

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

MEETING DATE: DECEMBER 15, 2010

AGENDA ITEM SUMMARY NO. J10-122-2

- AWARDS / PRESENTATIONS / PETITIONS
- CONSENT
- PUBLIC HEARING
- ORDINANCE ON SECOND READING
- ORDINANCE ON FIRST HEARING

- REGULAR
- RESOLUTION
- DISCUSSION & DELIBERATION
- BOARD APPOINTMENT
- WORKSHOP

TITLE / SUBJECT: CHEN and ASSOCIATES, Inc. – WORK AUTHORIZATION #9 TO PROVIDE ENGINEERING DESIGN, BIDDING AND CONSTRUCTION ADMINISTRATION SERVICES FOR THE REPLACEMENT FUEL TANK AT PUMP STATION 801 AS PART OF THE FDOT MLK BLVD – PHASE B PROJECT.

RECOMMENDATION / MOTION: Staff recommends that the Utility District Board authorize Chen and Associates, Inc., to provide professional engineering design, bidding and construction administration services as outlined in the attached scope of services, in order to replace an existing propane fuel tank at raw water pump station #801, for a fee of \$11,493.00.

DEPARTMENTAL APPROVAL REVIEW & DATE

◆City Manger or AOM <i>[Signature]</i>	Library
◆District Attorney <i>RJ for PWR 12/9/10</i>	Marina
◆District Clerk <i>[Signature]</i>	Police
Community Development	Public Works
◆Interim District Finance Director <i>[Signature]</i>	◆Purchasing <i>[Signature] 12-5-10</i>
Fire	Recreation & Parks
Human Resources	◆Utility Special District <i>VCA</i>
Information Systems	Other

APPROVED BY UTILITY DISTRICT: *James C. Aurigemma* DATE: *Dec 7, 2010*

Originator: UTILITY SPECIAL DISTRICT <i>VCA</i>	Costs: <u>\$11,493.00</u>	District Board Actions: <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/conditions <input type="checkbox"/> Denied <input type="checkbox"/> Tabled to <input type="checkbox"/> Referred to Staff
User: UTILITY SPECIAL DISTRICT <i>VCA</i>	Current FY: 2010-2011	Attachments: 1. Resolution 2. Proposal from Chen and Associates Inc. dated November 30, 2010
Advertised: Date: Paper: <input checked="" type="checkbox"/> Not Required	Funding Source: <input checked="" type="checkbox"/> Capital Improvement <input type="checkbox"/> Operating <input type="checkbox"/> Other	
Affected Parties <input type="checkbox"/> Notified <input checked="" type="checkbox"/> Not Required	Budget Account Number: 413-1437-533-0-3103	

BACKGROUND/SUMMARY: Work Authorization #9 for Chen and Associates will be for the engineering design, bidding and construction administration services for the replacement of the existing underground propane fuel tank at raw water well #801. This existing underground propane tank is within the MLK Blvd – Phase B project limits and has to move to accommodate FDOT's project.

The scope of services includes field investigation, coordination with FDOT and sub-consultants, design plans, bidding assistance and contract administration. This project will allow for the expansion of MLK Blvd and a new tank will be installed above ground and away from the proposed roadway improvements.

The intent is to have the tank designed and constructed in advance of the roadway improvements in order to minimize any disruption in service.

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 \$11,493.00 (WORK AUTHORIZATION #9) TO PERFORM PROFESSIONAL ENGINEERING DESIGN SERVICES FOR THE DESIGN AND CONSTRUCTION OF A REPLACEMENT PROPANE FUEL TANK FOR RAW WATER WELL #801; AND AUTHORIZING THE INTERIM DISTRICT FINANCE DIRECTOR TO TRANSFER THIS AMOUNT FROM ACCOUNT NO. 413-1417-536-0-5999 (CONTINGENCY) TO ACCOUNT NO. 413-1437-533-0-3103 (PROFESSIONAL SERVICES ENGINEERING) AND AUTHORIZING PAYMENT FROM SAME; 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, bidding and construction administration services for a replacement propane fuel tank for raw water well #801 (Work Authorization #9), for a fee of \$11,493.00 ; and

WHEREAS, the primary purpose of this project is to accommodate proposed FDOT roadway improvements.

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 \$11,493.00, to provide professional engineering design, bidding and construction administration services for replacing the propane tank for raw water well #801.

SECTION 2: That the Interim District Finance Director is authorized to transfer same from Account Number 413-1417-536-0-5999 to Account Number 413-1437-533-0-3103 and make payment from same in the amount of \$11,493.00.

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

PASSED AND APPROVED this 15th day of December, 2010.

RESOLUTION NO. _____
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UTILITY SPECIAL DISTRICT

APPROVED:

DAWN S. PARDO
CHAIRPERSON

ATTEST:

CARRIE E. WARD
MASTER MUNICIPAL CLERK
UTILITY SPECIAL DISTRICT CLERK

JUDY L. DAVIS
VICE CHAIRPERSON

BILLIE E. BROOKS
BOARD MEMBER

CEDRICK A. THOMAS
BOARD MEMBER

SHELBY L. LOWE
BOARD MEMBER

MOTIONED BY: _____

SECONDED BY: _____

D. PARDO _____

J. DAVIS _____

B. BROOKS _____

C. THOMAS _____

S. LOWE _____

REVIEWED AS TO LEGAL SUFFICIENCY

Pamala Hanna Ryan

PAMALA HANNA RYAN, CITY ATTORNEY

DATE: 12/9/2010

SCOPE OF SERVICES

Chen and Associates was asked by the Riviera Beach Utility District (RBUD) to coordinate the relocation of an underground propane tank supplying Pump Station 801. Chen and Associates (ENGINEER) did a site visit and coordinated with several agencies to estimate the scope of services required for this relocation.

The scope of service will include the following:

- Coordination with Florida Department of Transportation (FDOT)
- Coordination with RBUD
- Coordinate with Florida Public Utilities
- Geotechnical Exploration
- Prepare relocation design plans
- Permit relocation
- Bidding Assistance
- Construction Administration

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, FDOT AND AGENCIES

- 2.1 Coordination: ENGINEER will coordinate with the RBUD, FDOT and other agencies to determine permitting and reimbursement requirements.

TASK 3 – COORDINATION WITH SUB-CONSULTANTS

- 3.1 Topographic Survey: The topographic survey, previously completed by the FDOT project has been provided. If there is a need, additional survey will be obtained. ENGINEER shall prepare the scope of services and contract for topographic survey of the site.
- 3.2 Geotechnical Investigation: ENGINEER shall prepare and administer contract for a subconsultant to perform 1 soil sample at the new tank location.

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 and proposal relocation (one sheet), tank details sheet. Chen & Associates will submit up to 2 full size (22"x34") plan sets to the RBUD as part of this submittal.
- 4.2 Permit Submittal: ENGINEER shall prepare and submit applications to the RBUD for the permits necessary to authorize the project to be bid.
- 4.3 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.
- 4.4 Progress Meetings: ENGINEER will attend up to one (1) progress meeting with the RBUD to discuss the 90% plan submittal and any review comments from the agencies.

TASK 5 – 100% DESIGN

- 5.1 Design Submittal: ENGINEER shall prepare a 100% final design plans which address previous review comments from the RBUD and all regulatory agencies including the plans and relevant details for the following disciplines: existing conditions and proposal relocation (one sheet), tank details sheet. ENGINEER will submit up to 2 full size (22"x34") plan sets.

SCOPE OF SERVICE
Propane Tank Replacement – Pump Station 801

- 5.2 **Contract Documents:** ENGINEER shall prepare 100% Construction Documents including Technical Specifications, RBUD Front End Documents, Advertisement for bid, final quantity list and additional special provisions as required by the RBUD.
- 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 Meetings:** ENGINEER will attend one (1) progress meeting with the RBUD to discuss the 100% plan submittal and any review comments from agencies.

TASK 6 – BIDDING ASSISTANCE

- 6.1 **Advertisement:** ENGINEER shall prepare the advertisement for RBUD to advertise in a local newspaper.
- 6.2 **Pre-Bid Meeting:** ENGINEER shall prepare 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 clarify any contractor questions.
- 6.3 **Issue Construction Documents:** ENGINEER shall prepare and provide 1 set of construction documents to the RBUD. The RBUD will reproduce the construction sets and distribute to contractors as necessary.
- 6.4 **Respond to Questions / Addendums:** ENGINEER shall collect all written inquiries made by contractors and prepare one (1) addendum to clarify contract questions.
- 6.5 **Bid Analysis:** ENGINEER shall collect all bids and determine the lowest three bidders. ENGINEER will phone references provided by lowest three bidders and make a determination as to relative experience.
- 6.6 **Award:** ENGINEER shall provide a written report recommending a contractor which has a combination of advantageous price and good references on similar projects.

TASK 7 – CONTRACT ADMINISTRATION

- 7.1 **Contract Administration –** ENGINEER shall perform all contract administration duties as indicated in the General Contract with the RBUD. It is anticipated that on site construction will require on-site inspection and construction administration part time for one day during tank and pipe installation.
- 7.2 **Project Certification:** ENGINEER shall certify project 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.
- 8.2 **Geotechnical Investigation:** The costs for geotechnical investigation 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 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.

DELIVERABLES

Chen & Associates will provide the following deliverables at each submittal:

Design plans:

- 2 full size sets (22"x34") at each phase submittal
- 1 full size sets (22"x34") for bidding purposes
- 1 digital CAD and 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)
- Presentation material (PDF format)

SCHEDULE OF SERVICES

Chen & Associates will meet with the RBUD to agree upon a schedule. It is estimated that Task 1 – 4 will be completed within 30 days of the notice to proceed. Task 5 will be completed within 30 days of the approval of permits (Task 4). Task 6 will be completed within 45 days of approval of final plans (Task 5).

ENGINEERING FEES

The fees for the above tasks are as follows.

ITEM	COST
TASK 1 – FIELD INVESTIGATION AND EXISTING CONDITIONS	\$496
TASK 2 – COORDINATION WITH RBUD, FDOT AND AGENCIES	\$992
TASK 3 – COORDINATION WITH SUB-CONSULTANTS	\$195
TASK 4 – 90% DESIGN PLANS AND PERMIT	\$2,627
TASK 5 – 100% DESIGN	\$3,019
TASK 6 – BIDDING ASSISTANCE	\$2,577
TASK 7 – CONTRACT ADMINISTRATION	\$1,036
TASK 8 – REIMBURSABLES	\$550
TOTAL	\$11,493

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)	\$9,907
Hourly Tasks Total (Task 7)	\$1,036
Reimbursable Expenses	\$550
TOTAL	\$11,493

See Exhibit B for a breakdown of fees.

City of Riviera Beach
Propane Tank Replacement - Fee Proposal

Chen and Associates Project # 137.xxx

	Subconsultant Costs	Professional Staffing							Total	
		Clerical	CAD Technician	Inspector	Senior Inspector	Project Engineer	Senior Engineer	Project Manager		Principal
Hourly Rate 2010		\$79.53	\$74.97	\$86.61	\$135.81	\$97.50	\$108.17	\$150.45	\$214.84	
TASK 1 – FIELD INVESTIGATION AND EXISTING CONDITIONS										
1.1 - Field Verification:						2		2	\$496	
Task 1 Total		\$0	\$0	\$0	\$0	\$195	\$0	\$301	\$0	\$496
TASK 2 – COORDINATION WITH RBUD, FDOT AND AGENCIES										
2.1 - Coordination						4		4	\$992	
Task 2 Total		\$0	\$0	\$0	\$0	\$390	\$0	\$602	\$0	\$992
TASK 3 – COORDINATION WITH SUB-CONSULTANTS										
3.1 - Topographic Survey									\$0	
3.2 - Geotechnical Investigation						2			\$195	
Task 3 Total		\$0	\$0	\$0	\$0	\$195	\$0	\$0	\$0	\$195
TASK 4 – 90% DESIGN PLANS AND PERMIT										
4.1 - Design Submittal:			6			4		2	\$1,141	
4.2 - Permit Submittal:			4			2		1	\$645	
4.3 - Cost Estimate:						2		1	\$345	
4.4 - Progress Meeting:						2		2	\$496	
Task 4 Total		\$750	\$0	\$0	\$0	\$975	\$0	\$903	\$0	\$2,627
TASK 5 – 100% DESIGN										
5.1 - Design Submittal:			2			2		4	\$947	
5.2 - Contract Documents:						8		4	\$1,382	
5.3 - Cost Estimate:						2			\$195	
5.4 - Progress Meeting:						2		2	\$496	
Task 5 Total		\$150	\$0	\$0	\$0	\$1,365	\$0	\$1,505	\$0	\$3,019

TASK 6 – BIDDING ASSISTANCE

6.1 - Advertisement:	2	1	\$345
6.2 - Pre-Bid Meeting:	4	4	\$992
6.3 - Issue Construction Documents:	2	1	\$345
6.4 - Respond to Questions / Addendums:		1	\$150
6.5 - Bid Analysis:	2	2	\$496
6.6 - Award:	1	1	\$248

Task 6 Total	\$0	\$0	\$1,073	\$1,505	\$0	\$2,577
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TASK 7 – CONTRACT ADMINISTRATION

7.1 - Contract Administration:	4	2	\$691
7.2 - Project Certification:	2	1	\$345

Task 7 Total	\$0	\$0	\$585	\$451	\$0	\$1,036
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TASK 8 – REIMBURSABLES

8.1 - Printing:	\$50
8.2 - Geotechnical:	\$500

Task 8 Total	\$550
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	Total per Task
TASK 1 – FIELD INVESTIGATION AND EXISTING CONDITIONS	\$496
TASK 2 – COORDINATION WITH RBUD, FDOT AND AGENCIES	\$992
TASK 3 – COORDINATION WITH SUB-CONSULTANTS	\$195
TASK 4 – 90% DESIGN PLANS AND PERMIT	\$2,627
TASK 5 – 100% DESIGN	\$3,019
TASK 6 – BIDDING ASSISTANCE	\$2,577
TASK 7 – CONTRACT ADMINISTRATION	\$1,036
TASK 8 – REIMBURSABLES	\$550
TOTAL	\$11,493
Lump Sum Tasks Total (Task 1 - Task 6)	\$9,907
Hourly Tasks Total (Task 7)	\$1,036
Reimbursable Expenses	\$550
Total Budget	\$11,493