

RESOLUTION NO. 11-1998

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA APPROVING WORK AUTHORIZATION NUMBER 42 WITH CALVIN, GIORDANO AND ASSOCIATES, INC. AUTHORIZING CONSTRUCTION ADMINISTRATION, CONSTRUCTION INSPECTION AND ENGINEERING DURING CONSTRUCTION OF THE WATER, SEWER, STORM DRAINAGE PROJECT AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Surfside wishes to obtain services for construction administration, construction inspection and engineering during construction of the water, sewer, storm drainage project; and

WHEREAS, Calvin, Giordano and Associates, Inc. will provide the professional engineering and professional construction services; and

WHEREAS, Work Authorization No. 42 is attached as "Exhibit A";

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA:

Section 1. That the above and foregoing recitals are true and correct.

Section 2. That the Commission approves and authorizes Work Order No. 42 attached as "Exhibit A".

Section 4. The Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 18th day of January, 2011.

Motion by Commissioner Kapelman, Second by Commissioner Karukin


FINAL VOTE ON ADOPTION

Commissioner Michael Karukin	<u>yes</u>
Commissioner Edward Kopelman	<u>yes</u>
Commissioner Marta Olchyk	<u>yes</u>
Vice Mayor Joe Graubart	<u>No</u>
Mayor Daniel Dietch	<u>yes</u>



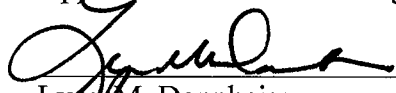
Daniel Dietch, Mayor

Attest:



Debra E. Eastman, MMC
Town Clerk

Approved as to form and legal sufficiency:



Lynn M. Dannheisser
Town Attorney



Calvin, Giordano & Associates, Inc.
EXCEPTIONAL SOLUTIONS

Date: January 4, 2011

Mr. Roger Carlton
Town Administrator
TOWN OF SURFSIDE
9293 Harding Avenue
Surfside, FL 33154

RE: Work Authorization No. 42
Surfside Infrastructure Improvements
CGA Proposal No. 06-5355.15

Dear Mr. Carlton,

Enclosed for your review and approval is Work Authorization No. 42 for Surfside Infrastructure Improvements. The scope of the project includes Construction Services for Town of Surfside Infrastructure Improvements.

The Scope of Services to be furnished under this Work Authorization includes Civil Engineering, Construction and Government Consulting as shown on the attached Work Authorization.

The Basis of Compensation is hourly based upon the established rates pursuant to the Professional Services Agreement between the Town and CGA, plus reimbursables, for a total not to exceed \$714,791.70.

Sincerely,

CALVIN, GIORDANO & ASSOCIATES, INC.

Dennis J. Giordano
President

Building Code Services
Code Enforcement
Construction Engineering & Inspection
Construction Services
Contract Government
Data Technologies & Development
Emergency Management Services
Engineering
Governmental Services
Indoor Air Quality
Landscape Architecture & Environmental Services
Municipal Engineering
Planning
Public Administration
Redevelopment & Urban Design
Surveying & Mapping
Transportation Planning & Traffic Engineering
Utility & Community Maintenance Services

1800 Eller Drive, Suite 600
Fort Lauderdale, FL 33316
Phone: 954.921.7781
Fax: 954.921.8807

www.calvin-giordano.com

TOWN OF SURFSIDE

Surfside Infrastructure Improvements

PROJECT DESCRIPTION

1. SCOPE OF SERVICES

Calvin, Giordano & Associates, Inc. will perform the following services based on our understanding of the project requirements:

I. Professional Engineering Services

A. Civil Engineering

1. Engineering During Construction

- Attend Weekly Meetings at Town Hall for entire duration of construction project. Duration of construction assumed at 15 months or 69 weeks @ 4 hours per meeting
- Review Shop Drawings as submitted by contractor
- Site visits during construction. Proposal assumes one visit per week by the Project Engineer for all 15 months (69 weeks) @ 4 hours a visit.
- Changes to design during construction
- Preparation of specifications for bidding purposes
- Final project Certification and Close-out through Miami Dade WASH & DERM

II. Professional Construction Services

A. CGA will provide a full time (8 hours a day 5 days per week) Project Manager to perform the following duties:

- 1.** Plan, direct, and coordinate all phases of construction.
- 2.** Monitor progress and pace of construction.
- 3.** Oversee the general contractor on their coordination and supervision

of their subcontractors, equipments and material, and workmanship.

4. Communicate and assist in reporting any resident concerns or complaints.
 5. Attend weekly progress meetings.
- B. CGA will provide a full time (8 hours per day 5 days per week) Field Inspector to perform the following duties:
1. Make daily inspections for compliance with plans and specifications. Make interim inspections for substantial completion, review, approve and process pay requests and perform a final inspection to determine, in general, if the work has been completed in conformance with the intent of the contract documents.
- C. Review as-builts provided by the contractor.
- D. Review and process closeout packages.
- E. Assist in bidding process, including pre-bid, bid opening, recommendation of award and contract execution.

III. Professional Government Consulting Services

- A. Preconstruction Administration
1. Act as CGA's contact person for the Town throughout the project.
 2. Attend all staff and commission meetings required to provide information and updates as needed.
 3. Manage the creation review and revision of the bid documents including construction contract.
 4. Manage the mandatory pre-bid meeting.
 5. Manage the bid opening process.
 6. Manage the contractor selection process.
 7. Manage the permit administration to ensure all required permits are

obtained.

8. Coordinate pre-construction meeting with contractor and all required permitting agencies.

B. Construction Administration

1. Act as CGA's contact person for the Town throughout the project.
2. Conduct ongoing contractor coordination meetings once a week to ensure efficiency and jobsite harmony to maintain the construction schedule.
3. Facilitate all action items coming from the weekly progress meeting to ensure construction activity is expedited.
4. Maintain an updated construction schedule and "news briefs" to the designated Public Relations contact for updating the staff and residents.
5. Maintain and negotiate change orders and the associated records and approvals including the reason or cause of the change order for payment.
6. Manage the review and approval of payment requests per the contract and percentage of work completed.
7. Manage and implement budgetary controls.
8. Maintain and coordinate requests for interpretation.
9. Maintain ongoing contract administration.
10. Manage the creation of the punch list for close out process.
11. Resolve outstanding disputes and claims between the town and the contractor.
12. Manage the determination of "substantial completion" and "final completion" of the project to determine payment and eventual release of retainage.

13. Ensure retainage is held according to the contract to ensure the quality and completeness of the work.
14. Manage the final inspections and approvals of all regulatory agencies.
15. Manage the review and approval of the contractor's as-built drawings.

2. BASIS OF COMPENSATION:

Hourly rates with an estimated fee of \$680,754.00 plus reimbursables at \$34,037.70 with a total not to exceed amount of \$714,791.70. Payments to be made monthly.

3. SUBMITTED

Submitted by: _____ Date: _____
Dennis J. Giordano

4. APPROVAL

Approved by: _____ Date: _____
Roger Carlton, Town Administrator

**TOWN OF SURFSIDE
WORK AUTHORIZATION ESTIMATE DATE**

WORK AUTHORIZATION NO. 42
PROJECT NAME Surfside Infrastructure Improvements
 CGA Proposal No. 06-5355.15
DESCRIPTION Construction Services for Town of Surfside
 Infrastructure Improvements

TITLE	RATE	HOURS/UNITS	COST
Associate Construction	\$154.50	35.15404	\$5,431.30
Associate Engineering VI	\$180.25	25	\$4,506.25
Clerical	\$72.10	23	\$1,658.30
Construction Management Director	\$123.60	445	\$55,002.00
Consultant	\$130.00	773	\$100,490.00
Inspector	\$83.00	5280	\$438,240.00
Permit Administrator	\$77.25	4	\$309.00
Project Engineer III	\$123.60	525	\$64,890.00
Project Manager IV	\$133.90	75	\$10,042.50
Sr Inspector	\$92.70	2	\$185.40
			\$680,754.75

SUB-CONSULTANTS	COST
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LABOR SUBTOTAL	\$680,754.75
REIMBURSABLE SUBTOTAL	\$34,037.74
TOTAL	\$714,792.49

Reviewed by: _____
 Roger Carlton, Town Administrator



**TOWN OF SURFSIDE
PROFESSIONAL FEE SCHEDULE**

Principal 212.18
Executive Assistant 74.26

ENGINEERING

Associate, Engineering 185.66
Director, Engineering 159.14
Project Manager 137.92
Resident Inspector 127.31
Project Engineer 127.31
Engineer 106.09
Jr. Engineer 90.18
Senior CADD Technician 106.09
CADD Technician 84.87
Traffic Technician 79.57
Permit Administrator 79.57
Clerical 74.26

DATA TECH DEVELOPMENT

Associate, Data Tech Dev. 159.14
GIS Coordinator 137.92
GIS Specialist 116.70
Multi-Media 3D Developer 95.48
GIS Technician 84.87
Sr. Applications Developer 169.74
Applications Developer 127.31
Network Administration 137.92
System Support Specialist 116.70
IT Support Specialist 84.87

CONSTRUCTION

Associate, Construction 159.14
Construction Management Dir. 127.31
Senior Inspector 95.48

EMERGENCY MANAGEMENT

Director 137.92
Planner 95.48
Jr. Planner 79.57

PLANNING

Associate, Planning 159.14
Director of Planning 137.92
Planning Administrator 127.31
Assistant Director 116.70
Planner 95.48
Jr. Planner 79.57

EXPERT WITNESS

Principal/Associate 318.27
Registered Engineer/Surveyor 265.23
Project Engineer 212.18

LANDSCAPE ARCHITECT

Associate, Landscape 159.14
Senior Landscape Architect 122.00
Environmental Administrator 116.70
Landscape Architect 106.09
Environmental Specialist 95.48
Landscape CADD Technician 84.87
Environmental Assistant 74.26

SURVEYING

Associate, Surveying 169.74
Hydrographic Survey Crew 344.79
G.P.S. Survey Crew 148.53
Survey Crew 132.61
Senior Registered Surveyor 137.92
Survey Coordinator 90.18
CADD Technician 84.87
Submeter G.P.S 68.96

**MICROBIAL/INDOOR AIR
QUALITY SERVICES**

Sr. Environmental Scientist 106.09
Environmental Scientist 90.18

Building Code Services
Code Enforcement
Construction Engineering & Inspection
Construction Services
Contract Government
Data Technologies & Development
Emergency Management Services
Engineering
Governmental Services
Indoor Air Quality
Landscape Architecture & Environmental Services
Municipal Engineering
Planning
Public Administration
Redevelopment & Urban Design
Surveying & Mapping
Transportation Planning & Traffic Engineering
Utility & Community Maintenance Services

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In addition to the hourly rates listed above, charges will include direct out-of-pocket expenses such as reproduction, overnight mail, and other reimbursables billed at a multiplier of 1.25.