



PUBLIC WORKS

③ ✓ 7/20/15 ⊕

ROUTING FORM FOR TASK ORDERS – COMMISSION APPROVAL

Project/Contract Number: Project 10850 , TASK ORDER 5 CMO Log #: _____
 Document Title: Victoria Park 'A' North Small Water Main Imp Attached: 3 original
 Department: Public Works - Engineering
 Corresponding CAM #: CAM 15-0843 , 6-16-15, CM-8
 Commission Date: 06/16/2015

Purpose: Please provide a brief description of the document being routed and its purpose.
 City Commission approved Task Order No. 5 (Exhibit 1) with Keith and Schnars, P.A. for small water main improvements design services in Victoria Park (Exhibit 2) in the amount of \$108,560.

FUNDING INFORMATION

CIP Funded Project: Yes No
 Amount Required by Task Order: \$108,560
 Index/Sub Object Code: 454-P10850.454-6599
 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>Kirk W. Buffington</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. 5

Dated this 16 day of June, 2015

CITY PROJECT No. 10850

KEITH and SCHNARS PROJECT No. 18068.08

FORT LAUDERDALE PUBLIC WORKS DEPARTMENT

**Victoria Park 'A' (North)
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 of 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 north of NE 6th Street between NE 7th and NE 20th Avenues. The project was designed and permitted by CITY staff with a small portion constructed by CITY crews. 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 24,000 linear feet of 6" water main to replace existing 2" water mains. CONSULTANT shall, upon thorough review of design documents, assume the role as EOR, update plans to reflect work constructed, and prepare remainder of work for public bid. Because CITY currently holds a permit with Broward County Department of Health (BCDOH), CONSULTANT's role in permitting the proposed improvements is limited to updating plans and transfer of EOR. 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 provided 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 addition, CONSULTANT shall update plans to reflect current improvements along N.E. 16th and N.E. 19th Avenues. In reviewing plans, CONSULTANT shall address alignment, profile, service and hydrant connections, conflicts, existing utilities, and sufficiency of details. Assuming CITY's plans adequately identify existing

conditions, CONSULTANT shall perform site visits to corroborate existing features relative to proposed improvements while confirming design assumptions. CONSULTANT's design review will include soliciting input from utility providers to confirm existing services. CONSULTANT assumes that sufficient test-hole information has been collected by CITY and that no further test holes are needed. 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: \$21,420.00**

Task No. 05002 Permitting:

Because this project has already been permitted by CITY, permitting services required by CONSULTANT are minimal. Upon completing Plan Revisions (task No. 05001) CONSULTANT shall submit, as an update to the original permit, revised plans with a request to transfer EOR. In addition, CONSULTANT shall make inquiry as to permit expiration and partial certification of constructed improvements (prior to transfer, work done under previous EOR will either need to be certified or otherwise delineated). Permit fees, if necessary, are to be paid by CITY.

Deliverables: Permit Modification **Not to Exceed: \$ 3,600.00**

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, Specification **Not to Exceed: \$12,860.00**

Revisions and Response to Bidders.

Task No. 05005 Pre-Construction Services:

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

- Attend preconstruction meeting 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**

PROJECT ASSUMPTIONS

Specific assumptions for the project:

- Data to be used: As-built Survey and plans prepared by CITY to be used as basis for CONSULTANT's services.
- Working hours: Normal business hours.
- Invert elevations of sanitary service are not provided. CONSULTANT shall make a general assumption that proposed water mains are to be follow existing grade with a minimum cover of 36".

CITY'S RESPONSIBILITIES

- The CITY's project manager, or a designated representative, will coordinate the project for the CITY.
- Meeting Attendance
- Timely review of submittals
- Coordinate communications with parcel owners.

ADDITIONAL SERVICES

If authorized in writing by the CITY as an amendment to this Task Order, the Consultant shall furnish, or obtain from others, Additional Services of the types listed in Article 5.3 of the Master Agreement. The CITY, as indicated in the Master Agreement, will pay for these services. No additional services shall be performed by the CONSULTANT without prior written authorization by the CITY and an Amendment for the Task Order or an additional Task Order.

CONSULTANT'S fees are based upon an assumed level of services necessary for completion of the task described. Additional and/or expanded scope could result in additional fees. These include additional presentations, meetings with community, research or collection of data other than what's readily available or described above.

PERFORMANCE SCHEDULE

The CONSULTANT shall commence services within 10 working days of written Notice to Proceed. CONSULTANT shall prepare and provide a tentative schedule in Microsoft Project format.

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	\$21,420	n.a.	\$21,420	Not to Exceed
05002	Permitting	\$ 3,600	n.a.	\$ 3,600	Not to Exceed
05003	Construction Cost Estimate	\$ 7,320	n.a.	\$ 7,320	Not to Exceed
05004	Bidding Assistance	\$12,860	n.a.	\$12,860	Not to Exceed
05005	Pre-Construction Services	\$6,080	n.a.	\$6,080	Not to Exceed
05006	Periodic Inspection Services	\$31,320	n.a.	\$31,320	Not to Exceed
05007	Partial Certifications	\$12,160	n.a.	\$12,160	Not to Exceed
05008	Meetings & Response to RFI's	\$13,800	n.a.	\$13,800	Not to Exceed
TOTAL				\$108,560	

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

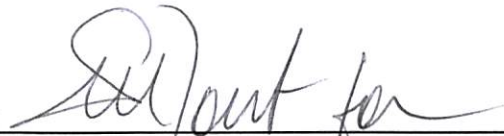
CONSULTANT CONTACTS

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:

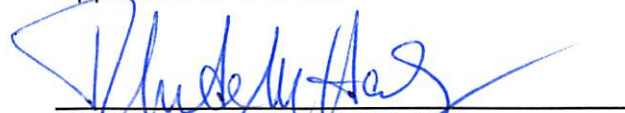
By 
LEE R. FELDMAN, City Manager



ATTEST:


JONDA K. JOSEPH, City Clerk

Approved as to form:


RHONDA MONTOYA HASAN
Assistant City Attorney

CONSULTANT

WITNESSES:

Francine J. Linzer
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
Em / Kalayci

ATTEST:

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

(CORPORATE SEAL)

STATE OF FLORIDA:
COUNTY OF BROWARD:

Tanzer Kalayci, P.E. President
Mark Moshier, P.E. and Tim Hall, P.E., 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.



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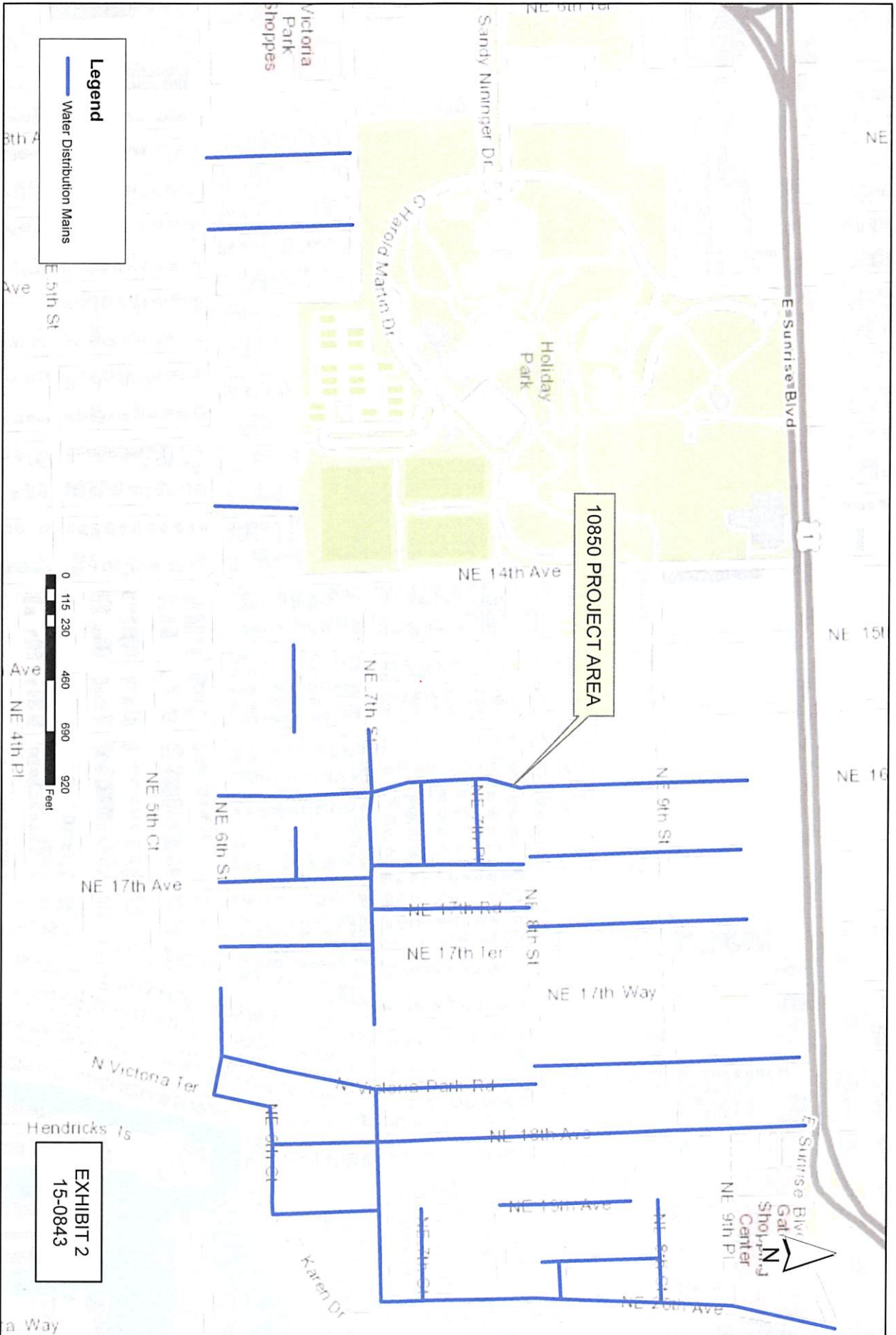
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EXHIBIT A

Labor Category		Associate 1		Associate 2		TECHNICIAN (Sr. Associate)		ENGINEER (Sr. Project Mgr.)		DIRECTOR		Total Hours	Labor Cost (\$)
Percent Utilization (rounded)		1.2%		5.3%		51.7%		39.3%		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			48	4,320	80	9,200	48	7,200	4	700	180	21,420
05002	Permitting							24	3,600			24	3,600
05003	Construction Cost Estimate					48	5,520	12	1,800			60	7,320
05004	Bidding Assistance	16	1,280			32	3,680	48	7,200	4	700	100	12,860
05005	Pre-Construction Services					32	3,680	16	2,400			48	6,080
05006	Periodic Inspection Services					208	23,920	40	6,000	8	1,400	256	31,320
05007	Partial Certifications					64	7,360	32	4,800			96	12,160
05008	Meetings & Responses to RFI's			16	1,440	24	2,760	64	9,600			104	13,800
Total		16	1,280	64	5,760	488	56,120	284	42,600	16	2,800	868	108,560



Legend

- Water Distribution Mains

10850 PROJECT AREA



EXHIBIT 2
15-0843