

RESOLUTION NO. 13-2208

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA APPROVING WORK AUTHORIZATION NO. 76; A WORK AUTHORIZATION TO INCLUDE CIVIL ENGINEERING, CONSTRUCTION INSPECTION, GOVERNMENT CONSULTING AND SURVEYING FOR BISCAYA DRAINAGE IMPROVEMENTS; AUTHORIZING THE APPROPRIATION AND EXPENDITURE FROM THE 2013/2014 FISCAL YEAR BUDGET NOT TO EXCEED \$58,000 FROM THE STORMWATER FUND-RENEWAL AND REPLACEMENT ACCOUNT NO. 404-5500-538.63.20; AUTHORIZING THE TOWN MANAGER TO TAKE ANY NECESSARY ACTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Surfside has determined that Biscaya Island has flooding problems as the result of poor drainage; and

WHEREAS, as part of Work Authorization No. 76 (attached as "Exhibit A") Calvin, Giordano and Associates, Inc. will perform the Civil Engineering, Construction Inspection, Government Consulting and Surveying for the Biscaya Drainage Project; and

WHEREAS, it is in the best interest of the Town to approve Work Authorization No. 76.

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

Section 1. Recitals. The above recitals are true and correct and incorporated into this Resolution by this reference.

Section 2. Approval. That the Town Commission approves and authorizes Work Order No. 76 attached as "Exhibit A".

Section 3. Authorization of Town Officials. The Town Manager is hereby authorized to take all steps necessary to complete the execution of the terms of this Resolution.

Section 4. Authorization to Appropriate and Expend Funds. The Town Manager is hereby authorized to appropriate and expend funds from the 2013/2014 Fiscal Year Budget not to exceed \$58,000 from the Stormwater Fund-Renewal and Replacement Account No. 404-5500-538.63.20

Section 5. Effective Date. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 12th day of November 2013.

Motion by Vice Mayor Karukin, Second by Commissioner Graubart.

FINAL VOTE ON ADOPTION

Commissioner Joseph Graubart
Commissioner Michelle Kligman
Commissioner Marta Olchyk
Vice Mayor Michael Karukin
Mayor Daniel Dietch

yes
yes
yes
yes
yes



Daniel Dietch, Mayor

ATTEST:



Sandra Novoa, CMC
Town Clerk

**APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:**



Linda Miller, Town Attorney

15th November
Mrs M. J. ...
Greenport

15/11/20



...



Building Code Services
Coastal Engineering
Code Enforcement
Construction Engineering & Inspection
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Resort Development
Surveying & Mapping
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Utility & Community Maintenance Services
Water Resources Management

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

www.cgasolutions.com

Date: October 29, 2013

Mr. Michael Crotty
Town Manager
TOWN OF SURFSIDE
9293 Harding Avenue
Surfside, FL 33154

RE: Work Authorization No. 76
Biscaya Drainage Improvements
CGA Proposal No. 13-5995

Dear Mr. Crotty,


Enclosed for your review and approval is Work Authorization No. 76 for Biscaya Drainage Improvements. The scope of the project includes Investigation, Design & Permit Drainage System.

The Scope of Services to be furnished under this Work Authorization includes Civil Engineering, Construction Inspection, Government Consulting and Surveying 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 \$57,667.81.

Sincerely,

CALVIN, GIORDANO & ASSOCIATES, INC.


Dennis Giordano
President

TOWN OF SURFSIDE
Biscaya Drainage Improvements

PROJECT DESCRIPTION

1. SCOPE OF SERVICES

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

Calvin, Giordano & Associates, Inc. has been requested to prepare a proposal to investigate and prepare drainage improvement plans, permit applications, and provide Construction Inspection, Engineering and Observation services for proposed improvements to Biscayne Island due to localized flooding in an area served by an undersized existing drainage system / outfall.

I. Professional Engineering Services

A. Civil Engineering

1. Preliminary Engineering

- Investigate complaints and existing drainage system components / design information including survey field notes, as-builts and Town utility atlas; coordinate findings with Town staff.
- Attend Community Meeting to discuss findings and potential solutions.
- Contact / meet with permitting agencies having jurisdiction to discuss options and permitting requirements.
- Prepare and submit utility notification letters.
- Prepare budget level cost estimate.

2. Final Engineering

- Preparation of Paving, Grading, and Drainage Plans and Details.

- Preparation of SWPPP Plans and Details.
- Preparation of Final Cost Estimate.
- Preparation of Specifications.
- Preparation of Drainage Calculations.

3. Permitting

- MD-DERM / RER - Prepare and submit MD-DERM Class II permit application, and waiver request.
- SFWMD - Prepare and submit SFWMD ERP permit application, and waiver request.

4. Engineering Services During Construction

- Attend one (1) pre-award meeting, one (1) pre-construction meeting and up to eight (8) construction progress meetings.
- Review shop drawings, and submittals.
- Respond to RFI's including pre-bid RFI's.
- Perform site visits and final walk-thru needed for certification(s)
- Prepare certifications documents, review as-built drawings, and provide certifications.
- Attend Community Meeting at close-out of project.

II. Professional Government Consulting Services

A. Design & Permitting

1. Prepare presentations and manage up to three (3) Community Meetings.
2. Attend meetings with permitting agencies.
3. Complete project management while acting as Town's single point of contact.

B. Bidding Administration

1. Work with Town Clerk to prepare the front end documents and meeting advertising requirements.
2. Work with Town Attorney to complete contract documents.
3. Conduct pre bid meeting, prepare meeting minutes and prepare all required addenda.
4. Complete project management while acting as Town's single point of contact.

C. Construction Administration

1. Attend weekly construction progress meetings and prepare corresponding meeting minutes.
2. Address construction issues and resident concerns during construction.
3. Review environmental permits and ensure requirements are met during construction.
4. Complete project management while acting as Town's single point of contact.

D. Project Closeout

1. Prepare contractor punch list after substantial completion.

2. Manage the preparation of all close out documents.
3. Close out all required permits.
4. Complete project management while acting as Town's single point of contact.

III. Professional Surveying Services

- A. Obtain elevations of existing structures and pipeline.
- B. Process field data and provide to engineering for design and permitting.

IV. Professional Construction Services

- A. Perform construction observation services for the construction of approx. 600 LF of drainage culvert, 3 drainage structures, curb and gutter replacement, driveway restoration, and 600'x13' wide milling and resurfacing. (Based on a construction duration of 75 Calendar Days). No night or holiday inspections included.
- B. Review as-builts provided by others / Contractor.
- C. Respond to Contractor initiated Requests for Information (RFI's).
- D. Attend one (1) preconstruction meeting and four (4) construction / progress meetings.
- E. Proposal based on a maximum of 160 hours of field observation time. Any additional time beyond the specified hours will require client approval, and shall be billed per the hourly fee schedule.


2. BASIS OF COMPENSATION:

Hourly rates with an estimated fee of \$54,921.72 plus reimbursables at \$2,746.09 with a total not to exceed amount of \$57,667.81. Payments to be made monthly.

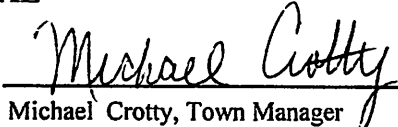
3. TIME OF PERFORMANCE:

Item I through IV under the scope of services will be completed within 60 calendar days after the Notice to Proceed except for delays beyond the control of the Consultant.

4. SUBMITTED

Submitted by:  Date: 10/29/13
Dennis Giordano, President

5. APPROVAL

Approved by:  Date: 11/13/13
Michael Crotty, Town Manager

**TOWN OF SURFSIDE
WORK AUTHORIZATION ESTIMATE DATE**

WORK AUTHORIZATION NO. 76
PROJECT NAME Biscaya Drainage Improvements
CGA Proposal No. 13-5995
DESCRIPTION Investigation, Design & Permit Drainage System

TITLE	RATE	HOURS/UNITS	COST
Associate Engineering VI	\$185.66	2	\$371.32
Clerical	\$74.26	20	\$1,485.20
Director Engineering V	\$159.14	90	\$14,322.60
Eng CADD Technician	\$84.87	48	\$4,073.76
Eng Sr CADD Tech Manager	\$106.09	4	\$424.36
Engineer II	\$106.09	51	\$5,410.59
GPS Survey Crew	\$148.53	8	\$1,188.24
Permit Administrator	\$79.57	9	\$716.13
Project Engineer III	\$127.31	12	\$1,527.72
Sr Inspector	\$95.48	160	\$15,276.80
Unit	\$135.00	75	\$10,125.00

\$54,921.72

SUB-CONSULTANTS **COST**

LABOR SUBTOTAL \$54,921.72
REIMBURSABLE SUBTOTAL \$2,746.09
TOTAL \$57,667.81

Reviewed by: _____

MC

Michael Crotty, Town Manager