

RESOLUTION NO. 17 - 2428

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA APPROVING CALVIN, GIORDANO & ASSOCIATES, INC. WORK AUTHORIZATION NO. 103 FOR HARDING AVENUE POST DESIGN SERVICES; AUTHORIZING THE EXPENDITURE FROM THE 2016/2017 FISCAL YEAR BUDGET IN THE AMOUNT NOT TO EXCEED \$37,200.60 FROM THE MUNICIPAL TRANSPORTATION FUND, ACCOUNT NO. 107-8500-549-3110; PROVIDING FOR APPROVAL AND AUTHORIZATION; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Surfside, pursuant to Section 287.055, Florida Statutes, solicited proposals to perform Professional General Engineering Services (“Services”); and

WHEREAS, on July 8, 2014, the Town Commission adopted Resolution No. 14-2245, which ratified the ranking of the Proposals and authorized the Town Manager to execute an Agreement with Calvin Giordano & Associates, Inc. (“CGA”); and

WHEREAS, the Town Commission selected CGA to perform Services on an on-going, as needed basis, and at the sole discretion of the Town; and

WHEREAS, there are several intersection locations throughout the Town of Surfside (“Town”) where there are no traffic signal detections that will prompt the traffic signals to change; and

WHEREAS, the Town of Surfside Public Works Department, with the help of the Police Department, has identified three locations along Harding Avenue for traffic signal improvements; and

WHEREAS, CGA will provide the Town with bidding assistance and construction administration services as outlined in Work Authorization No. 103 for Harding Avenue Post Design Services from the 2016/2017 Fiscal Year Budget in the amount not to exceed \$37,200.60 from the Municipal Transportation Fund, Account No. 107-8500-549-3110 (see Attachment “A”); and

WHEREAS, it is in the best interest of the Town to approve Work Authorization No. 103.

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

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

Section 2. Approval and Authorization. The Town Commission hereby approves the Work Authorization No. 103 (see Attachment "A") and authorizes the expenditure of funds from the fiscal year 2016-2017 in the amount not to exceed \$37,200.60 from the Municipal Transportation Fund, Account No. 107-8500-549-3110.

Section 3. Implementation. The Town Manager is hereby authorized to take any and all action necessary to implement this Resolution.

Section 4. Effective Date. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 9th day of May 2017.

Motion by Commissioner Karukin,

Second by Commissioner Paul.

FINAL VOTE ON ADOPTION

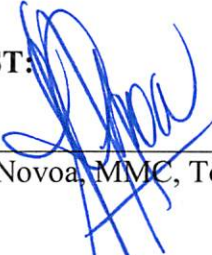
- Commissioner Daniel Gielchinsky
- Commissioner Michael Karukin
- Commissioner Tina Paul
- Vice Mayor Barry Cohen
- Mayor Daniel Dietch

Absent
yes
yes
yes
yes



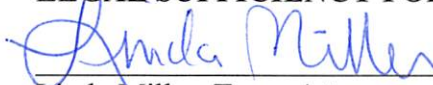
Daniel Dietch, Mayor

ATTEST:



Sandra Novoa, MMC, Town Clerk

APPROVED AS TO FORM AND LEGAL SUFFICIENCY FOR THE TOWN OF SURFSIDE ONLY:



Linda Miller, Town Attorney



April 26, 2017

Mr. Guillermo Olmedillo
Town Manager
TOWN OF SURFSIDE
9293 Harding Avenue
Surfside, FL 33154

RE: Work Authorization No. 103
Harding Avenue Post Design Services
CGA Proposal No. 15-8083.2

Dear Mr. Olmedillo,

Enclosed for your review and approval is Work Authorization No. 103 for Harding Avenue Post Design Services. The scope of the project includes Provide the Town with Bidding Assistance and Construction Administration Services. The Scope of Services to be furnished under this Work Authorization includes Construction and Traffic Engineering as shown on the attached Work Authorization.

The Scope of Services to be furnished under this Work Authorization includes Traffic Engineering and Construction 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 \$37,200.60.

Sincerely,

CALVIN, GIORDANO & ASSOCIATES, INC.

Chris Giordano
Treasurer

- Building Code Services
- Coastal Engineering
- Code Enforcement
- Construction Engineering and Inspection
- Construction Services
- Contract Government
- Data Technologies and Development
- Emergency Management Services
- Engineering
- Environmental Services
- Facilities Management
- Indoor Air Quality
- Landscape Architecture
- Municipal Engineering
- Planning
- Public Administration
- Redevelopment and Urban Design
- Surveying and Mapping
- Traffic Engineering
- Transportation Planning

GSA Contract Holder

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TOWN OF SURFSIDE
Harding Avenue Post Design Services

PROJECT DESCRIPTION

1. SCOPE OF SERVICES

Calvin, Giordano & Associates, Inc. is pleased to submit this proposal for professional bidding assistance and construction administrative services related to the Surfside Traffic Signal Improvements located along Harding Avenue in Surfside, FL. The specific bidding assistance and construction administrative services offered herein are outlined below.

I. Professional Engineering Services

A. Traffic Engineering

- 1. CGA shall issue addenda and provide supplemental information or clarifications, as necessary, to interpret, clarify, or expand the Traffic Signal Modifications at Harding Avenue at 88th Street, 93rd Street and 94th Street intersections bidding documents (Miami Dade County Reference # 2017000223) to all prospective bidders during the bid period. It is anticipated that the traffic signal scope of work shall be awarded under a single construction contract.**
- 2. CGA traffic engineers shall attend the bid opening and assist the Town and/or Owner's Representative in evaluating bids and proposals and in assembling and awarding contract for construction.**
- 3. CGA will attend one pre-construction meetings, provide shop drawing review, answer RFI's from the contractor during construction, assist with interpretation of construction plans and documents and provide plan modifications for required field changes as necessary.**
- 4. CGA traffic engineers will provide the closeout documents required per the Miami-Dade Department of Transportation and Public Works (DR 2017000223) and the Florida Department of Transportation (Construction Agreement Number 2016 C 691 10). CGA traffic engineers will prepare the necessary certification letter by the Engineer of Record for the traffic signal infrastructure improvements.**

5. **Note: This scope of services does not include preparation of Maintenance of Traffic (M.O.T.) Plans. The Contractor will be responsible for the M.O.T. Plans and the traffic control for the project.**
6. **Note: This scope of services does not include completing subsurface utility exploration services. The subsurface utility exploration services and final utility clear letters will be a responsibility of the Contractor as a requirement of the bid documents for the Surfside Traffic Signal Modifications project.**
7. **Note: This scope of services does not include the preparation of as-built drawings. The as-built drawings will be a responsibility of the awarded Contractor. If these services are required an additional service will be provided.**

II. Professional Construction Services

- A. **The following scope is for Bidding and Award Services, and Construction Administration and Inspection Services based on 30 days of Construction Time (30 days to Final Acceptance) and on total hours specified on attached breakdown. Any additional time beyond will required an approved agreement.**
- B. **CONSULTANT shall provide services related to the oversight of the Project ("Owner's Representative Services"). The Owner's Representative Services provided by the CONSULTANT shall include the following:**
 1. **Assist in the advertisement and bidding process including pre-bid coordination / assistance; pre-bid meeting coordination and attendance; bid addendum coordination and tracking; attendance at the bid opening; bid tabulation preparation; investigation of Contractor references (for the low three bidders); preparation of a recommendation of award letter; and contract execution coordination.**
 2. **Coordinate and participate in one (1) pre-construction meeting; record, prepare, and distribute the meeting minutes.**
 3. **Receive, log, and coordinate the review and processing of shop drawings, samples and other data which the Contractor is required to submit.**

4. Attend / conduct meeting(s) with Contractor and appropriate regulatory agencies / stakeholders as requested and necessary for consultation or conferences in regard to construction of the project. This effort shall include one (1) meeting with Miami Dade County.
5. Coordinate, process and assist in the issuance or interpretations and clarifications of the Contract Documents, and evaluate requested deviations from the approved design or specifications. In connection therewith, review, prepare and process any work change directives or change orders requested by the TOWN.
6. Make daily inspections for compliance with plans and specifications. Make interim inspections for substantial completion and coordinate / conduct a final inspection to determine, in general, if the work has been completed in conformance with the intent of the Contract Documents.
7. Review, approve and process payment requests received from the Contractor.
8. Review as-builts provided by the Contractor. This review is limited to one (1) review and one (1) resubmittal.
9. Assist EOR with Contractor supplied close-out documentation, and permit certification processing.

2. BASIS OF COMPENSATION:

Hourly rates with an estimated fee of \$35,429.14 plus reimbursables at \$1,771.46 with a total not to exceed amount of \$37,200.60. Payments to be made monthly.

3. SUBMITTED

Submitted by:


Chris Giordano

Date:

5/1/17

4. APPROVAL

Approved by:

Guillermo Olmedillo
Town Manager

Date:

**TOWN OF SURFSIDE
 WORK AUTHORIZATION ESTIMATE DATE**

WORK AUTHORIZATION NO. 103
PROJECT NAME Harding Avenue Post Design Services
 CGA Proposal No. 15-8083.2
DESCRIPTION Provide the Town with Bidding Assistance and Construction Administration Services. The Scope of Services to be furnished under this Work Authorization includes Construction and Traffic Engineering as shown on the attached Work Authorization.

TITLE	RATE	HOURS/UNITS	COST
Clerical	\$74.26	55	\$4,084.30
Construction Management Director	\$127.31	59.5	\$7,574.95
Director Engineering V	\$159.14	44.5	\$7,081.73
Eng Sr CADD Tech Manager	\$106.09	16	\$1,697.44
Project Engineer III	\$127.31	12	\$1,527.72
Project Manager IV	\$137.92	72	\$9,930.24
Sr Inspector	\$95.48	37	\$3,532.76
			\$35,429.14

SUB-CONSULTANTS	COST

LABOR SUBTOTAL	\$35,429.14
REIMBURSABLE SUBTOTAL	\$1,771.46
TOTAL	\$37,200.60

Reviewed by: _____
 Guillermo Olmedillo, Town Manager