

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 TASK AUTHORIZATION NO. 12 IN THE AMOUNT OF \$149,853.00, PURSUANT TO THE CONSULTANT AGREEMENT BETWEEN THE CITY OF POMPANO BEACH AND CAROLLO ENGINEERS, INC. FOR CONSTRUCTION MANAGEMENT SERVICES; PROVIDING AN EFFECTIVE DATE.

In 2012, Carollo Engineers developed the Electrical Master Plan for the Utilities Department which consisted of five (5) recommended phases of design and construction. Phase 1 design and construction has previously been completed. Phase 2 design has been completed and competitively bid, and the construction contracted has recently been awarded. The attached Task Authorization No. 12 is for construction management services in the amount of \$149,853.00 which represents 11% of the total construction costs of \$1.3 M (typical construction management is 10 – 15% of construction costs).



Accomplishing this item supports achieving Objective 3.2.2 "Complete all Approved Master Plan Projects" identified in the City's Superior Capacity 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, P.E. Ext 7044 / 7009
- (3) Expiration of contract, if applicable: N/A
- (4) Fiscal impact and source of funding: \$149,853 to CIP 11-194, Acct No. 420-7472-533-6503
From CIP 05 886, Acct No 420-7264-533-6512

DEPARTMENTAL COORDINATION	DATE	DEPARTMENTAL RECOMMENDATION	DEPARTMENTAL HEAD SIGNATURE OR ATTACHED MEMO NUMBER
Utilities	<u>8/26/15</u>	APPROVE	
City Attorney	<u>8/27/15</u>	APPROVE	
Finance	<u>8/26/15</u>	APPROVE	<u>A. Jorgensen</u>
Budget	<u>8-27-15</u>	APPROVE	

- Advisory Board
- Development Services Director
- City Manager

ACTION TAKEN BY COMMISSION:

<u>Ordinance</u>	<u>Resolution</u>	<u>Consideration</u>	<u>Workshop</u>
1st Reading	1st Reading	Results:	Results:
_____	_____	_____	_____
2nd Reading	_____	_____	_____
_____	_____	_____	_____



City Attorney's Communication #2015-1476
August 25, 2015

TO: John Sfiropoulos, P.E.
FROM: Mark E. Berman, City Attorney
RE: Resolution – Carollo Engineers, Inc.

Pursuant to your memorandum dated August 24, 2015, Utilities Administration Memorandum No. 15-164, 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 TASK AUTHORIZATION NO. 12 IN THE AMOUNT OF \$149,853.00, PURSUANT TO THE CONSULTANT AGREEMENT BETWEEN THE CITY OF POMPANO BEACH AND CAROLLO ENGINEERS, INC. FOR CONSTRUCTION MANAGEMENT SERVICES; PROVIDING AN EFFECTIVE DATE.

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


MARK E. BERMAN

MEB/ds
l:cor/util/2015-1476
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 TASK AUTHORIZATION NO. 12 IN THE AMOUNT OF \$149,853.00, PURSUANT TO THE CONSULTANT AGREEMENT BETWEEN THE CITY OF POMPANO BEACH AND CAROLLO ENGINEERS, INC. FOR CONSTRUCTION MANAGEMENT SERVICES; PROVIDING AN EFFECTIVE DATE.

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

SECTION 1. That a Task Authorization between the City of Pompano Beach and Carollo Engineers, Inc. for construction management services, a copy of which Task 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 Task Authorization between the City of Pompano Beach and Carollo Engineers, 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

**PROFESSIONAL ENGINEERING SERVICES FOR WATER TREATMENT FACILITIES
CONTRACT RLIH-51-10
TASK AUTHORIZATION NO. 12**

**CONSTRUCTION PHASE SERVICES FOR
PHASE II ELECTRICAL MASTER PLAN IMPROVEMENTS:
HIGH SERVICES PUMP FACILITY
AUGUST 23, 2015**

Introduction

This project will provide electrical capacity and reliability to meet current and future electric energy demands and service for the Lime Softening Water Treatment Plant's Electrical System supported by the Utilities Department 2012 Electrical Master Plan.

This scope provides the details for construction phase engineering services for the work shown in Carollo's contract documents entitled "Electrical Master Plan Phase II Improvements for the High Service Pump 1-4 Building". The City has elected to have Carollo Engineers provide part time observation of the Contractor's work for compliance with the design and specified requirements. This scope of work reflects the anticipated tasks that are typically required for a project of this size, and barring unforeseen circumstances, will be adequate for the project needs.

The details of the scope of work are as follows:

Task 1. Preconstruction Conference

Carollo will assist the CITY and attend a pre-construction conference with the City and the Contractor to review the proposed site for construction trailers, staffing responsibilities, project communication, project schedule, shop drawing handling, request for Information processing and discuss the Contractor's general work plan and requirements for the project.

This activity will be led and documented by Carollo.

Task 2. Coordinate with Contractor (Construction Meetings/Site Visits)

Progress meetings will be held on a biweekly basis with the Contractor. Twenty progress meetings are anticipated for the construction duration.

Construction inspections are expected to be provided by the City Building Department for compliance with pertinent building codes.

Carollo will provide part time site visits for observation of construction progress on an as needed basis. Carollo anticipates the following onsite observation requirements: Electrical-120 hours, Mechanical – 16 hours, Architectural/Structural--16 hours, and Civil-8 hours.

Task 3. Log/Review Contractor's Submittals

Carollo will be responsible for receiving, logging, reviewing and returning shop drawings and submittals. We will review drawings and other data submitted by the Contractor as required by the construction contract documents. The review shall be for general conformity to the construction contract documents and shall not relieve the Contractor of any of his contractual responsibility. Such reviews shall not extend to means, methods, techniques, sequences, or procedures of construction or to safety precautions and programs incident thereto. A total of 52 submittals are anticipated for this project. If the Contractor submits incorrect data and the total quantity of normal and revised submittals becomes more than 52, then Engineer will notify the CITY for approval of additional engineering hours for submittals review.

Task 4. Respond to Requests for Information (RFI).

Carollo will receive and be responsible for logging and tracking requests for information from the Contractor. The scope assumes review of the Contractor's RFIs, preparation of responses and return to the Contractor. We anticipate that 28 RFIs will be received during the course of this project.

Task 5. Respond to Design Clarification Requests (DCR).

Carollo will coordinate design clarification requests with the Contractor and the City, and as appropriate, prepare responses to the requests and return to the Contractor. We anticipate that three DCRs will be received from the Contractor.

Task 6. Preparation of Drawings and Specifications for Change Orders

Carollo will prepare requests for proposals (RFP) for changes to the Contract Documents. Such requests will include preparation or markups of drawings and specifications for incorporation into the RFP. We anticipate that five change orders will be required during the course of this project.

Carollo will receive and review the Contractor's response to the request for change and will obtain such further information as is necessary to evaluate the basis for the Contractor's proposal to complete the proposed changes. We will also provide an opinion on the response to request for change.

Task 7. Witness Field Testing

Carollo will be onsite during the electrical 5 kV Transformer testing, 480 volts switchboards and 5kV cable testing. We anticipate that 16 hours of field time will be necessary for this testing.

Task 8 . Review O&M Manuals

Carollo will review Contractor's and Manufacturer's O&M manuals for the electrical and mechanical systems. Carollo considers that preparation of an overall electrical system operations and maintenance manual will not be necessary. An estimate of 24 hours is budgeted for the review of Manufacturer's O&M manuals.

Task 9. Provide Specialty Startup Assistance

Upon completion of the construction work, Carollo will provide onsite personnel for observations of the manufacturer and /or Contractor general start-up of the electrical 5 kV equipment, 480 Volts equipment and speed control of backwash pumps. We anticipate that 32 hours of field time will be required for startup of key equipment.

Task 10. Construction Record / As-Built Documents

Carollo will revise design drawings to reflect field modifications or details submitted by Contractor for a final set of record drawings (Autocad format) and submit electronically to the City.

Task 11. Check Lists for Substantial and Final Completion

Carollo will prepare a construction punch list upon Substantial completion, and for Contractor's corrections prior to Final project completion.

Task 12. Assistance with Building Permits

Carollo will assist the CITY replying to questions or comments from the Building Department or issue if necessary revisions to the design documents. Carollo included twenty four hours of engineering time if necessary for addressing comments or requirements from the Building Department.

Task 13. Project Administration

Carollo will submit the electronic files for this project to the City at the conclusion of the work. Carollo will also review and comment on monthly pay applications by the Contractor.

Limits of Responsibility

Carollo shall not be responsible for: (1) construction means, methods, techniques, sequences, procedures, or safety precautions and programs in connection with the Contractor work for the Project; (2) the failure of any contractor, subcontractor, vendor, or other Project participant, not under contract to the Consultant, to fulfill contractual responsibilities to the City or to comply with federal, state, or local laws, regulations, and codes; or (3) procuring permits, certificates, and licenses required for any construction.

Supplemental Services

The following supplemental services are not included in these construction phase services. Should any of these services be required, Carollo shall be entitled to additional compensation by the City:

1. Review and response to Contractor's Litigation Claims.
2. Preparation for and participation in any public progress and/or informational meetings.
3. Software or control system programming.
4. Offsite testing of equipment.
5. Provision of an experienced scheduler to analyze contractor's construction schedule and provide reports such as evaluation of productivity, out-of-sequence analysis, manpower utilization, etc.
6. NPDES stormwater monitoring and notification of Contractor non-compliance.

Schedule

The overall schedule for construction is anticipated to be complete within 9 months.

Fee

Compensation for services shall be based on an hourly billing rate basis with a maximum not to exceed Task Order fee of \$149,853. The hourly billing rates for this project are as identified in Table 1 below.

Reimbursables:

Mileage to be reimbursed at the IRS rate.

Project communication/printing charge to be reimbursed at \$11.70/hour

Total Reimbursables will not exceed \$ 3,533.

Table 1: Hourly Billing Rates

Staff	Rate
Elizabeth Fujikawa, P.E. (Senior Professional)	\$226.00
Joel Smason, S.E. (Project Professional)	\$184.00
QA Reviewer (Lead Project Professional)	\$205.00
CAD Technician (Senior Technician)	\$116.00
Contract Document Manager (Senior Administrator)	\$ 92.00

Subconsultant Participation

The Carollo team will include the following subconsultants:

1. Gamboa Engineers, LLC; Mario Gamboa, P.E., to provide electrical engineering services. Gamboa Engineers is a minority owned firm.

"CORPORATION":

Witnesses:

[Handwritten Signature]
[Handwritten Signature]

Carollo Engineers Inc.
Corporation Name

[Handwritten Signature]
Signature

Elizabeth Fujikawa, P.E.
Printed Name

Vice President
Title

STATE OF FLORIDA
COUNTY OF BROWARD

The foregoing instrument was acknowledged before me this 24th day of August, 2015 by Elizabeth Fujikawa, as Vice President, of Carollo Engineers, Inc., on behalf of the corporation. He/she is personally known to me or has produced _____ (type of identification) as identification.

NOTARY'S SEAL: NOTARY PUBLIC, STATE OF FLORIDA



Janice Mudd

(Name of Acknowledger Typed, Printed or Stamped)

Commission Number EE 216919

"CITY":

Witnesses:

CITY OF POMPANO BEACH

By: _____
LAMAR FISHER, MAYOR

By: _____
DENNIS W. BEACH, CITY MANAGER

Attest:

ASCELETA HAMMOND, CITY CLERK

(SEAL)

Approved As To Form:

MARK E. BERMAN, CITY ATTORNEY

STATE OF FLORIDA
COUNTY OF BROWARD

The foregoing instrument was 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

