



# AGENDA ITEM MEMORADUM

Item No. 11c

**Municipal Services**

Department

**Don Prince**

Director of Municipal Services

<b>COMMISSION MEETING DATE (*) - 7:00 PM</b>	<b>Deadline to Town Clerk</b>
<input checked="" type="checkbox"/> November 29, 2011	October 28th

\*Subject to Change

- |                                       |   |   |   |
|---------------------------------------|---|---|---|
| <input type="checkbox"/> Presentation | <input type="checkbox"/> Reports        | <input checked="" type="checkbox"/> Consent | <input type="checkbox"/> <b>Ordinance</b> |
| <input type="checkbox"/> Resolution   | <input type="checkbox"/> Quasi-Judicial | <input type="checkbox"/> Old Business       | <input type="checkbox"/> New Business     |

**FY2011 DESIGNATED HIGH PRIORITY ITEM - PRIORITY**  
**TOPIC: Efficiency of Town Government**

**SUBJECT TITLE: Annual Contract for Certain Types of Constructions and Repairs**

**EXPLANATION:** Traditionally, the Town has used a process of designing and bidding each capital project. That involves advertising, evaluating bids and doing reference checks in each project which generally takes a minimum of 60 days and delays construction. In addition to the time factor, bidding a succession of small projects does not allow for economies of scale for any one contractor. Larger cities often use annual contracts for services such as asphalt, drainage, sidewalks, water line and sewer line installation or repair. They find that they get better pricing and faster services by bidding construction services by unit (i.e. by linear foot of drainage pipe) than by bidding every project individually. The Contract would “lock-in” unit pricing for 18 months. After 18 months, if cost of materials has increased, the Contractor may use the U.S Department of Labor Consumer Price Index (CPI) to escalate the unit prices. The bid items will be unit priced, meaning labor and materials are included in the unit price. The Town would reserve the right to rebid the annual contracts if we do not agree with the price increases.

We currently have annual contracts for electrical work, HVAC and plumbing all of drainage which have worked very well. With the many capital improvement projects ahead of us and the Commission’s desire to move quickly to construction once designs are approved, we believe it appropriate to consider annual contracts on common construction services. This would be intended primarily for basic infrastructure projects, such as drainage, street resurfacing, sewer system repairs and replacement. It would not be well-suited for major streetscape projects where specific landscape and hardscape materials, and particular lighting fixtures are called for in the design because it is not realistic to have unit pricing on all possible variations of materials and lighting. However, if the majority of the project is infrastructure and it has some lighting or landscape elements, the contractor could submit a price with the unit costs plus a detailed price for the items not contained in the annual contract. In such cases, the Town would have to check the competitiveness of the pricing of the non-unit price items.

Given the amount of work we are planning, we would combine storm water, asphalt and sewer line installation, road restoration and repair and some other construction services into one annual contract with awards going to two (2) contractors to perform work on various construction projects under a unit bid basis. The Town would reserve the right to bid any project using the traditional bidding process.

There is a good deal of complexity in preparing the bid documents for annual contracts, and there is no one on staff with the engineering knowledge to work on this assignment. As a result, we asked two of our continuing service engineering contractors to provide proposals to prepare General Contract Documents and Specifications for annual contracts. In addition to giving us the lowest price of \$26,105 for the assignment, Mathews Consulting is highly qualified to prepare these documents and help us through the bidding process and evaluation of bids. We have prepared the attached work order (**Exhibit 1**), which needs Commission authorization since it is over \$15,000. (The other proposal we received was for \$30,800 from Carnahan Proctor and Cross).



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A list of standard bid items pertinent to storm water drainage, sanitary sewer and road restoration type projects will be compiled using estimated quantities based on work we routinely do and the approved Capital Improvement Plan. The assignment will be completed in 90 days, at which time we will solicit bids for the annual contracts.

We anticipate recommending two (2) contractors who will be selected to construct projects over a three year period. The contract shall include one, two (2) year renewal. Having contractors under contract will expedite the overall project schedules since the bidding process has already been completed.

The contractor would give us a supplemental change order for items that are not in the unit cost bid  
The Work Order's Scope of Services includes:

1. Data Collection
2. Preparation of the General Contract Documents and Specifications
3. Bidding Assistance
4. Production of Standard Design Details

**Staff Recommendation:** We recommend the Commission authorize the Town Manager to execute Work Order No. 1 (**Exhibit 1**) with Mathews Consulting in the amount of \$26,105.

**EXHIBITS:** 1. Work Authorization No. 1

Reviewed by Town Attorney  
 Yes  No

Town Manager Initials CA



## **Exhibit A**

### **General Contract Documents and Specifications**

#### **Background**

The Town of Lauderdale by the Sea has identified various stormwater improvement projects that are proposed to be constructed within the next three (3) years. These projects were identified in the Town's Stormwater Master Plan, prepared by others (Chen and Associates) in 2010. Traditionally, the Town has chosen the standard method of design/bid/build for each project. To assist with uniformity and ease of construction, the Town intends to hire a single Contractor to perform the anticipated work on various construction projects under a unit bid price basis. Mathews Consulting (Consultant) will prepare General Contract Documents and Technical Specifications for typical stormwater projects that can be used for these projects. The General Contract Documents and Specifications will include the front-end documents and technical specifications. They will not include the production of design drawings.

#### **Objective**

To assist in uniformity, the Town is requesting the Consultant to prepare General Contract Documents and Specifications to be used to bid the Town's upcoming stormwater improvement projects. A list of standard bid items pertinent to stormwater and gravity sanitary sewer type projects will be compiled using estimated quantities for the scheduled work (scheduled work to be determined by the Town). Associated technical specifications for each bid item will be included. The General Contract Documents and Specifications will be bid utilizing the open bid process. One (1) Contractor will be selected to perform the anticipated construction projects over a three-year period.

The Town will identify the projects to be included in the General Contract Documents and Specifications. Having a Contractor under contract will expedite the overall project schedules since the bidding process is eliminated on a project by project basis.

#### **Scope of Services**

##### **Task 1: Data Collection**

Consultant shall compile and review pertinent information in regard to upcoming projects to identify the items to be included in the bid list. This Task includes one meeting with Town staff to review past and proposed projects to be incorporated.

1. Consultant shall meet with Town staff to identify the projects projected to be built within the next three (3) years.
2. Consultant shall review Stormwater Master Plan.
3. Consultant shall review Sanitary Sewer Study, once completed.
4. Consultant shall review previous one set of Specifications used by the Town.
5. Consultant shall review Town's existing front-end document.

**Task 2: Preparation of General Contract Documents and Specifications**

Consultant shall prepare General Contract Documents and Specifications to be used to secure a Contractor. The Contract Documents shall include the following:

1. Using the Stormwater Master Plan (SWMP), the Sanitary Sewer Study and information provided by the Town, Consultant shall develop a list of standard bid items pertinent to typical stormwater and sanitary sewer improvement projects. The purpose of the list of bid items is to provide a "shopping list" from which to formulate bid forms on a project by project basis. General quantities will be included based on proposed projects identified through the Data Collection Phase. Quantities shown in the SWMP will be used and are assumed to be accurate. Bid item list to also include items ancillary to stormwater and sanitary sewer improvements, such as, curbing, pavement restoration, sidewalk installation, etc.
2. Consultant shall utilize preliminary/ planning sketches previously prepared by others to show the Contractor the magnitude of the anticipated projects.
3. Consultant shall develop technical specifications for each bid item as necessary. Consultant shall utilize specification sections that Town has used on previous successful construction projects as a basis for the technical specifications.
4. Consultant shall develop front-end contract documents. The Town's legal staff and Purchasing Department shall review and approve the documents upon submittal.
5. Three (3) copies of the Draft Contract Document Specifications will be delivered to the Town for review. MC will conduct a review meeting with the Town to address comments and make any appropriate revisions. Three (3) hard copies and an electronic file (pdf format) of the Final Contract Document Specifications will be provided to the Town.
6. Consultant shall provide internal QA/QC reviews for the tasks listed above.

**Task 3: Bidding Assistance**

Consultant shall provide bidding services to the Town as follows:

1. Consultant will provide Town with one (1) unbound hard copy, and one PDF file of the Contract Documents for bidding purposes. Additional sets will be produced by the Town.
2. Consultant shall assist Town in advertising and obtaining bids for the Contract. It is anticipated that work will be awarded to one (1) Contractor.
3. Consultant shall coordinate and conduct a pre-bid conference with interested potential bidders and Town staff. Consultant shall provide a written summary of items discussed.
4. Consultant shall issue addenda (including the pre-bid conference meeting minutes) and provide supplemental information or clarification, as appropriate, to interpret, clarify, or expand the bidding documents to all prospective bidders during the bid process.
5. Consultant shall attend the bid opening, prepare bid tabulation sheets, assist the Town in evaluating the bids, and assist in assembling and awarding the Contract. Consultant shall submit to Town a written recommendation concerning contract award.

#### **Optional Task 4: Production of Standard Design Details**

Standard Design Details are required in the General Contract Documents and Specifications. The Town currently does not have formal standard design details. Various standard design details have been used on a project by project basis. Consultant shall assemble a standard set of design details to be used on all projects incorporated in the General Contract Documents and Specifications.

#### **Assumptions**

Work described herein is based upon the assumptions listed below. If conditions differ from those assumed in a manner that will affect the Scope of Work, Consultant shall advise the Town in writing of the magnitude of the required adjustments. Changes in completion schedule or compensation to Consultant will be negotiated with the Town. Key assumptions include:

- Town will select one qualified Contractor.
- The Contract will have an anticipated three-year term.
- Town to identify the total construction budget.
- Contract Documents to be used for projects that consist primarily of stormwater and gravity sanitary sewer improvements. Potable water mains, forcemains, and lift stations will not be included in the Contract Documents.
- Town to provide Consultant with previous Construction Contract Documents in Microsoft Word format.
- Town to provide the Stormwater Master Plan, prepared by Chen and Associates, to Consultant in electronic format (pdf).
- Town to provide the Sanitary Sewer Study, currently being prepared by King Engineering, when completed.
- All quantities for proposed projects included in the Stormwater Master Plan and Sanitary Sewer Study are assumed to be accurate and will be used in the bid documents.
- Production of design drawings are not included in this scope of work.

## Exhibit B

Task Description	Labor Classification and Hourly Rates							
	Principal Engineer \$147.60	Senior Project Engineer \$135.30	Engineer I \$110.70	Sr. Construction Inspector \$100.45	Senior Eng. Tech. \$99.43	Clerical \$61.00	Total Labor	Sub-Consultant Services
<b>Task 1 - Data Collection</b>								
Meet with Town staff to review proposed projects	4		5				\$1,144	
Review SWMP, front-end documents, specifications, etc.	3		16				\$2,214	
<b>Subtotal Task 1</b>	<b>7</b>	<b>0</b>	<b>21</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$3,358</b>	<b>\$0</b>
<b>Task 2 - Preparation of Construction Specifications</b>								
Develop "Bid Items" List and Quantities	3		36			2	\$4,550	
Prepare Technical Specifications	3		30			6	\$4,130	
Prepare Front-End Document	2		10			2	\$1,524	
Develop Draft Contract Document Specifications	2		10		10	4	\$2,641	
Project Meetings			10				\$1,107	
Develop Final Contract Document Specifications	1		8		5	4	\$1,774	
QA/QC	6						\$886	
<b>Subtotal Task 2</b>	<b>17</b>	<b>0</b>	<b>104</b>	<b>0</b>	<b>15</b>	<b>18</b>	<b>\$16,611</b>	<b>\$0</b>
<b>Task 3 - Bidding Assistance</b>								
Assist in bid advertisement	1		3			1	\$541	
Coordinate, attend, and provide minutes for pre-bid meeting			8			1	\$947	
Prepare addenda/clarification (max 2)			6				\$664	
Prepare bid tabulation and issue a recommendation			8			2	\$1,008	
<b>Subtotal Task 3</b>	<b>1</b>	<b>0</b>	<b>25</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>\$3,159</b>	<b>\$0</b>
<b>Optional Task 4- Standard Design Details</b>								
Production of Standard Design Details	1		8		12		\$2,226	
<b>Subtotal Optional Task 4</b>	<b>1</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>12</b>	<b>0</b>	<b>\$2,226</b>	<b>\$0</b>
<b>Labor Subtotal Hours</b>								
	25.995	0	158	0	27	22		
<b>Labor Subtotal Costs</b>								
	\$3,837	\$0	\$17,491	\$0	\$2,685	\$1,342	\$25,354	\$0
<b>Labor Total Costs</b>								
	<b>\$25,355</b>							
<b>Subconsultant Costs Total</b>								
	\$0							
<b>Subconsultant Multiplier</b>								
	1.1							
<b>Subconsultant Total</b>								
	\$0							
<b>Reimbursable Expenses</b>								
	\$750							
<b>Project Total</b>								
	<b>\$26,105</b>							

**Exhibit C**  
**Work Authorization Schedule**

**SCHEDULE**

The schedule for the completion of the Work Authorization is as follows:

<b><u>Task</u></b>	<b><u>Task Duration</u></b>	<b><u>Completion Date</u></b>
Task 1: Data Collection	4 Weeks	
Task 2: Preparation of Contract Documents and Specification	6 Weeks	
Task 3: Bidding Assistance	8 Weeks	

**Exhibit D-1 Staff Time Estimate**

**CONTRACTOR NAME - Summary / Total**

(P160) Permits Coordinator					
(A 130) Administrative Assistant					
(A 170) Delivery / Logistics Personnel					
(P320) Psm / Director Of Surveying					
(S791) Survey / G.I.S. Field Crew					
(S755) Survey C.A.D.D. Technician					
(S890) Plat Processing Coordinator					
Format in Oakland Park Work Authorization					
<b>Administration</b>					
(P291) Principal In Charge/Project Director					
(A 130) Administrative Assistant					
(P160) Permits Coordinator					
(A 170) Delivery / Logistics Personnel					
Sub Total					
<b>Engineering / landscape Architecture</b>					
(P270) Principal Eng. / Principal Landscape Architect / Principal Planner / Sr. Project Manager					
(P315) Sr. Project Eng. / Sr. Landscape Architect / Sr. Planner					
(S555) Project Engineer / Landscape Architect / Planner					
(S630) Sr. C.A.D.D. Technician / Designer					
(C180) C.A.D.D. Technician / Graphics Technician (All Disciplines)					
Sub Total					
<b>Construction</b>					
(F135) R.P.R. / Field Inspector					
Sub Total					
<b>Surveying</b>					
(P320) Psm / Director Of Surveying					
(S791) Survey / G.I.S. Field Crew					
(S755) Survey C.A.D.D. Technician					
(S890) Plat Processing Coordinator					
Sub Total					

Personnel	Hourly Rate	Hours per Task									Totals	
		Task 1	Task 2	Task 3	Task 4	Task 5	Task 6	Task 7	Task 8	Task 9	Hrs	Cost
<b>Administration</b>											0	\$0
											0	\$0
											0	\$0
Sub Total (hours)		0	0	0	0	0	0	0	0	0	0	\$0
<b>Engineering / Landscape Arch</b>											0	\$0
<b>Specific Discipline</b>											0	\$0
											0	\$0
											0	\$0
											0	\$0
											0	\$0
											0	\$0
Sub Total (hours)		0	0	0	0	0	0	0	0	0	0	\$0
<b>Surveying</b>											0	\$0
											0	\$0
											0	\$0
Sub Total (hours)		0	0	0	0	0	0	0	0	0	0	\$0
<b>Cost per Task (\$)</b>		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0
<b>Budget \$ per Task</b>		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0
<b>Subconsultants</b>												
<b>Total Labor and Subconsultants</b>		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0
<b>Direct Expenses</b>												\$0
<b>Work Authorization Total</b>												\$0

Exhibit D-2 Staff Time Estimate

SubContractor NAME