



# AGENDA ITEM MEMORADUM

**Town Manager's Office**

**Bud Bentley**

Department

Assistant Town Manager **TBB**

|  |                               |
|--|-------------------------------|
| <b>COMMISSION MEETING DATE - 7:00 PM</b> | <b>Deadline to Town Clerk</b> |
| June 26, 2012, 2012                      |                               |

- Presentation     Reports     **Consent**     Ordinance  
 Resolution     Quasi-Judicial     Old Business     New Business  
 **FY2012 DESIGNATED HIGH PRIORITY ITEM - PRIORITY TOPIC**

**SUBJECT TITLE: Approval of Work Authorization for the Design of Median Parking on Bougainvilla Drive**

**EXPLANATION:** Bougainvilla Drive south of Commercial Boulevard is one of the locations that additional parking can be created on Town right-of-way. Flynn Engineering Services' preliminary estimate is about 12 parking spaces on Bougainvilla north of Datura and about 14 spaces south. The new parking will surely benefit the neighborhood and the parking spaces north of Datura are close enough for people going to the Oceanfront Center and the businesses on Commercial to use. The parking south of Datura can also serve people going to the beach during peak times.

The attached work authorization (**Exhibit 1**) is with Flynn Engineering Services in the amount of \$29,635. Architectural Alliance is the landscape subconsultant. The price includes \$2,110 for the necessary survey and some additional time in the permitting and construction phases. We did this to shorten the time to contract award because of the importance of having these parking spaces completed. The project schedule is shown in Table 1.

**Table – Fast Tracked Project Schedule (1)**

|    | Task                                      | Duration (# of weeks) | Completion time (total weeks) | Calendar date |
|----|---|-----------------------|-------------------------------|---------------|
| 1  | Commission approval of work authorization |                       | 0                             | June 26, 2012 |
| 2  | Notice to Proceed                         |                       | 0                             | June 27       |
| 3  | Survey                                    | 2                     | 2                             | July 13       |
| 4  | Neighborhood Input meeting                |                       | Concurrent                    | TBD           |
| 5  | Plans                                     | 2                     | 4                             | July 20       |
| 6  | Commission approval of design             | 1                     | 5                             | July 24       |
| 7  | Permitting and Bid Assistance             | 8                     | 13                            | Sept 21       |
| 9  | Commission Award                          | 3                     | 16                            | Oct 9         |
| 10 | Construction Phase                        | 6                     | 22                            | Nov 23        |

(1) This assumes we are able to use the Continuing Construction Contract.



---

While our initial focus was on creating additional parking spaces, this project provides an excellent opportunity to include some landscaping that would beautify the street and break up a very expansive length of asphalt. The work authorization's scope of service provides for the Landscape Architect to evaluate the landscaping that could be included at the ends of the parking medians and to identify areas on the sides of Bougainvillea (within the right-of-way) that could be landscaped. Those opportunities will be identified in the consultant's recommendations that will be presented to the Commission for approval.

**RECOMMENDATION:** We recommend Commission approval of the attached Work Authorization (Exhibit 1) with Flynn Engineering Services in the amount of \$29,635.

**EXHIBITS:** 1. Work Authorization

**FISCAL IMPACT AND APPROPRIATION OF FUNDS:** The FY12 Budget contains \$100,000 for parking improvements. At its June 12<sup>th</sup> meeting, the Commission approved the expenditure of \$24,490 for the design of the A1A Parking Lot renovations leaving a balance of \$75,510, which can be used for this purpose.

Reviewed by Town Attorney

Yes  No

Town Manager Initials CA

**TOWN OF LAUDERDALE BY-THE-SEA  
WORK AUTHORIZATION FOR PROFESSIONAL SERVICES**

|  |  |   |                     |
|--|--|---|---------------------|
| <b>Contractor:</b> Flynn Engineering Services, PA  |  |   |                     |
| <b>Address:</b> 241 Commercial Blvd. , Lauderdale by the Sea, FL 33308   |  |   |                     |
| <b>Contract No.</b><br><b>Agreement Description:</b> Continuing Professional Services Contract<br>August 3, 2011 _____   |  | <b>Work Authorization No.:</b><br><b>Effective Date</b> _____ |                     |
| <b>P.O. # For Work Authorization:</b>  |  | <b>Budget</b>   |                     |
| <b>Brief Task Description:</b> Design, Permit, and Construction Phase Assistance, Median Parking on South Bougainvilla Dr.   |  |   |                     |
| <b>In accordance with the above referenced agreement, you are authorized to perform the tasks detailed in attached Exhibit A (Scope of Services). All required services will be completed on or before: <u>See Exhibit "C"</u></b>   |  |   |                     |
| <b>The total amount or the limiting amount of the compensation will be: \$ _____ unless additional services are authorized by the Town in writing.</b>   |  |   |                     |
| <b>Compensation elements are as follows:</b>   |  |   |                     |
|  | <b>Method of<br/>Compensation (Lump<br/>Sum, Hourly NTE)</b> | <b>Amount<br/>(\$)</b>  | <b>Project Code</b> |
| Survey   | Lump sum   | \$2,110.00  |                     |
| Design Plans   | Lump sum   | \$15,478.00   |                     |
| Permit Phase   | Lump sum   | \$3,520.00  |                     |
| Construction Phase   |  | \$8,027.00  |                     |
| Reimbursables  | Allowance  | \$500.00  |                     |
|  |  |   |                     |
|  |  |   |                     |
|  |  |   |                     |
|  |  |   |                     |
|  |  |   |                     |
|  |  |   |                     |
| <b>Total</b>   |  | <b>\$29,635.00</b>  |                     |
| <b>Other Notes:</b><br><b>This Work Authorization is subject to the same terms and conditions of the <u>Continuing Professional Services Contract</u> dated 8/3/11 .</b><br><b>Please acknowledge receipt of, and agreement with, this Work Authorization by signing and dating and returning three (3) original signed copies to the Town Manager. <u>The Town will send you one fully executed copy.</u></b> |  |   |                     |

**Exhibit 1**

**Town of Lauderdale by-the-Sea Approval:**

Constance Hoffmann, Town Manager

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

June White, Town Clerk

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**Contractor Acceptance:**

Contractor Name:

Jay P. Pres  
(Signature)

6-21-12  
(Date)

Title:

## **Exhibit A**

### **Name of Project**

### **South Bougainvilla Drive Parking**

### **Scope of Services**

## **PROPOSED SCOPE FOR SOUTH BOUGAINVILLA DRIVE PARKING IMPROVEMENTS**

Work limits: Provide parking in the ROW of South Bougainvilla Drive between Commercial Blvd and Hibiscus.

### **Task 1...Survey**

Perform field survey of the work limits and prepare base map for use in design. Information shall, at a minimum, include surface improvements, above ground features, existing signage, surface evidence of underground utilities and any evidence of irrigation systems. Elevations shall be obtained to facilitate the evaluation of maintaining existing drainage patterns.

### **Task 2...Design Plans**

Prepare civil engineering design, including details and specifications as appropriate, for the installation of parallel parking down the middle of South Bougainvilla Drive. This project will include new striping and curbing for minor realignment of the roadway to accommodate the parallel parking. There are no provisions for any new or improved drainage infrastructure in this project. Our subconsultant, Architectural Alliance, will provide a conceptual color site plan for presentation to Commission and a color cross section. They will also provide final landscape and irrigation plans, details and specifications. The team will prepare a cost estimate for the final plans. Also included in our fee proposal is attendance at one Commission meeting and attendance at one neighborhood meeting to review the plan concept.

### **Task 3...Permitting and Bid Phase Services**

- A. Apply for and obtain all government or agency permits required for the project. This project permitting is limited to Broward County Traffic and Engineering Dept and the Town of Lauderdale by the Sea (The Town will pay the permit fees).
- B. Attend one pre-bid conference
- B. Prepare responses to questions from possible contractors and issues.
- C. Prepare addenda as appropriate.
- D. Review bids received for the project and make written recommendation for contract award.

#### **Task 4...Construction Phase Services**

The Town will employ a Project Manager who will take care of the administrative aspects of construction management for this and other major capital projects the Town is undertaking. However, the design consultant will be expected to provide the following services during the construction phase:

1. Review technical aspects of the Contractor's work for compliance with technical aspects of their contract with the Town. Elements including, but not limited to reviewing the Contractor's schedule for completeness, logic, durations, activity, flow, compliance with milestone dates, concurrency, resource allotment. Verify the schedule conforms with the construction phasing and MOT sequences, including all contract modifications. Provide a written review of the schedule identifying significant omissions, improbable or unreasonable activity durations, or errors in logic.
2. Perform periodic site visits to determine if the project is being constructed in conformance with the design or approved design modifications. Flynn Engineering is limited to 10 site visits and Architectural Alliance is limited to 3 site visits.
3. Inform the Town of any observed omissions, substitutions, defects, violation and/or issue of non-compliance and deficiencies noted in the work of the Contractor.
4. Process and respond to contractor's submittals including, but not limited to, requests for information (RFI's), shop drawings and other related project information and submittals.
5. Review, evaluate and provide recommendations regarding contractor's payment applications.
6. Attend meetings with the contractor, Town and other appropriate entities to discuss any disputes, discussions about contractor's non-conformance with their contract or performance deficiencies, requests for modifications, field conditions that require modification of the plans, etc.
7. Modify the design if the Town determines that field conditions found during the construction phase dictate a change.
8. Complete any project certification required by permitting agencies or as appropriate.

**Exhibit B**  
Hourly Compensation Rates

**Flynn Engineering Services**  
**2012 Rates**

| Classification                       | Billing Rate \$ / Hour |
|--------------------------------------|------------------------|
| 1. Firm Principal                    | \$195.00               |
| 2. Professional Engineer/Surveyor    | \$165.00               |
| 3. Graduate Engineer                 | \$140.00               |
| 4. Engineering/Planning Technician   | \$140.00               |
| 5. Computer Drafter                  | \$107.00               |
| 6. Clerical                          | \$ 62.00               |
| 7. Expert/Witness/Litigation Support | \$275.00               |

**Exhibit C**

**Work Authorization Schedule**

**SCHEDULE**

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

| <u><b>Task</b></u>               | <u><b>Task Duration</b></u> | <u><b>Completion Date</b></u>                        |
|----------------------------------|-----------------------------|--|
| Survey                           | <u><b>2 weeks</b></u>       | <u><b>2 weeks from authorization to proceed</b></u>  |
| Plans                            | <u><b>2 weeks</b></u>       | <u><b>4 weeks from authorization to proceed</b></u>  |
| Commission Meeting               | <u><b>1 weeks</b></u>       | <u><b>5 weeks from authorization to proceed</b></u>  |
| Permitting and Bid Phase Assist. | <u><b>8 weeks</b></u>       | <u><b>13 weeks from authorization to proceed</b></u> |
| Construction Phase               | <u><b>6 weeks</b></u>       | <u><b>19 weeks from authorization to proceed</b></u> |
|                                  |                             |  |
|                                  |                             |  |
|                                  |                             |  |

| Personnel   | Hourly*<br>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>Traffic Engineering</b>                        |                 |                |          |         |         |        |        |        |        |        |        |          |
| Sub Total (hours)                                 |                 |                |          |         |         |        |        |        |        |        |        | \$0      |
| <b>Surveying</b>                                  |                 |                |          |         |         |        |        |        |        |        |        |          |
| Field Crew  | \$125.00        | 8              |          |         |         |        |        |        |        |        | 8      | \$1,000  |
| CAD Drafting                                      | \$85.00         | 8              |          |         |         |        |        |        |        |        | 8      | \$680    |
| Prof. Land Surveyor                               | \$100.00        | 1              |          |         |         |        |        |        |        |        | 1      | \$100    |
| Sub Total (hours)                                 |                 | 17             |          |         |         |        |        |        |        |        | 17     | \$1,780  |
| <b>Landscape Architecture</b>                     |                 |                |          |         |         |        |        |        |        |        |        |          |
| Principal Landscape Architect                     | \$145.00        |                | 20       |         |         |        |        |        |        |        | 20     | \$2,900  |
| Project Manager                                   | \$110.00        |                | 40       |         | 8       |        |        |        |        |        | 48     | \$5,280  |
| Landscape Architect                               | \$95.00         |                | 12       |         | 1       |        |        |        |        |        | 13     | \$1,235  |
| Sub Total (hours)                                 |                 | 0              | 72       | 0       | 9       | 0      | 0      | 0      | 0      | 0      | 81     | \$9,415  |
| <b>Civil Engineering</b>                          |                 |                |          |         |         |        |        |        |        |        |        |          |
| Principal Engineer, Jay Flynn, PE                 | \$195.00        |                | 6        | 2       | 2       |        |        |        |        |        | 10     | \$1,950  |
| Project Managers (all PEs)                        |                 |                |          |         |         |        |        |        |        |        |        |          |
| Dennis Shultz, PE w/ Joshua Horning, PE assisting | \$165.00        | 2              | 30       | 16      | 40      |        |        |        |        |        | 88     | \$14,520 |
| CAD/Engineering Technician, Damon Ricks           | \$107.00        |                | 8        | 4       |         |        |        |        |        |        | 12     | \$1,284  |
| Clerical, Susan Storelli                          | \$62.00         |                | 1        | 1       | 1       |        |        |        |        |        | 3      | \$186    |
| Sub Total (hours)                                 |                 | 2              | 45       | 23      | 43      | 0      | 0      | 0      | 0      | 0      | 113    | \$17,940 |
| <b>Electrical Engineering</b>                     |                 |                |          |         |         |        |        |        |        |        |        |          |
| Sub Total (hours)                                 |                 | 0              | 0        | 0       | 0       | 0      | 0      | 0      | 0      | 0      | 0      | \$0      |
| <b>Cost per Task (\$)</b>                         |                 | \$2,110        | \$15,478 | \$3,520 | \$8,027 | \$0    | \$0    | \$0    | \$0    | \$0    |        | \$29,135 |
| <b>Budget \$ per Task</b>                         |                 | \$2,110        | \$15,478 | \$3,520 | \$8,027 | \$0    | \$0    | \$0    | \$0    | \$0    |        | \$29,135 |
| <b>Subconsultants</b>                             |                 |                |          |         |         |        |        |        |        |        |        |          |
| Avirom and Assoc. Survey                          |                 |                |          |         |         |        |        |        |        |        |        |          |
| Architectural Alliance... Landscape Architect     |                 |                |          |         |         |        |        |        |        |        |        |          |
| Reimbursables                                     |                 |                |          |         |         |        |        |        |        |        |        | \$500    |
| <b>Total Labor and Subconsultants</b>             |                 | \$2,110        | \$15,478 | \$3,520 | \$8,027 | \$0    | \$0    | \$0    | \$0    | \$0    |        | \$29,635 |