

**TAB 2**



# City of Palmetto Agenda Item

**Meeting Date**

2/1/10

**Presenter:** Frank Woodward

**Department:** Public Works

**Title:**

**HABEN BOULEVARD GATEWAY**

The CRA Board approved a \$90,000 expenditure for Haben Gateway Project, which was carried over into the 2009-2010 approved budget. ZNS Engineering was contracted for engineering services for the amount of \$99,900.

On December 21, 2009 City Commission approved the total funding of \$99,900, via Work Assignment #3.

The CRA Board now needs to correct its budget to correctly reflect the total amount of \$99,900 vs. the previously approved \$90,000. This can be accomplished by a budget transfer from 1905598212 Community Renovation Program to 1905596300 Improvements Not Buildings. The CRA Advisory recommended approval of the additional budget of \$9,900 at its January 12, 2010 meeting.

**Budgeted Amount:** \$0.00    **Budget Page No(s):**    **Available Amount:** \$0.00    **Expenditure Amount:** \$0.00

**Additional Budgetary Information:**

**Funding Source(s):**    **Sufficient Funds Available:**  Yes  No    **Budget Amendment Required:**  Yes  No    **Source:**

**City Attorney Reviewed:**  Yes  No  N/A    **Advisory Board Recommendation:**  For  Against  N/A    **Consistent With:**  Yes  No  N/A

**Potential Motion/Direction Requested:** Motion to approve the budget transfer of \$9,900 to fund ZNS Work Assignment #3

**Staff Contact:** Jeff Burton

**Attachments:**

/22/09 12:59:41 ACCTS: 6905\*  
-ls

City Of Palmetto  
BUDGET ITEMIZATION REPORT

mnisco



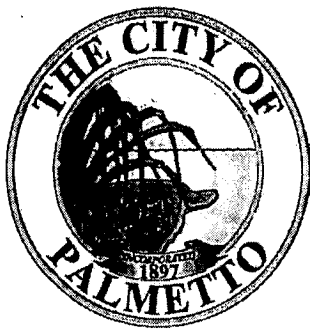
ORDER DESCRIPTION	UOM	QUANTITY	UNIT PRICE	TOTAL EXPENDITURE	NOTE/JOB INFO
0 A-Edenfield Enviro Update		1.00	116,710.00	116,710.00	approved 041409
0 A-Haben Gateway Proj		1.00	90,000.00	90,000.00	approved 141409 *
0 A-Haben Gateway Resurfacing		1.00	440,000.00	440,000.00	apprvd. 041409
0 A-Haben Roundabout 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 Morship - 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 Coordinator		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		1.00	74,952.00	74,952.00	661
0 Police Officer - SRO		1.00	98,568.00	98,568.00	117
0 Police Sergeant		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 I		1.00	53,372.00	53,372.00	971
0 Service Worker II		1.00	55,728.00	55,728.00	987
0 Servica Worker II		1.00	67,057.00	67,057.00	963
0 Supervisor		1.00			
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
----------	------------------------	-----------	---	-----------	---	------	---	-----------	---



Department of Public Works

600 17th Street West

Palmetto, Florida 34221

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

Suncom 599-4580

**COPY**

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



ZNS ENGINEERING

CITY OF PALMETTO  
HABEN BOULEVARD ROUNDABOUT PROJECT

COPY

**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.

**COPY**

#### **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**

**COPY**

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

# TAB D

Commission Varnadore stated that because the topic was not an agenda item and she had not time to review the material, she could not support its approval.

**MOTION: Commissioner Cornwell moved, Commissioner Zirkelbach seconded and motion carried 3-1 to approve and authorize the Mayor to execute the ZNS Engineering, LC Work Assignment #3, in amount not to exceed \$99,900, COP Job #03-376. Commissioner Varnadore voted no.**

Mr. Freeman

External auditors finished field work last Friday. CAFR will be completed in the near future.

Chief Lowe

Be aware of surroundings during the holiday season.

Attorney Barnebey

Thanked Commission for the extension of his firm's contract.

Referring to the attainable housing ordinance, he requested Commission may want to put it on a workshop agenda to determine if it is still needed. The Planner is currently working to determine if the City should be in a mandatory or voluntary period.



13. MAYOR'S REPORT

Appreciated staff's time to develop the overview of the accomplishments this year. Requested it be emailed to Commission.

14. COMMISSIONERS' COMMENTS



Ms. Cornwell

Palmetto Historic Commission Board meeting was cancelled.

There are a number of Fair board meetings occurring.

Attended the Lincoln Memorial High School reunion events; Viewing Through the Tunnel is an excellent display.



Mr. Zirkelbach

Commented on his first year serving as a Commissioner.



Mr. Williams

Suggest that staff needs to pay attention to cost plus item in all future contracts.

Mr. Freeman updated Commission on the cell tower issue, reporting it will be coming before them in January.

Complemented the staff of BIT/IT.



Ms. Varnadore

Inquired if updates have been received on the I&I program, bait shop and tasers.

Asked for the status of projects approved but that have not moved dirt.

Requested an updated suspense log.

Requested a physical list of Code Enforcement issues, describing a physical list of numbers; address with brief description; preparation of a summary document. Mayor Bryant stated staff is looking at code enforcement software to streamline the data.