CITY OF RIVIERA BEACH DISTRICT BOARD
AGENDA ITEM SUMMARY

MEETING DATE: APRIL 18, 2012 **AGENDA ITEM SUMMARY NO.** J12-041-2

[ ] AWARDS / PRESENTATIONS / PETITIONS	[X] REGULAR
[ ] CONSENT	[X] RESOLUTION
[ ] PUBLIC HEARING	[ ] DISCUSSION & DELIBERATION
[ ] ORDINANCE ON SECOND READING	[ ] BOARD APPOINTMENT
[ ] ORDINANCE ON FIRST HEARING	[ ] WORKSHOP

TITLE / SUBJECT: CHEN and ASSOCIATES, Inc. – WORK AUTHORIZATION #14 TO PROVIDE ENGINEERING DESIGN AND CONSTRUCTION ADMINISTRATION SERVICES FOR THE GARDEN ROAD BRIDGE UTILITY IMPROVEMENT PROJECT.

RECOMMENDATION / MOTION: Staff recommends that the Utility District Board authorize Chen and Associates, Inc., to provide professional engineering services as outlined in the attached scope of services, in order to design and permit the construction of utility improvements in association with Palm Beach County's Garden Road Bridge Improvements project, for a fee of $44,542.00.

DEPARTMENTAL APPROVAL REVIEW & DATE

♦City Manger or ACM [signature]	Library
♦District Attorney PHM 4/11/12	Marina
♦District Clerk [signature]	Police
Community Development	Public Works
♦Interim District Finance Director [signature]	♦Purchasing [signature] 4/12/12
Fire	Recreation & Parks
Human Resources	♦Utility Special District [signature]
Information Systems	Other

APPROVED BY UTILITY DISTRICT: [signature] **DATE:** APR 05 2012

Originator: UTILITY SPECIAL DISTRICT [signature]	Costs: $44,542.00 Current FY: 2011-2012 Funding Source: [X] Capital Improvement [ ] Operating [ ] Other Budget Account Number: 413-1438-535-0-6558	District Board Actions: [ ] Approved [ ] Approved w/conditions [ ] Denied [ ] Tabled to [ ] Referred to Staff
User: UTILITY SPECIAL DISTRICT [signature]		
Advertised: Date: Paper: [X] Not Required Affected Parties [ ]Notified [X]Not Required		Attachments: 1. Resolution 2. Scope of Services-Chen and Associates, Inc.

BACKGROUND/SUMMARY: The Palm Beach County Roadway Division is replacing the existing bridge on Garden Road south of Blue Heron Boulevard. The existing bridge is in disrepair and will be replaced with a new box culvert bridge. There are existing water and sewer facilities attached to this bridge that will have to be replaced as part of this project. This proposal from Chen & Associates will facilitate the design, permitting and construction of new water and sewer lines which will be incorporated into the Palm Beach County project.

The intent is that the Chen plans will be made part of the bid packages that Palm Beach County will bid at a future date. The Riviera Beach Utility District will enter into a Joint Partnership Agreement with Palm Beach County in order to have these improvements constructed.

The new bridge on Garden Road will be much wider and will allow the watermain and sewer main to be buried below grade. This will eliminate the need for aerial crossings of the utilities over the drainage canal. A guardrail will be constructed to protect the utility lines from traffic.

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FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2012	2013	2014	2015	2016
Capital Expenditures	0	0	0	0	0
Operating Costs	0	0	0	0	0
External Revenues	$44,542.00	0	0	0	0
Program Income (City)	0	0	0	0	0
In-Kind Match (City)	0	0	0	0	0
NET FISCAL IMPACT	$44,542.00	0	0	0	0
NO. ADDITIONAL FTE POSITIONS (Cumulative)	0				

Is Item Included In Current Budget 2011-2012 Yes X No____

Budget Account No.: Fund 413 Dept/Division 1438 Org. 535-0 Object 6558

Reporting Category: Contract Services

B. Recommended Sources of Funds/Summary of Fiscal Impact:

C. District Fiscal Review: Louis C. Aurigemma
Mr. Louis C. Aurigemma, P.E., Executive Director

III. REVIEW COMMENTS

A. Finance Department and/or Purchasing/Intergovernmental Relations/Grant Comments:

Finance Department

Purchasing and Grants

B. Other Department Review:

RESOLUTION NO. _____

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY OF RIVIERA BEACH UTILITY SPECIAL DISTRICT, PALM BEACH COUNTY, FLORIDA, APPROVING THE PROPOSAL FROM CHEN AND ASSOCIATES, INC., IN THE AMOUNT OF $44,542.00 TO PERFORM PROFESSIONAL ENGINEERING DESIGN AND CONSTRUCTION ADMINISTRATION SERVICES FOR THE CONSTRUCTION OF UTILITY IMPROVEMENTS ASSOCIATED WITH THE GARDEN ROAD BRIDGE PROJECT; AND AUTHORIZING THE INTERIM DISTRICT FINANCE DIRECTOR TO PAY THIS AMOUNT FROM ACCOUNT NO. 413-1438-535-0-6558; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the consulting engineering firm of Chen and Associates, Inc., has prepared and submitted to the Utility Special District, a proposal for professional engineering design and construction administration services for the design of the water and sewer improvements required as part of the Palm Beach County Garden Road Bridge Improvement project, for a fee of $44,542.00; and

WHEREAS, the primary purpose of this project is to improve the existing utilities and accommodate the Garden Road Bridge Improvement project.

NOW, THEREFORE, BE IT RESOLVED BY THE UTILITY SPECIAL DISTRICT OF THE CITY OF RIVIERA BEACH, PALM BEACH COUNTY, FLORIDA, AS FOLLOWS:

SECTION 1: That the Utility Special District Board approves the proposal from Chen and Associates, Inc., in the amount of $44,542.00, to provide professional engineering design and construction administration services for the Garden Road Bridge Improvement project.

SECTION 2: That the Interim District Finance Director is authorized to make payment for same under Account Number 413-1438-535-0-6558 in the amount of $44,542.00.

SECTION 3: This Resolution shall take effect upon its passage and approval by the Utility Special District Board.

PASSED AND APPROVED this 18TH day of APRIL, 2012.

UTILITY SPECIAL DISTRICT

APPROVED:

_____
BILLIE E. BROOKS
CHAIRPERSON

ATTEST:

_____
CARRIE E. WARD
MASTER MUNICIPAL CLERK
UTILITY SPECIAL DISTRICT CLERK

_____
DAWN S. PARDO
VICE CHAIRPERSON

_____
CEDRICK A. THOMAS
BOARD MEMBER

_____
JUDY L. DAVIS
BOARD MEMBER

_____
SHELBY L. LOWE
BOARD MEMBER

MOTIONED BY: _____

SECONDED BY: _____

B. BROOKS _____

D. PARDO _____

C. THOMAS _____

J. DAVIS _____

S. LOWE _____

REVIEWED AS TO LEGAL SUFFICIENCY

Pamala A. Ryan

PAMALA HANNA RYAN, CITY ATTORNEY

Date: 4/11/12

DATE: _____

EXHIBIT A

SCOPE OF SERVICES
Utility Relocation
Garden Road Utility Relocation Project

SCOPE OF SERVICES

Chen Moore and Associates was asked by the City of Riviera Beach Utility District (RBUD) to coordinate the relocation of underground utilities which are in conflict with the proposed box culvert replacement on Garden Road. The culvert replacement is being performed by Palm Beach County (COUNTY) Project # 2011904 (PROJECT). This Scope of Services assumes that the utility crossings will be constructed as part of the PROJECT. Chen Moore and Associates (ENGINEER) based this scope on experience with other similar projects in progress with the RBUD and from discussions with the COUNTY design engineer.

This scope of service will include the following:

- Coordination with COUNTY
- Coordination with RBUD
- Coordinate with the Palm Beach County Health Department (PBCHD)
- Prepare conflict plans and conflict matrix
- Coordinate design adjustments with COUNTY
- Prepare utility relocation design plans
- Permitting
- Bidding Assistance
- Part Time Construction Administration (Contract Administration to be done by COUNTY)

This scope will NOT include the following:

- Additional Surveying
- Utility Locates (to be done by RBUD)

The professional engineering services and the associated fees are described below.

TASK 1 - FIELD INVESTIGATION AND EXISTING CONDITIONS

1.1 Field Verification: ENGINEER shall conduct field visits to assess the existing conditions of the project area and to verify the topographic survey.

TASK 2 – COORDINATION WITH RBUD, COUNTY AND AGENCIES

2.1 Coordination with RBUD: ENGINEER will coordinate with the RBUD for the utility locates, to establish relocation criteria and select the best options for relocation.

2.2 Coordination with COUNTY: ENGINEER will coordinate with COUNTY to coordinate design adjustments to accommodate existing utilities where possible and minimize conflicts.

2.3 Coordination with Other Agencies: ENGINEER will attend meetings with regulatory and permitting agencies to incorporate all requirements set forth by PBCHD, RBUD and all other permitting agencies relevant to the project. ENGINEER shall perform a Sunshine One design ticket call, send letters to all identified utilities, collect utility location information and digitize utility locations for drawings.

TASK 3 – 50% CONFLICT IDENTIFICATION PLANS

3.1 Conflict Identification Submittal: ENGINEER shall prepare a 50% conflict identification submittal, which will include the plans for the following disciplines: existing conditions, utility locations, proposed County design plans and locations of conflicts. Chen Moore and Associates will submit up to 2 half size (11"x17") plan sets to the RBUD as part of this submittal.

3.2 Conflict Matrix: ENGINEER shall prepare and submit a conflict matrix indicating which utilities are in conflict with the proposed COUNTY plan.

3.3 Progress Meeting: ENGINEER will attend up to one progress meeting with the RBUD to discuss the utility relocation elements and options related to the project.

TASK 4 – 90% DESIGN PLANS AND PERMIT

4.1 Design Submittal: ENGINEER shall prepare a 90% design submittal, which will include the plans for the following disciplines: existing conditions, proposed COUNTY design and utility relocation plans. Chen Moore and Associates will submit up to 2 half size (11"x17") plan sets to the RBUD as part of this submittal. The 90% design submittal will incorporate comments from RBUD and COUNTY regarding COUNTY design adjustments and proposed utility relocations.

4.2 Permit Submittal: ENGINEER shall prepare and submit applications for the permits necessary to authorize the project to be bid. The potential permits include:
-Palm Beach County Health Department (Water / Sewer Permits)
-Palm Beach County Engineering Division

4.3 Modifications: ENGINEER shall incorporate any revisions made by permit agencies into design drawings.

4.4 Cost Estimate: ENGINEER shall submit a cost estimate of the probable construction costs which will reflect the proposed improvements included within the 90% design plans.

4.5 Progress Meeting: ENGINEER will attend up to one progress meeting with the RBUD to discuss the 90% plan submittal and any review comments from the agencies.

TASK 5 – 100% FINAL DESIGN

5.1 Design Submittal: ENGINEER shall prepare a 100% final design plan which addresses previous review comments from the RBUD and all regulatory agencies including the plans and relevant details for the following disciplines: existing conditions, utility relocations and maintenance of traffic plans. ENGINEER will submit up to 2 half size (11"x17") plan sets.

5.2 Contract Documents: ENGINEER shall prepare 100% construction documents including technical specifications, final quantity list and additional special provisions as required by the RBUD and COUNTY.

5.3 Cost Estimate: ENGINEER shall prepare a final cost estimate, which will be within 10% accuracy of construction cost for the time period at which the cost estimate was prepared. The cost estimate will be submitted with the final design plans and shall indicate all construction costs for items within the final design drawings.

5.4 Progress Meeting: ENGINEER will attend one progress meeting with the RBUD to discuss the 100% plan submittal and any review comments from agencies.

TASK 6 – BIDDING ASSISTANCE

It is assumed that the utility relocations will be done as part of the PROJECT. The tasks for bidding assistance will be limited to assisting the PROJECT by providing input when required.

6.1 Pre-Bid Meeting: ENGINEER shall assist with the preparation of materials and attend a pre-bid meeting to be attended by any interested contractor. The purpose of the meeting will be to outline any special site conditions and clarify any contractor questions.

6.2 Issue Construction Documents: ENGINEER shall prepare and provide one set of construction documents to the RBUD and COUNTY. The COUNTY will reproduce the construction sets and distribute to contractors as necessary.

6.3 Respond to Questions / Addendums: ENGINEER shall assist COUNTY by responding to all written inquiries made by contractors regarding utility relocation and prepare one addendum to clarify contract questions.

6.4 Bid Analysis: ENGINEER shall assist with bid analysis when necessary.

TASK 7 – CONTRACT ADMINISTRATION

It is assumed that construction administration will be done as part of the PROJECT. It is assumed that COUNTY construction administration staff will perform daily inspections. Chen Moore and Associates will be available on an hourly basis to assist with any aspects of construction administration required.

7.1 Construction Administration: ENGINEER shall perform contract administration duties as indicated in the General Contract with the RBUD on an as-needed basis. It is anticipated that construction will require on-site inspection full time for two weeks during pipe installation and half time for one week during restoration. It is estimated that contract administration will require 4 weeks at 8 hours per week. ENGINEER will attend project coordination meetings as needed.

7.2 Project Closeout and Certification: ENGINEER will certify the project at completion and close out all permits.

TASK 8 – REIMBURSABLES

The following are estimated costs of reimbursable expenses. The RBUD will only pay for those services which were used.

8.1 Printing: The costs for the printing and reproduction costs for submittal material will be billed to the RBUD.

ASSUMPTIONS

- This proposal does not include any services required for easement or right-of-way acquisitions.
- The construction administration services are limited to interaction with the contractor and will not include responding to resident concerns. All resident issues will be directed to the RBUD.
- All review comments from the RBUD and COUNTY on each design submittal shall be provided to ENGINEER at one time. Any revisions due to additional comments may result in the need for additional services.
- RBUD shall provide all required permit fees.
- It is assumed that the survey will be obtained from the COUNTY and no additional survey will be necessary.

DELIVERABLES

Chen Moore and Associates will provide the following deliverables at each submittal:

Conflict Identification Plans:
- 2 half size sets (11"x17") at 50% submittal
- Conflict Matrix

Design plans:
- 2 half size sets (11"x17") at 90% and 100% submittal
- 4 half size sets (11"x17") for permitting submittals
- 1 half size set (11"x17") for bidding purposes
- 1 digital CAD copy for bidding purposes
- 1 digital PDF copy for bidding purposes

Technical Specifications:
- 1 set at 100% submittal
- 1 set for bidding purposes

Digital Copies:
- Final Design Drawings (AutoCAD format)
- Final Design Drawings (PDF format)
- Technical specifications (Word format)
- Technical specifications (PDF format)

SCHEDULE OF SERVICES

Chen Moore and Associates will respond to the County Deadlines. It is estimated that work up to Task 3 will be completed within 30 days of the notice to proceed. Task 4 will be completed within 30 days of the approval of Task 3. Task 5 will be completed within 30 days of the approval of permits (Task 4). Task 6 and Task 7 will be performed according to the PROJECT schedule.

ENGINEERING FEES

The fees for the above tasks are as follows.

ITEM	COST
TASK 1 – FIELD INVESTIGATION AND EXISTING CONDITIONS	$1,599
TASK 2 – COORDINATION WITH RBUD, FDOT AND AGENCIES	$5,867
TASK 3 – 50% CONFLICT SUBMITTAL	$4,780
TASK 4 – 90% DESIGN PLANS AND PERMIT	$9,514
TASK 5 – 100% DESIGN	$6,264
TASK 6 – BIDDING ASSISTANCE	$1,251
TASK 7 – CONSTRUCTION ADMINISTRATION	$15,017
TASK 8 – REIMBURSABLES	$250
TOTAL	**$44,542**

The tasks will be billed according to the following schedule. Lump Sum Tasks will be billed on a monthly basis according to the percentage completion of the project. Hourly Tasks will be billed at the hourly not-to-exceed amount specified, without authorization from the RBUD. Reimbursable Expenses will be billed at cost to the RBUD.

ITEMS	COST
Lump Sum Tasks Total (Task 1 - Task 6)	$29,275
Hourly Tasks Total (Task 7)	$15,017
Reimbursable Expenses (Task 8)	$250
TOTAL	**$44,542**

See Exhibit B for a breakdown of fees.

EXHIBIT B

City of Riviera Beach
Garden Road Utility Relocation - Fee Proposal

Chen Moore and Associates Project # 137.012

	Subconsultant Costs	Professional Staffing								Total
		Clerical	CAD Technician	Inspector	Senior Inspector	Project Engineer	Senior Engineer	Project Manager	Principal	
Hourly Rate 2009		$79.53	$74.97	$88.61	$135.81	$97.50	$108.17	$150.45	$214.84	
TASK 1 – FIELD INVESTIGATION AND EXISTING CONDITIONS										
1.1 - Field Verification:							12	2		$1,599
Task 1 Total		$0	$0	$0	$0	$0	$1,298	$301	$0	$1,599
TASK 2 – COORDINATION WITH RBUD, COUNTY AND AGENCIES										
2.1 - Coordination with RBUD			8				12	4		$2,500
2.2 - Coordination with County							12	4		$1,900
2.3 - Coordination with Other Agencies							8	4		$1,467
Task 2 Total		$0	$600	$0	$0	$0	$3,461	$1,805	$0	$5,867
TASK 3 – 50% CONFLICT IDENTIFICATION PLANS										
3.1 - Conflict Identification Submittal:			16				12	2	1	$3,013
3.2 - Conflict Matrix:			4				6	2		$1,250
3.3 - Progress Meeting:							2	2		$517
Task 3 Total		$0	$1,499	$0	$0	$0	$2,163	$903	$215	$4,780
TASK 4 – 90% DESIGN PLANS AND PERMIT										
4.1 - Design Submittal:			12				12	8		$3,401
4.2 - Permit Submittal:			24				16	2	1	$4,046
4.3 - Modifications:			8				4	1		$1,183
4.4 - Cost Estimate:							2	1		$367
4.5 - Progress Meeting:							2	2		$517
Task 4 Total		$0	$3,299	$0	$0	$0	$3,894	$2,106	$215	$9,514
TASK 5 – 100% DESIGN										
5.1 - Design Submittal:			12				8	2		$2,066
5.2 - Contract Documents:			16				12	4	1	$3,314
5.3 - Cost Estimate:							2	1		$367
5.4 - Progress Meeting:							2	2		$517
Task 5 Total		$0	$2,099	$0	$0	$0	$2,698	$1,354	$215	$6,264
TASK 6 – BIDDING ASSISTANCE										
6.1 - Pre-Bid Meeting:							2	2		$517
6.2 - Issue Construction Documents:							1	1		$259
6.3 - Respond to Questions / Addendums:							2	1		$367
6.4 - Bid Analysis:							1			$108
Task 6 Total		$0	$0	$0	$0	$0	$649	$602	$0	$1,251
TASK 7 – CONTRACT ADMINISTRATION										
7.1 - Contract Administration:				80	16		32	8		$13,767
7.2 - Project Closeout and Certification:			4				6	2		$1,250
Task 7 Total		$0	$300	$6,929	$2,173	$0	$4,110	$1,505	$0	$15,017
TASK 8 – REIMBURSABLES										
8.1 - Printing:	$250									
Task 8 Total	$250									

	Total per Task
TASK 1 – FIELD INVESTIGATION AND EXISTING CONDITIONS	$1,599
TASK 2 – COORDINATION WITH RBUD, COUNTY AND AGENCIES	$5,867
TASK 3 – 50% CONFLICT IDENTIFICATION PLANS	$4,780
TASK 4 – 90% DESIGN PLANS AND PERMIT	$9,514
TASK 5 – 100% DESIGN	$6,264
TASK 6 – BIDDING ASSISTANCE	$1,251
TASK 7 – CONTRACT ADMINISTRATION	$15,017
TASK 8 – REIMBURSABLES	$250
TOTAL	$44,542

Lump Sum Tasks Total (Task 1 - Task 6)	$29,275
Hourly Tasks Total (Task 7)	$15,017
Reimbursable Expenses (Task 8)	$250
Total Budget	$44,542