

**CITY OF RIVIERA BEACH DISTRICT BOARD
AGENDA ITEM SUMMARY**

MEETING DATE: NOVEMBER 7, 2012 AGENDA ITEM SUMMARY NO. J12-111-2

- | | |
|---|--|
| <input type="checkbox"/> AWARDS / PRESENTATIONS / PETITIONS
<input type="checkbox"/> CONSENT
<input type="checkbox"/> PUBLIC HEARING
<input type="checkbox"/> ORDINANCE ON SECOND READING
<input type="checkbox"/> ORDINANCE ON FIRST HEARING | <input checked="" type="checkbox"/> REGULAR
<input checked="" type="checkbox"/> RESOLUTION
<input type="checkbox"/> DISCUSSION & DELIBERATION
<input type="checkbox"/> BOARD APPOINTMENT
<input type="checkbox"/> WORKSHOP |
|---|--|

TITLE / SUBJECT: Authorization to Release the Request for Qualifications (RFQ) for the Utility Special District to retain professional engineering services for Phase C of the Martin Luther King Junior Boulevard project.

RECOMMENDATION / MOTION: STAFF RECOMMENDS THAT THE UTILITY SPECIAL DISTRICT BOARD AUTHORIZE THE RELEASE OF A REQUEST FOR QUALIFICATIONS (RFQ) TO RETAIN PROFESSIONAL ENGINEERING SERVICES FOR PHASE C OF THE MARTIN LUTHER KING JUNIOR BOULEVARD (MLK) PROJECT.

DEPARTMENTAL APPROVAL REVIEW & DATE

◆City Manger or ACM	Library
◆District Attorney	Marina
◆District Clerk	Police
Community Development	Public Works
◆Finance Director	◆Purchasing
Fire	Recreation & Parks
Human Resources	◆Utility Special District
Information Systems	Other

APPROVED BY UTILITY DISTRICT:

DATE:

Originator: UTILITY SPECIAL DISTRICT	Costs: <u>\$200,000</u>	District Board Actions: <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/conditions
User: UTILITY SPECIAL DISTRICT	Current FY: 2012-2013	<input type="checkbox"/> Denied <input type="checkbox"/> Tabled to <input type="checkbox"/> Referred to Staff
Advertised: Date: Paper: <input checked="" type="checkbox"/> Not Required	Funding Source: <input type="checkbox"/> Capital Improvement <input checked="" type="checkbox"/> Operating <input type="checkbox"/> Other	Attachments: 1. Resolution 2. Scope of Services 3. CIP Budget sheet
Affected Parties <input type="checkbox"/> Notified <input checked="" type="checkbox"/> Not Required	Budget Account Number: 413-1437-533-0-3103	

BACKGROUND/SUMMARY: On September 19, 2012, the Utility Special District Board of Directors adopted the City of Riviera Beach Utility Special District FY2012-2013 Budget, which included line items for the Martin Luther King Junior Boulevard Project Phase C. On October 5, 2011, the USD Board approved Resolution No. 25-11UD approving the utility work agreement 229896-1-52-01 with the Florida Department of Transportation (FDOT) for Phase B-relocation of water and sewer lines being installed that were in conflict FDOT's proposed drainage on State Road 710 (Beeline Highway).

FDOT is widening and improving State Road 710. The future Phase C of the MLK project is located between Australian Avenue and Old Dixie Highway. The Utility Improvement work that is required within the existing right-of-way has to be done at the Utility District's expense. Construction is not expected to start before FY2015.

The Request for Qualifications (RFQ) includes a scope of services for the design and coordination of the Utility District Infrastructure within the said MLK Boulevard corridor and is attached for your review. The estimated design/construction value is near the Florida Statutes 287.055 (Consultant's Competitive Negotiation Act) dollar threshold. Therefore, the Utility District staff recommends the approval of the authorization to release the RFQ for the design of Phase C.

Action Item-Authorize the release of the Request for Qualifications (RFQ) to retain professional engineering services for the Martin Luther King Junior Project-Phase C

FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Capital Expenditures	<u>\$200,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Operating Costs	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
External Revenues	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Program Income (City)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
In-Kind Match (City)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
NET FISCAL IMPACT	<u>\$200,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

NO. ADDITIONAL FTE
 POSITIONS (Cumulative) _____

Is Item Included In Current
 Budget? Yes X No _____

Budget Account No.: Fund 413 Dept/Division 1437 Org. 533-0 Object 3103

Reporting Category: Utility Special District Water and Sewer Capital
 Impact

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

C. District Fiscal Review: _____
 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, AUTHORIZING THE DISTRICT TO RELEASE THE REQUEST FOR QUALIFICATION (RFQ) TO RETAIN PROFESSIONAL ENGINEERING CONSULTANT(S) SERVICES FOR PHASE C OF THE MARTIN LUTHER KING JUNIOR BOULEVARD PROJECT TO COORDINATE THE RELOCATION OF UNDERGROUND UTILITIES WHICH ARE IN CONFLICT WITH THE PROPOSED ROAD WIDENING PROJECT; AUTHORIZING THE FINANCE DIRECTOR TO MAKE PAYMENT FROM THE UTILITY SPECIAL DISTRICT PROFESSIONAL ENGINEERING ACCOUNT; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Riviera Beach Utility Special District is working with the Federal Department of Transportation (FDOT) on FPID Project No. 229896-1-52-01 (PROJECT) for the proposed road widening project for Martin Luther King Junior Boulevard Phase C; and

WHEREAS, the Utility Special District desires to retain professional engineering consultant(s) for the relocation of underground utilities which are in conflict with the proposed road project for Martin Luther King Junior Boulevard Phase C; and

WHEREAS, staff request approval from the Utility Special District Board to release the Request for Qualification (RFQ) to retain professional engineering consultant(s).

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

SECTION 1: That the Utility Special District is hereby authorized to release the Request for Qualification (RFQ) for professional engineering services.

SECTION 2: That the District Finance Director is authorized to make payment not to exceed \$200,000 funds from the Utility Special District Contract Services account number 413-1437-533-0-3103 and make payment for same.

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

PASSED AND APPROVED this 7th day of November, 2012.

APPROVED:

BILLIE E. BROOKS
CHAIRPERSON

ATTEST:

CARRIE E. WARD
MASTER MUNICIPAL CLERK
UTILITY SPECIAL DISTRICT CLERK

DAWN S. PARDO
CHAIR PRO-TEM

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 HANNA RYAN, CITY ATTORNEY

DATE: _____

SCOPE OF SERVICES FOR ENGINEERING FIRM SELECTION FOR MARTIN LUTHER KING BOULEVARD PROJECT-PHASE C

SCOPE OF SERVICES

Vendor (ENGINEER) will be responsible to coordinate the relocation of underground utilities which are in conflict with the proposed road widening project for Martin Luther King Junior Boulevard Phase C. The widening is being performed by Florida Department of Transportation (FDOT) FPID Project No. 229896-1-52-01 (PROJECT). For this proposal, a brief investigation of the existing utilities in conflict was made in coordination with the RBUD. It was assumed that all water lines in conflict would be completely replaced.

The scope of service will include the following:

- Coordination with FDOT
- Coordination with RBUD
- Coordinate with the Palm Beach County Health Department (PBCHD)
- Coordinate utility test holes with RBUD equipment
- Prepare utility relocation design and traffic management plans necessary for FDOT
- Permitting
- Bidding Assistance
- Minimal Construction Administration

The Scope will NOT include the following:

- Surveying any additional areas.
- Plans according to FDOT CAD standards (Microstation)

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. ENGINEER shall also conduct a field study of the existing water meters and sanitary manholes with the assistance of the RBUD.
- 1.2 Utility Coordination: ENGINEER will coordinate with the RBUD for the performance of test holes with the RBUD equipment. ENGINEER will also coordinate with the RBUD for televising the existing sewer system.

TASK 2 – COORDINATION WITH RBUD, FDOT AND AGENCIES

- 2.1 Coordination with RBUD: ENGINEER will coordinate with the RBUD to establish relocation criteria and select the best options for relocation.
- 2.2 Coordination with FDOT: ENGINEER will coordinate with FDOT to determine design restrictions and permitting requirements.
- 2.3 Coordination with Other Agencies: ENGINEER will attend meetings with regulatory and permitting agencies to incorporate all requirements set forth by PBCHD, FDOT, 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 – CONSTRUCTABILITY SUBMITTAL

- 3.1 Plans: ENGINEER shall prepare a constructability submittal in accordance with the FDOT submittal schedule, which will include the utility relocation plans for the water and sewer system. ENGINEER will submit to FDOT consultant and incorporate comments from this consultant for the final FDOT constructability submittal.
- 3.2 Specifications: ENGINEER shall prepare technical specifications for the proposed relocations included within the constructability plans. ENGINEER will submit to FDOT consultant and incorporate comments from this consultant for the final FDOT constructability submittal.

- 3.3 Cost Estimate: ENGINEER shall prepare and submit a cost estimate of the probable construction costs which will reflect the proposed relocations included within the constructability plans. ENGINEER will submit to FDOT consultant and incorporate comments from this consultant for the final FDOT constructability submittal.
- 3.4 Supporting Documents: ENGINEER shall prepare and submit the supporting documents required by FDOT including color coded plans, explanation of reimbursable items, utility work schedule and computation books. ENGINEER will submit to FDOT consultant and incorporate comments from this consultant for the final FDOT constructability submittal.
- 3.5 Meetings: ENGINEER will attend up to one meeting with the RBUD and one meeting with the FDOT or FDOT consultant to discuss the utility relocation elements and options related to the project. ENGINEER will also attend up to one FDOT utility coordination meeting.

TASK 4 – BIDABILITY SUBMITTAL

- 4.1 Plans: ENGINEER shall prepare a bidability submittal in accordance with the FDOT submittal schedule, which will include the utility relocation plans for the water and sewer system. ENGINEER will submit to FDOT consultant and incorporate comments from this consultant and comments from the FDOT on the constructability submittal for the final FDOT bidability submittal.
- 4.2 Specifications: ENGINEER shall prepare technical specifications for the proposed relocations included within the bidability plans. ENGINEER will submit to FDOT consultant and incorporate comments from this consultant and comments from the FDOT on the constructability submittal for the final FDOT bidability submittal.
- 4.3 Cost Estimate: ENGINEER shall prepare and submit a cost estimate of the probable construction costs which will reflect the proposed relocations included within the bidability plans. ENGINEER will submit to FDOT consultant and incorporate comments from this consultant and comments from the FDOT on the constructability submittal for the final FDOT bidability submittal.
- 4.4 Supporting Documents: ENGINEER shall prepare and submit the supporting documents required by FDOT including color coded plans, explanation of reimbursable items, utility work schedule and computation books. ENGINEER will submit to FDOT consultant and incorporate comments from this consultant and comments from the FDOT on the constructability submittal for the final FDOT bidability submittal.
- 4.5 Meetings: ENGINEER will attend up to one meeting with the RBUD and one meeting with the FDOT or FDOT consultant to discuss the utility relocation elements and options related to the project.
- 4.6 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 and Sanitary Permits)
 - Florida Department of Transportation (Utility Permit)
 - Palm Beach County (Utility Permit)
- 4.7 Modifications: ENGINEER shall incorporate any revisions made by permit agencies into design drawings.

TASK 5 – PRODUCTION SUBMITTAL

- 5.1 Plans: ENGINEER shall prepare a production submittal in accordance with the FDOT submittal schedule, which will include the utility relocation plans for the water and sewer system. ENGINEER will submit to FDOT consultant and incorporate comments from this consultant and comments from the FDOT on the bidability submittal for the final FDOT production submittal.
- 5.2 Specifications: ENGINEER shall prepare technical specifications for the proposed relocations included within the production plans. ENGINEER will submit to FDOT consultant and incorporate comments from this consultant and comments from the FDOT on the bidability submittal for the final FDOT production submittal.

- 5.3 Cost Estimate: ENGINEER shall prepare and submit a cost estimate of the probable construction costs which will reflect the proposed relocations included within the production plans. ENGINEER will submit to FDOT consultant and incorporate comments from this consultant and comments from the FDOT on the bidability submittal for the final FDOT production submittal.
- 5.4 Supporting Documents: ENGINEER shall prepare and submit the supporting documents required by FDOT including color coded plans, explanation of reimbursable items, utility work schedule and computation books. ENGINEER will submit to FDOT consultant and incorporate comments from this consultant and comments from the FDOT on the bidability submittal for the final FDOT production submittal.
- 5.5 Meetings: ENGINEER will attend up to one meeting with the RBUD and one meeting with the FDOT or FDOT consultant to discuss the utility relocation elements and options related to the project.

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 FDOT. The FDOT will reproduce the construction sets and distribute to contractors as necessary.
- 6.3 Respond to Questions / Addendums: ENGINEER shall assist FDOT 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 FDOT construction administration staff will perform daily inspections. ENGINEER 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. This will include attending a pre-construction meeting and answering any utility related questions. ENGINEER will review and approve shop drawings and samples, the results of tests and inspections and other data which any Contractor is required to submit. ENGINEER will also determine the acceptability of substitute materials and equipment proposed by Contractor(s). ENGINEER shall visit site on a periodic basis to ensure all work is being done in an acceptable manner. ENGINEER will meet with RBUD staff to prepare a punch list. ENGINEER will walk the site with the contractor to go over the punch list until completion for final acceptance.
- 7.2 Project Closeout and Certification: ENGINEER will certify the project at completion to the RBUD staff and jurisdictional agencies. ENGINEER will prepare and submit to the RBUD for approval one set of the Record Project Drawings in hard and digital copies.

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 and Shipping: The costs for the printing and reproduction costs for submittal material will be billed to the RBUD. This will include the shipping costs required to submit the printed documents.

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 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 all materials testing costs will be part of the FDOT project.

DELIVERABLES

ENGINEER will provide the following deliverables at each submittal:

Design plans:

- 5 half size sets (11"x17") at each phase submittal
- 18 half size sets (11"x17") for permitting submittals
- 1 half size sets (11"x17") for bidding purposes
- 1 digital CAD copy for bidding purposes
- 1 digital PDF copy for bidding purposes

Technical Specifications:

- 1 set at each phase submittal
- 1 set for bidding purposes

Digital Copies:

- Final Design Drawings (AutoCAD format)
- Final Design Drawings (PDF format)
- Technical specifications (Word format)
- Presentation material (PDF format)

SCHEDULE OF SERVICES

Each task will correspond to the FDOT project schedule.

ENGINEERING FEES

Submit the projected costs for the above tasks in each category:

ITEM	COST
TASK 1 – FIELD INVESTIGATION AND EXISTING CONDITIONS	
TASK 2 – COORDINATION WITH RBUD, FDOT AND AGENCIES	
TASK 3 – CONSTRUCTABILITY SUBMITTAL	
TASK 4 – BIDABILITY SUBMITTAL	
TASK 5 – PRODUCTION SUBMITTAL	
TASK 6 – BIDDING ASSISTANCE	
TASK 7 – CONSTRUCTION ADMINISTRATION	
TASK 8 – REIMBURSABLES	
TOTAL	

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	
Lump Sum Tasks Total (Task 1 - Task 6)	
Hourly Tasks Total (Task 7)	
Reimbursable Expenses	
TOTAL	

