

# Item No. 2

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

MEETING DATE: NOVEMBER 17, 2010

AGENDA ITEM SUMMARY NO. J10-112-3

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

**TITLE / SUBJECT:** CHEN and ASSOCIATES, Inc. – WORK AUTHORIZATION #8 TO PROVIDE ENGINEERING DESIGN AND PERMITTING SERVICES FOR UTILITY ADJUSTMENTS FOR THE BLUE HERON BOULEVARD AND CONGRESS AVENUE INTERSECTION 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 accommodate Palm Beach County's Blue Heron Blvd and Congress Avenue intersection improvement project, and design utility improvements required, for a fee of \$59,178.00.

**DEPARTMENTAL APPROVAL REVIEW & DATE**

◆City Manger or ACM <i>[Signature]</i>	Library
◆District Attorney <i>[Signature]</i> 11/8/10	Marina
◆District Clerk <i>[Signature]</i>	Police
Community Development	Public Works
◆Interim District Finance Director <i>[Signature]</i> 11/8/10	◆Purchasing <i>[Signature]</i> 11-9-10
Fire	Recreation & Parks
Human Resources	◆Utility Special District
Information Systems	Other

APPROVED BY UTILITY DISTRICT: *[Signature]*

DATE: 11/8/10

<b>Originator:</b> UTILITY SPECIAL DISTRICT <i>[Signature]</i>	<b>Costs:</b> <u>\$59,178.00</u>	<b>District Board Actions:</b> <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
<b>User:</b> UTILITY SPECIAL DISTRICT <i>[Signature]</i>	<b>Current FY:</b> 2010-2011  <b>Funding Source:</b> <input checked="" type="checkbox"/> Capital Improvement <input type="checkbox"/> Operating <input type="checkbox"/> Other	
<b>Advertised:</b> Date: Paper: <input checked="" type="checkbox"/> Not Required	<b>Budget Account Number:</b> 413-1437-536-0-6558	<b>Attachments:</b> 1. Resolution 2. Proposal from Chen and Associates Inc. dated October 25, 2010 3. Project Accounting Report of On-Going Capital Proj.
<b>Affected Parties</b> <input type="checkbox"/> Notified <input checked="" type="checkbox"/> Not Required		

**BACKGROUND/SUMMARY:** Work Authorization #8 for Chen and Associates will be for the engineering design and permitting of utility improvements required for the intersection improvement project of Blue Heron Boulevard and Congress Avenue to accommodate Palm Beach County's road improvements. The existing utilities are in conflict with proposed road improvements including signalization and drainage improvements.

**This Palm Beach County project (#2005102 A; FPID 417062-2-58-01) will provide improvements to the intersection of Blue Heron Boulevard and Congress Avenue including new signalization, striping, resurfacing, additional turn lanes and drainage improvements.**

**In order to construct these improvements, the contractor will have to install new structures that conflict with existing water and sewer utilities in various locations.**

**The intent is to provide these utility improvement plans to Palm Beach County in order to enter into a Joint Partnership Agreement (JPA) at a later time. In this fashion, the utility work will be done by the same contractor that is selected to construct the road allowing for substantial cost savings to the Utility District. The JPA will be brought before the board on a future agenda with the road construction schedule at a future date.**

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
Capital Expenditures	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Operating Costs	<u>\$59,178.00</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>
<b>NET FISCAL IMPACT</b>	<b><u>\$59,178.00</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>

NO. ADDITIONAL FTE POSITIONS (Cumulative) 0 \_\_\_\_\_

Is Item Included In Current Budget? Yes X No \_\_\_\_\_

Budget Account No.: Fund 413 Dept/Division 1437 Org. 533-0 Object 6558

Reporting Category: CAP: MAINS

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

FY 2010-2011 BUDGET

C. District Fiscal Review:

\_\_\_\_\_  
 Gloria Shuttlesworth, Interim Executive Director of Utilities

III. REVIEW COMMENTS

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

  
 Finance Department 11/8/10

\_\_\_\_\_  
 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 \$59,178.00, TO PERFORM PROFESSIONAL ENGINEERING DESIGN SERVICES FOR THE DESIGN AND PERMITTING FOR UTILITY ADJUSTMENTS FOR BLUE HERON BOULEVARD AND CONGRESS AVENUE INTERSECTION; AND AUTHORIZING THE INTERIM DISTRICT FINANCE DIRECTOR TO PAY THIS AMOUNT FROM ACCOUNT NO. 413-1437-536-0-6558; 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 services for engineering design and permitting for utility adjustments for Blue Heron Boulevard and Congress Avenue intersection, for a fee of \$59,178.00 ; and

**WHEREAS**, the primary purpose of this project is to accommodate the Palm Beach County intersection 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 \$59,178.00, to provide professional engineering design and permitting services for utility adjustments and improvements required.

**SECTION 2:** That the Interim District Finance Director is authorized to make payment for same under Account Number 413-1437-536-0-6558 in the amount of \$59,178.00.

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

**PASSED AND APPROVED this 17<sup>th</sup> day of November, 2010.**

RESOLUTION NO. \_\_\_\_\_  
PAGE 2

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 \_\_\_\_\_

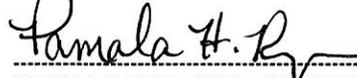
J. DAVIS \_\_\_\_\_

B. BROOKS \_\_\_\_\_

C. THOMAS \_\_\_\_\_

S. LOWE \_\_\_\_\_

REVIEWED AS TO LEGAL SUFFICIENCY

  
\_\_\_\_\_  
PAMALA HANNA RYAN, CITY ATTORNEY

DATE: 11/8/10

**SCOPE OF SERVICE**  
Blue Heron and Congress Utility Relocation  
Project # 2005102 A; FPID 417062-2-58-01

**SCOPE OF SERVICES**

Chen 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 road widening project for Blue Heron and Congress, Palm Beach County (COUNTY) Project # 2005102 A, FPID 417062-2-58-01. Chen and Associates (ENGINEER) based this scope of services on experience from other similar project presently being done for the RBUD and from participation in a utilities coordination meeting with the COUNTY Project.

The scope of service will include the following:

- Coordination with COUNTY
- Coordination with RBUD
- Coordinate with Palm Beach County Health Department (Health)
- Additional test holes for utility locates
- Prepare conflict plans and conflict matrix
- Coordinate design adjustments with COUNTY
- Prepare utility re-location design plans
- Permit re-location utilities
- 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, COUNTY 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 COUNTY: ENGINEER will coordinate with COUNTY to coordinate design adjustments to accommodate existing utilities where possible and determine permitting requirements for utility re-locates.
- 2.3 Coordination with Other Agencies: ENGINEER will attend meetings with regulatory and permitting agencies to incorporate all requirements set forth by Health, COUNTY, RBUD and all other permitting agencies relevant to the project. ENGINEER shall pull a Sunshine One design ticket, send letters to all identified utilities, collect utility location information and digitize utility locations for drawings.

**TASK 3 – COORDINATION WITH SUB-CONSULTANTS**

- 3.1 Topographic Survey: The topographic survey, previously completed by the COUNTY 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 necessary locations.
- 3.2 Utility Locations: ENGINEER shall prepare and administer contract for a subconsultant to perform up to 15 test holes to establish the exact location and depth of utilities in question. ENGINEER shall include test hole locations in project drawings. A copy of test hole locations drawings is attached.

**TASK 4 – 50% CONFLICT IDENTIFICATION PLANS**

- 4.1 Conflict Identification Submittal: ENGINEER shall prepare a 50% conflict identification submittal, which will include existing conditions, utility locations, proposed COUNTY design plans and locations of conflicts. Chen & Associates will submit up to 2 full size (22"x34") plan sets to the RBUD as part of this submittal.

**City of Riviera Beach**  
**Dyer Rd and Heverhill Blvd Utility Relocation - Fee Proposal**

Chen and Associates Project # 137 002

	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	\$86.61	\$135.81	\$97.50	\$108.17	\$160.45	\$214.84	
<b>TASK 1 – FIELD INVESTIGATION AND EXISTING CONDITIONS</b>										
1.1 - Field Verification:						6		6	\$1,488	
Task 1 Total		\$0	\$0			\$685	\$0	\$903	\$0	\$1,488
<b>TASK 2 – COORDINATION WITH CRA, RBUD AND AGENCIES</b>										
2.1 - Coordination with RBUD						8		8	\$1,984	
2.2 - Coordination with COUNTY						12		12	\$2,975	
2.3 - Coordination with Other Agencies						8		8	\$1,984	
Task 2 Total		\$0	\$0			\$2,730	\$0	\$4,213	\$0	\$6,943
<b>TASK 3 – COORDINATION WITH SUB-CONSULTANTS</b>										
3.1 - Topographic Survey									\$0	
3.2 - Utilities Locations			8			4		2	\$1,291	
Task 3 Total		\$600	\$0			\$390		\$301	\$0	\$1,291
<b>TASK 4 – 50% CONFLICT IDENTIFICATION PLANS</b>										
4.1 - Conflict Identification Submittal:			24			24		12	1	\$6,160
4.2 - Conflict Matrix:						4		4	1	\$1,207
4.3 - Progress Meeting:						4		4		\$992
Task 4 Total		\$1,799	\$0			\$3,120	\$0	\$3,009	\$430	\$8,358
<b>TASK 5 – 90% DESIGN PLANS AND PERMIT</b>										
5.1 - Design Submittal:			4					2		\$601
5.2 - Permit Submittal:			24			12		4	1	\$3,786
5.3 - Modifications:			2			2		1		\$495
5.4 - Cost Estimate:			2			4		1		\$690
5.5 - Progress Meeting:						4		4		\$992
Task 5 Total		\$2,399	\$0			\$2,145		\$1,805	\$215	\$6,564
<b>TASK 6 – 100% DESIGN</b>										
6.1 - Design Submittal:			2			2		2		\$646
6.2 - Contract Documents:			16			12		4	1	\$3,186
6.3 - Cost Estimate:			2			2		2		\$646
6.4 - Progress Meeting:						4		4		\$992
Task 6 Total		\$1,499	\$0			\$1,950	\$0	\$1,805	\$215	\$5,470

**TASK 7 – CONTRACT ASSISTANCE**

7.1 - Advertisement:				1		\$150
7.2 - Pre-Bid Meeting:				4		\$602
7.3 - Issue Construction Documents:			2	2		\$496
7.4 - Respond to Questions / Addendums:			2	2		\$496
7.5 - Bid Analysis:			2	2	1	\$711
7.5 - Award:				1		\$150

<b>Task 7 Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$585</b>	<b>\$1,805</b>	<b>\$215</b>	<b>\$2,605</b>
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**TASK 8 – CONTRACT ADMINISTRATION**

8.1 - Contract Administration:		100	60	16		\$16,918
8.2 - Project Certification:	4		6	4		\$1,487

<b>Task 8 Total</b>	<b>\$300</b>	<b>\$8,661</b>	<b>\$6,435</b>	<b>\$3,009</b>	<b>\$0</b>	<b>\$18,405</b>
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**TASK 9 – REIMBURSABLES**

9.1 - Printing:	\$250
9.2 - Test holes:	\$7,000
9.3 - Materials Testing:	\$1,000

<b>Task 9 Total</b>	<b>\$8,250</b>
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**Total per Task**

TASK 1 – FIELD INVESTIGATION AND EXISTING CONDITIONS	\$1,488
TASK 2 – COORDINATION WITH CRA, RBUD AND AGENCIES	\$6,943
TASK 3 – COORDINATION WITH SUB-CONSULTANTS	\$1,291
TASK 4 – 50% CONFLICT IDENTIFICATION PLANS	\$8,358
TASK 5 – 90% DESIGN PLANS AND PERMIT	\$6,564
TASK 6 – 100% DESIGN	\$5,470
TASK 7 – CONTRACT ASSISTANCE	\$2,605
TASK 8 – CONTRACT ADMINISTRATION	\$18,405
TASK 9 – REIMBURSABLES	\$8,250
<b>TOTAL</b>	<b>\$59,373</b>

Lump Sum Tasks Total (Task 1 - Task 7)	\$32,718
Hourly Tasks Total (Task 8)	\$18,405
Reimbursable Expenses	\$8,250
<b>Total Budget</b>	<b>\$59,373</b>

# Riviera Beach Utilities District Project AR report - Summary

11/10/2010

Project Name	Project #	PO #	PO Amount	Invoice Total	Balance of PO
Riviera Beach Lift Station 33	137.001	96158	\$18,040.20	\$18,040.20	\$0.00
Riviera Beach Blue Heron	137.002	96160	\$57,342.00	\$24,158.50	\$33,183.50
Chlorine Generation Study	137.003	96159	\$27,896.60	\$27,896.60	\$0.00
Riviera Beach Dyer Rd & Haverhill Blvd	137.004	96702	\$56,350.00	\$24,840.25	\$31,509.75
Riviera Beach US 1 Utility Relocation	137.005	96699	\$218,354.00	\$13,253.80	\$205,100.20
Riviera Beach In Line Chlorine	137.006	96704	\$13,760.00	\$3,440.00	\$10,320.00
Riviera Beach MLK Utility Relocation	137.007		\$232,734.00	\$28,156.45	\$204,577.55
<b>Grand Total</b>			<b>\$624,476.80</b>	<b>\$139,785.80</b>	<b>\$484,691.00</b>