

RESOLUTION NO. 61-12-16

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE AN AGREEMENT FOR ENGINEERING SERVICES WITH CRAVEN THOMPSON & ASSOCIATES, INC. PROVIDING AN EFFECTIVE DATE

WHEREAS, the Town of Lake Park (Town) requires the services of a professional engineering firm to perform plan review, design, permitting, bidding, and construction inspection and certification services associated with the remediation and replacement of stormwater outfall structures; and

WHEREAS, the Town had previously determined that Craven Thompson & Associates, Inc. (Craven Thompson) was the most competent firm to perform these tasks consistent with the requirements of the Consultant's Competitive Negotiation Act statute; and

WHEREAS, Craven Thompson has satisfactorily performed the initial project work prescribed in the Phase 1 tasks; and

WHEREAS, Craven Thompson has developed a scope of work consistent with the requirements of the South Florida Water Management District for the repair project to be performed within its right-of-way, adjacent to 541 Northlake Boulevard, North Palm Beach, Florida.

NOW, THEREFORE, BE IT RESOLVED by the Town Commission of the Town of Lake Park, Florida

Section 1: The whereas clause are incorporated herein.

Section 2: The Mayor is authorized and directed to execute the agreement with Craven Thompson & Associates, Inc.

Section 3: This Resolution shall take effect upon its adoption.

The foregoing Resolution was offered by Commissioner O'Rourke who moved its adoption. The motion was seconded by Commissioner Flaherty and upon being put to a roll call vote, the vote was as follows:

	AYE	NAY
MAYOR JAMES DUBOIS	<u>/</u>	___
VICE-MAYOR KIMBERLY GLAS-CASTRO	<u>/</u>	___
COMMISSIONER ERIN FLAHERTY	<u>/</u>	___
COMMISSIONER ANNE LYNCH	<u>/</u>	___
COMMISSIONER MICHAEL O'ROURKE	<u>/</u>	___

The Town Commission thereupon declared the foregoing Resolution NO. 61-12-16 duly passed and adopted this 7 day of December, 2016.

TOWN OF LAKE PARK, FLORIDA

BY: James Dubois
JAMES DUBOIS
MAYOR

ATTEST:

Vivian Mendez
VIVIAN MENDEZ
TOWN CLERK

TOWN OF LAKE PARK
SEAL
(TOWN SEAL)
FLORIDA

Approved as to form and legal sufficiency:

BY: Thomas J. Baird
THOMAS J. BAIRD
TOWN ATTORNEY

October 21, 2016

Mr. Richard Pittman, Project Manager
Town of Lake Park
Public Works Department
650 Old Dixie Highway
Lake Park, Florida 33403

RE: **LAKE PARK OUTFALL**
CTA PROPOSAL NO. 2016-S13.294 (REVISED)

Dear Mr. Pittman:

The firm of Craven Thompson & Associates (CTA) is pleased to provide you with the following revised proposal for providing professional surveying and engineering services for the above referenced project. As discussed with City staff, the intent of this proposal is to provide a scope of work that provides the surveying and engineering services required to replace the failing Town owned drainage outfall adjacent to 541 North Lake Boulevard, identify and delineate the properties and contributing areas draining to the outfall, and review development plans for the parcels adjacent to the outfall. The tasks to provide these services are as follows:

CRAVEN THOMPSON



& ASSOCIATES INC.

Engineers
Planners
Surveyors
Landscape Architects

PHASE 2 - PLAN REVIEW, DESIGN, AND PERMITTING

I. **SURVEYING AND GEOTECHNICAL SERVICES**

NAME OF PERSON PERFORMING TASKS: RAY YOUNG, P.S.M., DOUGLAS DAVIE, P.S.M., AND MORGAN DICKINSON P.E WITH PSI.

- 1.1 **Sketch and Legal Descriptions** (CTA Task No. 11230)
Prepare two (2) sketch and legal descriptions for both temporary construction and access easements for the Car Wash Property and for the Firestone Tire property. Draft sketches will be provided to property owners prior to final document preparation.

Lump Sum \$2,200.00

- 1.2 **Miscellaneous Surveying Field & Office Services that May be required for Army Corps Dredging and Filling** (CTA Task No. 11400)
This task covers any miscellaneous field or office survey related services that may be requested.

Hourly (only if required by agency and approved by Town by receipt of separate purchase order adjustment) See hourly fee schedule

- 1.3 **Soil Borings** (CTA Task No. 11400)
Geotechnical soil boring report to be prepared by the sub consultant PSI Engineering Inc. Two soil borings will be performed in the area of proposed excavation to determine the types of material required to be excavated.

Lump Sum \$2,400.00

3563 N.W. 53rd Street
Fort Lauderdale, FL 33309-6311
(954)739-6400
Fax (954) 739-6409

II. ENGINEERING SERVICES

NAME OF PERSON PERFORMING TASKS: ZACH GAMBLE, P.E. AND AUTOCAD TECHNICIAN

- 2.1 Plan Review (CTA Task No. 31003)
Coordinate with Firestone for drainage design and review design plans currently in for development for 541 North Lake Boulevard and provide recommendations and comments.
- Hourly, Not to Exceed* \$2,000.00
- 2.2 Final Paving, Grading, and Drainage Plans and Calculations (CTA Task No. 33060)
Prepare plans, details, and calculations for outfall replacement to be submitted for permit and for bidding purposes. Plans to include layout, proposed access and construction easements, notes, and details adequate to construct project.
- Lump Sum* \$6,900.00
- 2.3 Coordination with Franchise Utilities (CTA Task No. 31062)
Coordinate with FPL, ATT, Comcast, and any other Franchise Utility required to notify the companies of the work and coordinate the schedule and costs of the work as required.
- Lump Sum* \$2,900.00
- 2.4 Prepare Project Technical Specifications (CTA Task No. 31062)
Prepare specifications for outfall replacement project for bidding purposes with technical specifications shown on the plan.
- Lump Sum* \$2,000.00
- 2.5 Prepare and Process Permit Applications (CTA Task No. 31080-1)
Prepare and process permit applications and supporting documents through state and local agencies including:
- South Florida Water Management District (SFWMD)
 - Florida Department of Environmental Protection (FDEP)
 - Florida Department of Transportation (FDOT)(if required)
 - Village of North Palm Beach
 - Town of Lake Park
 - Army Corps of Engineers
- Lump Sum* \$3,500.00
- 2.6 Meetings (CTA Task No. 31100)
Meet with agencies, property owners involved, and client as required for coordination
- Hourly Not to Exceed* \$2,000.00

- 2.7 Prepare Seagrass Survey (If Required) (CTA Task No. 31080-A)
Prepare seagrass survey adequate for Army Corps of Engineers Permitting Requirements for dredging and filling in water waterway
Lump Sum \$1,850.00
(only if required by agency and approved by Town by receipt of separate purchase order adjustment)
See hourly rates for The Chappell Group - Exhibit B
- 2.8 Prepare Dredge and Fill Plans (If Required) (CTA Task No. 31080-B)
Prepare proposed dredge and fill plans adequate for Army Corps of Engineers Permit.
Lump Sum \$2,600.00
(only if required by agency and approved by Town by receipt of separate purchase order adjustment)
See hourly rates for The Chappell Group - Exhibit B
- 2.9 Prepare Schedule of Bid Items (CTA Task No. 31072)
Prepare schedule of bid items to be inserted into Town's typical front end specifications section.
Lump Sum \$1,400.00
- 2.10 Prepare Cost Estimate (CTA Task No. 31071)
Prepare engineers opinion of probable cost based upon final design plans for project.
Lump Sum \$1,400.00
(Tasks 1.1 through 2.6 to be completed within 9 months of authorization to proceed)

PHASE 3 - BIDDING

III. ENGINEERING SERVICES

NAME OF PERSON PERFORMING TASKS: ZACH GAMBLE, P.E.

- 3.1 Bidding Assistance (CTA Task No. 31115)
Provide Bidding Assistance to Contractors; attend pre-bid meeting and issue addenda etc. as related to proposed improvement for project.
Hourly, Not to Exceed \$2,500.00

PHASE 4 - CONSTRUCTION

IV. ENGINEERING SERVICES

NAME OF PERSON PERFORMING TASKS: ZACH GAMBLE, P.E. AND JIM SHEDDY (INSPECTOR)

4.1 Construction Phase Services (CTA Task No. 33120)

- Attend Pre-Construction conference.
- Prepare Meeting Minutes for Pre Construction Meeting
- Review and process shop drawings.
- Perform general site inspections/reviews as required to determine in general, if the work is being performed in a manner that when completed will be in accordance with the contract documents. Inspections will be part-time, approximately three (3) hours per day, three (3) days per week for a senior field representative with an anticipated construction schedule of one (1) month to complete construction.
- Take photos of construction activities during site visits
- Review change order request and provide professional opinion of request to City project manager *(if required)*
- Prepare Change Order on City change order format *(if required)*
- Negotiate change orders on behalf of the City *(if required)*
- Substantial and Final walk through with Contractor, Client and regulatory agencies.
- Prepare final punch list and follow-up.

Hourly, Not-to-Exceed..... \$3,000.00

4.2 Project Final Certification (CTA Task No. 31125)

- Review as-built information (for approval) provided by contractor's Registered Professional Surveyor.
- Process as-built drawings through applicable governmental agencies based upon engineers approved as-built information provided by contractor's Registered Professional Surveyor. This does not include field survey services.
- Prepare Statement of Substantial Completion of construction and project close out documents

Hourly, Not-to-Exceed..... \$1,600.00

V. MISCELLANEOUS EXPENSES

5.1 Reimbursable Expenses (CTA Task No. 31140)

Reimbursable expenses shall include printing, mylars, copying, postage, photographic services, long distance phone calls, Federal Express and courier services.

Estimated Budget \$300.00

SUMMARY OF FEES

PHASE 2 - PLAN REVIEW, DESIGN, AND PERMITTING

I.	SURVEYING AND GEOTECHNICAL SERVICES	\$4,600.00
II.	ENGINEERING SERVICES	\$22,400.00
	Sub-Total (Not including Task 1.2, 2.7, 2.8).....	\$26,700.00

PHASE 3 - BIDDING

III.	ENGINEERING SERVICES	\$2,500.00
	Sub-Total.....	\$2,500.00

PHASE 4 - CONSTRUCTION

IV.	ENGINEERING SERVICES	\$4,600.00
	Sub-Total.....	\$4,600.00

GRAND TOTAL (Not including Task 1.2, 2.7, 2.8) \$33,800.00

Note: Totals above do not include Reimbursable Expenses or Tasks that are listed "If Required".

SERVICES NOT INCLUDED

Additional services will be performed as authorized in writing by the Client.

Additional services include but are not limited to the following:

1. Additional Environmental Permitting or Consulting Services/Geotechnical Testing (shall be provided by client if required).
2. Utility locates and test holes (shall be provided by client if required).
3. Soil analysis and testing.
4. Material testing.
5. Any additional services requested by Client.
6. Additional survey information required by FDEP.
7. Additional modification to current design by FDEP.
8. Permit Fees.
9. Utility Locates.

HOURLY FEE SCHEDULE

Civil Engineering Services

Principal Engineer	\$195/Hour
Senior Supervising Engineer	\$175/Hour
Senior Engineer.....	\$130/Hour
Project Engineer.....	\$110/Hour
Engineering Senior CADD Technician	\$90/Hour

Land Surveying & Mapping Services

Principal Surveyor	\$155/Hour
Professional Land Surveyor	\$120/Hour
Project Surveyor	\$110/Hour
Survey CADD / GIS Tech.....	\$80/Hour
Survey Field Crew (1-Man Crew)	\$87/Hour
Survey Field Crew (2-Man Crew)	\$125/Hour
Survey Field Crew (3-Man Crew)	\$155/Hour
Survey Crew with Laser Scan (3-Man Crew)	\$250/Hour

Landscape Architecture and Planning Services

Principal Landscape Architect / Principal Planner	\$155/Hour
Senior Landscape Architect	\$130/Hour
Landscape Architect.....	\$120/Hour
Project Landscape Designer.....	\$110/Hour
Project Planner	\$110/Hour

Construction Administration Services

Director of Construction Management	\$140/Hour
Senior Field Representative	\$90/Hour
Field Representative	\$80/Hour

Miscellaneous

Clerical	\$70/Hour
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Acceptance

This proposal and fee schedules are based on acceptance within 30 days of the date of preparation. If not accepted by you within that time period, we reserve the right to re-evaluate the terms and conditions contained herein.

The above will be subject to the terms and conditions as specified in the Contract Documents. If the proposed work and fees contained herein are agreeable with you, please provide a Purchase Order and a Notice to Proceed.

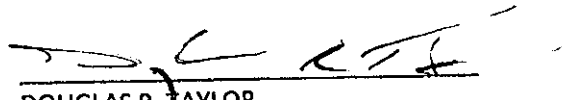
Should you have any questions regarding the above, please do not hesitate to call.

Sincerely,

CRAVEN THOMPSON & ASSOCIATES, INC.



LEONARD "ZACH" GAMBLE, P.E.
Senior Engineer



DOUGLAS R. TAYLOR
Director of Business Development

LZG/tg

Professional Services Agreement

Exhibit "B" Salary Costs

Project Title: Town of Lake Park

Facility Name: Stormwater Outfall

Sub Consultant Name: The Chappell Group, Inc.

TITLE	MAXIMUM HOURLY RATE (\$/HR)	X	MULTIPLIER	=	MAXIMUM BILLING RATE (\$/HR)
			3.140		
Senior Project Manager	TBD		3.140		\$250.00
QA/QC/Safety Officer	\$72.00		3.140		\$225.78
Project Manager	\$45.00		3.140		\$141.11
Senior Project Biologist	\$39.00		3.140		\$122.30
Compliance Inspector	\$32.00		3.140		\$100.35
Project Biologist	\$30.00		3.140		\$94.08
CAD Technician	\$28.00		3.140		\$87.80
Secretary	\$19.00		3.140		\$59.58

Multiplier of **3.14** is calculated as follows:

OVERHEAD = HOURLY RATE X OVERHEAD (116.64)%

FRINGE = HOURLY RATE X FRINGE (68.44)%

PROFIT = (HOURLY RATE + OVERHEAD + FRINGE) X PROFIT (10)%

MULTIPLIER = (HOURLY RATE + OVERHEAD + FRINGE + PROFIT) / HOURLY RATE = **3.14**

**EXISTING VS. ORIGINAL DESIGN CONDITIONS
TOWN OF LAKE PARK STORMWATER OUTFALL
ADJACENT TO 541 NORTH LAKE BOULEVARD
NORTH PALM BEACH, FLORIDA**

