

# TAB C



# City of Palmetto Agenda Item

**Meeting Date**

1/12/10

**Presenter:** Frank Woodard

**Department:** Public Works

**Title:**

Haben Boulevard Gateway

On April 19, 2009, the CRA Board approved a \$90,000 expenditure for Haben Gateway Project expense and that amount was carried over into the 2009-2010 approved budget. ZNS was contracted by Public Works for an expenditure not to exceed \$99,900 for an overrun of \$9,900.

<b>Budgeted Amount:</b>	\$90,000.00	<b>Budget Page No(s):</b>	186	<b>Available Amount:</b>	\$90,000.00	<b>Expenditure Amount:</b>	\$99,900.00
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**Additional Budgetary Information:**

<b>Funding Source(s):</b>		<b>Sufficient Funds Available:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>Budget Amendment Required:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Source:</b>	
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<b>City Attorney Reviewed:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<b>Advisory Board Recommendation:</b>	<input type="checkbox"/> For <input type="checkbox"/> Against <input type="checkbox"/> N/A	<b>Consistent With:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
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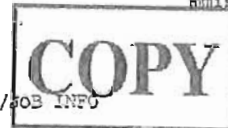
**Potential Motion/Direction Requested:** Recommend approval by CRA/City Commission to fund additional \$9,900

**Staff Contact:** J. Burton

**Attachments:**

City Of Palmetto  
BUDGET ITEMIZATION REPORT

mmisco



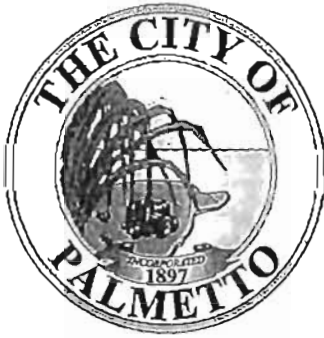
ORDER DESCRIPTION	UOM	QUANTITY	UNIT PRICE	TOTAL EXPENDITURE	NOTES/BOB INFO
0 A-Edenfield Enviro Update		1.00	116,710.00	116,710.00	approved 041409
0 A-Haben Gateway Proj		1.00	90,000.00	90,000.00	approved 141409 *
0 A-Haben Gateway Resurfacing		1.00	440,000.00	440,000.00	apprvd. 041409
0 A-Haben Roundabout constructio		1.00	553,000.00	553,000.00	apprd 041409
0 Code Enforcement Officer		1.00	80,546.00	80,546.00	314
0 Corporal		1.00	83,165.00	83,165.00	1293
0 Dispatcher II		1.00	65,956.00	65,956.00	173
0 EDC Mbrship - partner w city		1.00	5,000.00	5,000.00	makes city voting mb
0 Equipment Mechanic II		1.00	70,353.00	70,353.00	947
0 Facility Coordinador		1.00	65,104.00	65,104.00	
0 Planning Tech		1.00	53,456.00	53,456.00	1412
0 Police Lt.		1.00	100,130.00	100,130.00	99
0 Police Officer		1.00	73,336.00	73,336.00	1226
0 Police Officer		1.00	73,998.00	73,998.00	671
0 Police Officer		1.00	73,998.00	73,998.00	1209
0 Police Officer		1.00	73,998.00	73,998.00	1212
0 Police Officer		1.00	75,614.00	75,614.00	653
0 Police Officer		1.00	74,952.00	74,952.00	659
0 Police Officer - SRO		1.00	74,952.00	74,952.00	661
0 Police Sergeant		1.00	98,568.00	98,568.00	117
0 Service Worker I		1.00	43,411.00	43,411.00	1438
0 Service Worker I		1.00	43,411.00	43,411.00	1450
0 Service Worker II		1.00	53,372.00	53,372.00	971
0 Service Worker II		1.00	55,728.00	55,728.00	987
0 Supervisor		1.00	67,057.00	67,057.00	963
TOTALS				2,755,815.00	

05598213	Tax Abatement Program	2008 ACT:	169,680	2009 FYR:	0	EST:	0	2010 BGT:	56,560
0	Albertson's Tax Abatement	1.00	56,560.00		56,560.00	FY 09 to be added			
TOTALS					56,560.00				

05598214	CRA Community	2008 ACT:	468,702	2009 FYR:	94,040	EST:	62,440	2010 BGT:	780,000
0	8th Av Beautification Initiat	1.00	50,000.00		50,000.00				
0	Beautification Match w/County	1.00	50,000.00		50,000.00				
0	GIS Project	1.00	60,000.00		60,000.00				
0	Housing Match w/County	1.00	200,000.00		200,000.00				
0	Joint CRA/County Project	1.00	250,000.00		250,000.00				
0	Public Transportation Initiati	1.00	50,000.00		50,000.00				
0	Rehabilitation match w/County	0.00	200,000.00		.00				
0	Safe Neighborhoods Initiative	1.00	20,000.00		20,000.00				
0	Special Policing Dist Initiati	1.00	50,000.00		50,000.00				
0	University Study Funds	1.00	50,000.00		50,000.00				
TOTALS					780,000.00				

05598221	Residential Revitaliza	2008 ACT:	57,931	2009 FYR:	0	EST:	0	2010 BGT:	100,000
0	Residential Improvement Prgm	1.00	100,000.00		100,000.00	To be designed			
TOTALS					100,000.00				

05599101	Transfer Out - Admin S	2008 ACT:	0	2009 FYR:	0	EST:	0	2010 BGT:	0
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Department of Public Works

600 17th Street West  
Palmetto, Florida 34221

Phone (941) 723-4580 • FAX: (941) 723-4539

Suncom 599-4580

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December 31, 2009

Richard Clarke, P.E., Vice President  
ZNS Engineering LC  
201 5th Avenue Drive East  
Bradenton, FL 34208

**Subject:** Notice to Proceed- Work Assignment #3  
Haben Boulevard Gateway Project  
COP Job # 03- 376

Dear Mr. Clarke:

Enclosed for your records is the executed Work Assignment #3 for the above referenced project. Please accept this letter as your authorization to provide engineering services associated with the final design, permitting and construction services for the Haben Boulevard Roundabout and Stormwater Relief Outfall projects, as approved by the City Commission on December 21, 2009. The estimated cost for this project indicates budget impact not to exceed \$99,900.

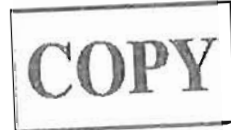
Please reference the above noted project number on any future correspondence or invoicing relating to this project. If there are any questions, please feel free to contact Frank Woodard at (941) 723-4580.

Sincerely,

Allen R. Tusing, Director  
Public Works Department

**Cc:** Jeff Burton, Interim CRA Administrator  
Frank Woodard II, Deputy Director, Engineering & Project Mgmt.  
Karen Simpson, Deputy Clerk of Finance

ZNS Engineering, LC  
WORK ASSIGNMENT # 3



Pursuant to the City of Palmetto Agreement for Professional Engineering Services, entered into by and between the CITY OF PALMETTO (City) and ZNS Engineering, L.C. (ZNS), the City hereby authorizes the following professional services under said Agreement:

TITLE OF PROJECT: **Haben Boulevard Gateway Project**  
**COP Job #03-376**  
**ZNS No. 00-40831**

DESCRIPTION OF AUTHORIZED SERVICES:

The following Scope of Services represents engineering for the design, permitting, and construction services for the proposed Haben Boulevard Roundabout and the Haben Boulevard Stormwater Relief Outfall. It is our understanding that all design and construction for the roundabout will occur on upland property in the City of Palmetto rights-of-way.

Key personnel for this Work Assignment shall be Richard P. Clarke, P.E.; Jeb Mulock, P.E.; Bob Gause, RLA, AICP, CA; Jim Gatch, P.S.M. Alternate Street Design, Inc. will provide intersection geometry under a subcontract agreement with ZNS. Geotechnical consulting will be provided under a subcontract agreement with ZNS, utilizing a firm acceptable to the City.

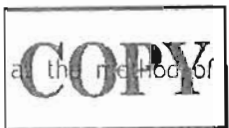
<u>Tasks</u>	<u>Estimated Cost</u>
1. Survey Services	\$ 8,300.00
2. Geometric Layout	\$11,000.00
3. Design and Permitting Services	\$63,900.00
4. Geotechnical Services	\$10,000.00
5. Construction Services	\$ 6,700.00

METHOD OF COMPENSATION: The compensation to the Consultant for the performance of the above identified services shall be pursuant to the Rate Schedule as defined in said Agreement, to the extent set forth as follows:

Time and Material Fee: **\$99,900.00**



The Consultant agrees to perform the professional services outlined above at the method of compensation set forth above, upon receipt of authorization from the City of Palmetto.



Attest:

Sharon K. Greene  
Assistant Secretary/Treasurer  
Date 12 21 09

ZNS Engineering, LC

By:

Richard P. Clarke  
Richard P. Clarke, Vice President  
(Printed Name/Title)

The City of Palmetto hereby authorizes the professional services outlined above at the method of compensation set forth above.

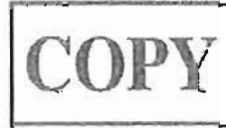
CITY OF PALMETTO, FLORIDA

By:

Shirley Groover Bryant 12/23/09  
Shirley Groover Bryant, Mayor Date



CITY OF PALMETTO  
HABEN BOULEVARD ROUNDABOUT PROJECT  
SCOPE OF SERVICES



**A. SURVEY, DESIGN, PERMITTING, AND RECORD DRAWING SERVICES**

ZNS will **a)** perform topographic surveys; **b)** provide geotechnical investigations through the use of a subconsultant; **c)** provide roundabout geometrics through the use of a subconsultant agreement with Alternate Street Design, Inc.; **d)** attend pre-application meetings with regulatory agencies; **e)** attend meetings and presentations to City Commission (5-hour allocation); **f)** provide a landscaping plan for the roundabout; **g)** provide bidding and construction services; and **h)** provide record drawing services.

ZNS will deliver status construction plans at 60%, 90%, and 100% levels. At each level, a probable opinion of cost will be submitted. Also at each level, ZNS will meet with staff to discuss elements of design. Required permit applications will be prepared for the Florida Department of Environmental Protection (FDEP) and Southwest Florida Water Management District (SWFWMD) and will be submitted to the agencies. ZNS will also coordinate approval of these permits.

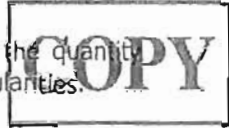
ZNS will conduct two (2) utility coordination meetings at appropriate steps in design and prepare minutes of these meetings, as appropriate.

**Design Services**

- ZNS will prepare the final construction plans and specifications with the Engineer's opinion of probable cost.
- ZNS will provide a geotechnical report of soil conditions along the proposed route through the use of a subconsultant.
- Issue initial set of site work construction plan drawings to applicable utility service providers (Verizon, FPL, Cable TV, Manatee County, and TECO Gas).

**B. CONSTRUCTION SERVICES**

1. Attend bid opening meetings. Assist the City in reviewing and documenting Contractor's bids. Prepare spreadsheet summarizing the unit prices and bids for each Contractor.
2. Coordinate and submit responses to Contractor requests for information regarding Contract Documents.
3. Attend a Preconstruction Conference to coordinate site work requirements and establish initial construction schedules.
4. Review shop drawings supplied by Contractor or Client to serve site work construction.
5. Observation of performance tests required by the specifications.



6. Review Contractor's Application for payment and accompanying data. Based on the quantity verification from the field observation reports, ZNS will advise the City of any irregularities.
7. Provide random site visits (5 hours per week) to determine the progress of the Contractor's work. Notify the City of observed permanent work that does not substantially conform to the Contract Documents, prepare a written notice describing any apparent non-conforming permanent work, make recommendations to the City, and request the Contractor to carry out the acceptable corrective measures authorized by the City. Document field visit with field observations report.
8. Conduct punch list compliance inspection upon notice of completion from the Contractor and issue written substantiation of completion.
9. Attend and conduct final inspections of completed facilities with Contractor and Governmental Agencies as required by the approval/permits. Prepare a written list of discrepancies for the Owner.
10. Provide services for initial finalization submittals with permitting agencies.
11. Provide statement of completion to applicable regulatory agencies.

#### **Submittals**

ZNS shall submit five (5) sets of plans and documents for City review at the 60%, 90%, and 100% completion stage. The final package will include ten (10) sets of final plans for construction.

#### **City Responsibilities**

- Provide phase reviews of all submittals at the 60%, 90%, and 100% design phases.
- Sign permit applications and provide application fees as appropriate.
- Furnish existing right-of-way maps and record drawings.

#### **Beginning and Length of Services**

Milestones of the project include:

- Submittal of 60% plans within three (3) months of establishment of roadway alignment, 90% plans and permit applications within five (5) months of establishment of roadway alignment, and submittal of 100% plans and bidding documents within one (1) month of the receipt of all permits.
- This Agreement will remain in effect until the completion of construction and certification and acceptance by the City of Palmetto.



### EXCLUSIONS

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The following items are not included in the above time and material budget, but can be performed as requested by the City in accordance with the current City of Palmetto Consulting Agreement.

1. Stakeout
2. Mediation or Arbitration Procedures
3. Tree Survey