



PUBLIC WORKS

ROUTING FORM FOR TASK ORDERS – COMMISSION APPROVAL

③ ✓ 7/20/15 ⊙

Project/Contract Number: Project 11901 TASK ORDER 8 CMO Log #: _____
 Document Title: Victoria Park 'B' (South) Small Water Main Improvements Attached: _____
 Department: Public Works - Engineering 3 original
 Corresponding CAM #: CAM 15-0445 ✓, 5-19-15, CM-10
 Commission Date: 05/19/2015

Purpose: Please provide a brief description of the document being routed and its purpose.
 City Commission approved Task Order No. 8 (Exhibit 1) with Keith and Schnars, P.A. in the amount of \$165,560 for small water main improvements design services in Victoria Park.

FUNDING INFORMATION

CIP Funded Project: Yes No
 Amount Required by Task Order: \$165,560
 Index/Sub Object Code: 454-P11901.454-6599
 Engineering Finance Approval Sign: _____

APPROVAL ROUTING –PUBLIC WORKS

	Approved:	Disapproved:	Signature/Initials
Hardeep Anand, P.E., Public Works Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Hardeep Anand</i> 6/29/15

APPROVAL ROUTING –FINANCE DEPARTMENT

	Recommend Approval:	Disapproved:	Signature/Initials
Kirk W. Buffington, C.P.M., Finance Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>[Signature]</i>

APPROVAL ROUTING – CITY ATTORNEY'S OFFICE

	Approved as to form:	Disapproved:	Signature/Initials
City Attorney	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>[Signature]</i>

APPROVAL ROUTING – CITY MANAGER'S OFFICE

	Approved:	Disapproved:	Signature/Initials
Lee R. Feldman, ICMA-CM, City Manager	<input type="checkbox"/>	<input type="checkbox"/>	<i>[Signature]</i>

CITY CLERK'S OFFICE Upon approval by the City Manager, please route this form along with Task Order to PW- Engineering, Kian Movafaghi (Ext. 7818).

7/15

TASK ORDER No. 8

Dated this 19 day of May, 2015

CITY PROJECT No. 11901

KEITH and SCHNARS PROJECT No. 18068.11

FORT LAUDERDALE PUBLIC WORKS DEPARTMENT

Victoria Park 'B' (South)
Small Water Main Improvements

PROFESSIONAL SERVICES

This Task Order is being entered into pursuant to the Continuing Contract for Civil Engineering Consultant Services Agreement (Contract 626-10881) between the City of Fort Lauderdale a municipal corporation in the State of Florida ("CITY") and KEITH and SCHNARS, P.A. a Florida corporation ("CONSULTANT") in accordance with the terms of the agreement for professional services dated November 6, 2012 and renewed on October 21, 2014, between CITY and CONSULTANT ("MASTER AGREEMENT").

PROJECT BACKGROUND

This project involves the replacement of existing undersized water mains within residential neighborhoods south of NE 6th Street between N. Federal Highway and NE 17th Avenue. The project was previously designed by CITY staff. CITY is interested in transferring obligations as Engineer of Record (EOR) to CONSULTANT and completing the remainder of improvements through public bid process.

PROJECT DESCRIPTION

Project includes installation of approximately 29,000 LF of 6" water main to replace the existing 2" water mains. CONSULTANT shall, upon thorough review of design documents, assume the role as EOR and prepare remainder of work for public bid. Upon selection of qualified bidder, CONSULTANT shall provide construction phase services as necessary for certification upon completion.

SCOPE OF SERVICES AND DELIVERABLES

With approval of this Task Order, CONSULTANT shall provide professional services described in the tasks below:

Task No. 05001 Plan Revisions:

Using current files in CADD format combined with atlas and as-built information provided by CITY, CONSULTANT shall review existing plans as necessary to accept transfer of EOR. In reviewing plans CONSULTANT shall address alignment, profile, service & hydrant connections, conflicts, existing utilities,

and sufficiency of details. Assuming the CITY's plans adequately identify existing conditions, CONSULTANT shall perform site visits to corroborate existing features in relation to proposed improvements while confirming design assumptions. CONSULTANT assumes that sufficient test-hole information has been collected by CITY and that no further test holes are needed. CONSULTANT's design review will include soliciting input from utility providers to confirm existing services. Assuming design review results in no substantial modifications, appropriate revisions to the plans (title block and otherwise) will be made to indicate CONSULTANT as EOR.

Deliverables: Revised Plans **Not to Exceed: \$43,500.00**

Task No. 05002 Permitting:

Upon completing Plan Revisions (task No. 05001) CONSULTANT shall prepare and submit applications to the appropriate permit authorities. Submittals shall include BCDOH for water main improvements within the neighborhood. For the occasional tap into existing water mains located within Broward Boulevard, CONSULTANT shall approach the County for permit. Permit fees are to be paid by CITY.

Deliverables: Permit Modification **Not to Exceed: \$10,580.00**

Task No. 05003 Construction Cost Estimate

For budget purposes, CONSULTANT shall prepare an estimated cost of construction. CONSULTANT's estimate is to be based upon Broward County unit costs applied to material quantities obtained from proposed plans. CONSULTANT's estimate shall be itemized and include cost for mobilization, installation, restoration, and defined contingencies. Although meant to be comprehensive, the accuracy of the estimate is understood to be limited by the information readily apparent and available.

Deliverables: Itemized Estimate **Not to Exceed: \$ 7,320.00**

Task No. 05004 Bidding Assistance:

CONSULTANT shall assist CITY in preparing bid package for solicitation. CONSULTANT shall provide approved signed and sealed plans in 'pdf' format. Specifications will be provided by CITY and modified by CONSULTANT as necessary to reflect details specific to project. A Unit Price Bid Tabulation will be prepared by the CONSULTANT. Front-end documents and procurement will be by CITY. During bidding and upon receipt of bids, CONSULTANT shall assist in response to questions and evaluation of bid tabulations. Copies and distribution of bid documents is not included in CONSULTANT's scope.

Deliverables: Bid Tabulations, Spec. revisions, and response to bidders. **Not to Exceed: \$18,020.00**

Task No. 05005 Pre-Construction Services:

CONSULTANT shall provide limited pre-construction services upon request from CITY to include:

- Attend preconstruction meeting as with selected Contractor as coordinated by CITY,

- Provide technical review of Contractor's shop drawings and product data for conformance with approved construction documents.

Deliverables: Stamped Shop Drawings | **Not to Exceed: \$ 6,080.00**

Task No. 05006 Periodic Inspection Services:

CONSULTANT shall provide periodic inspection services as necessary to provide certification that improvements are constructed in conformance with approved bid documents. The Project is expected to have a 80-week duration.

Periodic Inspections by CONSULTANT will supplement CITY's daily efforts to the extent necessary for certification. The CITY will monitor construction progress on a day-to-day basis and shall provide copies of daily reports, bacteriological tests, pressue tests, and density reports to CONSULTANT. Based upon daily reports provided by CITY and contractor progress, CONSULTANT will coordinate periodic inspections with CITY's design project manager. Services are estimated at an average of 4 hours per week throughout construction period and include the following:

- Occasional on-site observation of the work in progress to confirm construction in compliance with approved permit and plans. Report to CITY non-confirming issues which would impact certification to BCDOH. CONSULTANT shall not communicate directly with the City's Contractor. All communications with the Contractor will be through the CITY.
- Observe pressurization and bacteriological testing as needed.

Services do not include review of change order requests, pay requisitions, preparation of as-builts, testing, punch-lists or project close out; such services are to be provided through CITY.

Deliverables: (hourly services) | **Not to Exceed: \$53,400.00**

Task No. 05007 Partial Certifications:

Upon receipt of sufficient construction documents (as-builts, inspection reports, densities, bacteriological and pressure tests) showing the project to be constructed in compliance with the approved plans, CONSULTANT shall prepare certification notice to BCDOH.

Because the project includes over 33,000 LF of watermain, CONSULTANT assumes in the interest of minimizing disruption, that improvements will be constructed in segments, each requiring partial certification. It is anticipated that up to four (4) Partial Certifications may be necessary. Each partial certification will include a complete submittal to BCDOH. Test reports (bacteriological and pressure), other documentation, and checks for certification fees will be provided to CONSULTANT for review. Upon acceptance, CONSULTANT will prepare and process certification submittals to BCDOH. The last partial certification will include final certification and close-out of the project in entirety. Services include:

- As-builts review for sufficiency,
- Upon review of documents, prepare signed and sealed letter of certification to BCDOH,
- Prepare and process submittal to BCDOH.

Deliverables: Submittal to HRS | **Not to Exceed: \$12,860.00**

METHOD OF COMPENSATION

The services performed shall be billed on a monthly basis commensurate with extent of task completed. Reimbursable expenses associated with these services are not included in the fees and will be itemized separately, subject to an established Not to Exceed limit. A fee schedule is included on Exhibit A.

TERMS OF COMPENSATION

Services shall be provided for the following amounts:

Task No	Task Title	Labor Fees		Total	Payment Method
		Consultant	Sub consultant		
05001	Plan Revisions	\$43,500	n.a.	\$43,500	Not to Exceed
05002	Permitting	\$10,580	n.a.	\$10,580	Not to Exceed
05003	Construction Cost Estimate	\$7,320	n.a.	\$7,320	Not to Exceed
05004	Bidding Assistance	\$18,020	n.a.	\$18,020	Not to Exceed
05005	Pre-Construction Services	\$6,080	n.a.	\$6,080	Not to Exceed
05006	Periodic Inspection Services	\$53,400	n.a.	\$53,400	Not to Exceed
05007	Partial Certifications	\$12,860	n.a.	\$12,860	Not to Exceed
05008	Meetings & Response to RFI's	\$13,800	n.a.	\$13,800	Not to Exceed
TOTAL				\$165,560	

CITY CONTACTS

Requests for payments should be directed to City of Fort Lauderdale Accounts Payable via e-mail to AcctsPayble@FortLauderdale.gov. All other correspondence and submittals should be directed to the attention of **Jill Prizlee, P.E.** at the address shown below. **Please be sure that all correspondence refers to the City project number and title as stated above.**

City of Fort Lauderdale
 City Hall, 4th Floor – Engineering
 100 North Andrews Avenue
 Fort Lauderdale, FL 33301

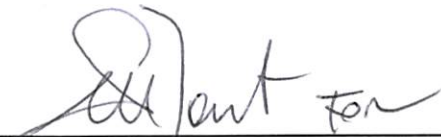
CONSULTANT CONTACTS

KEITH and SCHNARS, P.A.
 6500 N. Andrews Avenue,
 Fort Lauderdale, FL 33309
 Tim Hall, P.E.
 thall@ksfla.com
 Phone: 954-776-1616
 Fax: 954-351-7643

CITY

IN WITNESS OF THE FOREGOING, the parties have set their hands and seals the day and year first above written.

CITY OF FORT LAUDERDALE, a municipal corporation of the State of Florida:

By 

LEE R. FELDMAN, City Manager

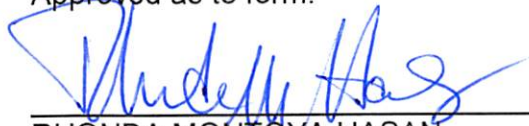


ATTEST:



JONDA K. JOSEPH, City Clerk

Approved as to form:



RHONDA MONTÓYA HASAN
Assistant City Attorney

CONSULTANT

WITNESSES:

Francine J. Lynn
Signature
FRANCINE J. LINZER
Print Name

Donna M. Souza
Signature
DONNA M. SOUZA
Print Name

KEITH and SCHNARS, P.A., a Florida corporation

By: [Signature]
Tim Hall, P.E.
Vice President, Civil Engineering

[Signature]
Em/Kalayci
C.O.O.

ATTEST:

By: [Signature]
Mark Moshier, P.E. Secretary
Tanzer Kalayci, P.E. President

(CORPORATE SEAL)

STATE OF FLORIDA:
COUNTY OF BROWARD:

Tanzer Kalayci, President
Mark Moshier and Tim Hall as Secretary and Vice President respectively, of KEITH and SCHNARS, P.A. a Florida corporation, acknowledged the foregoing instrument before me this 24th day of June, 2015, on behalf of the corporation. They are personally known to me and did not take an oath.

(SEAL)

[Signature]
Notary Public, State of Florida
(Signature of Notary taking Acknowledgement)

Joi-Phyle Hallem
Name of Notary Typed, Printed or Stamped

May 10, 2018
My Commission Expires

FF112669
Commission No.



JOI-PHYLE HALLEM
MY COMMISSION # FF 112669
EXPIRES: May 10, 2018
Bonded Thru Budget Notary Services

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Handwritten notes in the middle right section, possibly a name or title.



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POST OFFICE EXPRESSIONS TO SOLICITORS IN CHARGE



EXHIBIT A

Labor Category		Associate 1		Associate 2		TECHNICIAN (Sr. Associate)		ENGINEER (Sr. Project Mgr.)		DIRECTOR		Total Hours	Labor Cost (\$)
Percent Utilization (rounded)		1.2%		14.8%		48.9%		32.6%		2.5%			
Labor Rate		\$80/hr		\$90/hr		\$115/hr		\$150/hr		\$175/hr			
Task No	Task Title	Hours	Subtotal (\$)	Hours	Subtotal (\$)	Hours	Subtotal (\$)	Hours	Subtotal (\$)	Hours	Subtotal (\$)		
05001	Plan Revisions			240	2,1600	80	9,200	80	12,000	4	700	404	43,500
05002	Permitting	8	640	16	1,440			52	7,800	4	700	80	10,580
05003	Construction Cost Estimate					48	5,520	12	1,800			60	7,320
05003	Bidding Assistance	16	1,280			56	6,440	64	9,600	4	700	140	18,020
05004	Pre-Construction Services					32	3,680	16	2,400			48	6,080
05005	Periodic Inspection Services					400	46,000	40	6,000	8	1,400	448	53,400
05006	Partial Certifications					64	7,360	32	4,800	4	700	100	12,860
05007	Meetings & Responses to RFI's			16	1,440	24	2,760	64	9,600			104	13,800
Totals		24	1,920	272	24,480	704	80,960	360	54,000	24	4,200	1,384	165,560

Exhibit 2

