

Meeting Date: February 9, 2016

Agenda Item 14

REQUESTED COMMISSION ACTION:

Consent Ordinance Resolution Consideration Workshop Initiative

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. 1 in the amount of \$51,900.00 pursuant to the contract for consulting/professional services between the City of Pompano Beach and Song & Associates, Inc. for architectural and structural engineering services; providing an effective date.

Summary of Purpose and Why: The concession building located on the south side of Mitchell Moore Park is dilapidated and no longer provides for concession amenities to meet the needs of the park. This proposed project consists of designing, a new men and women restroom, and a concession building located 150 feet to the north of the existing building. Additionally, this project consists of remodeling the existing men/women restroom building, and converting the concession area to storage. This facility will provide the necessary needs and preferences of the community, while achieving several goals of the City's Strategic Plan.



Accomplishing this item supports achieving initiative Goal 1.0 "Leadership in Energy Efficiency and Sustainable Development" identified in the City's: Strategic Plan 1.1.1, Goal 3.0 "Recreation" Strategic Plan 3.3.2., and Goal 6.0 Growth Capacity "Ensure capacity for growth" Strategic Plan 6.6.4.

QUESTIONS TO BE ANSWERED BY ORIGINATING DEPARTMENT:

- (1) Origin of request for this action: Engineering
- (2) Primary staff contact: Tammy Good/ H. Danovich Ext 5512/ 7834
- (3) Expiration of contract, if applicable: October 27, 2020
- (4) Fiscal impact and source of funding: \$51,900.00-CIP#15-273/Account#302-7551-572.65-03

DEPARTMENTAL COORDINATION	DATE	DEPARTMENTAL RECOMMENDATION	DEPARTMENTAL HEAD SIGNATURE
Engineering	<u>1/22/16</u>	APPROVE	<u>[Signature]</u>
Parks & recreation	<u>1-22-16</u>	<u>Approve</u>	<u>[Signature]</u>
Budget	<u>02-03-16</u>	<u>Approved</u>	<u>[Signature]</u>
Finance	<u>1/27/16</u>	<u>Approval</u>	<u>S. Hubble</u>
City Attorney	<u>1/21/16</u>	APPROVE <u>1/28/16</u>	CA Memo#2016-379 <u>[Signature]</u>
Purchasing	<u>1/27/16</u>	APPROVE	<u>[Signature]</u>
Advisory Board			
Development Services Director			
X City Manager	<u>[Signature]</u>		<u>[Signature]</u>

ACTION TAKEN BY COMMISSION:

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



City Attorney's Communication #2016-379

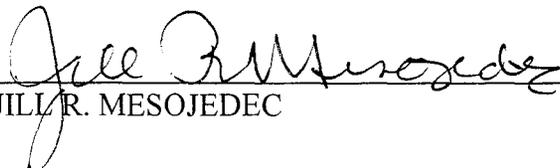
January 21, 2016

TO: Tammy Good, P.M.P., Civil Engineer II
FROM: Jill R. Mesojedec, FRP, Paralegal
VIA: Mark E. Berman, City Attorney 
RE: Resolution – Work Authorization No. 1/Song & Associates, Inc.

As requested in your memorandum dated January 14, 2016, Engineering Memorandum No. 2016-37, 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. 1 IN THE AMOUNT OF \$51,900.00 PURSUANT TO THE CONTRACT FOR CONSULTING/PROFESSIONAL SERVICES BETWEEN THE CITY OF POMPANO BEACH AND SONG & ASSOCIATES, INC. FOR ARCHITECTURAL AND STRUCTURAL ENGINEERING SERVICES; PROVIDING AN EFFECTIVE DATE.

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



JILL R. MESOJEDEC

/jrm
l:cor/engr/2016-379

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. 1 IN THE AMOUNT OF \$51,900.00 PURSUANT TO THE CONTRACT FOR CONSULTING/PROFESSIONAL SERVICES BETWEEN THE CITY OF POMPANO BEACH AND SONG & ASSOCIATES, INC. FOR ARCHITECTURAL AND STRUCTURAL ENGINEERING SERVICES; 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 Song & Associates, Inc. for a new concession/restroom building, renovation of the existing restroom building and conversion of the existing concession building to an office/storage space at Mitchell Moore Park, 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 Song & Associates, Inc.

SECTION 3. This Resolution shall become effective upon passage.

PASSED AND ADOPTED this _____ day of _____, 2016.

LAMAR FISHER, MAYOR

ATTEST:

ASCELETA HAMMOND, CITY CLERK



Work Authorization No. 1

Project Name: Architectural and Engineering Services for
Mitchell Moore Park - New Concession Building & Renovation of Restroom Building

Date: January 14, 2016

SAI Project No.: 15014B

Song & Associates, Inc. agrees to perform the architectural and engineering design services described in Section II – Scope of Services pursuant to this Work Authorization No. WA-1 in accordance with the terms and conditions of the Agreement for Architectural and Engineering Design Services between the City of Pompano Beach and Song & Associates, Inc., dated December 14, 2015 and approved by City Ordinance No. 2016-33.

I. PROJECT UNDERSTANDING

It is the intention of the City of Pompano Beach to construct a new Concession Building and to remodel an existing restroom building. A proposed conceptual design was developed and approved under a separate contract agreement. The previous agreement includes the pre-DRC, DRC, AAC, and P+Z reviews for site plan approval and preliminary civil engineering necessary to the approval process.

The preliminary space requirements are as follows:

- New Restrooms: 1 new toilet for females and 2 new toilets for males, no AC required
- Kitchen / Concession: Approximately 500 SF with commercial kitchen equipment including exhaust hood, AC required.
- The exterior and interior building components in general to be of durable materials and finishes. All framed openings to be of heavy duty grade, exterior door to kitchen and transaction windows at counters to be security grade or have security protection.
- Renovation of existing restroom building to include replacement of finishes, fixtures, and accessories in place as directed. Added fixtures or relocated plumbing fixtures are not included.
- Specific areas of adjacent existing parking lot and immediate surroundings of new building site may require modifications in order to comply with ADA requirements for accessible parking and maximum grade slopes.
- The removal and relocation of existing roof mount Lightning Prediction System is required.

The scope of the project will include architectural design, commercial kitchen design, mechanical, plumbing, electrical, structural and civil engineering through the project phases of Design Development, Construction Documents and Construction Administration.

Song + Associates, Inc.
Architecture • Planning • Interior Design
AA003165 / IB0001095

1545 Centrepark Drive North
West Palm Beach, Florida 33401
T : 561.655.2423 F : 561.655.1482

American Institute of Architects / NCARB

II. SCOPE OF SERVICES

A. Conceptual Design + Site Plan Approval

Including the pre-DRC, DRC, AAC, and P+Z reviews for site plan approval and preliminary civil engineering necessary to the approval process provided through a separate contract agreement (Purchase Order # 153293).

B. Design Development

- Upon the Owner's approval of the Conceptual Design deliverable and Site Plan Approval, develop the working drawings and specifications to a 50% level describing in technical detail the construction work to be done: materials, equipment, workmanship and finishes required.
- Coordinate and interface with other consulting disciplines of Mechanical, Electrical and Plumbing, Structural and Civil engineering.
- Meet with the Building Department and Fire Marshall to receive their input regarding design and documentation requirements.
- Conduct periodic progress meetings with the Owner and Design Consultants.

C. Construction Documents

- Upon the Owner's approval of the Design Development deliverable, prepare the working drawings and specifications describing in technical detail the construction work to be done: materials, equipment, workmanship and finishes required.
- Coordinate and interface with other consulting disciplines of Mechanical, Electrical and Plumbing, Structural and Civil engineering.
- Continue meetings with the Building Department and Fire Marshall to receive their final input regarding design and documentation prior to official permit review.
- Conduct periodic progress meetings with the Owner and Design Consultants.
- Provide the final coordinated set for final Owner review.

D. Permit, Bidding and Negotiation Assistance

- Assist in the preparation of bid documents
- Attend the pre-bid meeting.
- Respond to Contractor/ Bidder questions and RFI's
- Issue revised documents required by Addenda items
- Review and evaluation of Bidder submittals and qualifications when requested.
- Provide a conformed set of documents incorporating all Building Department and Bidding comments.

E. Construction Administration

- Provide responses to Contractor RFI's
- Review and process shop drawings
- Conduct periodic (bi-weekly) site observation visits to evaluate construction relative to the intent of the documents
- Review payment applications and certifications
- Issue Certificates for Substantial completion with punch list items and Final Pay Application Certificate.

III. SUMMARY OF PROFESSIONAL FEES

Song & Associates, Inc. will provide these services as described in sections II above for a lump sum fee of Forty Six Thousand Nine Hundred Dollars (\$46,900). The fee is further defined below.

Conceptual Design + Site Plan Approval (previous PO)

Basic Services

1. Basic Services for Architectural / Structural / MEP	\$	32,500.00
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Expanded Services

2. Civil Engineering	\$	6,400.00
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3. Landscape Architecture and Irrigation Design	\$	5,000.00
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4. Food Service Equipment Design / Specification	\$	8,000.00
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	Total	\$	51,900.00
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Phase Apportionment

Design Development Phase	DD	35%	\$	18,165.00
Construction Document Phase	CD	45%	\$	23,355.00
Permit/Bid	BD	5%	\$	2,595.00
Construction Administration Phase	CA	15%	\$	7,785.00
	Total		\$	51,900.00

All Services will be invoiced monthly based on the percentage of work completed.

IV. ADDITIONAL SERVICES

Upon written direction from the Owner, Song & Associates, Inc. will provide additional services through a fixed fee agreement or hourly services as directed in accordance with the Agreement for Architectural and Engineering Design Services between the City of Pompano Beach and Song & Associates, Inc., dated December 14, 2015 and approved by City Ordinance No. 2016-33.

V. REIMBURSABLE EXPENSES

The Architect shall be paid for any necessary reimbursable expenses such as, but not limited to, printing, reproductions, postage, mileage, fax, special delivery, and other similar requests at the rate of 1.2 times the actual cost.

These costs will be billed in addition to the basic compensation as listed above with prior approval and authorization of the owner.

VI. OWNER RESPONSIBILITIES

The Client will provide to the Architect pertinent information documents such as building plans, site plans, and environmental reports. Surveying, including boundary, topographic, and tree surveys, soil testing and other testing required for preparation of plans and permitting agencies shall be provided by Owner. The Architect will provide coordination services for the owner consultants required for the project documents.

VII. EXCLUSIONS

The following items are not included in this agreement but may be provided upon request through an additional services proposal as needed. The Architect will provide project management services for coordination of the owner's consultants required for the project documents and/or permitting.

1. Supplemental 3D renderings
2. Surveys including but not limited to boundary and topographic surveys
3. Geotechnical and/or environmental testing or studies.
4. Site Plan Approval Application and process (provided under separate agreement)
5. Site Lighting Design and Photometrics
6. Fire protection sprinkler system design (not required for current project scope)
7. Detailed Cost Estimating
8. Permit and impact fees
9. LEED Certification or Commissioning.

An executed Work Authorization from the City of Pompano Beach is required and will serve as a Notice to Proceed with the work of this scope of services.

Prepared by:

Jill Lanigan,
Director of Business Development
cc: JoAnn Brent, SAI; Brian Tavares, SAI

"CITY"

Witnesses:

CITY OF POMPANO BEACH

By: _____
Lamar Fisher, Mayor

By: _____
Dennis W. Beach, City Manager

Attest:

(SEAL)

Asceleta Hammond, City Clerk

Approved As To Form:

Mark Berman, City Attorney

STATE OF FLORIDA
COUNTY OF BROWARD

The foregoing instrument was acknowledged before me this _____ day of _____, 20__ 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

"CONSULTANT"

Song + Associates, Inc.

Witnesses:

[Signature]
Signature

Jim Lantigan
Name Typed, Printed or Stamped

By: [Signature]
Signature

Young Song
Name Typed, Printed or Stamped

Title: PRESIDENT

Address: 1545 CENTREPARK DR. N
WEST PALM BEACH FL
33401

[Signature]
Signature

JoAnn Breat
Name Type, Printed or Stamped

STATE OF FLORIDA
COUNTY OF BROWARD

The foregoing instrument was acknowledged before me this 21 day of January, 2016, by Young Song, as PRESIDENT of SONG + ASSOCIATES.
He/she is personally known to me or who has produced _____
(type of identification) as identification.

NOTARY'S SEAL:

[Signature]
NOTARY PUBLIC, STATE OF FLORIDA

Cynthia Kilgore Tyrwhitt Drake
(Name of Acknowledger Typed, Printed or Stamped)

FF 136231
Commission Number

