

TASK ORDER No. 01

Dated this ____ day of ____, 2015

CITY PROJECT No. P-12157

FORT LAUDERDALE PUBLIC WORKS DEPARTMENT

**DESIGN SERVICES FOR
PLANT A RENOVATION FOR METER SHOP**

PROFESSIONAL SERVICES

This Task Order is pursuant to the Agreement between the CITY OF FORT LAUDERDALE (CITY) and ACAI ASSOCIATES, INC. (CONSULTANT), a Florida corporation authorized to transact business in the State of Florida for Architectural Consulting Services, dated August 19, 2014, and expiring on August 18, 2016, between CITY and ACAI ASSOCIATES, INC. ("MASTER AGREEMENT").

PROJECT BACKGROUND

The project is a one story renovation of an existing industrial space and is being converted to general office space. This space is to accommodate offices, meeting room, locker/bathrooms, storage space and workshop.

SPECIFIC SCOPE OF SERVICES

The project requires professional Architectural Services along with Mechanical, Electrical and Plumbing engineering which include interface and possible upgrade to the existing systems. This renovation is a fast-track project.

Task 1.0 –DRC Submittal/Coordination Services

Duration: 4 Weeks

CONSULTANT shall assist the CITY in the DRC process for the project. Upon receipt of authorization to advertise, CONSULTANT will do the following tasks:

1. Attend (2) two DRC meetings with City staff.
2. Attend (2) two Planning and Zoning meetings.
3. Provide a separate DRC package for submittal as per City requirements.

Task 2.0 - Contract Document Preparation (100% Plans)

Duration: 4 Weeks

CONSULTANT shall complete designs and contract documents that consist of construction drawings. Tasks shall consist of the following:

1. Review copies of the existing plans and detail drawings of the building – these documents are to be provided by the Owner.
2. Provide field investigations to verify and document noted conditions in the area of the work, including updated partial survey. No destructive investigations are included.
3. Advise the Owner of any testing that may be required.
4. Obtain and review the Owner's program requirements for the renovation areas included in the project and meet with the Owner to review.
5. Upon written authorization to proceed, prepare Schematic Design Documents for approval by the Owner.
6. Submit two (2) sets of 24" x 36" of the Schematic Design illustrating the approach to the project previously reviewed and selected with the Owner. Prepare Construction Documents, based on the Schematic Design Documents approved by the Owner. Documents will include notes/technical specs on drawings and any necessary specifications for bid. The design shall be based on the 2014 Florida Building Code, new construction based upon the change of occupancy classification.
7. Modify the plans based on comments received from the Owner.
8. Prepare construction cost estimate.
9. Conduct one (1) review meeting with staff and address comments.

Deliverables:

CONSULTANT shall provide the following for CITY review and written approval:

- Final (100%) completion
 - Plan set – Three (3) sets signed and sealed for permitting.
 - Bid Documents (electronic)
 - CD containing CAD files of 100% plans and plot files (24"x36") in PDF and CAD format.

Task 3.0 –Bidding Phase Services

Duration: 4 Weeks

CONSULTANT shall assist the CITY in advertising and bidding the project. Upon receipt of authorization to advertise, CONSULTANT will do the following tasks:

1. Attend and conduct (1) pre-bid meeting with potential bidders.
2. Respond in writing to bidder's questions in the form of maximum of two (2) written addenda as needed to interpret, clarify, or expand the Bid Documents.

Task 4.0 – Construction Administration Services

Duration: 12 Weeks

CONSULTANT shall assist the CITY in the Post Design Services of the project. Tasks shall consist of the following:

1. Review one set of shop drawings and sample submittals as required by the contract documents.
2. This phase is based on a total construction period of three (3) months – our involvement has been set accordingly.
3. Respond to contractor Requests for Information, Change Order proposals and Payment Requisitions submitted by the Contractor.

4. Provide six (6) site visits during the construction period to review the progress and quality of work to determine if the work is proceeding in accordance with the Contract Documents, including one (1) pre-construction meeting, one (1) punch list inspection and one (1) follow up inspection to verify completion. Issue reports to the Owner regarding the progress of the project.
5. Provide the Contractor with one (1) set of Construction Documents for the Contractor's use in preparing final red-lined As-Built documents during the Construction.
6. Provide the Owner one set of record drawings (AutoCAD Format) from contractor's red-lined As-Built documents.

PROJECT ASSUMPTIONS

1. Plans will be prepared on CAD overlays of the base files and will be in conformance with the CITY's current CAD standards. The CONSULTANT shall work with the CITY to provide modifications to CAD standards to be used.
2. Front-end documents, advertisement, general provisions and related documents will be provided by the CITY.
3. The CITY will provide existing plan data, and previous construction plans as required for the project upon which the CONSULTANT may rely on.
4. The CITY will provide any required Geotechnical Investigation and Material Testing for project.

ADDITIONAL SERVICES

If authorized in writing by the CITY as an amendment to this Task Order, the CONSULTANT shall furnish, or obtain, Additional Services of the types listed in Article 8 of the Master Agreement. The CITY, as indicated in the Master Agreement, will pay for these services.

PERFORMANCE SCHEDULE

The CONSULTANT shall perform the services identified in Tasks 1 through 3 inclusive within 60 working days of written Notice to Proceed, not inclusive of CITY review time. Services for Task 2 will be dependent on CITY bidding schedule.

PROJECT FUNDING

Performance of this project is at the City's discretion and may be contingent upon receipt by the City of funding from the approved CIP and work shall not begin until funding sources for this project are in place.

METHOD OF COMPENSATION

The services performed will be accomplished using the Not-to-Exceed method of compensation. The total hourly rates payable by the CITY for each of the CONSULTANT's employee categories, and sub-consultant fees are as shown on Exhibit "A" attached hereto and made a part hereof.

TERMS OF COMPENSATION

Services will be provided for the following Not-to-Exceed amounts:

Task No	Task Title	Labor Fees		Total
		Consultant	Sub consultant	
1	DRC Submittal / Coordination	\$ 6,000.00	\$ 0.00	\$ 6,000.00
2	Construction Documents (100%)	\$17,417.00	\$ 21,835.00	\$ 39,252.00
3	Bidding Phase Services	\$ 4,850.00	\$ 2,330.00	\$ 7,180.00
4	Construction Administration Services	\$ 6,500.00	\$ 4,815.00	\$ 11,315.00
TOTAL				\$ 63,747.00

CITY CONTACTS

Requests for payments should be directed to City of Fort Lauderdale Accounts Payable via e-mail to AcctsPayable@FortLauderdale.gov. All other correspondence and submittals should be directed to the attention of Talal Abi-Karam, P.E., Assistant Public Works Director - Utilities, 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
Talal Abi-Karam, P.E.
949 N.W. 38th Street
Fort Lauderdale, FL 33309

CONSULTANT CONTACTS

ACAI Associates, Inc.
2937 West Cypress Creek Road
Suite 200
Fort Lauderdale, FL 33309
W. Randy Scott, Project Manager
Email: rscott@aecmworld.com
Phone: 954-484-4000
Fax: 954-484-5588

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

(CORPORATE SEAL)

ATTEST:

JEFFREY A. MODARELLI, City Clerk

Approved as to Legal Form:

RHONDA MONTOYA HASAN
Assistant City Attorney

CONSULTANT:

ACAI ASSOCIATES, INC.,
A Florida Corporation authorized to transact
business in the State of Florida

By: [Signature]
Adolfo J. Cotilla, Jr. AIA
President

WITNESSES:

[Signature]
DERRECK LAMBERT
Print Name:

[Signature]
Jennifer Shields
Print Name:

ATTEST:

[Signature]
Nancy Andrews
Administrative Assistant

(CORPORATE SEAL)

STATE OF Florida :
COUNTY OF Broward :

The foregoing instrument was acknowledged before me this 21st day of September, 2015, by Adolfo J. Cotilla, Jr. as President for ACAI, Inc., a Florida corporation authorized to transact business in the State of Florida.

(SEAL)



Nicole A. Spencer
COMMISSION # FF194540
EXPIRES: January 29, 2019
WWW.AARONNOTARY.COM

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

Nicole A. Spencer
Name of Notary Typed, Printed or Stamped

Personally Known OR Produced Identification ✓
Type of Identification Produced Florida Driver's License

EXHIBIT A

Fee schedule

SEE ATTACHED SPREADSHEETS AS EXHIBITS "A, A1 & A2"

EXHIBIT "A"

<u>Staff</u>	<u>Hours</u>	<u>Rate</u>	<u>Sub-Total</u>
<u>DRC SUBMITTAL/COORDINATION</u>			
Principal	0	\$ 197.00	\$ -
Senior Architect	4	\$ 125.00	\$ 500.00
Project Manager	16	\$ 150.00	\$ 2,400.00
Cadd Tech	32	\$ 65.00	\$ 2,080.00
Clerical	20.4	\$ 50.00	\$ 1,020.00
Delta G Engineers (MEP)	1	\$ -	\$ -
S & F Engineers (Structural)	1	\$ -	\$ -
Sub-Total			\$ 6,000.00
<u>SCHEMATIC DESIGN</u>			
Principal	0	\$ 197.00	\$ -
Senior Architect	10	\$ 125.00	\$ 1,250.00
Project Manager	18	\$ 150.00	\$ 2,700.00
Cadd Tech	40	\$ 65.00	\$ 2,600.00
Clerical	19.2	\$ 50.00	\$ 960.00
Delta G Engineers (MEP)	1	\$ 8,875.00	\$ 8,875.00
S & F Engineers (Structural)	1	\$ -	\$ -
Sub-Total			\$ 16,385.00
<u>CONSTRUCTION DOCUMENTS</u>			
Principal	1	\$ 197.00	\$ 197.00
Senior Architect	10	\$ 125.00	\$ 1,250.00
Project Manager	24	\$ 150.00	\$ 3,600.00
Cadd Tech	60	\$ 65.00	\$ 3,900.00
Clerical	19.2	\$ 50.00	\$ 960.00
Delta G Engineers (MEP)	1	\$ 9,120.00	\$ 9,120.00
S & F Engineers (Structural)	1	\$ 3,840.00	\$ 3,840.00
Sub-Total			\$ 22,867.00
<u>BIDDING AND PERMITTING</u>			
Principal	0	\$ 197.00	\$ -
Senior Architect	2	\$ 125.00	\$ 250.00
Project Manager	24	\$ 150.00	\$ 3,600.00
Cadd Tech	8	\$ 65.00	\$ 520.00
Clerical	9.6	\$ 50.00	\$ 480.00
Delta G Engineers (MEP)	1	\$ 1,610.00	\$ 1,610.00
S & F Engineers (Structural)	1	\$ 720.00	\$ 720.00
Sub-Total			\$ 7,180.00
<u>CONSTRUCTION ADMINISTRATION</u>			
Principal	0	\$ 197.00	\$ -
Senior Architect	4	\$ 125.00	\$ 500.00
Bim Coordinator	32	\$ 115.00	\$ 3,680.00
Staff Professional	16	\$ 85.00	\$ 1,360.00
Clerical	19.2	\$ 50.00	\$ 960.00
Delta G Engineers (MEP)	1	\$ 3,735.00	\$ 3,735.00
S & F Engineers (Structural)	1	\$ 1,080.00	\$ 1,080.00
Sub-Total			\$ 11,315.00
Total Design Fee			\$ 63,747.00
Grand Total A/E Fee			\$ 63,747.00

Delta G Consulting Engineers, Inc.

EXHIBIT "A1"

<u>Staff</u>	<u>Hours</u>	<u>Rate</u>	<u>Sub-Total</u>
<u>SCHEMATIC DESIGN</u>			
Principal	8	\$ 145.00	\$ 1,160.00
Project Manager (Elect)	8	\$ 135.00	\$ 1,080.00
Project Manager (Mech)	8	\$ 135.00	\$ 1,080.00
Project Engineer (Elect)	8	\$ 125.00	\$ 1,000.00
Project Engineer (Mech)	8	\$ 125.00	\$ 1,000.00
Project Designer	16	\$ 105.00	\$ 1,680.00
Cadd Technician	25	\$ 75.00	\$ 1,875.00
Administrative Support	0	\$ 65.00	\$ -
Sub-Total			\$ 8,875.00
<u>CONSTRUCTION DOCUMENTS</u>			
Principal	3	\$ 145.00	\$ 435.00
Project Manager (Elect)	8	\$ 135.00	\$ 1,080.00
Project Manager (Mech)	8	\$ 135.00	\$ 1,080.00
Project Engineer (Elect)	4	\$ 125.00	\$ 500.00
Project Engineer (Mech)	4	\$ 125.00	\$ 500.00
Project Designer	16	\$ 105.00	\$ 1,680.00
Cadd Technician	40	\$ 75.00	\$ 3,000.00
Administrative Support	13	\$ 65.00	\$ 845.00
Sub-Total			\$ 9,120.00
<u>BIDDING AND PERMITTING</u>			
Principal	0	\$ 145.00	\$ -
Project Manager (Elect)	2	\$ 135.00	\$ 270.00
Project Manager (Mech)	2	\$ 135.00	\$ 270.00
Project Engineer (Elect)	2	\$ 125.00	\$ 250.00
Project Engineer (Mech)	2	\$ 125.00	\$ 250.00
Project Designer	0	\$ 105.00	\$ -
Cadd Technician	5	\$ 75.00	\$ 375.00
Administrative Support	3	\$ 65.00	\$ 195.00
Sub-Total			\$ 1,610.00
<u>CONSTRUCTION ADMINISTRATION</u>			
Principal	0	\$ 145.00	\$ -
Project Manager (Elect)	8	\$ 135.00	\$ 1,080.00
Project Manager (Mech)	8	\$ 135.00	\$ 1,080.00
Project Engineer (Elect)	2.4	\$ 125.00	\$ 300.00
Project Engineer (Mech)	4	\$ 125.00	\$ 500.00
Project Designer	2	\$ 105.00	\$ 210.00
Cadd Technician	0.6	\$ 75.00	\$ 45.00
Administrative Support	8	\$ 65.00	\$ 520.00
Sub-Total			\$ 3,735.00
Total Structural Design Fee			\$ 23,340.00
			\$ -
Total A/E Fee			\$ 23,340.00
Grand Total			\$ 23,340.00

S&F Engineers, Inc.

EXHIBIT "A2"

<u>Staff</u>	<u>Hours</u>	<u>Rate</u>	<u>Sub-Total</u>
<u>SCHEMATIC DESIGN</u>			
Principal	0	\$ 180.00	\$ -
Project Manager	0	\$ 145.00	\$ -
Staff Engineer	0	\$ 100.00	\$ -
Admin.	0	\$ 55.00	\$ -
Sub-Total			\$ -
<u>CONSTRUCTION DOCUMENTS</u>			
Principal	1	\$ 180.00	\$ 180.00
Project Manager	4	\$ 145.00	\$ 580.00
Staff Engineer	4	\$ 100.00	\$ 400.00
Technician	32.125	\$ 80.00	\$ 2,570.00
Admin.	2	\$ 55.00	\$ 110.00
Sub-Total			\$ 3,840.00
<u>BIDDING AND PERMITTING</u>			
Principal	0	\$ 180.00	\$ -
Project Manager	2	\$ 145.00	\$ 290.00
Technician	4	\$ 80.00	\$ 320.00
Admin.	2	\$ 55.00	\$ 110.00
Sub-Total			\$ 720.00
<u>CONSTRUCTION ADMINISTRATION</u>			
Principal	0	\$ 180.00	\$ -
Project Manager	4	\$ 145.00	\$ 580.00
Staff Engineer	0	\$ 100.00	\$ -
Technician	6.25	\$ 80.00	\$ 500.00
Admin.	0	\$ 55.00	\$ -
Sub-Total			\$ 1,080.00
Total Structural Design Fee			\$ 5,640.00
			\$ -
Total A/E Fee			\$ 5,640.00
Grand Total			\$ 5,640.00



2937 W. Cypress Creek Rd. | Suite 200 | Fort Lauderdale, FL 33309

July 21, 2015

Mr. Hardeep Anand, P.E. Public
Works Director Public Work s
Department
CITY OF FORT LAUDERDALE
100 N. Andrews Avenue Fort
Lauderdale, FL 33301

RE: Request for Sub-Consultant Authorization
Plant A Renovation for Meter Shop City Project P-12157
ACAI Associates, Inc. (Task Order No .1)

Dear Mr. Anand,

Please let this letter serve as a formal request from ACAI Associates Inc. (CONSULTANT) to utilize the following sub-consultants for Task Order No .1 Plant A Renovation for Meter Shop:

- Delta G – Consulting Engineers, Inc.

In the amount of:
\$ 23,340.00

The primary scopes of work for which the above sub-consultants shall be utilized are for Mechanical, Electrical and Plumbing efforts. The above-mentioned vendor shall abide by the terms for sub-consultants in the General Continuing Contract for Miscellaneous Architectural consultant services, dated August 19, 2014, and expiring on August 18, 2016, between CITY and ACAI ASSOCIATES, INC. ("MASTER AGREEMENT").

Please indicate authorization for use of these sub-consultant services on this project by signing below and returning a copy to us.

Sincerely,
ACAI ASSOCIATES, INC.

Adolfo J. Cotilla, Jr., AIA
President

ACCEPTANCE OF REQUEST:

Name: Hardeep Anand, P.E.
Title: Public Works Director

Signature: _____
Date: _____

Hardeep Anand
7/27/15

Cc: CA File/GVG/WRS – ACAI Associates, Inc.

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