

**TAB 5**

## POINT PAPER

### WARD 1 PROJECT – PHASE II INFRASTRUCTURE IMPROVEMENT

GIFFELS-WEBSTER ENGINEERS, INC.  
WORK ASSIGNMENT NO. 4

COP Job # 05- 436

#### **Issue:**

The Ward 1- Phase II Infrastructure Improvement Project is planned from 5<sup>th</sup> Avenue West to 8<sup>th</sup> Avenue West between 10<sup>th</sup> Street West and 12 Street West. On November 14, 2007 the CRA Board approved the funding for the engineering design and permitting and at a workshop on March 3<sup>rd</sup>, 2008 City Commission approved the same. On June 16, 2008 City Commission ratified their approval to authorize the CRA to move forward with the engineering services for this project.

#### **Background:**

The CRA funded Phase I of the Ward 1 Infrastructure Improvement Project which included water, sewer, stormwater and roadway improvements bordered by 10<sup>th</sup> Street West on the south, 2<sup>nd</sup> Avenue West on the east, 5<sup>th</sup> Avenue West on the west and 11<sup>th</sup> Street Drive on the north. The first phase of this project cost approximately \$4 million to construct. In 2004 this area of Ward 1 was selected as the greatest priority because, for years, it had regularly experienced failing infrastructure and repetitive flooding in the area.

#### **Alternatives:**

1. Do nothing.
2. Authorize the execution of Work Assignment # 4 with Giffels Webster Engineers to provide the engineering services associated with the final design, permitting and construction services for the Ward 1 Project- Phase II.

#### **Recommendation:**

Staff recommends Alternative #2; authorize the execution of Work Assignment # 4 with Giffels Webster Engineers to provide the engineering services associated with the final design, permitting and construction services for the Ward 1 Project- Phase II.

#### **Budget Impact:**

Work Assignment #4 is not to exceed \$400,000 and will be charged to account number 6905596300.

9. APPROVAL: CPA ASSOCIATES CONTRACT (J. Freeman) (TAB 10)

As part of Amendment #1 to the SRF Stormwater Loan, an audit is required to submit a project-specific report for the loan related revenues and expenditures.

**Action Request:** Motion to approve and authorize the Mayor to execute a letter of agreement with CPA Associates for the audit of SRF Loan #SW120863010, in an amount not to exceed \$6,500.

10. CONTRACT APPROVAL: CHAZ EQUIPMENT COMPANY, INC. (C. Lukowiak) (TAB 11)

I&I Program rehabilitation of 25 manholes located within lift station #1 basin and rehabilitation of wet wells in lift station #10 and #5 as part of the CIP.

**Action Request:** Motion to approve and authorize the Mayor to execute the Chaz Equipment Company, Inc. contract, based on the unit prices competitively bid and awarded to the City of Delray Beach, in an amount not to exceed \$82,000.

11. APPROVAL: MILLER PIPELINE CORPORATION CONTRACT (C. Lukowiak) (TAB 12)

I&I Program rehabilitation of 3,967 linear feet of 8-inch sewer line located within lift station #1 as part of the CIP.

**Action Request:** Motion to approve and authorize the Mayor to execute the Miller Pipeline Corporation contract, based on the unit prices competitively bid and awarded to the City of North Miami and the City of Orlando, in an amount not to exceed \$120,000.



12. APPROVAL: WARD I PHASE II INFRASTRUCTURE PROJECT (T. Lukowiak) (TAB 13)

Ratification of Commission approval granted at the March 3, 2008 workshop meeting for funding the engineering of the Ward I Phase II Infrastructure Improvement Project.

**Action Request:** Motion to authorize the CRA to begin the design component of the Ward I, Phase II Infrastructure Project, in an amount not to exceed \$400,000.

13. RESOLUTION NO. 08-21 (J. Freeman) (TAB 14)

Budget amendment to reduce grant revenues and expenses.

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PALMETTO, FLORIDA, AMENDING RESOLUTION NO. 07-39, WHICH RESOLUTION ADOPTED THE BUDGET FOR FISCAL YEAR 2007-2008, AND PROVIDING FOR AN EFFECTIVE DATE.

**Action Request:** Motion to adopt Resolution No. 08-21.

14. EDENFIELD PROPERTY (T. Lukowiak) (TAB 15)

Pursuant to Resolution 04-19, Commission is requested to provide direction on whether to act upon a reverter clause, transferring ownership of the property back to the City from the CRA, or leave the property undeveloped and retain a certified engineer to develop a plan to properly identify and secure the site.

**Action Request:** Motion to retain the services of a certified engineer to develop a plan to properly identify and secure the Edenfield Property, in an amount not to exceed \$2,000.

**GIFFELS-WEBSTER ENGINEERS, INC.  
WORK ASSIGNMENT NO. 4**

Pursuant to the City of Palmetto Agreement for Professional Engineering Services, entered into by and between the CITY OF PALMETTO (City) and GIFFELS-WEBSTER ENGINEERS, INC. (Consultant), the City hereby authorizes the following professional services under said Agreement:

TITLE OF PROJECT:           **Ward 1 Project- Phase II  
COP Job # 05- 436**

DESCRIPTION OF AUTHORIZED SERVICES:

The following scope of services represents the engineering services associated with the final design, permitting and construction services for infrastructure improvements including roads, sidewalks, drainage, potable water, reuse water and sanitary sewer bounded by 10<sup>th</sup> Street to the South, 8<sup>th</sup> Avenue to the West, 12<sup>th</sup> Street to the North, and 5<sup>th</sup> Avenue to the East.

<u>Tasks</u>	<u>Estimated Cost</u>
1. Project Administration	\$31,425.00
2. Survey and Data Collection	\$60,790.00
2. 30% Design Phase	\$74,275.00
3. Conceptual Design Report	\$7,820.00
4. 60% Design Phase	\$78,190.00
5. 90% Design Phase	\$91,565.00
6. 100% Design Phase	\$13,330.00
7. Construction Services	\$38,290.00


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:

Lump Sum fee:           \$395,685.00

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.

Giffels- Webster Engineers, Inc.

Attest:

  
Phyllis E. Clarkson   Secretary

By:            7-9-08  
Jonathan H. Cole, P.E., President - Date

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

CITY OF PALMETTO, FLORIDA

By:

\_\_\_\_\_

\_\_\_\_\_  
(Printed name/title)

\_\_\_\_\_  
Date

**WARD 1 – PHASE II INFRASTRUCTURE PROJECT  
COP Job # 05- 436**

**SCOPE OF SERVICES**

**PROJECT TASKS**

**Task 1 - Project Administration and Management**

1. Kickoff Meeting. The ENGINEER shall meet with CITY personnel to review project objectives, work plan, and schedule.
2. Progress Reporting. Written Bi-monthly Progress Reports and Progress Schedule describing the work performed on each task. The Progress Reports and Schedule will be submitted with each invoice for services.
3. Progress Meetings. Attendance of up to six (6) project coordination meetings, including preparation of meeting agendas, coordination with attendees, and preparation of meeting summaries. (The ENGINEER will distribute copies of the meeting summaries to attendees and other interested individuals and review project schedule.)
4. Other Project Meetings. Preparation for and attend other meetings with the CITY, agencies, utilities, and others as required, including preparation of meeting summaries. The ENGINEER will distribute copies of the meeting summaries to attendees.
5. Correspondence. Copies of all written correspondence between the ENGINEER and any party pertaining specifically to this Project will be provided to the CITY

**Deliverables:**

- Minutes of each meeting. Minutes shall be distributed to each attendee and others as requested by the CITY.
- Bi-monthly progress schedule updates.

**Task 2 – Survey and Data Collection**

The ENGINEER shall be responsible for collecting the data essential for the successful completion of the project. All data collected shall be evaluated for selection of design criteria and inclusion into the Report. This data may include the following:

- Survey Data
- Topographic Data
- Right-of-Way Plat Data
- Soil and Geotechnical Data from Existing Published Data
- Utility Locations
- Aerial Photographs

- Drainage Maps
- Tax Maps
- Subdivision Plat Maps
- Survey Field Notes
- Bench Mark Information
- Section Corner Reports
- Utility As-Built Drawings
- Site Visits

The CITY will provide any available information pertaining to this project. However it is the ENGINEER's responsibility to coordinate and collect data from each agency as required.

#### A. Horizontal and Vertical Control Surveys

Establish project baseline control ties to horizontal and vertical data and intersecting streets. Establishment of project survey baseline control shall include reference ties at intervals determined by the ENGINEER but as a minimum at 1,200 feet.

Establishment of primary vertical control from acceptable NGVD 1929 datum, including setting permanent project benchmarks at intervals not greater than 600 feet (by station).

Preparation of Project Control Survey Plans showing the baseline and benchmarks. The ENGINEER shall submit a draft of the plans to the CITY for review.

#### B. Topographic Surveys

Collect topographic data along the project corridor within the project limits. The surveys will generally extend to a point 10 feet beyond the existing road right-of-way (both sides). The topographic surveys will include cross sections at 100 ft intervals, profiles, drainage features, sanitary sewers and other features including buildings, fences, parking lots, driveways, curbs, walls, landscaping limits and trees 4" in diameter or larger. Sufficient spot elevations will be collected to produce a profile and determine the flow patterns to address the drainage issues.

#### C. Site Visit

The purpose of the site visit is to review issues raised at the preliminary plan meeting and which is the most advantageous location of the proposed facilities. Information obtained through data collection and the preliminary plan drawings shall be available, for reference during the site visit.

Photographs - The ENGINEER shall obtain color photographs of the project site. Photographs will be made continuously on the film, all facing one direction, along one side of the road, at maximum intervals of 200 feet. Separate photographs shall be taken at existing features important to the project (trees, hedges, decorative plantings, shrubbery, special storm water handling features, etc.) within and adjacent to the right-of-way. Not more than 100 photographs are anticipated.

### **Task 3 - 30% Design Phase**

Preliminary plans shall be prepared and consist of the key sheet, project layout sheet, typical section sheet, plan and profile sheets, and cross sections. During this phase, the ENGINEER shall accomplish the following activities:

1. Supporting data has been obtained.
2. Project standards and variations are documented.
3. Appropriate right-of-way and other real property are identified.
4. The horizontal and vertical alignments for the mainline and side streets.
5. Existing drainage, potable water, reuse and sewer collection systems.
6. Sidewalk concepts are developed (one side of road only).
7. Basic drainage patterns are documented.
8. Other non CITY utility information. It is the Engineer's responsibility for collecting and showing utilities electronically on the plans, as provided by the utility companies.
9. A field review must be made to verify the decisions made during the development of the design such as utility conflicts, potential right-of-way needs, sidewalk connections, and special concerns for adjacent properties.

The ENGINEER shall finalize and provide the Preliminary Plans for review by CITY staff. Submit the Preliminary Plans to the utility companies for verification of the existing utilities shown on the plans, and provide updated information regarding the project schedule and other requirements.

#### **Deliverables**

- Preliminary Phase Plans - five (5) sets on 11" x 17" sheets.
- Preliminary estimate of construction costs.

### **Task 4 - Conceptual Design Report**

The Final Conceptual Design Report is completed after the public information meeting, and will incorporate public comments and commitments as directed by the CITY into the Draft Conceptual Design Report.

#### **Deliverables**

- Three (3) copies of the Final Conceptual Design Report and Plans.

## **Task 5 – 60% Design Phase**

The ENGINEER shall prepare plans that can be used to apply for the regulatory (FDEP Water & Sewer) permits. At this stage the sidewalk and utility designs are complete, within the existing rights-of-way. The ENGINEER shall prepare preliminary Utility Adjustment Plans. A second contact shall be made with the various utility companies to provide sidewalk and drainage details, and preliminary utility relocation corridors.

### **A. Permit Plan Phase Activities**

The ENGINEER shall coordinate with the CITY for concurrence on the Preliminary Plans. This activity is to ensure that the intent of the project is being met, and the appropriate decisions go into the development of the project. The ENGINEER's quality control should include a plan checking routine for each set of activities or operations.

The major design activities include, but are not limited to, the following:

1. Sidewalk design including geometric alignment calculations
2. Potable Water line upgrades
3. Preparation of regulatory permits or exemptions (FDEP)
4. Sewer collection upgrade
5. Reuse Water line

Finalize and submit the Permit Plans to the CITY for review on the design of the sidewalk and utility elements before proceeding to the Pre-Bid Phase.

### **B. Stormwater Permits**

The ENGINEER will prepare the data and information required at the time of permit application to apply for permit exemptions or "No Permit Required". Services to be performed consist of the following:

Attend a pre-application meeting with the permitting agencies at the preliminary plans stage. The CITY shall pay any permit application fees.

### **Deliverables**

- 60% Phase Plans – five (5) sets on 11" x 17" sheets
- FDEP Permit Application Package
- Preliminary utility adjustment plans with anticipated utility conflicts and disposition of each conflict

## **Task 6 – 90% Design Phase**

The ENGINEER shall finalize all design for each component of the plans. At this stage the contract plans are complete pending any further review comments from the CITY or other regulatory agencies.



## A. Pre-Bid Plan Phase Activities

The major design activities include completing the design for the following three plan components:

1. Utility adjustment plans to show the disposition of existing and proposed utilities.
2. Significant water and sewer relocation design for CITY utilities.
3. Sidewalk plans (one side only).

## B. Specifications and CITY Technical Provisions

The ENGINEER must develop engineering designs that can be constructed, controlled, measured and paid for under the CITY Technical Provisions. In many instances these Technical Provisions may make reference to the current edition of the FDOT Standard Specifications for Road and Bridge Construction. In the event the work required is not covered by the CITY Technical Provisions, the ENGINEER must develop Supplemental Technical Provisions to be made part of the contract for this project. The ENGINEER can obtain CITY procedural guidance to assist with the preparation.

### Deliverables

- 90% Construction Phase Plans – five (5) bound sets on 11" x 17" sheets
- 90% Construction Phase Plans – four (4) un-bound sets on 24" x 36" sheets
- Draft Quantity Take-off

## Task 7 – 100% Design Phase

The Bid (Construction Contract) Plans include all bidding documents and all required updates and amendments required to incorporate resolutions of all written comments by the CITY.

The ENGINEER shall incorporate constructability review comments and finalize all contract documents and assist with preparation of the bid package:

1. Update plans to include any changes to right-of-way or design resulting from land acquisition
2. Update plans to include comments from constructability review

### Deliverables

- Construction Phase Plans –five (5) bound sets on 11" x 17" sheets
- Construction Phase Plans – four (4) un-bound sets on 24" x 36" sheets
- Utility Contract Plans and Bid Documents

## **Task 8 - Construction Phase Services**

The ENGINEER shall attend a pre-construction conference and may provide clarifications of plans and specifications as questions arise. CITY will provide to ENGINEER a certified as-built survey of the constructed project. ENGINEER will prepare as-built plans.

It shall be the responsibility of the ENGINEER to provide services necessary to assure that the project is constructed in reasonable conformity with the plans, specifications, and contract provisions.

The services of the ENGINEER under this task include the following:

1. Assist the CITY with interpretation of the plans, specifications, contract provisions and review and approval shop drawings. The ENGINEER shall consult with the CITY when an interpretation involves complex issues or may impact the cost and duration of performing the work.
2. Assist the CITY with analyzing changes to the plans, specification, or contract provisions and extra work which appears to be necessary to carry out the intent of the contract. The ENGINEER will assist the CITY to determine if a change or extra work is necessary and such work is within the scope and intent of the original contract. Recommend such changes to the CITY for approval.
3. Assist the CITY with monitoring the project to the extent necessary to determine whether construction activities violate the requirements of the permits. Notify the Contractor of any violations or potential violations and require his immediate resolution of the problem.
4. Upon completion of construction the ENGINEER shall forward to the agencies record drawings (prepared by others) from certified as-built record drawings as provided by the Contractor. The ENGINEER shall prepare the required certification of completion letters to Florida Department of Environmental Protection (FDEP), CITY certifications for Utility work and other permitting agencies as required.

### **A. Survey Control**

The Contractor will be responsible for the layout of construction. Certified Record drawings (as-builts) will be supplied to the ENGINEER upon completion.

### **Task 8 - Deliverables:**

- Certificate of completion letters based on Record drawings prepared by others for the respective agencies.

**END OF SCOPE**

**GIFFELS-WEBSTER ENGINEERS, INC.**

**Key Personnel**

Consultant is proposing to utilize the following key project personnel for this effort:

<b>Team Member</b>	<b>Project Role</b>
Jonathan H. Cole, P.E.	Principal In Charge
Andrew Wickerson, P.E.	Project Engineer
Steve Torchia	Project Manager
Tom Giorgetti	Data Collection

**ALSO INCLUDE A LIST OF SUB CONSULTANTS**

**Project Schedule**

Consultant is prepared to commence work on this project within seven days of receipt of notice to proceed. At this time, design services are anticipated to be completed within nine (9) months from the Notice to Proceed.