

**TAB 7**

**CRA ADVISORY BOARD**  
**July 14, 2009**  
**MEETING**

**Engineering for addition of  
Riverside Dr. between 8<sup>th</sup>  
Ave & 9<sup>th</sup> Ave**

**COMMENTS AND  
RECOMMENDATIONS**

**Public Works Director requested \$31,600 for Lombardo, Foley & Kolarik, Inc. to complete engineering study as stated above.**

**The CRA Advisory Board recommends approval of the study with a cost not to exceed \$31,600. The vote for recommendation was 3-1 with Mr. Costides opposing.**



**WORK ASSIGNMENT #5  
RIVERSIDE DRIVE IMPROVEMENTS  
CITY OF PALMETTO JOB #  
June, 2009**

**1. GENERAL DESCRIPTION OF THE WORK**

Lombardo, Foley & Kolarik, Inc. (LF&K) will provide engineering and surveying consulting services in accordance with our Agreement dated October 5, 2006.

This Work Assignment will involve widening Riverside Drive by approximately 4' from the Shell Station west to 9<sup>th</sup> Avenue. Installing a larger turning radius for the right-turn movement from Riverside Driveway onto 9<sup>th</sup> Avenue and installing a larger turning radius for the right-turn movement from the Riverside Drive parking lot onto Riverside Drive. Curb Inlets will be repositioned at each of these areas to accommodate the changes.

**2. ITEMS TO BE FURNISHED BY THE CITY**

The City will provide any information regarding property ownership, existing development plans for adjacent areas and utility as-builts. The City will also provide the services of a geotechnical, lighting, landscape, irrigation, or environmental consultant if required.

**3. SCOPE OF SERVICES**

**3.1 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 and Drainage Plan
- 6) Maintenance of Traffic Plans
- 7) 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, FDOT and other utility companies as required.

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

The Consultant shall finalize the Contract Documents (plans, technical specifications and bid quantities) 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. It is assumed that permit requirements will be limited to a SWFWMD 40D-4.051(12)(b) Permit Exemption and an FDOT Connection Permit. An FDOT Drainage Permit is specifically excluded from this proposal.

The Consultant shall finalize the coordination efforts with the utility companies and regulatory agencies in this phase.

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

1. Participate in pre-bid conference and prepare minutes of meeting.
2. Assist the City in evaluating bids.
3. Conduct pre-construction conference and prepare minutes of meeting.
4. Review and approve shop drawings.
5. Make periodic visits to the site and observe progress and quality of the executed work and determine in general if the work is proceeding in accordance with plans and specifications. LF&K will not be required to make exhaustive or continuous onsite inspections to check quality or quantity of work; LF&K will not be responsible for the construction mean, methods, sequences, or procedures or the safety precautions incident thereto; LF&K will not be responsible for the Contractor's failure to perform the work in accordance with the plans and specifications; and during such observations and based on LF&K's onsite observations as an experienced and qualified design professional firm, LF&K will keep the Client informed of the progress of the work and will endeavor to guard the Client against defects and deficiencies in the work of the Contractor. LF&K shall not be responsible for the acts and omissions of the Contractor, and sub-contractor's agents or employees or any other person performing any of the work under the construction contract.
6. 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.

7. Review monthly pay requests submitted by Contractor and make recommendations for payment.
8. In coordination with the City, prepare responses to resident complaints and maintain a record of complaints and actions taken.
9. Prepare and furnish the City a final set of reproducible record drawings from data provided by the contractor. The data collection is to be performed by a registered land surveyor and meet appropriate record drawing standards. 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.
10. 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.

#### **4. SCHEDULE**

Lombardo, Foley & Kolarik, Inc. (LF&K) shall submit four (4) sets of plans and specifications for City review at the preliminary design stage (60%) within ten (10) weeks of the Notice to Proceed.

90% documents incorporating City review comments and including Permit Applications, Technical Specifications and Bid Quantities will be provided within six (6) weeks of the City's review of the preliminary design.

#### **5. STAFF**

Design services will be headed by Robert J. Lombardo, P.E. and John R. Foley, P.E. Survey services will be lead by Kenneth C. Kolarik, P.S.M.

#### **6. ADDITIONAL SERVICES**

If authorized in writing by the City, LF&K will furnish, or obtain from others, additional services of the following type:

- Revise previously approved studies, design documents, drawings or specifications.
- Additional services and costs necessitated by out-of-town travel required of LF&K other than visits to the site.
- Prepare to serve and serve as a witness for the City in any litigation or other judicial proceeding involving the project.

- Furnish, from a Registered Land Surveyor, additional surveys not covered in the above Scope of Services (e.g., construction stakeout).
- Furnish cursory or detailed soils investigation and analysis, or wet season water table analysis.
- Provide right-of-way mapping or Sketch & Descriptions for right-of-way acquisition.
- Furnish additional engineering for permit requirements not covered in the above Scope of Services (e.g., FDOT drainage permit, utility permits, SWFWMD ERP construction permit).
- Prepare construction plans for reclaimed water, potable water, sanitary sewer, etc.
- Provide lighting, landscape and irrigation services.
- Provide structural analysis.
- Provide traffic studies or counts.

These additional services will be charged in accordance to the attached Schedule of Fees (Exhibit "B").

The City of Palmetto will also be responsible for all permit application fees.