



COMMISSION AGENDA ITEM
DOCUMENT ROUTING FORM

② ✓ 1/25/17

Today's Date: 1/23/17

DOCUMENT TITLE: Task Order # 2 / SGM Engineering, Inc.

12/6/16
COMM. MTG. DATE: 03/06/2017 CAM #: 16-1355 ITEM #: CM-13 CAM attached: ☒ YES ☐ NO

Routing Origin: CAO Router Name/Ext: Lizardo Coronado

CIP FUNDED: ☒ YES ☐ NO

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, or 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, or real.

1) City Attorney's Office # of originals attached: 3

Approved as to Form: ☒ YES ☐ NO

Date to CCO: 1/23/17

RMH
Initials

2) City Clerk's Office: # of originals: 2 Routed to: Gina Ri/CMO/X5013 Date: 1/24/17

3) City Manager's Office: CMO LOG #: Jan 12 Date received from CCO: 1/24/17

Assigned to: L. FELDMAN ☒ S. HAWTHORNE ☐ C. LAGERBLOOM ☐
L. FELDMAN as CRA Executive Director ☐

☐ APPROVED FOR LEE FELDMAN'S SIGNATURE ☐ N/A FOR L. FELDMAN TO SIGN

PER ACM: S. HAWTHORNE (Initial/Date) C. LAGERBLOOM (Initial/Date) ☐ PENDING APPROVAL (See comments below)

Comments/Questions:

Forward ___ originals to ☐ Mayor ☒ CCO Date: 1/24/17

4) Mayor/CRA Chairman: Please sign as indicated. Forward ___ originals to CCO for attestation/City seal (as applicable) Date: _____

INSTRUCTIONS TO CLERK'S OFFICE

City Clerk: Retains ___ original and forwards 3 original/copy to: Kian Movafaghi, Public Works, Ext 7818

Attach ___ certified Reso # ___ ☐ YES ☒ NO

**PUBLIC WORKS****ROUTING FORM FOR TASK ORDERS – CITY MANAGER'S APPROVAL**

Project/Contract Number: 12128 CMO Log #: _____
 Document Title: TO #2 Professional Engineering Services for
Holiday Park War Memorial Auditorium Attached: _____
Renovations
 Department: Public Works - Engineering Contact: ☑ 2 original
 Corresponding CAM #: 16-1355 Contact #: Danica Grujicic
 Commission Date: 12/06/2016 Contact #: 954-828-5055

Purpose: This Task Order #2 is for the consultant, SGM Engineering, Inc., to provide professional engineering services for Holiday Park War Memorial Auditorium Renovations.

FUNDING INFORMATION

CIP Funded Project: Yes ☒ No ☐
 Amount Required by Task Order: \$41,630.00
 Index/Sub Object Code: P12128.129-6534
 Engineering Finance Approval Sign: [Signature] 1/13/17

APPROVAL ROUTING –PUBLIC WORKS

	Approved:	Disapproved:	Signature/Date
Danica Grujicic, Project Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>[Signature]</u>
Irina Tokar, Senior Project Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>FOR IRINA</u>
Carlos Acosta, Assistant City Engineer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Carla Acosta</u>
Alan M. Dodd, Deputy Public Works Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Alan M. Dodd</u>
Paul Berg, Public Works Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Paul Berg</u>

APPROVAL ROUTING –FINANCE DEPARTMENT

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

APPROVAL ROUTING – CITY ATTORNEY'S OFFICE

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

APPROVAL ROUTING – CITY MANAGER'S OFFICE

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

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).

TASK ORDER No. 2

Dated this 6th day of December, 2016

FORT LAUDERDALE PUBLIC WORKS DEPARTMENT

HOLIDAY PARK WAR MEMORIAL AUDITORIUM RENOVATIONS

PROFESSIONAL SERVICES

This Task Order between the City of Fort Lauderdale, a Florida municipal corporation ("CITY") and SGM Engineering, Inc., a Florida corporation, ("CONSULTANT") for Mechanical Electrical Plumbing (MEP) Engineering Consulting Services dated August 19, 2014, renewed on August 16, 2016 and expires on August 18, 2017 ("Master Agreement").

PROJECT BACKGROUND

CITY plans to renovate the War Memorial Auditorium (WMA) located at 800 NE 8th Street, Fort Lauderdale, FL 33304 (Exhibit A), to address the replacement of the electrical and lighting systems. The Project will consist of a complete upgrade of the existing electrical systems in the building including re-wiring and interior/exterior lighting fixtures replacement with low-energy efficient light-emitting diode (LED). The electrical upgrades also include three phase 600 amps service upgrade and replacement of backup emergency generators. The stage lighting is excluded from the CONSULTANT services; however, the electrical system upgrade shall be provided under the scope of this Task Order.

Renovation Scope to Include:

Renovations scope shall be based on the complete upgrade of the electrical and lighting systems in the building. The Project will include the following:

- Replacement of the existing electrical systems in the building including re-wiring for the entire building to bring it into compliance with the current codes and regulations;
- Replacement of the existing interior/exterior fixtures with LED lighting for the entire building with the exception of the stage area
- Three phase 600 amps service upgrade
- Replacement of the backup emergency generators
- Preparation of the construction documents for bidding and award
- Permitting
- Construction cost estimate
- Bidding assistance
- Assistance during the construction period

The services required include, but are not necessarily limited to, Site Evaluation, Construction Documents, Permitting, Bidding, Shop Drawing Review, and Construction Administration Services. CONSULTANT is responsible for working in cooperation with officials of CITY, or their designees, and with CITY's engineers and/or architects to supervise and administer the design and provide assistance during the construction of this Project. The engineering design services include the preparation of preliminary plans and general features. CONSULTANT will inspect the building and the site to accurately record the existing conditions. CONSULTANT will

advise CITY on the most effective way to implement the overall project in terms of architectural motifs for structures within the limits imposed by structural, time and budget requirements.

The CONSULTANT will assist CITY with regard to public information and public meetings.

CITY has selected the "Design-Bid-Build" project delivery method and CONSULTANT will be responsible for developing the bid documents based on the selected methodology. CONSULTANT will also be responsible to obtain all required permits and approvals from the different agencies involved.

CONSULTANT will coordinate the preparation of construction documents, including engineering calculations, drawings and plans for electrical details such as power, lighting features, and photometric plans.

GENERAL REQUIREMENTS

Design Standards

CONSULTANT shall be solely responsible for determining the standards the work shall meet and obtain all the requisite regulatory approvals. The design shall include, but is not limited to, the plans and specifications, which describe all systems, elements, details, components, materials, equipment, and any other information necessary for construction. The design shall be accurate, coordinated between disciplines, and in all respects, adequate for construction, and shall be in conformity, and compliance, with all applicable laws, codes, permits, and regulations.

Quality Control

CONSULTANT is responsible for the quality control (QC) of its work and of its sub-consultants. CONSULTANT shall provide to CITY the list of sub-consultants which shall be used for this Project. This list shall not be changed without prior approval of CITY. All sub-consultant documents and submittals shall be submitted directly to CONSULTANT for its independent QC review. CITY shall only accept submittals for review and action from CONSULTANT.

CONSULTANT shall be responsible for the professional quality, technical accuracy, and coordination of all pre-design services, designs, drawings, specifications, and other services furnished by CONSULTANT and its sub-consultant(s). It is CONSULTANT's responsibility to independently and continually QC its plans, specifications, reports, electronic files, progress payment applications, schedules, and all project deliverables required by this Task Order. CONSULTANT shall provide CITY with a marked up set of plans and/or specifications showing CONSULTANT's QC review. Such mark-ups shall accompany CONSULTANT's scheduled deliverables. The submittal shall include the names of CONSULTANT's staff that performed the QC review for each component.

Project Schedule

CONSULTANT shall perform the services identified in Tasks 1 thru 3 as per below:

Task 1 will be completed in 15 calendar days.

Task 2 will be completed in 15 calendar days:

- Design Development Drawings @ 100% in 15 calendar days.

Task 3 – construction drawings will be completed in 30 calendar days.

- Construction Documents @ 60% in 15 calendar days.
- Construction Documents @ 100% in 15 calendar days.

CITY internal review and permitting review and approval is separate from the above timeframe.

Permitting

CONSULTANT shall coordinate with CITY, regulatory agencies, and any other government entities having an interest or jurisdiction, which may require permits for this Project. CONSULTANT shall provide an estimate of fees and duration associated with the permitting process. Some of the regulatory or permitting agencies associated with this project include, but are not limited to:

- Broward County Environmental Protection and Growth Management Department (BCEPGMD)
- CITY's Department of Sustainable Development (DSD)

SPECIFIC SCOPE OF SERVICES

The Scope of Services to be provided by CONSULTANT shall be as follows:

Task 1 – Field Verification and Documentation

- CONSULTANT shall accurately record the existing conditions of the building and the site as necessary to proceed with electrical design and document the existing conditions electronically using DWG files.
-

Deliverables:

The following deliverables shall be provided under Task 1:

- One (1) electronic copy of the as-built electrical drawings is required. The deliverables need to include DWG, PDF, WORD, and Excel files as required. The drawings shall comply with current CITY CAD Standards.

Task 2 - Design Development Services

- CONSULTANT shall refine the project's Design Development including designing details and selecting materials/fixtures.
- CONSULTANT shall investigate and select building electrical, power and lighting systems and materials, meet with CITY to refine the design and obtain approvals, conduct and respond to constructability reviews.
- CONSULTANT shall apply sustainable design principals.
- CONSULTANT shall obtain all approvals required for the Design Development Drawings provided by CITY. CONSULTANT is responsible to make the changes to the Design Development Drawings if required by permitting or grant agencies.
- CONSULTANT shall prepare Design Development Drawings at 100% for CITY approval.

Deliverables:

The following deliverables shall be provided under Task 2:

- One (1) electronic copy of the Design Development package. The deliverables need to include DWG, PDF, WORD, and Excel files as required. The drawings shall comply with current CITY CAD Standards.

Task 3 – Construction / Permitting / Bid Documentation Services

Construction Documentation Services:

- CONSULTANT shall coordinate specifications and drawings for electrical discipline, prepare the construction drawings based on Design Development Drawings, and prepare the specifications to accompany the drawings.
- CONSULTANT shall meet CITY's expectations for content, detail level, and packaging of construction documents.
- CONSULTANT shall apply sustainable design principals.
- CONSULTANT shall submit Construction Documents at 60% including construction documents, specifications and itemized construction cost estimate for CITY review. CITY shall provide comments to CONSULTANT within 14 calendar days of receiving the submittal.
- CONSULTANT shall submit Construction Documents at 100% including construction documents, specifications and the final itemized construction cost estimate for CITY review. CITY shall provide comments to CONSULTANT within 14 calendar days of receiving the submittal.
- The CONSULTANT shall prepare photometric plans at 60% and 100% to illustrate the proposed lighting improvements.
- CONSULTANT shall prepare an itemized construction cost estimate at 60% and 100% of the construction drawings development, propose and make the changes to the design if needed to have it within the proposed budget.
- CONSULTANT shall attend one (1) coordination meeting at 60% and one (1) coordination meeting at 100% of the construction drawings development with CITY to address review comments.
- CONSULTANT shall conduct and respond to constructability reviews at 60% and 100% completion of construction documents. CONSULTANT shall incorporate the review comments from 60% construction documents submission in the 100% construction documents submission. The 100% construction documents submission shall be complete.
- Once all comments are addressed, or if no comments or corrections are necessary, CONSULTANT shall submit the Final Plans and Specifications, and any other document required for a complete design to CITY.

Permitting Services:

- CONSULTANT shall obtain all required permits and approvals from CITY, regulatory agencies, and authorities having jurisdiction, for this project.
- CONSULTANT shall submit the drawings to all permitting and grant agencies to obtain all necessary approvals prior to the bidding.
- CONSULTANT shall respond to all permit comments from CITY, regulatory agencies, or authorities having jurisdiction, providing supplemental information as required during the permitting process through the issuance of the clarification or drawings/addendums as needed.

- CONSULTANT shall attend permit meetings with CITY, regulatory agencies, and authorities having jurisdiction, record and prepare meeting minutes, and provide documentation to the CITY.
- CONSULTANT is responsible for determining which permits are required and which agencies are applicable to the project.

Bidding Services:

- CONSULTANT shall provide all documentation required for bidding and execution of construction services, including incorporating CITY's front-end documents.
- CONSULTANT shall prepare the bid package and attend the pre-bid meeting.
- CONSULTANT shall respond to questions from prospective bidders by answering bid questions, providing supplemental information as required during the bidding process through the issuance of the clarification or drawings/addendums as needed, participating in pre-bid conference.
- CONSULTANT shall review all bids to determine the most responsible and responsive bidder and provide CITY with a recommendation for award of the construction contract.

Deliverables:

The following deliverables shall be provided under Task 3 - Construction Documentation Services:

- One (1) electronic copy of the 60% construction documents package including construction documents, specifications, all permit revisions and itemized construction cost estimate is required. The deliverables need to include DWG, PDF, WORD, and Excel files as required. The drawings shall comply with current CITY CAD Standards.
- Three (3) original sets of the 100% construction documents package including construction documents, specifications and the final itemized construction cost estimate together with one (1) electronic copy. The deliverables shall include DWG, PDF, WORD, and Excel files as required. The drawings need to comply with current CITY CAD Standards.

Task 4 - Contract Administration

- CONSULTANT shall review shop drawings, product data, cut sheets, payment applications and submittals within seven (7) business days of receipt of the submittal to determine compliance with the drawings and specifications, and recommend submittal action to CITY.
- CONSULTANT shall provide written responses to all RFIs within five (5) business days to CITY.
- CONSULTANT shall track changes in construction documents.
- CONSULTANT shall review of the Contractor's request for payments, and provide recommendation of percent of work completed, as well as review test reports, and provide comments and/or recommendations.
- CONSULTANT shall review and respond to the Contractor's request for change orders and claims, and provide recommendations and cost evaluations to CITY.
- CONSULTANT shall periodically observe the progress of the construction as requested and authorized in writing by CITY and submit report of findings to CITY.
- CONSULTANT shall attend construction on-site progress meetings.
- CONSULTANT shall review, evaluate, and determine the acceptability of substitute materials and equipment proposed by the Contractor.

- CONSULTANT shall make periodic site visits for the purpose of determining general compliance with the approved project drawings, plans, and specifications.
- CONSULTANT shall attend the substantial completion meeting for the purpose of determining general compliance with the approved project drawings, plans, and specifications.
- CONSULTANT shall conduct electrical inspections and testing as required by the current Florida Building Code and the applicable local codes.
- CONSULTANT shall prepare as-built drawings if needed for permitting.
- CONSULTANT shall review as-built drawings provided by the Contractor, provide written comments, and recommend submittal action to CITY.
- CONSULTANT shall supervise completion and closeout.
- CONSULTANT shall assist in project certification.

Deliverables:

The following deliverables shall be provided under Task 4:

- CONSULTANT shall incorporate all field revisions and provide one (1) electronic copy of the as-built drawings including as-built data sheets is required. The deliverables need to include DWG, PDF, WORD, and Excel files as required. The drawings shall comply with current CITY CAD Standards.

PROJECT ASSUMPTIONS

- CITY shall provide access to site.
- CITY shall provide existing electronic CAD files, if available. It is CONSULTANT's responsibility to verify accuracy.
- CITY shall assist in selection of interior/exterior lighting fixtures, finishes, and colors to meet the design criteria.
- The construction budget for the electrical system upgrade is \$670,000.
- The stage lighting is excluded from the CONSULTANT services; however, the electrical system upgrade shall be provided under the scope of this task order.
- CITY shall be responsible for all permitting fees.

PERFORMANCE SCHEDULE

CONSULTANT shall perform the services identified in Tasks 1, 2, and 3 as indicated in project schedule. The timeframe for Task 4 shall be determined based on the length of the construction activities.

ADDITIONAL SERVICES

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

PROJECT FUNDING

Performance of this Project is at CITY's discretion and may be contingent upon CITY receiving funding and work shall not begin until funding sources for this project are in place and CITY provides a Notice to Proceed to CONSULTANT.

METHOD OF COMPENSATION

The services performed will be accomplished using the Not-to-Exceed method of compensation. The total hourly rates payable by CITY for each of CONSULTANT's employee categories, reimbursable expenses, if any, and sub-consultant fees, if any, are shown on **Exhibit B** attached hereto and made a part hereof. Pay application requests shall be prepared on CITY's approved pay application request form. CONSULTANT shall submit the pay application request to CITY's Project Manager for review and approval. Once CITY's Project Manager approves CONSULTANT's pay application request, CONSULTANT may submit it to CITY's account payable department via email (AcctsPayable@fortlauderdale.gov). Pay application requests shall be submitted monthly.

TERMS OF COMPENSATION

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

Task No	Task Title	Labor Fees							Total
		Consultant	Structural Consultant	MEP Consultant	Civil Consultant	Cost Estimating	Survey	Landscaping / Irrigation	
1	As-Built Documentation/Community Outreach	\$ -	\$ -	\$ 850.00	\$ -	\$ -	\$ -	\$ -	\$ 850.00
2	Design Development	\$ -	\$ -	\$ 10,785.00	\$ -	\$ -		\$ -	\$ 10,785.00
3	Construction/Specifications/Bid/Permitting	\$ -	\$ -	\$ 22,900.00	\$ -	\$ -	\$ -	\$ -	\$ 22,900.00
4	Contract Administration	\$ -	\$ -	\$ 7,095.00	\$ -	\$ -	\$ -	\$ -	\$ 7,095.00
	Discipline Totals	\$ -	\$ -	\$ 41,630.00	\$ -	\$ -	\$ -	\$ -	
All tasks									\$ 41,630.00
TOTAL									\$ 41,630.00

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CITY CONTACTS

Requests for payments should be directed to City of Fort Lauderdale Accounts Payable via e-mail to AcctsPayable@FortLauderdale.gov after getting approval from CITY's Project Manager. All other correspondence and submittals should be directed to the attention of Danica Grujicic, Project Manager II, at the address shown below. **Please be sure that all correspondence refers to CITY project number and title as stated above.**

Danica Grujicic
Project Manager II
Public Works
City of Fort Lauderdale
City Hall, 5th Floor Engineering
100 North Andrews Avenue
Fort Lauderdale, FL 33301
(954) 828-5055
dgrujicic@fortlauderdale.gov

Irina Tokar, RA, NCARB, LEED AP
Senior Project Manager
Public Works
City of Fort Lauderdale
City Hall, 5th Floor Engineering
100 N. Andrews Ave.
Fort Lauderdale, FL 33301
(954) 828-6891
ltokar@fortlauderdale.gov

CONSULTANT CONTACTS

Bobby Shahnami, PE, CxA, LEED® AP BD+C
Project Manager
SGM Engineering, Inc.
700 W. Hillsboro Blvd
Building 4, Suite 205
(407) 767-5188
bobby@sgmengineering.com

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

CITY

ATTEST:



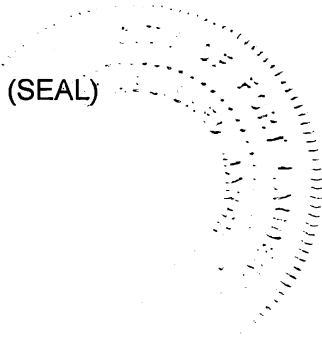
JEFFREY A. MODARELLI, City Clerk

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

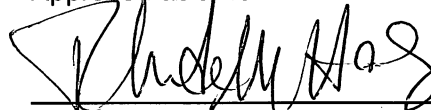


LEE R. FELDMAN, City Manager

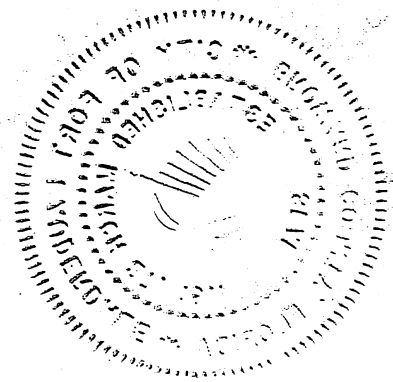
(SEAL)



Approved as to form:



RHONDA MONTOYA HASAN
Assistant City Attorney



CONSULTANT

WITNESSES:

SGM Engineering, Inc., a Florida corporation

Laurie Strangle
Laurie Strangle
[Witness print/type name]

[Signature]
GHULAM R. SHAHNAMI, President

Ashley Edwards
Ashley Edwards
[Witness print/type name]

(CORPORATE SEAL)

STATE OF FLORIDA:
COUNTY OF Orange:

The foregoing instrument was acknowledged before me this 31st day of October, 2016, by GHULAM R. SHAHNAMI as President of SGM Engineering, Inc., a Florida corporation, who is ☒ personally known to me or ☐ has produced _____ as identification.

(SEAL)

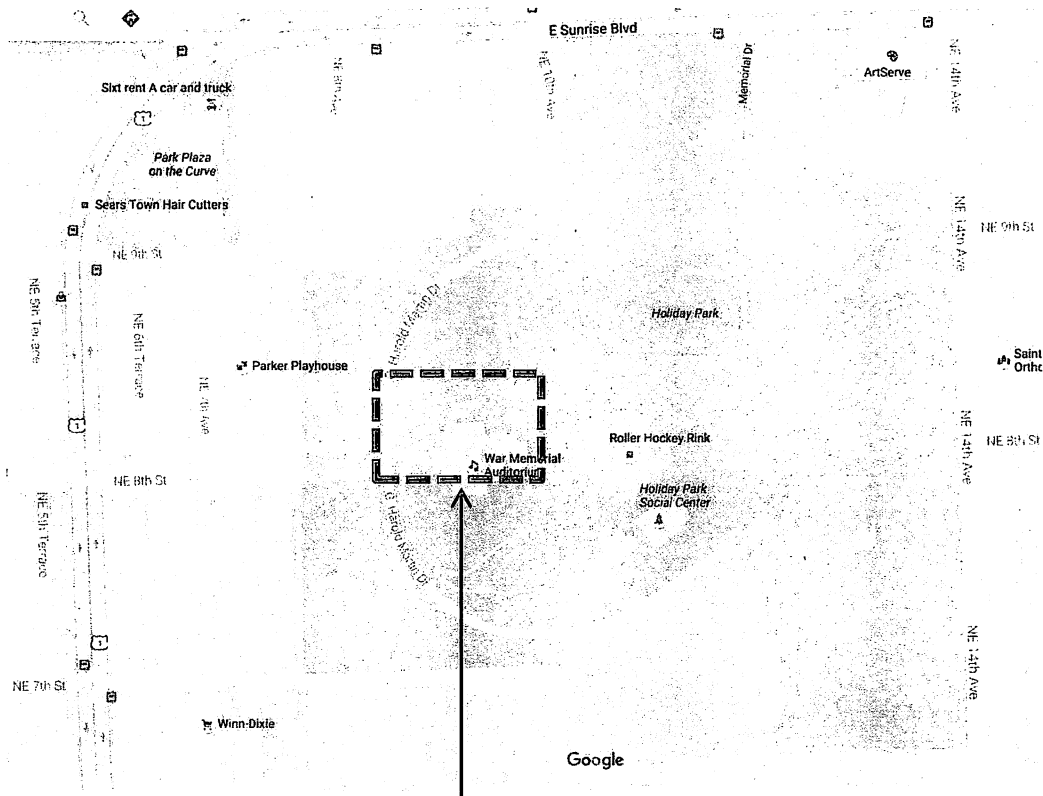


[Signature]
Notary Public, State of Florida (Signature of Notary Taking Acknowledgment)

Laurie A Seymour
Name of Notary Typed, Printed or Stamped

My Commission Expires: 2/14/18
Commission Number: FF087626

Exhibit A – Project Location



PROJECT LOCATION

Exhibit B – Fee Schedule

Fee Schedule															Total Hours	Labor Cost (\$)	
Labor Category	Principal		Project Manager		Senior Engineer		Engineer		Sr Designer		Construction Administrator		CADD Operator				
Percent Utilization	0%		19%		24%		22%		20%		7%		7%				
Labor Rate	\$155.00 /hr		\$135.00 /hr		\$105.00 /hr		\$95.00 /hr		\$90.00 /hr		\$100.00 /hr		\$60.00 /hr				
Task No	Task Title	Hours	Subtotal (\$)	Hours	Subtotal (\$)	Hours	Subtotal (\$)	Hours	Subtotal (\$)	Hours	Subtotal (\$)	Hours	Subtotal (\$)	Hours			Subtotal (\$)
1	As-Built Documentation/ Community Outreach		\$ -	2	\$ 270.00	2	\$ 210.00	2	\$ 190.00	2	\$ 180.00		\$ -	0	\$ -	8	\$ 850.00
2	Design Development	0	\$ -	15	\$2,025.00	30	\$ 3,150.00	30	\$2,850.00	30	\$ 2,700.00		\$ -	1	\$ 60.00	106	\$ 10,785.00
3	Construction Specifications Bid Permitting	0	\$ -	40	\$ 5,400.00	50	\$ 5,250.00	50	\$ 4,750.00	50	\$ 4,500.00		\$ -	50	\$3,000.00	240	\$ 22,900.00
4	Contract Administration	0	\$ -	1	\$ 135.00	15	\$ 1,575.00	15	\$ 1,425.00	10	\$ 900.00	30	\$3,000.00	1	\$ 60.00	72	\$ 7,095.00
5																	
6																	
7																	
8																	
Totals		0	\$ -	58	\$ 7,830.00	97	\$10,185.00	97	\$ 9,215.00	92	\$8,280.00	30	\$ 3,000.00	52	\$ 3,120.00	426	\$ 41,630.00