

CONSULTING SERVICE AUTHORIZATION

DATE: _____

CONSULTANT: CDM Smith Inc.

SERVICE AUTHORIZATION NO. _____ FOR CONSULTING SERVICES

CITY P.O. NO. _____ EXPENSE CODE _____

CITY PROJECT NO. _____ CONSULTANT PROJECT NO. _____

TITLE: Project Management Consulting Services for NE 3rd St. Streetscape Improvements Project

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

I. PROJECT DESCRIPTION

The City of Delray Beach (CITY) has retained CDM Smith Inc. (CONSULTANT) to provide Program and Project Management Consulting Services with the primary role of managing and administering multiple capital improvement projects (CIP). Under this Service Authorization, CONSULTANT will provide services and functions to act as an extension of the CITY staff with the primary role of managing and administering the NE 3rd Avenue Streetscape Improvements project. The project corridor has approximately 770 LF along NE 3rd Avenue, from NE 3th Street to NE 4th Street. Proposed improvements include removal of existing water, sewer and drainage utilities and installation of a water main and sewer main, drainage system improvements, removal and replacement of curbs, sidewalks and driveways, roadway restoration, landscape improvements and new lighting.

II. SCOPE OF SERVICES

CONSULTANT will provide the CITY with project management services for the NE 3rd Avenue Streetscape Improvements project. The CONSULTANT will support the CITY on project-related matters, oversee the work of other consultants, and coordinate and communicate with the CITY staff, local governmental and non-governmental agencies. The CONSULTANT will provide assistance with development of project procurement and management of the project. These services are included as Task 1 and titled “Senior Project Manager Services”. The CONSULTANT will provide public outreach and communication services and additional technical support included in Task 2 and titled “Additional Support Services”. The CONSULTANT will provide administrative services and functions included in Task 3 and titled “Contract Administration Services”.

TASK 1 – SENIOR PROJECT MANAGER SERVICES

Mrs. Yanice Mercado will provide services from the CONSULTANT's local office located at 621 NW 53rd Street, Suite 265, Boca Raton, Florida and will be dedicated to this scope of work. Mrs. Mercado will provide project management services for the NE 3rd Avenue Streetscape Improvements project. Services will be provided for a twelve (12) month project duration from Notice to Proceed from the CITY and includes:

- Overall Project Management
- Bid Support
- Construction Management
- Project Closeout
- Public Outreach and Communication
- Additional Technical Support
- Contract Administration Services

CONSULTANT will assist the CITY with the following services in connection with Overall Project Management:

- Lead project team and support the CITY during project implementation to achieve technical, schedule and budget delivery.
- Coordinate and work with CITY staff and other project stakeholders to help resolve project issues to achieve project completion.
- Coordinate project with other utilities and regulatory agencies, as needed.
- Coordinate and track permitting activities.
- Attend project related meetings and perform site visits.
- Manage project financials, review and approve invoices.
- Coordinate with private property owners, within the proposed project area, to confirm and finalize acquisition of temporary construction easements for proposed streetscape improvements and acquisition of sidewalk easements for the construction of CITY's sidewalks in the project area.

CONSULTANT will assist the CITY with the following services in connection with Bid Support:

- Attend pre-bid conference and job walk through prior to advertised bid date.
- Review inquiries of potential bidders, coordinate timely responses to the inquiries and coordinate with CITY's Procurement Department for distribution.
- Provide support in reviewing the bidder's qualifications and costs.
- Support the CITY through completion of Procurement process ending with Contractor's contract execution.

CONSULTANT will assist, as the CITY's representative, with the following services for designated projects in connection with Construction Management:

- Manage and coordinate services during construction.
- Coordinate CITY's review of specific shop drawings, RFIs, and submittals where the CITY's review and comments are required.
- Review construction change orders and pay applications and evaluate potential impact on the project budget and schedule.
- Perform project monitoring, as appropriate, including project control activities, monthly reporting and QA/QC activities.
- Attend a pre-construction meeting, construction progress meetings, project coordination meetings, site visits and walk throughs.
- Review As-Built drawings and coordinate with other CITY staff for additional review and approval.

CONSULTANT will assist, as the CITY's representative, with the following services for designated projects in connection with Project Closeout:

- Coordinate submittal of project documentation
- Review project costs against project budget and perform a final financial reconciliation

TASK 2 – ADDITIONAL SUPPORT SERVICES

Subtask 2.1 Public outreach and Communication

CONSULTANT will assist the CITY with the following public outreach and communication services for the designated project in connection with Additional Support Services:

- Support the CITY in providing ongoing public information and education about the overall project and progress of construction activities.
- Support the CITY in resolving individual complaints or issues and addressing other concerns of the public.
- Attend public meetings, Board/Commission meetings and public outreach activities, as needed.
- Support CITY in developing monthly project status reports, as needed.

Subtask 2.2 Technical Support

- Perform constructability review of 100% design drawings, by Calvin Giordano and Associates, and provide comments to the CITY in written format.
- It is assumed that the CITY's designated Construction Administration Consultant will be responsible for review and approval of shop drawings and technical submittals, interpretations and clarifications of Contract Documents, and Certification of Construction Completion.

TASK 3 – CONTRACT ADMINISTRATION SERVICES

This task involves CDM Smith’s internal project management and contract administration activities performed by CDM Smith’s assigned staff throughout the project’s execution and delivery. This task involves internal project management, internal financial tracking and reporting, preparation, review and approval of invoices, preparation of invoice status reports and project documentation.

The CONSULTANT will provide contract administration services on a monthly basis.

III. DELIVERABLES

The CONSULTANT will perform those general functions required to provide the services on schedule, within budget, and to confirm that the quality of the work products defined within this scope is consistent with CONSULTANT’s standards and CITY’s requirements.

The CONSULTANT shall provide the following specific deliverables:

Task Description	Deliverable
Task 1 – Senior Project Manager On-going Services	N/A
Task 2 – Additional Support Services	Door Hangers Constructability Review Comments
Task 3 – Contract Administration Services	Monthly Status Report Monthly Invoices

V. TIME OF PERFORMANCE

Services will be provided for a twelve (12) month total project duration from Notice to Proceed from the CITY. **This duration assumes two (2) months for easement acquisition and coordination with private property owners, four (4) months for Procurement and six (6) months for Construction.** Should services be needed for a longer project duration, an Amendment to this Consulting Service Authorization shall be processed by CITY.

Services will be provided for a twelve (12) month period following the notice to proceed.

Task Description	Schedule
Task 1 – Senior Project Manager On-going Services	12 months from NTP
Task 2 – Additional Support Services	12 months from NTP
Task 3 – Contract Administration Services	12 months from NTP

VI. COMPENSATION

The CONSULTANT will provide services listed herein for a not-to-exceed fee of one hundred forty-eight thousand six hundred and ninety-six dollars (**\$148,696.00**). 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 in accordance with the following:

- The CONSULTANT will provide the **Task 1** services listed herein for a not-to-exceed fee of ninety-six thousand six hundred dollars (**\$96,600.00**).
- The CONSULTANT will provide **Task 2** services, as requested by the CITY, for a not-to-exceed fee of thirty-one thousand nine hundred seventy-six dollars (**\$31,976.00**).
- The CONSULTANT will provide **Task 3** services, as requested by the CITY, for a not-to-exceed fee of twenty thousand one hundred and twenty dollars (**\$20,120.00**).
- Not-to-exceed invoices will be submitted monthly for the CONSULTANT's actual labor hours at contractual billing rates plus other direct costs and subcontractor fees in accordance with the terms of the Agreement.

Written monthly status reports will be provided with each monthly invoices.

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:

CONSULTANT:

Date _____

Date _____

Cary D. Glickstein, Mayor

By: _____
(Seal)

Witness (Signature)

Witness (Printed)

Attest: _____

Approved as to Legal Sufficiency

R. Max Lohman, City Attorney

BEFORE ME, the foregoing instrument, this _____ day of _____, 201__, was acknowledged by _____ on behalf of the Corporation _____, 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 _____ day of _____, 201 ____.

Notary Public
State of Florida

My Commission Expires:

Attachment 1

Project Management Consulting Services for NE 3rd St. Streetscape Improvements Project
Compensation Breakdown

Task No.	Task Description	Labor Classification												CDM Smith Labor Cost	CDM Smith ODC's	Subconsultant Total Cost	Sub-consultant 5% mark-up	Total Fee
		Sr. Technical Specialist/ Officer	Principal/ Associate	Project Manager/ Senior Professional	Construction Senior Professional	Professional II	Professional I	Project Controls Specialist	Staff Support Services	Senior Field Professional	Field Professional	Project Administration	Total Hours					
1.0	Senior Project Manager Ongoing Services	0	0	520	0	0	0	0	0	0	0	0	520	\$ 93,600.00	\$ 3,000.00			\$ 96,600
2.0	Additional Support Services	12	0	32	16	0	0	0	0	0	0	0	60	\$ 11,200.00	\$ 1,000.00	\$ 19,200.00	\$ 576.00	\$ 31,976
3.0	Contract Administration Services	12	0	56	0	0	0	0	0	0	0	60	128	\$ 19,620.00	\$ 500.00	\$ -	\$ -	\$ 20,120
	Labor Subtotal Hours	24	0	608	16	0	0	0	0	0	0	60	708	\$124,420.00	\$ 4,500.00	\$ 19,200.00	\$ 576.00	\$148,696.00
	Labor Hourly Billing Rate	\$220.00	\$195.00	\$180.00	\$175.00	\$120.00	\$100.00	\$160.00	\$120.00	\$140.00	\$140.00	\$115.00						
	Project Total	\$5,280.00	\$0.00	\$109,440.00	\$2,800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,900.00						