



Item No. 16c

# AGENDA ITEM MEMORADUM

**Capital Fund**

**Bill Cole, Project Manager**

*BC*

Department

Department Director

COMMISSION MEETING DATE (*) - 7:00 PM	Deadline to Town Clerk
<input checked="" type="checkbox"/> June 12, 2012	June 1

\*Subject to Change

- Presentation     Reports     Consent     Ordinance  
 Resolution     Quasi-Judicial     Old Business     New Business

FY2012 DESIGNATED HIGH PRIORITY ITEM - PRIORITY TOPIC

**SUBJECT TITLE: PUBLIC SAFETY/JARVIS HALL PARKING LOT DESIGN AWARD**

**EXPLANATION:** Insufficient parking exists at Town Hall for Public Safety service vehicles and Municipal Services personnel vehicles. At the February 28<sup>th</sup> meeting, the Commission directed staff to research parking scenarios but to maintain the green space in front of Jarvis Hall.

Staff recommends Architectural Alliance be awarded the design work under their continuing services contract in the amount of \$29,475.00 to design the new parking lot. Theirs was the best and most expansive scope proposed by our continuing services contractors.

Preliminary parameters include:

- Consider utilizing all available space in front of public safety building, the vacant lot between it and Jarvis Hall, and the vacant lot known as Spicola Park.
- Preserve the monument dedicating Spicola Park and incorporate it in the design.
- Landscaping, lighting and drainage.

**Source of Funds:** We anticipate that we can meter a portion of this lot for mid-afternoon, night and weekend use, as the Municipal Services employees will not be parking there at those times. Therefore, we would like to charge one-third of the design cost (approximately \$10,000) to the Parking Fund. The other two-thirds of the design fee can be paid from funds in the Capital Fund assigned to parking improvements (Fund 300, Department 534.167).

**Recommendation:** Commission approval of the Work Authorization for Professional Services to Architectural Alliance for surveying, landscape architectural and civil engineering services for the Public Safety/Jarvis Hall Parking Lot.

**EXHIBIT(S):** Work Authorization for Professional Services

Reviewed by Town Attorney  
 Yes     No

Town Manager Initials *CB*

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

**Contractor:** Architectural Alliance, Inc.

**Contractor's Address:** 612 S.W. 4<sup>th</sup> Avenue, Fort Lauderdale, Fl 33315

**Contract No.**  
**Agreement Description:**

**Work Authorization No.:**  
**Effective Date** \_\_\_\_\_

**P.O. # For Work Authorization:**

**Budget**

**Brief Task Description:** Surveying, Landscape Architectural and Civil Engineering Services for Public Safety Parking Lot

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: See Exhibit "C"

The total amount or the limiting amount of the compensation will be: \$ \_\_\_\_\_ unless additional services are authorized by the Town in writing.

Compensation elements are as follows:

	Method of Compensation (Lump Sum, Hourly NTE)	Amount (\$)	Project Code
Task 1: Survey	Lump Sum	\$1,400.00	
Task 2: Concept Plans	Lump Sum	\$4,892.00	
Task 3: Construction Documents	Lump Sum	\$10,285.00	
Task 4: Permits	Lump Sum	\$4,532.00	
Task 5: Construction Observation	Lump Sum	\$5,300.00	
Task 6: Meetings	Lump Sum	\$1,745.00	
Direct Expenses	Lump Sum	\$1,321.00	
<b>Total</b>		<b>\$29,475.00.</b>	

**Other Notes:**

This Work Authorization is subject to the same terms and conditions of the Continuing Professional Services Contract dated \_\_\_\_\_.

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. The Town will send you one fully executed copy.

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

Constance Hoffmann, Town Manager

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

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

June White, Town Clerk

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

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

If over \$15,000, date this work was approved by the Town Commission on: \_\_\_\_\_

**Contractor Acceptance:**

Contractor Name: \_\_\_\_\_

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

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

Title: \_\_\_\_\_

## **Exhibit A**

### **Name of Project**

# **SURVEY, DESIGN, CONSTRUCTION DOCUMENT PREPARATION, AND OTHER PROFESSIONAL SERVICES FOR A PARKING LOT TO SERVE THE PUBLIC SAFETY DEPARTMENTS AND JARVIS HALL IN THE TOWN OF LAUDERDALE-BY-THE-SEA**

### **Scope of Services**

#### **GENERAL DESCRIPTION**

Insufficient parking exists for Public Safety service vehicles and Public Works personnel vehicles. The town wishes to construct a parking lot on property in the vicinity of Jarvis Hall and the Public Safety Building. Specifically these are lots 28, 29, 30 in block 24 and lot 1 in block 23. The town seeks the consultant's professional design and other services to accomplish this goal.

Provisions for the following vehicles should be included (assuming sufficient land area exists):

- Two spaces for emergency medical service trucks, 10 feet wide with close proximity to water and electrical outlets, most likely available at or near the southeast corner of the Public Safety Building.
- 5 spaces available for EMS personnel vehicles
- 8 spaces available for BSO service vehicles (automobiles)
- 2 spaces available for BSO ATV
- 1 designated space near the north side of the PSB for prisoner transport (sally port)
- 17 spaces for Volunteer Fire Department personnel vehicles
- 2 spaces for VFD ATV and jet-ski trailers
- 12 spaces for Public Works personnel vehicles

The scope of services includes:

#### **TASK 1: SURVEY/BASE MAP PREPARATION**

The Town has surveys of the area but these are not up-to-date. The Town can provide them to the design consultant team. The consultant will be responsible for developing a composite survey representing actual conditions.

The consultant shall prepare a survey of the project area that includes:

1. Horizontal and vertical data on a minimum of 50 foot stations and grade breaks in State Plane Coordinates and current Broward County Vertical Datum.
2. Surface features and limits indicating materials.
3. All above ground utilities and evidence of below ground utilities including main and service lines for potable water and fire hydrants, sanitary sewer manholes, mains and service laterals, storm drainage catch basins, pipes and manholes, aerial FPL, ATT and Comcast facilities, streetlights, signs and other incidental features. Includes locations of underground utilities as marked by Sunshine One Call for member utilities. Pipe diameter, invert elevation and pipe material, if observable, shall be included. Roadway striping shall be included.
4. Location and species of all trees 3" caliper and greater.

The survey/base map shall show all existing parking, including striping, that is adjacent to the public rights of ways and sidewalks. The design consultant shall perform necessary field investigations/reconnaissance and review of available records and add any information needed to prepare survey/base maps for use in design.

Deliverables: Provide five (5) hard copies of the survey/base map in 24" x 36" format, one electronic copy in pdf format and one electronic copy in Auto CAD format. The survey must be on state plane coordinates.

## **Task 2: Conceptual Plans**

- A. Determine what areas can be converted to parking spaces without impacting certain existing elements such as trees, power poles and standby generators.
- B. Provide two-way access to both A1A and Bougainvilla for vehicles in the new lot.
- C. Develop two versions of the facility. One with no connection to the existing lot in front of Town Hall and one with a connection. The latter will include closing the entrance near Jarvis Hall thereby eliminating the direct passage from A1A to Bougainvilla between town buildings.
- D. Present the conceptual design alternatives at a Town Commission meeting and facilitate obtaining direction from the Commission on selection of the preferred designs from the alternatives presented.

Deliverables:

Two (2) Color Site Plans

Paving, Grading, Drainage Concept Plan

Preliminary Cost Estimate

## **Task 3: Construction Documents**

Prepare full design/construction drawings details and technical specifications for the drainage and beautification improvements needed to construct the project. At a minimum, the following elements are included:

1. Treatment of sidewalks/pedestrian facilities
2. Lot lighting, pedestrian lighting and landscape lighting if proposed for inclusion in the project.
3. Specialty decorative features
4. Hardscape/Paving Plans
5. Curbs and paving
6. Storm water drainage plans
7. Erosion Control Plan if applicable
8. Landscaping Plans - Quantity, size, and description of the following:
  - a. Trees (including relocation of any existing trees)
  - b. Shrubs and groundcovers
  - c. Soil mixes
  - d. Planting details and specifications
9. Irrigation Plans where irrigation is feasible and necessary (Town to supply source information for irrigation source, i.e., well or Town water source).
10. Demolition Plan

Deliverables:

Demolition Plan

Horizontal Control Plan

Pavement Marking and Signage Plan

Paving and Drainage Details

Specifications

NPDES/ SEPP Plan

Electrical Lighting Plan

Landscape Plans

Irrigation Plans  
Traffic Study (Required for FDOT Permit)  
Cost Estimate

#### **Task 4: Permits and Bidding**

Prepare all permit applications required for approval of the proposed improvements or portions thereof by all appropriate jurisdictional agencies. (The Town will pay the permit fees.)

Town of Lauderdale-By-The-Sea  
Broward County- EPD Drainage  
FDOT- Driveway Connections  
FDOT- Drainage Connections

#### **Bids**

Attend one pre-bid conference

Prepare responses to questions from possible contractors and issues.

Prepare addenda as appropriate.

Review bids received for the project and make written recommendation for contract award.

#### **Task 5: Construction Observation**

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.
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.

Deliverables: Upon completion of project, provide to Town 2 (two) electronic copies and 1 (one) hardcopy of all reports, logs, minutes, correspondence and other information, permits, forms, and data generated for the project.

**Task 6: Meetings**

- One (1) Preliminary Meeting with Town Staff & Fire/ Police Officials (Civil and Landscape Consultants)
- Two (2) Meetings with Town Staff (Preliminary Design & Final Design) Landscape-Two (2) Meetings Civil One (1) Meeting
- One (1) Meeting with Town Commission (Civil & Landscape Consultants)

**COMPENSATION**

Compensation for this project shall be quoted on a total, not-to-exceed sum and shall include the cost of all services, deliverables and meetings listed above. The total cost shall also be broken down into segments for each of the previously-described six (6) tasks of this Work Authorization.

**Exhibit B**  
Hourly Compensation Rates

**Architectural Alliance**

Principal- \$110.  
Project Manager/ Landscape Architect- \$95.  
Landscape Designer- \$90.

**Flynn Engineering**

Principal- \$195.  
Project Manager- \$165.  
CAD & Planning Technician- \$107.

**Delta G Consulting Engineers**

Principal- \$150.  
Engineer- \$115  
Draftsman- \$65.

**Hughes, Hughes, Inc.**

\$200.

**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>
1- Survey	2 Weeks	
2- Concept. Plans	3 Weeks	
3- Construction Documents	6 Weeks	
4- Permits	4 Weeks	
5- Construction Observation	8 Weeks	
6- Meetings	N/A	

\*Time is of the essence for all timeframes provided herein. The Consultant's failure to comply with the foregoing schedule is a default by Consultant, unless the delay is due to circumstances beyond Consultant's control. Town owns all documents and other evidence of design effort created as a result of this Work Authorization. All documents and other evidence of design effort created by Consultant pursuant to this Work Authorization must be promptly provided to the Town in Auto Cad format as a precondition to payment at any time the Consultant is in default with the terms hereof.

\*\*The Completion date for Tasks and the Project as a whole should be expressed in weeks or months as measured from date of the notice to proceed.

Exhibit D-1 Staff Time Estimate

CONTRACTOR NAME – Architectural Alliance, Inc.

Sub Total (hours)		0	0	0	0	0	0	0	0	0	0	\$0
<b>Engineering / Landscape Arch</b>												
Principal/Landscape Architect- Hugh Johnson	\$110.00	10	8		4	5					27	\$2,970
Project Landscape Architect- Manny Madera	\$95.00	2	19			40					61	\$5,795
Landscape Designer- Brian Kitchens	\$90.00	17	22		9	10					58	\$5,220
											0	\$0
											0	\$0
											0	\$0
											0	\$0
Sub Total (hours)		19	41	0	9	50	0	0	0	0	119	\$13,985
<b>Surveying</b>												
Avirom & Associates											0	\$0
											0	\$0
											0	\$0
											0	\$0
Sub Total (hours)		0	0	0	0	0	0	0	0	0	0	\$0
Cost per Task (\$)		\$2,820	\$4,665	\$0	\$1,250	\$5,250	\$0	\$0	\$0	\$0		\$13,985
Budget \$ per Task		\$2,820	\$4,665	\$0	\$1,250	\$5,250	\$0	\$0	\$0	\$0		\$13,985
<b>Subconsultants</b>												
<b>Total Labor and Subconsultants</b>		\$2,820	\$4,665	\$0	\$1,250	\$5,250	\$0	\$0	\$0	\$0		\$13,985
<b>Direct Expenses</b>												\$699
<b>Work Authorization Total</b>												<b>\$14,684</b>

**Exhibit D-2 Staff Time Estimate**

**Sub Contractor – Engineers/ Traffic**

Personne	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
											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
											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