



**Town of Surfside
Town Special Commission Meeting
AGENDA
July 16, 2014
7 p.m.**

Town Hall Commission Chambers - 9293 Harding Ave, 2nd Floor
Surfside, FL 33154

1. Opening

- A. Call to Order**
- B. Roll Call of Members**
- C. Pledge of Allegiance**
- D. Town Hall Improvements** – Joseph Kroll, Public Works Director

1. Town Hall Roof Repairs

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, AWARDED BID TO UNLIMITED ROOFING SERVICE, INC. FOR ROOF REPAIRS TO TOWN HALL IN AN AMOUNT NOT TO EXCEED \$65,000.00; TRANSFERRING FUND BALANCE (RESERVES) FROM THE GENERAL FUND BALANCE TO CAPITAL PROJECTS BUILDING TOWN HALL ACCOUNT NO. 301-4400-539-6220 APPROPRIATING THE FUNDS IN THE CAPITAL PROJECTS FUND; AMENDING THE TOWN'S BUDGET FOR FISCAL YEAR 2013/2014; AUTHORIZING THE TOWN MANAGER TO EXECUTE THE AGREEMENT; AND PROVIDING FOR AN EFFECTIVE DATE.

2. Town Hall Air Conditioner Replacement with New Chiller System

Note: This is attached as a DRAFT!

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, AWARDED BID TO _____ TO CONVERT THE EXISTING A/C UNITS TO A CHILLER SYSTEM AT TOWN HALL IN AN AMOUNT NOT TO EXCEED \$_____; TRANSFERRING FUND BALANCE (RESERVES) FROM THE GENERAL FUND BALANCE TO CAPITAL PROJECTS BUILDING TOWN HALL ACCOUNT NO. 301-4400-539-6220 APPROPRIATING THE FUNDS IN THE CAPITAL PROJECTS FUND; AMENDING THE TOWN'S BUDGET FOR FISCAL YEAR 2013/2014; AUTHORIZING THE TOWN MANAGER TO EXECUTE THE AGREEMENT; AND PROVIDING FOR AN EFFECTIVE DATE.

3. Town Hall Mold Removal and Remediation

A RESOLUTION OF THE TOWN OF SURFSIDE, FLORIDA AUTHORIZING THE TOWN ADMINISTRATION TO RETAIN DECON ENVIRONMENTAL AND ENGINEERING, INC. TO PROVIDE MOLD REMEDIATION AND RESTORATION SERVICES FOR THE SURFSIDE TOWN HALL; AUTHORIZING THE TOWN MANAGER AND TOWN ATTORNEY TO EXECUTE AN AGREEMENT WITH DECON ENVIRONMENTAL AND ENGINEERING INC., BY PIGGYBACKING OFF OF A COMPETITELY BID AGREEMENT FOR THE SAME SERVICES AWARDED BY THE BROWARD COUNTY SCHOOL BOARD; AUTHORIZING THE AMENDMENT TO THE 2013/2014 BUDGET AND APPROPRIATION NOT TO EXCEED \$28,368.21 TO ACCOUNT 001-5000-539-4602; PROVIDING FOR AUTHORIZATION; AND PROVIDING FOR AN EFFECTIVE DATE.

E. Update on the Town Manager Transition and Discussion on Work Plan Priorities – Michael P. Crotty, Town Manager

2. Adjournment

Respectfully submitted,



Michael P. Crotty
Town Manager

THIS MEETING IS OPEN TO THE PUBLIC. IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT OF 1990, ALL PERSONS THAT ARE DISABLED; WHO NEED SPECIAL ACCOMMODATIONS TO PARTICIPATE IN THIS MEETING BECAUSE OF THAT DISABILITY SHOULD CONTACT THE OFFICE OF THE TOWN CLERK AT 305-861-4863 EXT. 226 NO LATER THAN FOUR DAYS PRIOR TO SUCH PROCEEDING.

IN ACCORDANCE WITH THE PROVISIONS OF SECTION 286.0105, FLORIDA STATUTES, ANYONE WISHING TO APPEAL ANY DECISION MADE BY THE TOWN OF SURFSIDE COMMISSION, WITH RESPECT TO ANY MATTER CONSIDERED AT THIS MEETING OR HEARING, WILL NEED A RECORD OF THE PROCEEDINGS AND FOR SUCH PURPOSE, MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE WHICH RECORD SHALL INCLUDE THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.

AGENDA ITEMS MAY BE VIEWED AT THE OFFICE OF THE TOWN CLERK, TOWN OF SURFSIDE TOWN HALL, 9293 HARDING AVENUE. ANYONE WISHING TO OBTAIN A COPY OF ANY AGENDA ITEM SHOULD CONTACT THE TOWN CLERK AT 305-861-4863. A COMPLETE AGENDA PACKET IS ALSO AVAILABLE ON THE TOWN WEBSITE AT www.townofsurfsidefl.gov

TWO OR MORE MEMBERS OF OTHER TOWN BOARDS MAY ATTEND THIS MEETING.

THESE MEETINGS MAY BE CONDUCTED BY MEANS OF OR IN CONJUNCTION WITH COMMUNICATIONS MEDIA TECHNOLOGY, SPECIFICALLY, A TELEPHONE CONFERENCE CALL. THE LOCATION 9293 HARDING AVENUE, SURFSIDE, FL 33154, WHICH IS OPEN TO THE PUBLIC, SHALL SERVE AS AN ACCESS POINT FOR SUCH COMMUNICATION.



Town of Surfside Commission Communication

Agenda #: D1, D2 and D3

Agenda Date: July 08, 2014 & July 16, 2014

Subject: Approval and award of contract for roof repairs, Air Conditioner replacement with new chiller system and Mold Removal and Remediation for Town Hall.

Background: Town Hall had a major renovation in 2001 which only included minor roof repairs to the main center roof and painting with roof sealer, which was again done in 2012. The existing roof drains through the middle of Town Hall with a series of pipes which convey the rain water through the building down to ground level. The proposed roof will utilize the existing down spouts which will be replaced with new PVC pipe thus eliminating any leakage. Additionally, insulation will be added making Town Hall more energy efficient, in which there is no insulation currently.

In conjunction to the roof, the existing A/ C units (5) are due for replacement over the next two years and in addition, these units have extensive decay from the elements we encounter here in South Florida. During rain events, water leaks thru the bottom of these units into the Commission Chambers, Code Compliance Office and training room leaving large amounts of water damaged ceiling tiles and puddled carpet.

As a result of the aforementioned items, in December 2013, Public Works contracted CIH Environmental Solutions to evaluate air quality and mold growth throughout Town Hall due to many years of roof leaks. The results came back in a report dated December 17, 2013 which outlined different areas throughout Town Hall which needed to be addressed through mold remediation, water damage repair and cleanup.

Analysis:

The roof and air conditioner system have been leaking for some time, performing minor repairs as needed. It has been determined that a built up roof system would be the most economical and efficient way to fix the roof problem. With a built up roof system you are able to move the rain water from a high point to a low point, draining the roof off thru engineered relief points at the lower end. This system will also insulate the roof adding to the economical and efficiency of the project. The engineered chiller system will afford the town the ability to cool and heat the building in an economical and efficient manner. Typical payback for a system of this type is 5 to 7 years. Once the roof and chiller system are complete we can address the parts of the building that were affected by the continuous water intrusion from the leaks over the years. Utilizing a piggy back bid through the Broward County School Board for mold remediation allows the Town to get this needed work done quickly and cost effectively.

In Town Hall it is recommended to remove baseboards, remove the wallboard of the east, north and west walls of the police chiefs office. Replace affected carpet and ceiling tiles in the Commission Chambers, training room and code officer's offices. Clean and sanitize the walls in the police chief's office before replacement.

All affected surfaces should be HEPA vacuumed. Additionally, indoor air scrubbing utilizing HEPA filters should be conducted in the areas described above for a period of at least 48 hours with a minimum of 20 air exchanges per hour.

A qualified contractor with experience in microbial and licensed by the State of Florida is recommended to conduct the material removal. It is also recommended by the NYCDOH guidelines, a health and safety professional with mold remediation experience should oversee the removal to document the conditions and assess areas not previously visible during the initial assessment.

Budget Impact: The A/C replacement project was not a budgeted item. Reserves will have to be used for this necessary project.

The roof project was not a budgeted item and reserves will have to be used for this necessary project. The budget impact is \$65,000.00.

The budget impact for Town Hall remediation is \$28,368.21 utilizing a Broward County School Board piggy back bid.

Staff Impact: Public Works staff will inspect and monitor with the Building Department.

Recommendation: Staff recommends the Town Commission approve and award a contract to Unlimited Roofing Services, Inc. in the amount of \$65,000.00. It is recommended that the Town Commission authorize the Town Manager to execute the agreement with Unlimited Roofing Services, Inc. to commence the roofing project for the sum not to exceed \$65,000 which includes a \$7,300 contingency utilizing Account # 301-4400-539-6220.

Staff also recommends the Town Commission approve and award a contract for mold remediation and restoration for Town Hall to DECON Environmental in the amount not to exceed \$28,368.21 utilizing a Broward County School Board piggy back bid. Funding for this remediation and replacement project will be financed utilizing Account # 001-5000-539-4602.

Bids will be opened on Monday, July 7 for the A/C replacement. Enclosed is the Resolution (minus the successful bidder and amount) for the acceptance for the A/C bid.


Public Works Director


Town Manager


Finance Director

RESOLUTION NO. 14 - _____

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, AWARDED BID TO UNLIMITED ROOFING SERVICE, INC. FOR ROOF REPAIRS TO TOWN HALL IN AN AMOUNT NOT TO EXCEED \$65,000.00; TRANSFERRING FUND BALANCE (RESERVES) FROM THE GENERAL FUND BALANCE TO CAPITAL PROJECTS BUILDING TOWN HALL ACCOUNT NO. 301-4400-539-6220 APPROPRIATING THE FUNDS IN THE CAPITAL PROJECTS FUND; AMENDING THE TOWN'S BUDGET FOR FISCAL YEAR 2013/2014; AUTHORIZING THE TOWN MANAGER TO EXECUTE THE AGREEMENT; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Surfside solicited bids for the emergency repairs and to the roof at Town Hall; and

WHEREAS, five (5) proposals were received on June 20, 2014 pursuant to the project bid as follows:

WHEREAS, following a review of the proposals received pursuant to the solicitation, and upon recommendation of the Public Work Director, the Town Commission wishes to award the bid to Unlimited Roofing Service, Inc. for roof repairs to Town Hall in an amount of \$57,700.00, with contingency of \$7,300.00, and

WHEREAS, the project was not budgeted in the 2013/2014 Fiscal Year Budget, the cost of the project requires transfer of Fund Balance (reserves) in the total amount of \$65,000.00 from the General Fund Balance to the Capital Projects Building Town Hall Account No. 301-4400-539-6220, amending the 2013/2014 budget to appropriate the funds in the Capital Projects Fund.

NOW THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, AS FOLLOWS:

Section 1. Recitals. The above recitals are true and correct and incorporated into this Resolution by this reference.

Section 2. Award of Project. The Town Commission hereby awards the bid to Unlimited Roofing Service, Inc. for roof repairs to Town Hall in an amount not to exceed \$65,000.00.

Section 3. Authorization. The Town Manager or his designee are hereby authorized to execute an agreement with the vendor on behalf of the Town, once approved as to form and legal sufficiency by the Town Attorney.

Section 4. Budget Amendment. The Town Commission authorizes the Town Manager to amend the budget previously adopted by Resolution No. 13-2191 to transfer the contract amount described in Section 2 hereinabove from the General Fund Balance to Capital Projects Building Town Hall Account No. 301-4400-539-6220.

Section 5. Effective Date. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this ____ day of _____, 2014.

Motion by Commissioner _____, second by Commissioner _____.

FINAL VOTE ON ADOPTION


Commissioner Barry Cohen _____
Commissioner Michael Karukin _____
Commissioner Marta Olchyk _____
Vice Mayor Eli Tourgeman _____
Mayor Daniel Dietch _____

Daniel Dietch, Mayor

ATTEST:

Sandra Novoa, CMC, Town Clerk

**APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:**



Linda Miller, Town Attorney

RESOLUTION NO. 14 - _____

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, AWARDED BID TO _____ TO CONVERT THE EXISTING A/C UNITS TO A CHILLER SYSTEM AT TOWN HALL IN AN AMOUNT NOT TO EXCEED \$ _____; TRANSFERRING FUND BALANCE (RESERVES) FROM THE GENERAL FUND BALANCE TO CAPITAL PROJECTS BUILDING TOWN HALL ACCOUNT NO. 301-4400-539-6220 APPROPRIATING THE FUNDS IN THE CAPITAL PROJECTS FUND; AMENDING THE TOWN'S BUDGET FOR FISCAL YEAR 2013/2014; AUTHORIZING THE TOWN MANAGER TO EXECUTE THE AGREEMENT; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Surfside solicited bids for the emergency repairs for the air conditioner system at Town Hall; and

WHEREAS, _____ proposals were received on July 7, 2014 pursuant to the project bid as follows:

WHEREAS, following a review of the proposals received pursuant to the solicitation, and upon recommendation of the Public Work Director, the Town Commission wishes to award the bid to _____ to convert the existing A/C units to a chiller system at Town Hall in an amount of \$ _____, with contingency of \$ _____, and

WHEREAS, the project was not budgeted in the 2013/2014 Fiscal Year Budget, the cost of the project requires transfer of Fund Balance (reserves) in the total amount of \$ _____ from the General Fund Balance to the Capital Projects Building Town Hall Account No. 301-4400-539-6220, amending the 2013/2014 budget to appropriate the funds in the Capital Projects Fund.

NOW THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, AS FOLLOWS:

Section 1. Recitals. The above recitals are true and correct and incorporated into this Resolution by this reference.

Section 2. Award of Project. The Town Commission hereby awards the bid to _____ for the conversion of A/C units to a chiller system in an amount not to exceed \$ _____.

Section 3. Authorization. The Town Manager or his designee are hereby authorized to execute an agreement with the vendor on behalf of the Town, once approved as to form and legal sufficiency by the Town Attorney.

Section 4. Budget Amendment. The Town Commission authorizes the Town Manager to amend the budget previously adopted by Resolution No. 13-2191 to transfer the contract amount described in Section 2 hereinabove from the General Fund Balance to Capital Projects Building Town Hall Account No. 301-4400-539-6220.

Section 5. Effective Date. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this ____ day of _____, 2014.

Motion by Commissioner _____, second by Commissioner _____.

FINAL VOTE ON ADOPTION

Commissioner Barry Cohen _____
Commissioner Michael Karukin _____
Commissioner Marta Olchyk _____
Vice Mayor Eli Tourgeman _____
Mayor Daniel Dietch _____

Daniel Dietch, Mayor

ATTEST:

Sandra Novoa, CMC, Town Clerk

**APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:**

Linda Miller, Town Attorney

RESOLUTION NO. 14 - _____

A RESOLUTION OF THE TOWN OF SURFSIDE, FLORIDA AUTHORIZING THE TOWN ADMINISTRATION TO RETAIN DECON ENVIRONMENTAL AND ENGINEERING, INC. TO PROVIDE MOLD REMEDIATION AND RESTORATION SERVICES FOR THE SURFSIDE TOWN HALL; AUTHORIZING THE TOWN MANAGER AND TOWN ATTORNEY TO EXECUTE AN AGREEMENT WITH DECON ENVIRONMENTAL AND ENGINEERING INC., BY PIGGYBACKING OFF OF A COMPETITELY BID AGREEMENT FOR THE SAME SERVICES AWARDED BY THE BROWARD COUNTY SCHOOL BOARD; AUTHORIZING THE AMENDMENT TO THE 2013/2014 BUDGET AND APPROPRIATION NOT TO EXCEED \$28,368.21 TO ACCOUNT 001-5000-539-4602; PROVIDING FOR AUTHORIZATION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, in December, 2013, the Town conducted air quality and mold infiltration tests at Town Hall; and

WHEREAS, the laboratory results confirmed the presence of fungal growth requiring mitigation; and

WHEREAS, as a result of the required mitigation work, the Town has determined that it is appropriate to address other necessary improvements, including ceiling replacement, carpet replacement and wall painting; and

WHEREAS, following completion of the proposed work at Town Hall will have the affected rooms cleared from mold infestation per High-Efficiency Particulate Air (“HEPA”) standards and replace all remediated areas with new ceilings, tiles, carpet and wallboards, and

WHEREAS, the Town Commission has determined that it is in the best interests of the Town to complete the required mitigation and other necessary improvements to Town Hall.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, AS FOLLOWS:

Section 1. Recitals Adopted. That each of the above stated recitals are hereby adopted, confirmed and incorporated herein.

Section 2. Authorization and Approval. The Town Commission hereby authorizes the Town Manager to execute the Proposal by Decon Environmental and Engineering, Inc. dated May 28, 2014 (attached hereto as Exhibit "A").

Section 3. Authorization to Expend Funds. The total cost of the required remediation and other improvements will be \$28,368.21. The Town Commission authorizes the Town Manager to expend funds not to exceed \$28,368.21 and to amend the 2013/2014 Budget to Account No. 001-5000-539-4602.

Section 4. Effective Date. That this Resolution shall be effective immediately upon adoption.

PASSED AND ADOPTED this ____ day of _____, 2014.

Motion by _____, second by _____.

FINAL VOTE ON ADOPTION

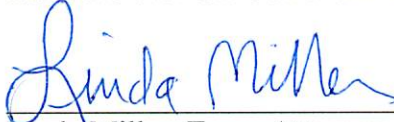
Commissioner Barry Cohen	_____
Commissioner Michael Karukin	_____
Commissioner Marta Olchyk	_____
Vice Mayor Eli Tourgeman	_____
Mayor Daniel Dietch	_____

Daniel Dietch, Mayor

ATTEST:

Sandra Novoa, CMC
Town Clerk

**APPROVED AS TO FORM AND
LEGAL SUFFICIENCY FOR
THE TOWN OF SURFSIDE ONLY:**



Linda Miller, Town Attorney

**DECON ENVIRONMENTAL
&
ENGINEERING, INC.**

2652 NW 31ST. Ave. Ft. Lauderdale – Ph. (954) 485-8800 Fax (954) 485-8809

ASBESTOS CONTRACTOR -CJC056715 •GENERAL CONTRACTOR- CGC044418 • MOLD REMEDIATOR- MRSR173

May 28, 2014

Town of Surfside
Municipal Building
9293 Harding Avenue
Surfside, FL 33154

Attention: Joseph Kroll - Public Work Director

RE: Restoration at: Town of Surfside City Hall
9293 Harding Avenue
Surfside, FL 33154

Dear, Joseph Kroll,

Pursuant to your request, we are pleased to submit, for your review and consideration, our proposal for the work you requested.

This proposal is firm, however, it may be subject to change, and should the *Scope of Work* or the description of work be altered or redefined.

We appreciate the opportunity to submit our proposal and look forward to hearing your reply soon.

Should you have any questions, please contact our office and we will be happy to assist you.

Sincerely,

Jay Saelinger
Project Manager
Prop 7017

PROPOSAL

Per Term Contract # 533-11210 *Water Extraction and Remediation of Water Damage and Mold Impact Services, between City of Fort Lauderdale and DECON, dated September 27, 2013* and Contract # 2012-06-FC *Construction Services Emergency Projects, between the School Board of Broward County and DECO, dated November 5th, 2013.*

FOR:

RESTORATION

TO:

Town of Surfside
Municipal Building
9293 Harding Avenue
Surfside, FL 33154
Tel: 305-861-4863 Ext 235
Cell: 786-509-1164
Fax: 305-861-1302

PROJECT SITE:

Town of Surfside
City Hall
9293 Harding Avenue
Surfside, FL 33154

BY

DECON ENVIRONMENTAL & ENGINEERING, INC.

May 28, 2014

Scope of Work

1st Floor – Police Department

- Remove all drywall and insulation on all walls.
- Supply and install new bat insulation in all walls.
- Install 5/8" drywall taped and finished to match existing.
- Install new window sills.
- Paint all walls.
- Install vinyl cove base.
- Install new window treatment (supplied by owner)
- Final cleaning of space.

Commissioners Chamber – 2nd Floor

- Remove and replaced damaged ceiling tiles.
- Remove existing carpet and base.
- Prep floor and install new carpet tile and vinyl base.
- Contents manipulation.
- Final cleaning of space.

Room 226

- Remove carpet and base.
- Remove all ceiling tile and insulation.
- Install new insulation and ceiling tiles.
- Paint all walls.
- Install new carpet tile.
- Install vinyl cove base.
- Contents manipulation
- Final cleaning of space.

Room 227

- Remove carpet and base.
- Remove ceiling tile and insulation.
- Install new ceiling tiles and insulation.
- Paint all walls.
- Install new carpet tiles and vinyl cove base.
- Final cleaning of space.

Break Room

- Remove and replace ceiling tiles and insulation.

Total price for this project including all labor and materials. \$28,368.21

See attached unit cost estimate for details

ACCEPTED: The above prices, specifications and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified.

ACCEPTANCE OF PROPOSAL # 7017 \$28,368.21:

Signature of Approval by Client, Title

Date

THIS PROPOSAL MAY BE WITHDRAWN OR REVISED IF NOT ACCEPTED WITHIN 30 DAYS OF ABOVE DATE.

STATE OF FLORIDA ASBESTOS ABATEMENT CONTRACTOR'S LICENSE: CJC056715
STATE OF FLORIDA GENERAL CONTRACTOR LICENSE: CGCO44418
STATE OF FLORIDA MOLD REMEDIATOR: MRSR173

The following insurance policies are held by DECON ENVIRONMENTAL & ENGINEERING, INC. If you have different, or additional, insurance requirements, please advise us.

General Liability – Full Occurrence Type Coverage Effective 10/20/13 – 10/20/14	ARCH SPECIALTY INS. COMPANY \$1 Million per occurrence \$ 2 Million aggregate
Mold Remediation Liability - Claims Made Asbestos/Lead Abatement - Occurrence Effective 10/20/13 – 10/20/14	ARCH SPECIALTY INS. COMPANY \$1 Million per occurrence \$2 Million aggregate
Professional Liability - Claims Made Effective 10/20/13 – 10/20/14	ARCH SPECIALTY INS. COMPANY \$1 Million per occurrence \$2 Million aggregate
Workers' Compensation Employer's Liability Effective 10/20/13 – 10/20/14	ARCH INSURANCE CO. EMPLOYER'S LIABILITY \$1 Million / \$1 Million / \$1 Million
Excess Liability - Umbrella Form GL, Professional and Pollution Effective 10/20/13 – 10/20/14	ARCH SPECIALTY INS. COMPANY \$ 5 Million Limits

If you have any questions concerning the insurance coverage's listed above, please call our office. Our Insurance company is Greyling Insurance Brokerage at (770) 552-4225 – contact person Jerry Noyola.

BONDING INFORMATION:
Security Bond Associates, Inc.
Contact: Mr. Burton Harris
10131 Southwest 40th Street
Miami, Florida 33165

UNDERWRITER: Westchester Fire Insurance Company.

IF A BOND IS REQUIRED FOR YOUR PROJECT, PLEASE VERIFY THAT OUR ESTIMATOR HAS BEEN SO INFORMED BEFORE PRESENTING PRICES FOR YOUR CONSIDERATION; OTHERWISE BOND PREMIUMS WILL BE ADDED TO THE PRICE QUOTED ON THIS PROPOSAL.

Town of Surfside, City Hall Restoration

9293 Harding Avenue, Surfside FL. 33154

RS Means, Facilities and Commercial Renovation - Unit Cost Estimate

Quantity	Line Number	Description	Unit	Ext. Total O&P	Labor Type	Data Release	CCI Location	Notes
0.75	013113200260	Field personnel, superintendent, average	Week	\$ 2,512.50	RR	Year 2014 Quarter 1	FLORIDA / FORT LAUDERDALE(333)	
1	072116200186	Overhead, general Contractors mark-up on total, including O&P for handling sub-contracts, 15%	%	\$ 0.11	RR	Year 2014 Quarter 1	FLORIDA / FORT LAUDERDALE(333)	
1430	028533500220	Demolition in mold contaminated area, ceiling, suspended acoustical tile	S.F.	\$ 1,716.00	RR	Year 2014 Quarter 1	FLORIDA / FORT LAUDERDALE(333)	All Locations
1380	070505100670	Selective demolition, thermal and moisture protection, insulation, batts or blankets	C.F.	\$ 386.40	RR	Year 2014 Quarter 1	FLORIDA / FORT LAUDERDALE(333)	All Locations
1380	072116200186	Blanket insulation, for walls or ceilings, kraft faced fiberglass, 6" thick, R19, 23" wide	S.F.	\$ 1,602.87	RR	Year 2014 Quarter 1	FLORIDA / FORT LAUDERDALE(333)	[Adjusted by 072116200186]
480	72116200130	Blanket insulation, for walls or ceilings, fiberglass, paper or foil backing, 1 side, 3-1/2" thick, R13	S.F.	\$ 350.40		Year 2014 Quarter 1	FLORIDA / FORT LAUDERDALE(333)	[Adjusted by 072116200186]
2310	090505200400	Flooring demolition, carpet, bonded, includes surface scraping	S.F.	\$ 762.30	RR	Year 2014 Quarter 1	FLORIDA / FORT LAUDERDALE(333)	All Locations
305	090505200850	Flooring demolition, vinyl or rubber cove base, straight section	L.F.	\$ 100.65	RR	Year 2014 Quarter 1	FLORIDA / FORT LAUDERDALE(333)	All Locations
480	092910302150	Gypsum wallboard, on walls, fire resistant, taped & finished (level 4 finish), 5/8" thick	S.F.	\$ 717.60	RR	Year 2014 Quarter 1	FLORIDA / FORT LAUDERDALE(333)	[Adjusted by 072116200186]
1430	095123101125	Suspended acoustic ceiling tiles, mineral fiber tile, lay-in, fine texture, 2' x 2' or 2' x 4', 3/4" thick	S.F.	\$ 4,061.90	RR	Year 2014 Quarter 1	FLORIDA / FORT LAUDERDALE(333)	[Adjusted by 072116200186]

355	096513130700	Wall base, vinyl, straight or cove, standard colors, 4" high, 1/8" thick	L.F.	\$ 1,134.92	RR	Year 2014 Quarter 1	FLORIDA / FORT LAUDERDALE(333)	[Adjusted by 072116200186]	All Locations
269	096813100100	Carpet tile, tufted nylon, hard back, 20" x 20"	S.Y.	\$ 10,267.33	RR	Year 2014 Quarter 1	FLORIDA / FORT LAUDERDALE(333)	[Adjusted by 072116200186]	All Locations
1810	099123720240	Paints & coatings, walls & ceilings, interior, concrete, drywall or plaster, latex paint, primer or sealer coat, smooth finish, roller	S.F.	\$ 707.71	RR	Year 2014 Quarter 1	FLORIDA / FORT LAUDERDALE(333)	[Adjusted by 072116200186]	All Locations
1810	099123720840	Paints & coatings, walls & ceilings, interior, concrete, drywall or plaster, latex paint, 2 coats, smooth finish, roller	S.F.	\$ 1,228.09	RR	Year 2014 Quarter 1	FLORIDA / FORT LAUDERDALE(333)	[Adjusted by 072116200186]	All Locations
		2 - Common laborers, 32 man hours to stock building materials to rooms, Furniture manipulation and remove trash from site.	Hours	\$ 1,580.16	RR	Year 2014 Quarter 1	FLORIDA / FORT LAUDERDALE(333)		All Locations
		1 - skilled worker to install window sills and window treatments	Hours	\$ 449.19	RR	Year 2014 Quarter 1	FLORIDA / FORT LAUDERDALE(333)		Captain's Office
		2 - Common laborers, 16 man hours to perform finale cleaning of all work areas.	Hours	\$ 790.08	RR	Year 2014 Quarter 1	FLORIDA / FORT LAUDERDALE(333)		All Locations
		Total	Total	\$ 28,368.21					



Town of Surfside

Manager's Transition: Status Report and Work Plan

Public Works/Engineering

Project	Status
1. Tennis hut remediation	In progress; anticipated completion date – first week in August
2. Town Hall (roof/ac/remediation)	Due to excessively high A/C bid, recalculate payback of chiller unit; review bids and have recommendation submitted to Commission at its July 16 Special meeting
3. Biscaya Drainage	July 10 neighborhood meeting; all permits received; start-up 1st week of August; completion: September 30
4. Seawall	Report on Commission's July 8 agenda re: bids; engineer to discuss options; present revised plan to address seawall deficiencies within 60 days
5. 95th Street end upgrade (east of bulkhead)	Report to Commission at August meeting addressing plan and costs to implement final phase of project
6. Solid Waste and Water/Sewer fee schedules	Schedule Commission meeting within the next 2 weeks to begin review; goal: new fee schedule in place October 1, 2014
7. North Canal	Pending resolution of submerged land issue; obtain permit to bury pipe and clearly identify permitting and financial issues related to dredging

8. Sewer agreement with Miami Beach	Final Town review comments sent to Miami Beach on July 7; work with Miami Beach to have agreement finalized by September 30, 2014
9. Maintenance agreement with Grand Beach (pavers) and follow up on requirement to have Grand Beach promote Surfside businesses	Finalize maintenance agreement prior to issuance of CO/TCO; follow up with Grand Beach officials to request compliance with development agreement to provide information in hotel rooms promoting Surfside businesses; explore options for links/apps to address promotions
10. Tree canopy	If funded in 14/15 budget, prepare schedule to undertake tree inventory, condition analysis, maintenance schedule, etc., also determine options for Tree City U.S.A.

Planning

Project	Status
1. Shul application	Finalize issues relating to traffic and alley improvements (undergrounding); provide for public notice; Hearing – August 27 or 28 (tentative)
2. Complete sign code update	First reading – July 8 Commission meeting Second reading – August 12 Commission meeting (tentative)
3. Code revisions/coordination with Planning and Zoning	Review/update/prioritize schedule of code issues/amendments identified at September 30, 2013 joint meeting between Commission and Planning and Zoning Board; schedule (upon arrival of new Manager) a joint meeting to review schedule and re-prioritize
4. A. Harding – Collins interior corridor study (review of land development regulations)	Program modification included in proposed 14/15 budget; if approved, prepare work plan

B. Historic preservation	Certain properties along Collins designated for historic preservation; Town planner to review and make report to Commission at August Commission meeting; historic designation delayed 3 months until mid-September (Town had requested 6 months)
C. Compatibility/coordination of Harding/Collins corridor study and historic preservation designation	Determine coordination and timing issues; conduct public outreach on historic preservation issues/opportunities
5. Massing and Zoning	Town planner to report to the Commission at its August meeting based on May 29, 2014 review of the Planning and Zoning Board

Building Department/Code Compliance

Project	Status
1. FEMA NFIP/Community Rating System	CAV closed; request submitted to FEMA to begin CRS process; determine initial timeframe for CRS review process; report to Commission at August meeting
2. Development coordination	Bi-monthly meetings held with development community; Police Department following up on parking issues; traffic coordination and traffic mitigation plan (ATEC); ongoing effort for Town staff; secure services of intern for construction coordination by September 30, 2014
3. Hedges/Sight Triangle	Prepare ordinance based on Commission direction at the June 5 meeting; August 12 Commission meeting (first reading); consider impact and desirability of street/intersection striping and uniform location stop signs
4. Sidewalk ordinance implementation	Applications being sent with LBTR/CU renewals this month; failure to submit sidewalk café application with business license renewal will prohibit sidewalk dining; completion date October 1, 2014 (LBTR renewal deadline)

5. Consolidation/coordination of functions (Building/Code)	To be reviewed by new Manager
6. Prepare informational fact sheet of Building Department services	Complete by November 1, 2014
7. Finalize plan to digitize Building Department files/records	Present plan to Commission no later than the November Commission meeting

Finance

Project	Status
1. FY 14/15 Budget	Coordinate all necessary action items to ensure TRIM compliance; Commission to establish tentative millage rate by July 30; in addition to or as part of budget meeting(s), address solid waste and water/sewer fee schedules; adopt budget at September 9 and 23 meetings
2. ERP	Bids will be opened on August 28; review bids and submit to Commission for award no later than October Commission meeting; develop implementation schedule/work plan
3. Bank services	Finance Department to review in conjunction with new Manager – provide a policy recommendation to Town Commission

Legislative/Legal

Project	Status
1. Charter review/Charter amendments	July 8 Commission agenda
2. Submerged lands – North Canal/Point Lake	Special counsel completed research on options to resolve issue (dedication to Town); policy direction from Commission on July 8
3. Parking Trust Fund ordinance	First reading July 8 Commission meeting
4. Preparation of voter guide	If Charter resolution(s) are approved, prepare voter guide by September 30
5. Charter referendum election	Town Clerk to coordinate with Miami-Dade Election Department

Police Department

Project	Status
1. IP Phone	Terminate current agreement due to service failure; negotiate new service agreement
2. ATS/Red Light Cameras	Evaluate current lease payments to ATS due to declining revenues; determine the desirability of terminating agreement due to success of cameras/declining revenues
3. Reorganize command staff	Review/approve during budget deliberation; initiate succession planning
4. Revisit Traffic Study recommendations	Chief to recommend process to again consider recommendation of the Town Wide Traffic Study regarding traffic control/calming; present recommendations to Commission no later than October meeting.

Tourist/Resort Tax

Project	Status
1. Amendment(s) to code on tourist related issues	Items currently being reviewed: Board composition (number of members); ethical requirements/functions and allocation percentages; Commission to discuss at July 8 meeting, percentage allocation. Tentative schedule is for Tourist Board to review above items with recommendation to Commission in December
2. Sister Cities	If funded in 14/15 budget, Staff to prepare proposal to be considered by Tourist Board and Commission; determine schedule for implementation

Human Resources

Project	Status
Health insurance renewal	Staff to evaluate options/proposals for renewal beginning August 1, 2014; present to Commission at October Commission meeting

Special Issues and Initiatives

Project	Status
1. Sand Project Community Monitoring Committee	Meetings in progress; goal - committee report completed by August 25
2. Community Center second floor expansion	Regular meetings of committee continuing (coordinated by Duncan Tavares and Tim Milian); report presented to Commission no later than October meeting
3. Parking (P3 – Post Office parking lot)	Task 1 of Lambert Advisory completed by July 31; report presented to Commission at August meeting
4. Bus service	Participate in multi-jurisdictional (Surfside/Bal Harbour/Bay Harbor) bus service efficiency analysis through CITT; complete by October 31
5. Grant writing services	RFP prepared and available to be advertised; present to the Commission for approval at August Commission meeting
6. RFQ's/Town engineering services and architectural	Commission to approve ranking of applicants at July 8 meeting; Staff to negotiate contracts per Commission direction; submit agreement(s) to Commission at September meeting
7. Citizen surveys	Pending; funds to be carried forward for 14/15 due to staff workload
8. Manager transition	Applications received through July 25; top 10 applicants (recommended by HR Director/Town Manager) submitted to Commission at August meeting; Commission approves/establishes "short list" of top 5 candidates; interviews completed by August 22
9. Resolve professional fees for Bal Harbour Force Main Project	Pending
10. Review committee structure	Consider possible consolidation of Town committees; new Manager to be involved in process

11. Update photo file forms and program	Planning scheduled for July 9; provide report/plan under discussion item at the August Commission meeting
12. See-Click-Fix	Finalize monthly summary report for Town Commission and report July activity to Commission at its August meeting

DRAFT