

**RESOLUTION NO. 2019- 2638**

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA APPROVING WORK AUTHORIZATION NO. 128 WITH CALVIN GIORDANO & ASSOCIATES, INC. FOR PROFESSIONAL CONSULTING SERVICES FOR THE 96<sup>TH</sup> STREET PARK FACILITY RFP DESIGN, ASSIST AND MANAGEMENT; AUTHORIZING THE TOWN MANAGER TO EXECUTE THE WORK AUTHORIZATION; AUTHORIZING THE TOWN MANAGER AND TOWN OFFICIALS TO IMPLEMENT THE TERMS AND CONDITIONS OF THE WORK AUTHORIZATION; AND PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, pursuant to Section 287.055, Florida Statutes (“Consultants’ Competitive Negotiation Act), the Town of Surfside (“Town”) entered into a Continuing Professional Services Agreement (the “Agreement”) with Calvin Giordano & Associates, Inc. (“Consultant”) for professional general architectural, engineering, and surveying and mapping services on October 6, 2014; and

**WHEREAS**, in accordance with the provisions of the Agreement, Consultant and the Town have agreed to enter into Work Authorization No. 128 (“Work Authorization”) attached hereto as Exhibit “A”, authorizing the Consultant to provide professional consulting services in connection with the design and reconstruction of the 96<sup>th</sup> Street Park Facility, including the preparation of a design brief, conceptual site plan, and a RFP for architectural/engineering design services, and assistance with and management of the RFP process (“Services”); and

**WHEREAS**, the Work Authorization attached as Exhibit “A” provides for a scope of services detailing the Services to be provided by Consultant, as well as compensation for the Services in an amount not to exceed \$15,750.00; and

**WHEREAS**, Consultant has agreed to provide the Services described in the Work Authorization to be entered into with the Town; and

WHEREAS, the Town Commission finds that approval of the Work Authorization between Consultant and the Town is in the best interest of the Town.

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 of Work Authorization.** The Work Authorization of the Consultant to provide the Services attached hereto as Exhibit "A," as acceptable to the Town Manager and approved as to form and legality by the Town Attorney, is approved. The Town Manager is authorized to execute the Work Authorization attached hereto as Exhibit "A" on behalf of the Town.

**Section 3. Authorization of Town Officials.** The Town Manager and/or his designee are authorized to take all actions necessary to implement the terms and conditions of the Work Authorization.

**Section 4. Effective Date.** This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 12th day of November, 2019.

Motion By: Vice Mayor Gielchinsky

Second By: Commissioner Karukin

**FINAL VOTE ON ADOPTION**

Commissioner Barry Cohen	<u>Yes</u>
Commissioner Michael Karukin	<u>Yes</u>
Commissioner Tina Paul	<u>Yes</u>
Vice Mayor Daniel Gielchinsky	<u>Yes</u>
Mayor Daniel Dietch	<u>Yes</u>

Attest:



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Sandra Novoa, MMC  
Town Clerk

Approved as to Form and Legal Sufficiency:



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Weiss Serota Helfman Cole & Bierman, P.L.  
Town Attorney



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Daniel Dietch, Mayor



Calvin, Giordano & Associates, Inc.  
EXCEPTIONAL SOLUTIONS™

Building Code Services  
Civil Engineering / Roadway  
& Highway Design  
Coastal Engineering  
Code Compliance  
Construction Engineering &  
Inspection (CEI)  
Construction Services  
Data Technologies &  
Development  
Electrical Engineering  
Engineering  
Environmental Services  
Facilities Management  
Geographic Information  
Systems (GIS)  
Governmental Services  
Landscape Architecture  
Planning  
Project Management  
Redevelopment  
& Urban Design  
Surveying & Mapping  
Traffic Engineering  
Transportation Planning  
Water / Utilities Engineering  
Website Development

October 18, 2019

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

**RE: Work Authorization No. 128**  
**Surfside Reconstruction of 96th Street Facility Design RFP Assist**  
**CGA Proposal No. 19-3364**

Dear Mr. Olmedillo,

Enclosed for your review and approval is Work Authorization No. 128 for Surfside Reconstruction of 96th Street Facility Design RFP Assist. The scope of the project includes Project Management.

The Scope of Services to be furnished under this Work Authorization includes 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 \$15,750.00.

Sincerely,

**CALVIN, GIORDANO & ASSOCIATES, INC.**

Chris Giordano  
Vice President

1800 Eller Drive  
Suite 600  
Fort Lauderdale, FL  
33316  
954.921.7781 phone  
954.921.8807 fax

[www.cgasolutions.com](http://www.cgasolutions.com)

## **TOWN OF SURFSIDE**

### **Surfside Reconstruction of 96th Street Facility Design RFP Assist**

#### **PROJECT DESCRIPTION**

##### **1. SCOPE OF SERVICES**

Calvin, Giordano & Associates, Inc. (CGA) is pleased to submit our Proposal for Project Management Services to The Town of Surfside. We have carefully prepared the scope of services to be provided for this project and have selected a project team based on past performance to ensure that The Town of Surfside is provided with the necessary skills to successfully complete all services outlined in this Proposal. CGA's goal is to meet and exceed the Town's requirements for these contract services.

CGA's scope for this project is to provide the Town with professional consulting services necessary to define the scope requirements for the design of the 96th Street Facility project. CGA will assist the Town to prepare an RFP for advertisement, attend pre-bid meetings, answer bid RFI's, attend bid opening, prepare bid tabs and offer recommendations.

If selected, CGA's Fort Lauderdale office located at 1800 Eller Drive, Suite 600, Fort Lauderdale, FL will be the responsible office for this contract. Joel Wadsworth, CGC, CCM will serve as Project Manager. Our contact information is below.

##### **PROJECT MANAGER**

Joel Wadsworth, CGC, CCM

(954) 766-2758

(954) 921-8807 (Fax)

[jwadsworth@cgasolutions.com](mailto:jwadsworth@cgasolutions.com)

##### **I. Professional Government Consulting Services**

- A. A Design Brief will be produced by CGA for incorporation into an RFP for A/E Services. This RFP will advertise for the professional services necessary for the Conceptual Design through Construction Documents Phase(s), Bidding and Construction Administration Services of the 96th Street Facility. CGA will coordinate with the Town of Surfside management staff to follow Town protocol. The intent of the design brief is to provide the program requirements and design objectives necessary to communicate to the design team firm sufficient information that will clearly demonstrate the high level of expectations to provide professional Architectural and Engineering services that will, along with a qualified General Contractor, build a quality project within specific budget and schedule requirements of the Town.**

1. Conceptual Site Plan - A conceptual site plan, based off the Boundary & Topographic Survey, will be produced and become part of the Design Brief package for prospective A/E bidders. The Plan will be coordinated with the Town and depict the location(s), adjacencies and component parts of the A/E scope of Design services to be contracted.

B. 96th Street Facility: Design Bidding/Procurement Management Services  
CGA will provide professional staff assistance to the Town for the preparation of an RFP advertisement for A/E services. CGA will meet with and assist the Town to prepare the Up-Front Documents, Technical Specifications coordination as well-as the scheduling and advertising of the RFP. CGA will attend a Pre-Bid Conference, provide minutes and assist with Addendum preparation and distribution. CGA will attend the Bid Opening, provide a Bid Review, including References/Surety and Company review. CGA will prepare Bid Tabs, provide a Recommendation of Award, assist with the Preparation of Contract Documents, review and process.

**2. BASIS OF COMPENSATION:**

Hourly rates with an estimated fee of \$15,000.00 plus reimbursables at \$750.00 with a total not to exceed amount of \$15,750.00. Payments to be made monthly.

**3. SUBMITTED**

Submitted by: \_\_\_\_\_

Chris Giordano

Date: \_\_\_\_\_

10/18/19

**4. APPROVAL**

Approved by: \_\_\_\_\_

Guillermo Olmedillo, Town  
Manager

Date: \_\_\_\_\_

**TOWN OF SURFSIDE  
WORK AUTHORIZATION ESTIMATE DATE**

**WORK AUTHORIZATION NO.** 128  
**PROJECT NAME** Surfside Reconstruction of 96th Street Facility  
Design RFP Assist  
CGA Proposal No. 19-3364  
**DESCRIPTION** Project Management

<b>TITLE</b>	<b>RATE</b>	<b>HOURS/UNITS</b>	<b>COST</b>
Unit	\$15,000.0	1	\$15,000.00
	0		

**\$15,000.00**

**SUB-CONSULTANTS** **COST**

**LABOR SUBTOTAL** **\$15,000.00**  
**REIMBURSABLE SUBTOTAL** **\$750.00**  
**TOTAL** **\$15,750.00**

Reviewed by: \_\_\_\_\_  
Guillermo Olmedillo, Town Manager