

RESOLUTION NO. 2018-2515

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA APPROVING A WORK AUTHORIZATION TO CALVIN GIORDANO & ASSOCIATES, INC. TO PROVIDE ELECTRICAL ENGINEERING SERVICES FOR THE TOWN OF SURFSIDE DOWNTOWN LIGHTING UPGRADE; AUTHORIZING THE TOWN MANAGER TO IMPLEMENT THE TERMS AND CONDITIONS OF THE WORK AUTHORIZATION; AUTHORIZING THE TOWN MANAGER TO EXECUTE THE WORK AUTHORIZATION; AND PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, pursuant to Section 287.055, Florida Statutes (“Consultants’ Competitive Negotiation Act), the Town of Surfside (“Town”) entered into a Continuing Professional Services Agreement (the “Agreement”) with Calvin Giordano & Associates, Inc. (“Consultant”) for professional general architectural and engineering services on October 6, 2014; and

**WHEREAS**, in accordance with the provisions of the Agreement, Consultant and the Town have agreed to enter into a Work Authorization (“Work Authorization”) for the Consultant to prepare design criteria for the Town’s anticipated Request For Qualifications solicitation for a design-build contractor for the Town’s downtown lighting upgrade and provide general and construction management services throughout the bidding, design, and construction of the lighting upgrade, in an amount not to exceed \$31,193.69, and as attached hereto as Exhibit “A” (the “Services”); and

**WHEREAS**, the Work Authorization attached as Exhibit “A” provides for a scope of services detailing the Services to be provided by Consultant, as well as a schedule or time for performance and compensation for the Services; and

**WHEREAS**, Consultant has agreed to provide the Services described in the Work Authorization to be entered into with the Town; and

**WHEREAS**, the Town Commission finds that approval of the Work Authorization

between Consultant and the Town is in the best interest of the Town.

**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. Approval of Work Authorization.** The Work Authorization between the Consultant and the Town to provide the Services, attached hereto as Exhibit "A", is hereby approved, and the Town Manager is authorized to execute the Work Authorization.

**Section 3. Authorization of Town Officials.** The Town Manager and/or his designee are authorized to take all actions necessary to implement the terms and conditions of the Work Authorization.

**Section 4. Effective Date.** This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 12<sup>th</sup> day of June, 2018.

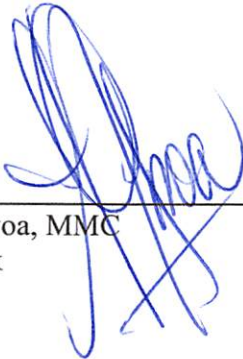
Motion By: Commissioner Karukin


Second By: Commissioner Paul

**FINAL VOTE ON ADOPTION**

Commissioner Barry Cohen	<u>yes</u>
Commissioner Michael Karukin	<u>yes</u>
Commissioner Tina Paul	<u>yes</u>
Vice Mayor Daniel Gielchinsky	<u>yes</u>
Mayor Daniel Dietch	<u>yes</u>

Attest:

  
\_\_\_\_\_  
Sandra Novoa, MMC  
Town Clerk

  
\_\_\_\_\_  
Daniel Dietch, Mayor

Approved as to Form and Legal Sufficiency:

A handwritten signature in blue ink, appearing to read "S. Wang", is written over a horizontal line.

Weiss Serota Helfman Cole & Bierman, P.L.  
Town Attorney



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[www.cgasolutions.com](http://www.cgasolutions.com)

April 17, 2018

Mr. Guillermo Olmedillo  
Town Manager  
**TOWN OF SURFSIDE**  
9293 Harding Avenue  
Surfside, FL 33154

**RE: Work Authorization No. 111**  
**Surfside Downtown LED Lighting Upgrade**  
**CGA Proposal No. 18-1135**

Dear Mr. Olmedillo,


Enclosed for your review and approval is Work Authorization No. 111 for Surfside Downtown LED Lighting Upgrade. The scope of the project includes electrical engineering services to prepare RFP and design-build.

The Scope of Services to be furnished under this Work Authorization includes Electrical Engineering as shown on the attached Work Authorization.

The Basis of Compensation is hourly based upon the established rates pursuant to the Professional Services Agreement between the Town and CGA, plus reimbursables, for a total not to exceed \$31,193.69.

Sincerely,

**CALVIN, GIORDANO & ASSOCIATES, INC.**



Chris Giordano  
Vice President

## **TOWN OF SURFSIDE**

### **Surfside Downtown LED Lighting Upgrade**

#### **PROJECT DESCRIPTION**

##### **1. SCOPE OF SERVICES**

Calvin, Giordano & Associates, Inc. is pleased to provide this proposal for professional consulting services to assist the owner in preparing design criteria and an RFQ document for the solicitation of design-build services to upgrade the Surfside Downtown LED lighting, along Harding Ave, between 94th and 96th Streets, and to subsequently provide assistance through bidding, design, and construction of the improvements. The proposed services include the coordination between the contractor(s), the Town of Surfside, and the building department. Please note that this proposal has been developed with the understanding that the project will be designed and constructed simultaneously and in one phase. The specific services offered herein are outlined below:

##### **I. Professional Engineering Services**

###### **A. Electrical Engineering**

###### **1. General Project Management Services**

- Perform field investigation to determine the conditions and characteristics of the existing infrastructure at the site and identify suitable areas to upgrade, repair, and/or harden.
- Provide coordination with contractor and the Town during the design-build contract.

###### **2. Document Preparation**

- Prepare and submit Request for Proposal (RFP) solicitation document consisting of the following:

- Design Criteria Documents - CGA will prepare conceptual electrical details and renderings in order to provide general guidance for the design-build project.
- Advertisement/Notice to Bidders, Instructions to Bidders, and Request for Qualifications (RFQ) documents

**3. Bidding Assistance**

- Attend pre-bid conference to be administered and conducted by the Town
  - Agenda to be prepared by others
  - Minutes to be prepared by others
- Prepare written responses to Requests for Information (RFI's) from prospective bidders
  - Includes preparation and issuance of response addenda and associated documents
- Evaluate the qualifications of bidders and submit recommendations

**4. Post Award Services**

- CGA will provide construction management services and coordination as necessary.

Work Authorization No. 111

April 17, 2018

Calvin, Giordano & Associates, Inc. Proposal No. 18-1135

**TOWN OF SURFSIDE  
WORK AUTHORIZATION ESTIMATE DATE**

**WORK AUTHORIZATION NO.** 111  
**PROJECT NAME** Surfside Downtown LED Lighting Upgrade  
CGA Proposal No. 18-1135  
**DESCRIPTION** electrical engineering services to prepare RFP  
and design-build

<b>TITLE</b>	<b>RATE</b>	<b>HOURS/UNITS</b>	<b>COST</b>
Construction Management Director	\$143.28	10	\$1,432.80
Director Engineering V	\$179.11	8	\$1,432.88
Project Manager IV	\$155.23	148	\$22,974.04
Sr Inspector	\$107.46	36	\$3,868.56
			<b>\$29,708.28</b>

<b>SUB-CONSULTANTS</b>	<b>COST</b>
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<b>LABOR SUBTOTAL</b>	<b>\$29,708.28</b>
<b>REIMBURSABLE SUBTOTAL</b>	<b>\$1,485.41</b>
<b>TOTAL</b>	<b>\$31,193.69</b>

Reviewed by: \_\_\_\_\_  
Guillermo Olmedillo, Town Manager



## Town of Surfside Downtown LED Upgrade

SUMMARY OF SERVICES	FEES
<b>Procurement Phase Services</b>	<b>\$ 7,850.07</b>
Prepare and submit RFP Solicitation	
Prepare and submit RFQ	
Prepare and submit Advertisement/Notice to Bidders	
Prepare and submit Instruction to Bidders	
Prepare and submit conceptual electrical details and renderings	
Attend pre-bid conference	
Prepare and submit responses to RFI	
Evaluate and submit recommendation of qualified bidders	
<b>Design Phase Services</b>	<b>\$ 9,250.14</b>
Review and submit design comments at 30%, 60%, 90%, and 100%	
Review and submit specifications comment at 60%, 90%, and 100%	
Review and submit shop drawing comments	
Review and submit permit review comments	
Submit design progress meeting comments	
<b>Construction Phase Services</b>	<b>\$ 12,608.07</b>
Attend Pre-Construction meeting	
Attend Progress meetings	
Perform construction supervision	
Perform and submit progress inspection comments	
Provide clarification to RFI	
<b>Proposal Total</b>	<b>\$ 29,708.28</b>