



AGENDA ITEM MEMORADUM

Item No. 17e

Town Manager's Office

Bud Bentley

Department

Department Director

COMMISSION MEETING DATE - 7:00 PM	Deadline to Town Clerk
June 12, 2012	June 1, 2012

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

FY2011 DESIGNATED HIGH PRIORITY ITEM - PRIORITY TOPIC

SUBJECT TITLE: Design Work Authorization to Integrate the Wings Parking Lot into the A1A Parking Lot and Create Additional Parking Spaces

EXPLANATION: In light of the parking impact of the East Commercial streetscape design, it is time to proceed with the integration of the Wings Parking Lot and the A1A parking lot to achieve more efficient use of the space and create additional parking spaces.

The current number and types of parking spaces in each lot are shown in Table 1.

Table 1 – Parking Spaces

Type	A1A	Wings	Current Spaces
Standard	64	11	75
ADA	3	1	4
Total	67	12	79
Motorcycle	4	0	4

The 2011 Parking Operational Study reviewed these two lots and determined that additional spaces could be created by combining the A1A & Wings Parking Lots. The Report identified three options that created from 6 to 20 additional spaces by realigning the drive aisles, utilizing compact spaces, and reducing the landscape areas. However, it is important to note that review did not consider the Town's landscaping requirements which require 20% of parking lots to be landscaped with landscape islands between every tenth parking space and a minimum perimeter landscape area of five feet with average of ten feet in depth. (The Town Commission has discretion on the extent a project follow the landscape code on Town property.)

Since this is the largest parking lot serving the Oceanfront Center, we believe it should be improved to make it a more desirable place for people to park. We believe a reasonable investment is warranted to increase the utilization of the combined parking lot.



Issues to be addressed during renovation of these parking lots include:

1. The vehicular traffic pattern in the combined lot.
2. Pedestrian flow within, from and to the combined lot.
3. Determining if FDOT will allow us to creating an exit from the lot to southbound Ocean Drive.
4. The possibility and practicality of establishing a bus stop at the lot with shelter. (Molly Hughes has recommended this. There is currently a bus stop in front of Jarvis Hall that has little usage and a stop between Commercial and Datura that is well-utilized.
5. Whether space would allow an architectural feature with signage at the Ocean Drive side of the lot that is highly visible to cars, would draw attention to the lot, and serve the parking public by providing a rain and shade shelter as they pay for parking. This location would be ideal for tourist information, maps and a meeting place for people returning to their car.

In preparation of this item, we discussed the issues involved in renovating and combining the two lots with the Town Engineer (Chen & Associates) and Architectural Alliance (landscape subcontractor). They have provided a Scope of Work (**Exhibit A and B to the Work Authorization**) in the amount of \$24,490 to provide design, permitting, bidding assistance and construction oversight services for the combination of the parking lots. In the design they will address the functional issues noted above, and develop and estimate the cost of an architectural feature concept. (Actual design of the architectural feature is not included in the quoted price. If the Town decides to proceed with it, we will have to amend the work authorization.)

We believe the design proposal is competitive based on similar work the Town has contracted for and work for which we have recently received proposals.

Prior to starting the design, the Town will have a topography survey of the two parking lots prepared. If approved at Tuesday's meeting, the design should be complete and ready to bid around October. We intend to have the lot reconfiguration completed before the East Commercial Streetscape project construction begins late next spring.

Commission Discussion Issues:

1. Does the Commission want us to direct the designers to maximize the number of parking spaces at the expense of landscaping or to fully meet the Town's landscape code, or find some balance between the two?
2. Does the Commission want a bus stop and shelter at this location evaluated in the design phase? (We would first see if Broward County would even consider a stop this close to a congested intersection.)
3. Should we work with FDOT to create an exit to southbound Ocean Drive?
4. Should the design team work on making improvements to the internal traffic flow in the lot?
5. Should the concept of an architectural feature be developed?

FISCAL IMPACT AND APPROPRIATION OF FUNDS: The FY12 budget contains \$100,000 for parking improvements. The design fees can be taken from that allocation. The budget provides that the \$100,000 be transferred from the Parking Fund to the Capital Fund, but the external auditor agrees with staff that the transfer is not necessary and the funds can be used for the same purpose within the Parking Fund. We have included a budget transfer in the Recommendation Section.



RECOMMENDATIONS:

- 1 Staff recommends a discussion about the types and extent of improvements the Commission would like to see at the A1A Parking Lot.
- 2 Authorization of the Work Authorization (Exhibit 1) in the amount of \$24,900 plus any amendments that do not exceed \$5,000 if necessary to address unforeseen issues.
- 3 Approve a budget amendment to eliminate the transfer of \$100,000 from the Parking Fund to the Capital Fund for parking improvements, appropriate those funds in the Parking Fund and allocate them for parking improvements.

EXHIBITS: 1. Proposed Scope of Work

Item Reviewed with Town Attorney

Yes No

Town Manager Initials

CA

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Exhibit 1

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

Contractor: Chen Moore & Associates			
Address: 500 West Cypress Creek Road Suite 410 – Fort Lauderdale FL 33309			
Contract No. Agreement Description: Continuing Professional Services Contract		Work Authorization No.: Effective Date _____	
P.O. # For Work Authorization:		Budget \$	
Brief Task Description: A1A Parking Lot Modifications / combining the A1A Parking Lot and the Wings Parking Lot.			
In accordance with the above referenced agreement, you are authorized to perform the tasks detailed in attached Scope of Services Exhibit A and Exhibit B			
The total amount or the limiting amount of the compensation will be: <u>\$24,490</u> 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 – Design Phase	Lump Sum	\$	
Task 2 – Construction Phase	Lump Sum	\$	
Task 3 – Reimbursable Expenses	Reimbursable	\$	
Total		\$15,275	
Landscape & Construction Documents		\$4,915	
Architectural Feature Conceptual Design	Lump Sum	\$4,300	
Total		\$24,490	
Other Notes:			
The Contractor is using Architectural Alliance as their landscape subcontractor.			
This Work Authorization is subject to the same terms and conditions of the <u>Continuing Professional Services Contract</u> dated April 24, 2007.			
Please acknowledge 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>			
Town of Lauderdale by-the-Sea Approval:			
Constance Hoffmann, Town Manager	_____	_____	
	(Signature)	(Date)	
June White, Town Clerk	_____	_____	
	(Signature)	(Date)	
Contractor Acceptance:			
Contractor Name: Chen Moore Engineering	_____	_____	
Title:	(Signature)	(Date)	

A1A PARKING LOT MODIFICATIONS SCOPE OF SERVICES

PROJECT BACKGROUND:

The Town of Lauderdale by the Sea (TOWN) has requested a fee proposal from Chen Moore and Associates (CMA) to prepare the construction documents for the A1A Parking Lot Modifications. The A1A Parking Lot is located just north of Commercial Boulevard on the west side of State Road A1A. The TOWN wishes to merge the existing A1A Parking Lot and the existing Wings Parking Lot for the purpose of increasing the number of parking spaces available to the public. In order to merge these parking areas, the existing landscaped median would need to be eliminated and converted into paved parking area.

The A1A Parking Lot has some circulation issues since there isn't an exit to Ocean Drive and the north driveway on Bougainvillea Drive is inbound only.

The TOWN has various conceptual layouts for the merged parking lots, which CMA will use as the starting point for its design evaluation.

SCOPE OF SERVICES:

CMA will develop a conceptual layout that maximizes the number of parking spaces and:

1. Improves the circulation of the A1A Parking Lot and, if possible, increases the number of exits, which will required consulting and negotiating with FDOT and possible the Broward County Traffic Engineering Division;
2. Combines the Wings Parking Lot into the A1A Parking Lot;
3. Reflects the Commission's direction regarding landscaping; and,
4. Create a concept for an architectural feature.

The Town Commission will decide when they approve the conceptual plan if the architectural feature will be built. The cost of the architectural feature's conceptual design is included in this proposal but the design and construction management costs are not.

CMA shall be responsible for providing professional services necessary to develop construction documents to construct the modifications in the conceptual plan as further outlined below.

The modifications will, for the most part, be limited to the southeast portion of the A1A Parking Lot and the entire Wings Parking lot while the north portion of the A1A Parking Lot expected to remain unchanged, unless changes can be made to the Bougainvillea and A1A entrances. The proposed modifications include the elimination of the existing landscaped median between the A1A Parking Lot and Wings Parking lot along with the construction of new landscaped buffers along the perimeter of the Wing Parking Lot.

The following is a detailed breakdown of the above described scope of services, which had been

Exhibit A

Scope of Services

broken down into deliverable based tasks:

Task 1: Design Phase

In order to develop the construction documents, CMA will complete the following tasks during the design phase of this project:

1.1 Document Review and Conceptual Plan

A. CMA will review all available topographic surveys, atlases, design drawings, and/or record drawings for the existing utilities within the project area to determine the configuration of existing conditions. CMA will use this topographic survey to set up and develop the design plans. CMA shall contact the Sunshine State One Call Service to determine the existing utilities which are located in the project area. CMA will perform necessary site visits to the project area for verification purposes. The approximate location of all existing underground utilities will be incorporated into the design plans based on any available drawings. CMA shall complete this task within 30 calendar days from the issuance of a notice to proceed (NTP) by the TOWN.

TOWN is responsible for providing a current topographic survey of the A1A and Wings Parking Lots.

B. CMA will work with TOWN on the development of a conceptual plan that addresses the issues in the Scope of Services together with a preliminary cost estimate, which CMA will present to the Town Commission. CMA understands that the conceptual plan must be approved by the Town Commission and minor modifications may be necessary. Upon approval, CMA will prepare design drawing.

1.2 90% Design Submittal

CMA will prepare and submit required sets of design drawings to TOWN. These design drawings will consist of the existing condition plans, paving and grading plans, landscaping plans, irrigation plans, electrical plans, and standard detail drawings for review by the TOWN. CMA will prepare and submit required sets of technical specifications to TOWN. CMA will utilize the 90% design plans to prepare a construction cost estimate. In order to complete this task, CMA will retain an electrical engineering consultant to develop any electrical plans necessary for the relocation of up to 2 existing light poles within the parking lot. CMA will attend one review meeting with TOWN staff to discuss comments after the 90% submittal. CMA shall complete this task within 30 calendar days from completion of Task 1.1.

1.3 Regulatory Permit Submittal

CMA will obtain, review, and complete permit applications and will prepared backup documentation required by the regulatory permitting agencies. CMA will be responsible for coordination with all regulatory agencies during the permitting process. CMA will then send applications to CMA for review, signature and check(s) for all permit and application fees. Regulatory agencies anticipated to be involved are as follows:

Broward County Environmental Protection and Growth Management– Surface Water License

Exhibit A

Scope of Services

FDOT Driveway Access Permit

TOWN Building Department (pre-application review)

In order to complete this task, CMA will retain a geotechnical engineering consultant to conduct soil testing necessary for permitting the drainage system within the merged parking lots. CMA will revise applications, plans, and technical specifications as per comments from these regulatory agencies. CMA shall assemble permit application packages within 15 calendar days after the receipt of review comments from the TOWN on the 90% design submittal. The regulatory agencies typically complete their review within 30 calendar days after the permit submittal.

1.4 Final Design Submittal

CMA will utilize the 90% plan and specification review to prepare the bid set of construction documents. ENGINEER will produce required sets of design drawing and technical specifications for bidding. CMA shall complete this task within 15 calendar days after the receipt of review comments from the regulatory agencies on the permit submittals.

Task 2: Construction Administration

2.1 Bidding Assistance

CMA will attend the Pre-Bid Meeting and will answer all questions and clarifications that are technical in nature. CMA will respond to all written questions requesting clarification of the technical documents for this project. CMA will review the bid results and make a recommendation for bid award. TOWN shall be responsible for bid advertisement, distribution of bid documents to interested bidders, processing all bid submittals, and verification that each bid submittal meets all Purchasing related requirements. CMA shall complete this task according to the schedule defined by the TOWN for the bidding process.

2.2 Building Permit Assistance

CMA will assist the TOWN's selected contractor with obtaining a building permit from the TOWN. CMA will respond to review comments from the Building Department and modify the construction documents to address any review comments. The contractor will be responsible all direct coordination with the Building Department and for obtaining the Building Department permits.

2.3 Document Review

CMA will review shop drawings submitted by the contractor prior to commencement of construction and respond to Requests For Information (RFI) from the contractor during construction operations with an estimated duration of 4 months. As necessary, CMA shall prepare any documentation required to clarify issues included within a RFI from the contractor. CMA will review all pay applications from the contractor to verify the accuracy of their progress.

2.4 Construction Oversight

CMA will prepare for and attend one preconstruction meeting with the contractor, City staff,

Scope of Services

and other project stakeholders upon issuance of a notice to proceed. TOWN shall be responsible for daily inspection of the construction operations. CMA shall assist the TOWN with the administration and inspection of the project during the construction phase on an as requested by TOWN staff. CMA will be available to conduct periodic site inspections of the work during construction operations throughout the construction duration. The budget for this task was developed based on the assumption of 16 total inspection hours over the estimated construction duration of 4 months. Any construction inspection services required in excess of this amount will be billed at the hourly rate. CMA will meet with TOWN staff to prepare a punch list. CMA will walk the site with the contractor to go over the punch list until completion for final acceptance. CMA will certify the project at completion to the TOWN staff and jurisdictional agencies.

Task 4: Reimbursable Expenses

4.1 Document Reproduction

CMA shall provide all document reproduction required for each project deliverable to the TOWN and regulatory agencies as defined within the scope. All printing costs for deliverable will be reimbursed by the TOWN at cost. A budget of \$250 for document reproduction was estimated for this task.

SCOPE ASSUMPTIONS:

- A. TOWN will provide topographic survey of the project limits in CAD format. The topographic survey must include the current layout of the parking area.
- B. Photometric calculations will not be required to relocate existing light poles within the parking area since all existing light fixtures will be replaced in kind.
- C. The location of the US A1A and Bougainvilla Drive driveways are expected to remain but two of the driveways may be expanded to provide egress from the redesigned lot.
- D. TOWN will provide timely responses to information included within each deliverable.
- E. TOWN will provide all required permit fees.
- F. TOWN will reimburse CMA for any document reproduction costs for progress submittals to TOWN, review submittals to regulatory agencies, and bidding documents.
- G. TOWN will provide the standard front end contract documents to CMA to incorporate into the bid documents.
- H. TOWN shall be responsible for bid advertisement, distribution of bid documents to interested bidders, processing all bid submittals, and verification that each bid submittal meets all Purchasing related requirements.
- I. TOWN shall be responsible for daily inspection of the construction operations.

Scope of Services

Exhibit A.1

Hourly Compensation Rates

Category	Unit Rate
Town Engineer	\$ 159.14
Firm Principal	\$ 223.85
Professional Engineer	\$ 143.22
Senior Construction Inspector	\$ 143.22
Senior Engineer	\$ 97.60
Associate Engineer	\$ 85.93
Construction Inspector	\$ 85.93
Clerical	\$ 50.92

Exhibit A.2

Work Authorization Schedule

Task	Task Duration	Completion Date
Task 1.1 – Document Review	30 days	30 days after NTP
Task 1.2 – 90% Design Submittal	30 days	30 days after Task 1.1
Task 1.3 – Regulatory Permit Submittal	30 days	30 days after Task 1.2
Task 1.4 – Final Design Submittal	15 days	15 days after Task 1.3
Task 2.1 – Bidding Assistance	TBD	TBD
Task 2.2 – Building Permit Assistance	TBD	TBD
Task 2.3 – Document Review	TBD	TBD
Task 2.4 – Construction Oversight	TBD	TBD
Task 4 – Reimbursable Expenses	N/A	N/A

Exhibit B



ARCHITECTURAL ALLIANCE PROFESSIONAL SERVICE AGREEMENT

Date: May 31, 2012
Client's Name: Chen Moore & Associates Att: Jason McClair
Client's Address: 500 West Cypress Creek Road, Suite 410
Fort Lauderdale, FL 33309
Project Description: **LBTS- A1A Parking Lot
Landscape & Irrigation Plans**

THE CLIENT HEREBY REQUESTS THE PERFORMANCE OF THE FOLLOWING SERVICES: Scope of work is to provide professional Landscape Architectural Services as follows:

SCOPE OF WORK

I) Construction Documents

A. Deliverables

1. Landscape Plan & Construction Documents
2. Irrigation Plan & Construction Documents

\$4,915

II) Construction Administration

A. Three (3) Site Visits during construction to include:

1. Final Grade/ Irrigation Rough
2. 50% Planting/ Irrigation Final
3. Landscape Final

III) Meetings

- A. Landscape Architecture- Two (2) Design Review Meeting with Town Staff.

IV) Timing

- A. 3 weeks- Construction Documents
B. 4 weeks- Construction Administration

V) FEES:

- I A1- \$2,400.
I A2- \$1,400.
II-A \$675. (3 inspections @ \$225. per hour)
III A- \$440.

TOTAL: \$4,915.00

PAYMENT BASIS

- Monthly
- Retainer Fee-\$0.00*
**to be applied to final invoice*

SERVICE CHARGE

On all amounts not paid within 30 days from date of invoice, a service charge will be made of 1 1/2% per month (18% per annum).

VENUE & COST OF LITIGATION

On all amounts not paid within 30 days from date of invoice, the Client will also be responsible for all collection costs, including all attorneys' fees. In the event of a fee dispute, venue of any litigation to resolve that dispute shall be in Broward County, Florida. Additionally, reasonable attorney's fees and costs shall be assessed for the prevailing party against the losing party in any litigation pertaining to collection fees or costs accrued, as a result of the representation.

LIABILITY LIMITATION

To the maximum extent permitted by law, the Client agrees to limit the Design Professional's liability for the Client's damages to the sum of the Design Professional's fee. This limitation shall apply regardless of the cause of action or legal theory pled or asserted.

2012 RATES FOR ADDITIONAL SERVICES

Principal	\$175.00 per hour
Project Manager	\$120.00 per hour
Landscape Architect	\$110.00 per hour
Technical/ Draftsman	\$ 90.00 per hour
Clerical	\$ 65.00 per hour

Reimbursable expenses at cost plus 15%
Computer plots and prints at \$.25 per sq.ft.
Travel over 30 miles at .42 per mile

Client will please sign, date, and return with retainer. Work will commence soon after the signed Agreement is received. Should this document not be executed and returned to us, all parties acknowledge and agree that "authorization to proceed" through any other means constitutes formal acceptance of all terms and conditions herein.

FOR: ARCHITECTURAL ALLIANCE, INC.

We agree to perform the work described above.

By: *Hugh Johnson, RLA*

Date: *May 31, 2012*

FOR: THE CLIENT

The work described is authorized and the above terms and conditions are accepted.

By: _____

Date: _____