

REQUESTED COMMISSION ACTION:

Consent Ordinance Resolution Consideration Workshop

SHORT TITLE OR MOTION: A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF POMPANO BEACH, FLORIDA, APPROVING AND AUTHORIZING THE PROPER CITY OFFICIALS TO EXECUTE WORK AUTHORIZATION NO. 8 IN THE AMOUNT OF \$19,950.00 FOR ENGINEERING DESIGN AND PERMITTING SERVICES RELATED TO LIBERTY PARK SEWER IMPROVEMENTS PURSUANT TO THE CONTRACT BETWEEN THE CITY OF POMPANO BEACH AND MATHEWS CONSULTING, INC. FOR CIVIL ENGINEERING SERVICES FOR VARIOUS CITY PROJECTS; PROVIDING AN EFFECTIVE DATE.

Summary of Purpose and Why:

Liberty Park (just east of I-95 and south of Copans) has existing sanitary sewer gravity mains located on private property which are in the rear of the properties. As a result, accessing the manholes for maintenance is challenging. To effectively maintain this sewer system, the installation of five (5) manholes into the existing sanitary sewer located within City right-of-way is required. This will enable City personnel to utilize the newly installed manholes to access when televising, cleaning, and lining of the mains is required. This work order is for the design and permitting of the proposed manholes.



Accomplishing this item supports achieving Initiative 1.5, "Improve solid waste and wastewater disposal process" identified in the City's Quality and Affordable Services Strategy.

QUESTIONS TO BE ANSWERED BY ORIGINATING DEPARTMENT:

- (1) Origin of request for this action: Utilities Department
- (2) Primary staff contact: A. Randolph Brown / John Sfiropoulos Ext 7044 / 7009
- (3) Expiration of contract, if applicable: N/A
- (4) Fiscal impact and source of funding: \$19,950 from CIP 02-828, Acct No. 420-7206-535-6501

DEPARTMENTAL COORDINATION	DATE	DEPARTMENTAL RECOMMENDATION	DEPARTMENTAL HEAD SIGNATURE OR ATTACHED MEMO NUMBER
Utilities	<u>6/3/15</u>	APPROVE	<u>[Signature]</u>
City Attorney	<u>6/8/15</u>	APPROVE	<u>[Signature]</u>
Finance	<u>6/8/15</u>	APPROVE	<u>[Signature]</u>
Budget	<u>6-11-15</u>	APPROVE	<u>[Signature]</u>

Advisory Board
 Development Services Director
 City Manager [Signature]

[Signature]

ACTION TAKEN BY COMMISSION:

Ordinance	Resolution	Consideration	Workshop
1st Reading	1st Reading	Results:	Results:
_____	_____	_____	_____
2nd Reading	_____	_____	_____
_____	_____	_____	_____



City Attorney's Communication #2015-904

April 28, 2015

TO: John Sfiropoulos, P.E., Civil Engineer III
FROM: Gordon B. Linn, City Attorney
RE: Mathew's Consulting, Inc. – Liberty Park Sewer Improvements

Pursuant to your memorandum dated April 28, 2015, Utilities Administration Memorandum No. 15-115, I have prepared and attached the following form of Resolution:

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF POMPANO BEACH, FLORIDA, APPROVING AND AUTHORIZING THE PROPER CITY OFFICIALS TO EXECUTE WORK AUTHORIZATION NO. 8 IN THE AMOUNT OF \$19,950.00 FOR ENGINEERING DESIGN AND PERMITTING SERVICES RELATING TO LIBERTY PARK SEWER IMPROVEMENTS PURSUANT TO THE CONTRACT BETWEEN THE CITY OF POMPANO BEACH AND MATHEWS CONSULTING, INC. FOR CIVIL ENGINEERING SERVICES FOR VARIOUS CITY PROJECTS; PROVIDING AN EFFECTIVE DATE.

Please feel free to contact me if I may be of further assistance.

GORDON B. LINN

/jrm
l:cor/util/2015-904

Attachment

CITY OF POMPANO BEACH
Broward County, Florida

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF POMPANO BEACH, FLORIDA, APPROVING AND AUTHORIZING THE PROPER CITY OFFICIALS TO EXECUTE WORK AUTHORIZATION NO. 8 IN THE AMOUNT OF \$19,950.00 FOR ENGINEERING DESIGN AND PERMITTING SERVICES RELATING TO LIBERTY PARK SEWER IMPROVEMENTS PURSUANT TO THE CONTRACT BETWEEN THE CITY OF POMPANO BEACH AND MATHEWS CONSULTING, INC. FOR CIVIL ENGINEERING SERVICES FOR VARIOUS CITY PROJECTS; PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF POMPANO BEACH, FLORIDA:

SECTION 1. That a Work Authorization between the City of Pompano Beach and Mathews Consulting, Inc. relating to Liberty Park Sewer Improvements, a copy of which Work Authorization is attached hereto and incorporated by reference as if set forth in full, is hereby approved.

SECTION 2. That the proper City officials are hereby authorized to execute said Work Authorization between the City of Pompano Beach and Mathews Consulting, Inc.

SECTION 3. This Resolution shall become effective upon passage.

PASSED AND ADOPTED this _____ day of _____, 2015.

LAMAR FISHER, MAYOR

ATTEST:

ASCELETA HAMMOND, CITY CLERK

The services rendered pursuant to this Work Authorization No. WA-08 are in accordance with the terms and conditions of the Agreement for Professional Services between the City of Pompano Beach and Mathews Consulting, Inc. originally dated November 29, 2010 and approved by City Resolution No. 2011-64, with fourth Amendment for additional one year extension on November 10, 2014.

Work Authorization No. 8 – Liberty Park Sewer Improvements

A. Background

The City of Pompano Beach (CITY) is not able to properly clean the existing gravity sanitary sewer system located in the Liberty Park area because the existing sanitary manholes are located in backyard easements (Refer to **Exhibit 1** for Project Location Map). The CITY would like to have five (5) sanitary doghouse style manholes cut into the existing 8-inch sanitary sewers. The new sanitary manholes would be located within the right-of-way on the following roads:

- NW 21st Street
- NW 20th Court
- NW 20th Street
- NW 19th Street
- NW 6th Avenue

B. Scope of Services

The Engineering Services of Mathews Consulting, Inc. (CONSULTANT) shall include the following tasks:

- Task 1 – Project Management
- Task 2 – Data Collection
- Task 3 – Design
- Task 4 – Permitting

The specific scope of services to be provided by CONSULTANT in this Work Authorization includes the following:

Task 1 – Project Meetings

Subtask 1.1 Design Workshop Meetings

CONSULTANT shall attend one (1) kick-off meeting and one (1) design workshop meetings with the CITY and provide a written summary of the issues discussed.

Task 2 - Data Collection

Subtask 2.1 Topographical Survey

CONSULTANT shall furnish the services of a professional surveyor to provide survey services consisting of field topography for the five (5) areas. This control will be referenced using the 1983 NAVD/2007 NSR datum. All existing facilities and utilities within the full right-of-way of the design limits will be obtained.

**EXHIBIT 1
PROJECT LOCATION MAP**



- CONSULTANT shall "ground truth" the survey by walking the site and comparing the completed survey with existing conditions.
- The above topographical survey data will be prepared in AutoCAD (Version 2013) format at a scale of 1"=20'.

Subtask 2.2 Geotechnical

CONSULTANT shall furnish the services of a professional geotechnical engineer to provide subsurface investigations (data shall be incorporated into the design documents) of the project area that will include:

- Perform up to two (2) standard penetration test (SPT) borings to an average depth of fifteen (15) feet.
- Evaluate field data collected and provide geotechnical engineering evaluation report (signed and sealed).

Subtask 2.3 Field Verification (soft digs)

CONSULTANT shall furnish the services of a professional underground services company to provide underground field locations of affected existing utilities. The work shall consist of measuring and recording the approximate horizontal, vertical, width and depth data of affected utilities within the project limits. It is estimated that approximately seven (7) utility locations will need to be pot-holed. The cost of providing the professional underground services company will be treated as a utility allowance with an authorized upper limit (\$2,000).

Task 3 - Design Services

The CONSULTANT will provide professional engineering services to the CITY for the installation of new Sanitary Manholes within the project area. The work will include preparation of Drawings and Specifications to be used for bidding and construction.

Subtask 3.1 Utility Coordination & Corridor Analysis

Coordination with utility agencies (electric, phone, gas, cable TV, and fiber optics, etc.) shall be performed to collect record information. This Subtask includes reconciling apparent discrepancies between record information and existing photographic and field-verification information.

Field reconnaissance of the anticipated project corridor shall be performed. Photograph long walk-through will be included. Potential existing conflicts will be identified.

Subtask 3.2 Design Drawings

Preparation of construction documents shall include contract drawings and technical specifications. Contract drawings shall include: cover sheet, general notes, plan/profile drawings, and miscellaneous detail sheets. CONSULTANT shall prepare the engineering design elements on topographic survey information in an AutoCAD release 2013 format and the layering system for design elements shall be CONSULTANT's standard. Drawings shall be submitted for CITY review at 50% (plan/profile) and 100% (plan/profile) stages. CONSULTANT shall meet with the CITY to discuss comments, and incorporate comments into final documents. CONSULTANT shall furnish with the 100% design drawings, one (1) set of AutoCAD Version 2013 files in electronic format on CD.

Subtask 3.3 Technical Specifications

Specifications are to be prepared by CONSULTANT for bidding purposes for the project. The Front-End Contract Documents are to be prepared by the CITY. Specifications shall be submitted for CITY review at 50% and 100% stages. CONSULTANT shall meet with the CITY to discuss comments, and incorporate comments into final documents.

Subtask 3.4 Construction Cost Opinion

An opinion of probable construction cost will be prepared for the 50% and 100% drawings and specifications. The cost estimate format will be consistent with the bid proposal tabulation sheet for the project. The cost opinion will be provided to the CITY during the 50% and 100% design reviews.

Subtask 3.5 Quality Assurance

CONSULTANT shall provide internal QA/QC reviews on the 50% and 100% Design Documents (e.g. drawings, specifications, and cost estimates).

Task 4 - Permitting

During the Design Phase the CONSULTANT shall meet with the potential permitting and other interested agencies to determine all potential design permitting requirements. Agencies anticipated to have interest in the project include:

- Broward County Planning and Environmental Regulation Division (Application to Construct a Wastewater Collection/Transmission System).

Permit applications shall be completed for each of the permitting agencies. Associated permit application fees shall be determined by CONSULTANT and paid by CITY. Services do not include preparing permit application for SFWMD construction dewatering permit (Contractor will be required to secure this permit if needed for construction).

In addition to preparing the permit applications for appropriate agencies, CONSULTANT shall assist CITY in consultations with the appropriate authorities. Consultation services shall include the following:

- Attend up to one (1) pre-application meeting with the staff of each regulatory agency.
- Attend up to one (1) meeting with each of the regulatory agencies during review of the final permit applications.
- Respond to request(s) for additional information from each regulatory agency.

Subtask 4.1 Broward County P&ERD Permitting

CONSULTANT shall prepare and submit Broward County "Application to Construct a Wastewater Collection/Transmission System Permit".

C. Assumptions

In addition to, the work items discussed above, the following assumptions were made in establishing the scope of this Work Authorization and associated fee. Changes and/ or modifications in the above work items or these assumptions are considered an Additional Services Item under the terms of the contract. Assumptions include:

1. The scope and budget are based on the design and permitting for five (5) sanitary manholes only. If additional underground utilities are added to the project, an Amendment to this Work Authorization will be executed for this work.
2. The project is assumed to be bid as part of Work Authorization No. 6 – Area D Sanitary Sewer System.
3. CITY will provide CONSULTANT available record drawings of existing facilities and proposed facilities within the project area prior to the NTP date.
4. CITY personnel will assist in field verification of affected existing CITY utilities. **This includes painting the locations of water mains & services, raw water mains, sanitary sewers and laterals, reuse pipes and force mains in the field for the surveyor in a timely manner.**
5. The CITY will provide CONSULTANT an electronic version of "front end" contract documents in MICROSOFT "WORD" version format.
6. Surveying and legal work necessary to prepare document for and to secure easements (temporary for construction and/or permanent) required for installation of the piping and improvements is the responsibility of the CITY.
7. The CITY is responsible for all permitting fees, including costs of public notification in local newspapers.
8. A single bidding effort is assumed for the project. Re-bidding of the project is considered an Additional Services item.
9. The design is to be based on the federal, state and local codes and standards in effect at the beginning of the project. Revisions required for compliance with any subsequent changes to those regulations is considered an Additional Services Item.

D. Additional Services

Consultant shall provide additional engineering services relating to the provision of surveying, geotechnical, utility locates, reuse water improvements to the project area that are not covered under this Work Authorization. These additional services may be required due to uncertainties discovered during survey, soils, investigations, field verification of existing facilities and conditions, and potential property or easement acquisitions.

Services performed under this task will be on as-directed basis in accordance with a written Notice-to-Proceed from the City Manager. The Notice-to-Proceed issued shall contain the following information and requirements.

A detailed description of the work to be undertaken.

A budget establishing the amount of the fee to be paid in accordance with the Agreement.

A time established for completion of the work.

E. Obligations of the CITY

1. The CITY shall provide the CONSULTANT in a timely manner, record data and information related to the reuse system, sewer system, water distribution system, raw water system, stormwater system and streets within the project as necessary for the performance of services specified herein. This includes painting the locations of the water mains and services, raw water mains, sanitary sewers and laterals, force mains, reuse mains and stormwater facilities in the field for the surveyor within 5 calendar days of Notice-to-Proceed.
2. With assistance by CONSULTANT, as described herein, the CITY, as applicant shall obtain approvals and permits from all governmental authorities having jurisdiction over the project. The CITY is responsible for the payment of all permit application fees.

F. Compensation

Compensation by the CITY to the CONSULTANT for all tasks will be on a Not-to-Exceed (time utilized) basis in accordance with the terms and conditions of the Agreement for Professional Services between the City of Pompano Beach and Mathews Consulting, Inc., dated November 29, 2010 and approved by City Resolution #2011-64. The estimated compensation for the services described in this Work Authorization is **\$19,950.00** as shown in **Table 1** below and further detailed in **Attachment A**.

TABLE 1: LABOR AND EXPENSE SUMMARY.

<u>Engineering Services</u>	<u>Estimated Fees</u>
Task 1 – Project Meetings	\$ 914.00
Task 2 – Data Collection	\$ 10,649.00
Task 3 – Design Services	\$ 6,606.00
Task 4 – Permitting	\$ 1,081.00
Reimbursables (NTE)	\$ 700.00
TOTAL PROJECT COST	\$ 19,950.00

G. Schedule

The completion dates for this work will be as follows (starting at time that CONSULTANT receives the hardcopy of the executed Contract). Refer to **Attachment B**.

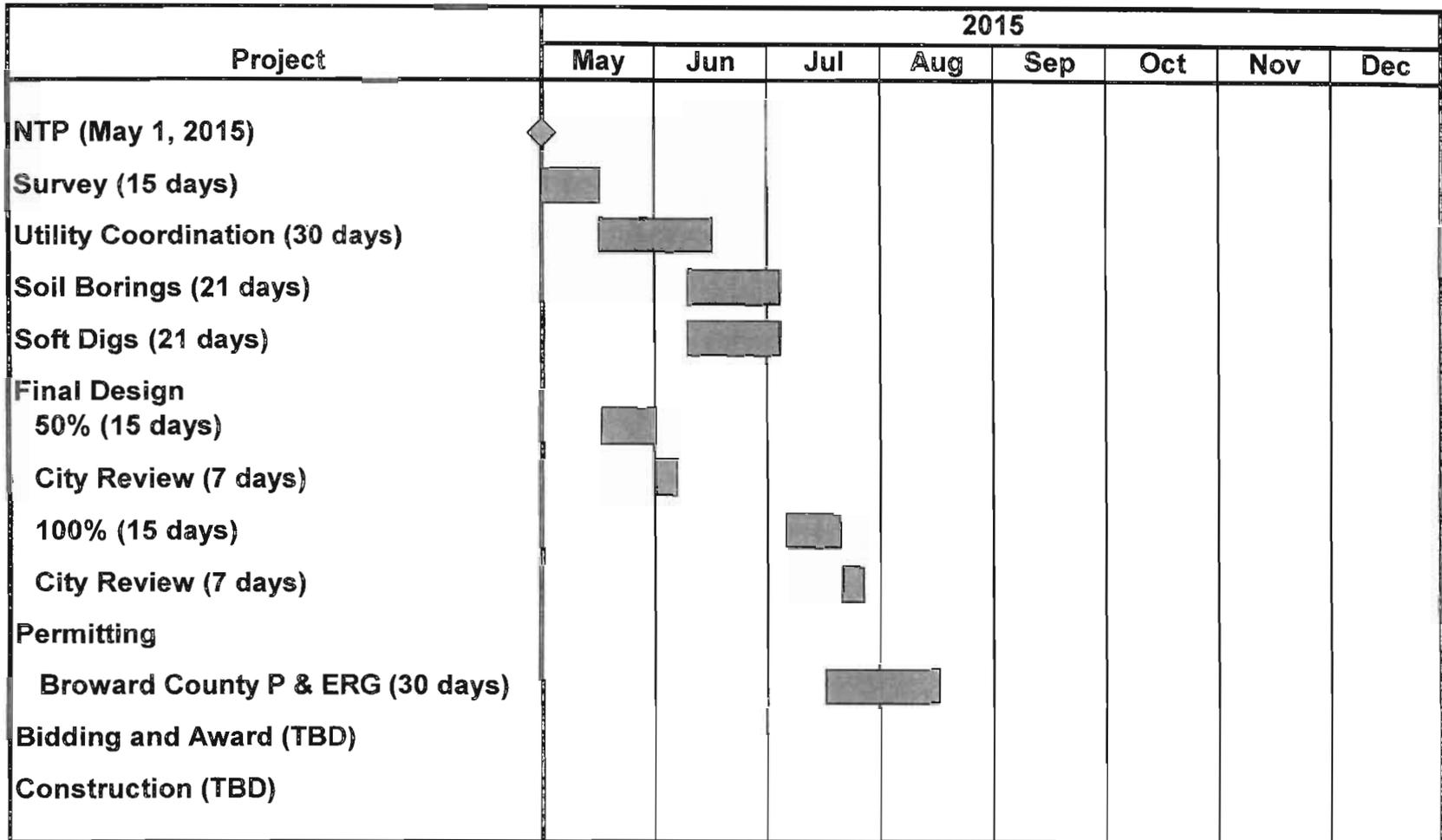
Engineering Services	Time per Phase	Cumulative Time
Task 1 – Project Meetings	On-going	On-going
Task 2 – Data Collection	9 weeks	9 weeks
Task 3 – Design	10 weeks	12 weeks
Task 4 – Permitting	4 weeks ⁽¹⁾	15 weeks

⁽¹⁾ Estimated, based upon usual regulatory agency review period.

H. Deliverables

TASKS	DELIVERABLES	QUANTITY
3 Design	50% Drawings & Specs	3 – Sets (22" x 34")
	100% Drawings & Specs	3 – Sets (22" x 34")
	Cost Estimate @ 50% and 100%	3 – Sets
4 Permitting	Permit Application Package(s)	4 – Sets Each Permit

Liberty Park Sewer Improvements - Project Schedule



Attachment A
City of Pompano Beach
Liberty Park Sewer Improvements

Engineering Fee Proposal

Task No.	Task Description	Labor Classification and Hourly Rates							Total Labor	Sub-Consultant Services
		Principal Engineer \$152.34	Senior Project Engineer \$139.73	Engineer I \$114.52	Senior Eng. Tech. \$102.96	Senior Inspector \$105.06	Clerical \$62.53			
1	Project Meetings									
1.1	Design Workshop Meetings	6						\$914		
	Subtotal Task 1	6	0	0	0	0	0	\$914	\$0	
2	Data Collection									
2.1	Topographical Survey	1			4			\$564	\$5,000	
2.2	Geotechnical	1						\$152	\$1,600	
2.3	Field Verification (soft-digs)	1		1	2			\$473	\$2,000	
	Subtotal Task 2	3	0	1	6	0	0	\$1,189	\$8,600	
3	Design Services									
3.1	Utility Coordination & Corridor Analysis	1		3				\$496		
3.2a	50% Design Drawings	2		8	10			\$2,250		
3.2b	100% Design Drawings	2		5	5			\$1,392		
3.3	Technical Specifications (50% & 100%)	7					7	\$1,504		
3.4	Construction Cost Opinion (50% & 100%)	2		3				\$648		
3.5	Quality Assurance						3	\$315		
	Subtotal Task 3	14	0	19	15	3	7	\$6,606	\$0	
4	Permitting									
4.1	Broward County P&ERD	1	1	4	2		2	\$1,081		
	Subtotal Task 4	1	1	4	2	0	2	\$1,081	\$0	
	Labor Subtotal Hours	24	1	24	23	3	9			
	Labor Subtotal Costs	\$3,856	\$140	\$2,748	\$2,368	\$315	\$563	\$9,790	\$8,600	
	Labor Total Costs	\$9,790								
	Subconsultant Costs Total	\$8,600								
	Subconsultant Multiplier	1.1								
	Subconsultant Total	\$9,460								
	Reimbursable Expenses	\$700								
	Project Total	\$19,950								

CONSULTANT":

MATHEWS CONSULTING, INC.

By: _____

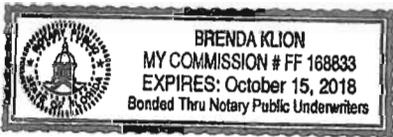
Rene Mathews, P.E., President
477 S. Rosemary Avenue, Suite 330
West Palm Beach, FL 33401

Witnesses:

STATE OF FLORIDA
COUNTY OF PALM BEACH

The foregoing instruments were acknowledged before me this 13th day of April, 2015, by **RENE MATHEWS** as President of Mathews Consulting, Inc., a Florida corporation, on behalf of the corporation, who is personally known to me.

Notary's Seal:



Notary Public, State of Florida

(Name of Acknowledger Typed, Printed or Stamped)

Commission Number

“City”:

CITY OF POMPANO BEACH

Witnesses:

By: _____
Lamar Fisher, Mayor

By: _____
Dennis W. Beach, City Manager

Attest:

(Seal)

Asceleta Hammond
City Clerk

Approved as to Form:

Gordon B. Linn
City Attorney

STATE OF FLORIDA
COUNTY OF BROWARD

The foregoing instruments were acknowledged before me this ____ day of _____, 2015, by **LAMAR FISHER** as Mayor, **DENNIS W. BEACH** as City Manager, and **ASCELETA HAMMOND** as City Clerk of the City of Pompano Beach, Florida, a municipal corporation, on behalf of the municipal corporation, who are personally known to me.

Notary's Seal:

Notary Public, State of Florida

(Name of Acknowledger Typed, Printed or Stamped)

Commission Number