

**TAB 12**

## **POINT PAPER**

### **10<sup>th</sup> Street West & 10<sup>th</sup> Avenue West Intersection Improvement Project**

**GHAFARI ASSOCIATES, INC.  
WORK ASSIGNMENT #1**

**COP Job # 07- 555**

#### **Issue:**

Due to current traffic congestion along 10<sup>th</sup> Street West during peak hour commuting, the Public Works Department is proposing to install additional turn lanes to improve east west traffic flow.

#### **Background:**

The Public Works Department presented several transportation projects to the Sarasota/ Manatee Metropolitan Planning Organization (MPO) for funding under the Congestions Management System (CMS) Program. One the approved / funded project was the installation of left turn lanes at the intersection of 10<sup>th</sup> Street West and 10<sup>th</sup> Avenue West. The project would prevent congestion and allow for a better flow of east bound and west bound traffic flow through the intersection. On June 13, 2007 City Commission endorsed Public Works application for CMS funding from the Sarasota/ Manatee MPO.

#### **Alternatives:**

1. Do nothing.
2. Authorize the execution of Work Assignment # 1 with Ghafari Associates to provide the engineering services associated with the design, permitting and construction services for the 10<sup>th</sup> Street West and 10<sup>th</sup> Avenue West Intersection Project.

#### **Recommendation:**

Staff recommends Alternative #2; authorize the execution of Work Assignment #1 with Ghafari Associates to provide the engineering services associated with the design, permitting and construction services for the 10<sup>th</sup> Street West and 10<sup>th</sup> Avenue West Intersection Project.

#### **Budget Impact:**

Work Assignment #1 is not to exceed \$85,800 and engineering is not an eligible grant expense for the CMS grant. This engineering project will be funded with Transportation Impact Fees through an amendment to the budget. This Budget Amendment will be brought before Commission at the next meeting after approval of this work assignment. There is a total of \$164,209 in Transportation Impact Fees and this project is qualified to be funded through impact fees.



## **CITY OF PALMETTO**

### **10<sup>TH</sup> Street West & 10<sup>TH</sup> Avenue West Intersection Improvement Project**

#### **SCOPE OF SERVICES**

##### **1.0 PROJECT TASKS:**

###### **Task 1: Preliminary Design Phase**

Based on the staff concept plan, the ENGINEER will prepare construction plans for City review. The plans will include:

- 1) Cover Sheet
- 2) Existing Condition/Survey with Established Base Line
- 3) Demolition & Erosion Control Plan
- 4) Horizontal Control Plan
- 5) Grading Drainage Plan
- 6) Paving and Marking Plan
- 7) Stormwater and Utility Relocation Plan
- 8) Maintenance of Traffic Plans
- 9) Mast Arm Plan
- 10) Traffic Signal Plan
- 11) Details

The ENGINEER will meet with staff to discuss elements of design and revise plans based on comments received from staff. The Engineer will coordinate with SWFWMD, Manatee County, FDOT and other utility companies as required.

###### **Task 2: Final Design Phase**

The Consultant shall finalize the Contract Documents (plans, technical specifications and front end documents) for bidding and construction based on input from the City and affected regulatory agencies. Permit applications and supporting documentation shall be prepared and submitted at the 90% stage. The Consultant shall finalize the coordination efforts with the utility companies and regulatory agencies in this phase.

The Consultant shall prepare the measurement and payment section and schedule of bid items specifically for the project, including an estimate of construction costs. All construction details, special crossings and easement requirements shall be finalized.

### **Task 3: Construction Services**

1. Participate in pre-bid conference and prepare minutes of meeting. Assist City in preparation of agenda.
2. Assist the City in evaluating bids.
3. Prepare construction contract documents.
4. Conduct pre-construction conference and prepare minutes of meeting.
5. Review and approve shop drawings.
6. Visit project site at appropriate stages of the work to observe the progress of the work and report observations to the City.
7. Provide recommendations of changes, if necessary, which may be required within the scope of the project during construction. Prepare Discretionary Work Directive changes and change orders, if required, for City approval.
8. Conduct frequent project site visits and prepare punch list items to be corrected or completed at the substantial and final completion stages of the work.
9. Review monthly pay requests submitted by Contractor and make recommendations for payment
10. In coordination with the City, prepare responses to resident complaints and maintain a record of complaints and actions taken.
11. Prepare and furnish the City a final set of reproducible record drawings from data provided by the contractor and the project representative. All information gathered by Consultant shall be field verified and certified set of record drawings shall be submitted to the City. The Consultant shall be responsible for supplying the City certified record drawings and all certifications to all state agencies. All record drawings shall conform to City requirements.
12. Visit the project site prior to the end of the one year construction warranty period and prepare a punch list of items to be corrected prior to the warranty expiration date.

### **3.0 SUBMITTALS/DELIVERABLES:**

Ghafari Associates shall submit five (5) sets of plans and documents for City review at the 60% within 8-10 weeks from the Notice to Proceed, at the 90% within 6 weeks after that and at the 100% completion stage within 4 weeks thereafter. The final package will include ten (10) sets of final plans and bid documents.

### **4.0 PERSONNEL:**

Consultant is proposed to use the following personnel for this work assignment:

- **Samer AlGhafari**, Contract Manager/Client Manager
- **Frank DeSanto**, Senior Designer/Project Manager
- **Bryan Lardizabal**, Senior Designer/Project Manager
- **Hassan Allaf**, Staff Engineer/Field Inspector
- **Daksha Sejpal**, Permitting Coordinator
- **Souzan Cheikh**, Executive Assistant/Bookkeeper

The Consultant shall not make changes in the professional personnel working on activities without the written notification to the City's Contract Manager.

This Agreement will remain in effect until the completion of construction and certification and acceptance by the City of Palmetto.

**END OF SCOPE**



**CITY OF PALMETTO**  
 engineering department  
 palmetto, florida 33411 (813) 785-6500 - fax (813) 785-6509

PROJECT #	09-eng-1010
DATE	01-14-09
BY	
CHECKED	burn
DESIGNED	burn
SCALE	1 : 40

**CITY OF PALMETTO**  
 10TH STREET & 10TH AVENUE - CMS PROJECT

This map has been compiled from the most authentic information available and the City of Palmetto does not assume any responsibility for errors or omissions contained hereon.