

③ ✓ 10/22/15

## DOCUMENT ROUTING FORM

NAME OF DOCUMENT: TASK ORDER NO. 04, 02 WITH ACAI ASSOCIATES, INC. FOR DESIGN SERVICES FOR PLANT – A RENOVATION FOR METER SHOP

CCM: 10/06/2015 CAM 15-0924 Item: CM-13 ☐ Not a Commission Item

Routing Origin: ☒ CAO Also attached: ☒ copy of CAM ☒ Original Documents

City Attorney's Office: Approved as to Form 3 Originals and Delivered to City Manager

Assistant City Attorney: RMH

CIP FUNDED ☐ YES ☐ NO  
Capital Investment / Community Improvement Projects

**Capital Investment / Community Improvement Projects** defined as having a life of at least 10 years and a cost of at least \$50,000 and shall mean improvements to real property (land, buildings, fixtures) that add value and/or extend useful life, including major repairs such as roof replacement, etc. Term "Real Property" include: land, real estate, realty, real.

2) City Manager: Please sign as indicated and forward 6 originals to City Clerk's Office.

### INSTRUCTIONS TO CLERK'S OFFICE

3) City Clerk: Retains one original and forwards 2 originals to: Ingrid Kindbom

**Special Note to CLERK: Scrivener's error. Task Order 1 s/b Task Order 2. Attached email from Consultant approving the correction should remain with City's original. (the email does not need to be scanned into the system) When scanning the Contract into the system, the word "Revised" executed contract (or however you word it – just add "revised")**

Thank you,

☒ Original Route form to Meredith Shuster CAO

TASK ORDER No. 0102Dated this 6 day of October 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        |
|              |                                      |             |                |                     |
|              |                                      |             |                |                     |
|              |                                      |             |                |                     |
| <b>TOTAL</b> |                                      |             |                | <b>\$ 63,747.00</b> |

### **CITY CONTACTS**

Requests for payments should be directed to City of Fort Lauderdale Accounts Payable via e-mail to [AcctsPayable@FortLauderdale.gov](mailto: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](mailto:rscott@aecmworld.com)  
Phone: 954-484-4000  
Fax: 954-484-5588

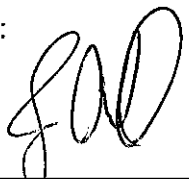
IN WITNESS OF THE FOREGOING, the parties have set their hands and seals the day and year first above written:

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

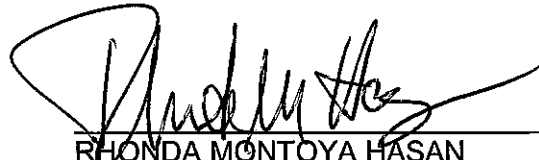
By   
LEE FELDMAN, City Manager

(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

WITNESESS:

[Signature]  
Print Name: \_\_\_\_\_

[Signature]  
Print Name: \_\_\_\_\_

ATTEST:

[Signature]  
Nahcy Andrews  
Administrative Assistant

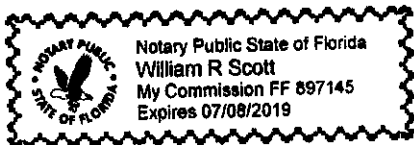
(CORPORATE SEAL)

STATE OF FLORIDA :  
COUNTY OF BROWARD :

The foregoing instrument was acknowledged before me this 8<sup>th</sup> day of  
OCTOBER, 2015, by Adolfo J. Cotilla, Jr. as President for ACAI, Inc., a Florida corporation  
authorized to transact business in the State of Florida.

(SEAL)

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



WILLIAM R. SCOTT  
Name of Notary Typed, Printed or Stamped

Personally Known ☒ OR Produced Identification \_\_\_\_\_  
Type of Identification Produced \_\_\_\_\_

EXHIBIT A

Fee schedule

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



**EXHIBIT "A"**

| <b><u>Staff</u></b>                       | <b><u>Hours</u></b> | <b><u>Rate</u></b> | <b><u>Sub-Total</u></b> |
|---|---------------------|--------------------|-------------------------|
| <b><u>DRC SUBMITTAL/COORDINATION</u></b>  |                     |                    |                         |
| 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                   | \$ -               | \$ -                    |
| <b>Sub-Total</b>                          |                     |                    | <b>\$ 6,000.00</b>      |
| <b><u>SCHEMATIC DESIGN</u></b>            |                     |                    |                         |
| 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                   | \$ -               | \$ -                    |
| <b>Sub-Total</b>                          |                     |                    | <b>\$ 16,385.00</b>     |
| <b><u>CONSTRUCTION DOCUMENTS</u></b>      |                     |                    |                         |
| 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             |
| <b>Sub-Total</b>                          |                     |                    | <b>\$ 22,867.00</b>     |
| <b><u>BIDDING AND PERMITTING</u></b>      |                     |                    |                         |
| 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               |
| <b>Sub-Total</b>                          |                     |                    | <b>\$ 7,180.00</b>      |
| <b><u>CONSTRUCTION ADMINISTRATION</u></b> |                     |                    |                         |
| 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             |
| <b>Sub-Total</b>                          |                     |                    | <b>\$ 11,315.00</b>     |
| <b>Total Design Fee</b>                   |                     |                    | <b>\$ 63,747.00</b>     |
| <b>Grand Total A/E Fee</b>                |                     |                    | <b>\$ 63,747.00</b>     |

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Project Name: FTL Plant A Renovation for Meter Shop  
 ACAI Project No.SA1174

**Delta G Consulting Engineers, Inc.**



**EXHIBIT "A1"**

| <u>Staff</u>                              | <u>Hours</u> | <u>Rate</u> | <u>Sub-Total</u>    |
|---|--------------|-------------|---------------------|
| <b><u>SCHEMATIC DESIGN</u></b>            |              |             |                     |
| 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         |
| <b><u>CONSTRUCTION DOCUMENTS</u></b>      |              |             |                     |
| 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         |
| <b><u>BIDDING AND PERMITTING</u></b>      |              |             |                     |
| 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         |
| <b><u>CONSTRUCTION ADMINISTRATION</u></b> |              |             |                     |
| 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         |
| <b>Total Structural Design Fee</b>        |              |             | <b>\$ 23,340.00</b> |
| <b>Total A/E Fee</b>                      |              |             | <b>\$ 23,340.00</b> |
| <b>Grand Total</b>                        |              |             | <b>\$ 23,340.00</b> |

Project Name: FTL Plant A Renovation for Meter Shop  
 ACAI Project No.SA1174

**S&F Engineers, Inc.**



**EXHIBIT "A2"**

| <u>Staff</u>                              | <u>Hours</u> | <u>Rate</u> | <u>Sub-Total</u>   |
|---|--------------|-------------|--------------------|
| <b><u>SCHEMATIC DESIGN</u></b>            |              |             |                    |
| Principal                                 | 0            | \$ 180.00   | \$ -               |
| Project Manager                           | 0            | \$ 145.00   | \$ -               |
| Staff Engineer                            | 0            | \$ 100.00   | \$ -               |
| Admin.                                    | 0            | \$ 55.00    | \$ -               |
| Sub-Total                                 |              |             | \$ -               |
| <b><u>CONSTRUCTION DOCUMENTS</u></b>      |              |             |                    |
| 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        |
| <b><u>BIDDING AND PERMITTING</u></b>      |              |             |                    |
| 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          |
| <b><u>CONSTRUCTION ADMINISTRATION</u></b> |              |             |                    |
| 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        |
| <b>Total Structural Design Fee</b>        |              |             | <b>\$ 5,640.00</b> |
|   |              |             | <b>\$ -</b>        |
| <b>Total A/E Fee</b>                      |              |             | <b>\$ 5,640.00</b> |
| <b>Grand Total</b>                        |              |             | <b>\$ 5,640.00</b> |

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