service and for the sanitary sewer service. City permits also have been obtained.

Right of Way

The City has limited right of way available in this area and is working with adjacent property owners to fit all improvements into the streetscape. All utility pole relocations prior to construction of this project were completed in 2017.

Real Estate

Construction easements and permission to work on private property are required to construct this project. Some of these signed documents have not been obtained to date, although property owners have expressed a willingness to participate in the project.

Public Use/ Outreach

This project occurs within a business district and will require close coordination with both property owners and tenants during the construction project. The Project Manager will assist in providing ongoing public information and education concerning the project, as well as working with Construction Engineering and Inspection (CEI) consultant to resolve any individual complaints or issues and to schedule work activities to avoid conflict with business owner plans to the greatest extent possible while meeting project schedule. The CEI consultant will maintain positive relationships with business owners on the job site and will be the primary point of contact for issues of concern.

Stakeholder Considerations

Public stakeholders for this project include the Delray Beach CRA, Chamber of Commerce, Downtown Development Authority and the City of Delray Beach. Private and special interest stakeholders include the property owners on NE 3rd Street / NE 3rd Avenue, as well as the business owners in Pineapple Grove and the general public.

Outcomes and Success Criteria

A successful outcome for this project will be the successful completion of all streetscape elements including improved water and sewer infrastructure, stormwater drainage, roadway reconstruction, landscaping and beautification.

Operations and Maintenance

The Parks and Recreation Department will work with adjacent business owners to maintain the public rights of way in this area. Public Works staff will maintain roadways and parking, as well as public sidewalks. Maintenance staff will participate in the selection of materials in order to ensure ease of maintenance and manage future maintenance costs.

Technology

Not Applicable

Security and Safety

Not Applicable

Environmental

This project occurs within an urban setting. All construction fencing and site clean up requirements will be followed in accordance with NPDES MS4 permit requirements and City of Delray Beach construction standards.

Monitoring

Not applicable

Commissioning

Not Applicable

Lessons Learned

To be developed following project closeout.

Conceptual Alternative Options

During the CRA design phase of this project, bid alternates were developed to construct a patterned paver roadway in Artist's Alley. This option has been removed for budgetary reasons. A bid alternate for mill and resurface of Artist's Alley to correct stormwater drainage problems will be developed.

Cost Estimates

Engineering design for this project is 100 percent complete and no further funding is required for that element. The estimated cost of construction for this project based on the design

Engineer's Opinion of Probable Cost (EOPC) is \$1,730,993.22. A consultant Senior Project Manager will manage the project for a not-to-exceed cost of \$148,696.00. It is expected that CEI services will be approximately \$175,000, which represents about 10 percent of construction cost. The total anticipated cost of this project is \$2,054,689.22.

Project Milestones

- CRA Passage of Interlocal Agreement for City management of CRA Project: October 1, 2019
- Project discussion and direction by City Commission: December 10, 2019
- City consideration of Interlocal Agreement with CRA: January 14, 2020
- Delray Solicitation prepared and advertised by Purchasing: TBD
- Solicitation question and answer period: TBD
- Solicitations received: TBD
- Construction contractor chosen: TBD
- Notice to Proceed issued: TBD
- Construction completion: TBD

Resource Requirements

List Functions	Private Staff	City Staff	CRA Staff
Engineering			
Civil			CRA to provide
Structural			
Mechanical			
Electrical			
Geotechnical			
Other (landscape)			CRA to provide
Planners	N/A		
Architectural	N/A		
Plan	N/A		
Permitting	N/A		
Procurement	N/A	Agent (.025 FTE)	
Project/Construction Manager	Consultant	Engineering Division Manager oversight of private consultant (.1 FTE)	CRA contact
Inspections	Consultant		
Survey			CRA to provide
Other - Construction			
Total Resource Requirements	1 Sr. Project Mgr. CEI Team	2 Staff (.125 FTE)	1 Staff (.025 FTE)

Project Funding Sources

The CRA approved project funding of \$1,250,000 on October 1, 2019. Approximately 300 linear feet of water main that is included in this project cost will be constructed by a developer to bring potable water to his new building. This agreement between the CRA and developer will reduce the available project funding by \$250,000. This leaves \$1,000,000 in committed funding for management of the remainder of the \$2.05 million project.

The City of Delray Beach has funds in reserve to offset the cost of construction for a new Water Treatment Plan currently estimated at more than \$150 million to construct. Funds from this reserve must be used to construct water and sewer infrastructure that, for this project, totals \$340,571.35. Of this amount, the CRA has contributed \$250,000 directly to the developer needing potable water service to a business ahead of the project schedule. This leaves a total of \$90,571.35 that could be drawn from this funding source to recover the funding shortfall.

The City of Delray Beach also has funds set aside for stormwater management. The EOPC indicates that drainage items on this project will cost \$62,819.66. Funds to cover this amount can be redirected to this effort, but could create a budget shortfall for other projects such as replacement of a large stormwater outfall and piping in the Rainberry Woods neighborhood or the construction of swales throughout the City as required by the City's NPDES MS4 permit.

Recap:

- Total Project Cost -- \$2,054,689.22
- CRA Commitment to City -- \$1,000,000
- CRA Commitment to Developer -- \$250,000
- Water / Sewer Network Potential Funding -- \$90,571.35
- Stormwater Administration Potential Funding -- \$62,819.66
- **TOTAL FUNDING SHORTFALL -- \$651,298.21**

References

Not applicable