

RESOLUTION NO. 2019- 2604

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA APPROVING WORK AUTHORIZATION NO. 117 WITH CALVIN GIORDANO & ASSOCIATES, INC. FOR ENGINEERING SERVICES FOR A DESIGN-BUILD PHOTOVOLTAIC SYSTEM AT THE SURFSIDE COMMUNITY CENTER; AUTHORIZING THE TOWN MANAGER TO EXECUTE THE WORK AUTHORIZATION; AUTHORIZING THE TOWN MANAGER AND TOWN OFFICIALS TO IMPLEMENT THE TERMS AND CONDITIONS OF 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, engineering, and surveying and mapping services on October 6, 2014; and

**WHEREAS**, in accordance with the provisions of the Agreement, Consultant and the Town have agreed to enter into Work Authorization No. 117 (“Work Authorization”) attached hereto as Exhibit “A”, authorizing the Consultant to provide professional engineering services in connection with the preparation of performance based design-build criteria for the solicitation of design-build services for the installation of a photovoltaic system at the Surfside Community Center, including assistance with evaluation of proposals, design review and construction services (“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 compensation for the Services in an amount not to exceed \$51,087.20; 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 of the Consultant to provide the Services attached hereto as Exhibit "A," as acceptable to the Town Manager and approved as to form and legality by the Town Attorney, is approved. The Town Manager is authorized to execute the Work Authorization attached hereto as Exhibit "A" on behalf of the Town.

**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 9<sup>th</sup> day of July, 2019.

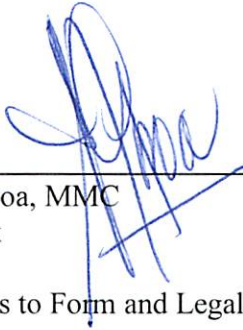
Motion By: Vice Mayor Gielchinsky

Second By: Mayor Dietch

**FINAL VOTE ON ADOPTION**


Commissioner Barry Cohen	<u>Absent</u>
Commissioner Michael Karukin	<u>yes</u>
Commissioner Tina Paul	<u>no</u>
Vice Mayor Daniel Gielchinsky	<u>yes</u>
Mayor Daniel Dietch	<u>yes</u>

Attest:



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Sandra Novoa, MMC  
Town Clerk



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Daniel Dietch, Mayor

Approved as to Form and Legal Sufficiency:



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



Calvin, Giordano & Associates, Inc.  
EXCEPTIONAL SOLUTIONS™

July 3, 2019

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

**RE: Work Authorization No. 117**  
**Surfside Community Center Photovoltaic System**  
**CGA Proposal No. 18-1461**

Dear Mr. Olmedillo,

Enclosed for your review and approval is Work Authorization No. 117 for Surfside Community Center Photovoltaic System. The scope of the project includes .

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 \$51,087.20.

Sincerely,

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

Chris Giordano  
Vice President

Building Code Services  
Civil Engineering / Roadway  
& Highway Design  
Coastal Engineering  
Code Compliance  
Construction Engineering &  
Inspection (CEI)  
Construction Services  
Data Technologies &  
Development  
Electrical Engineering  
Engineering  
Environmental Services  
Facilities Management  
Geographic Information  
Systems (GIS)  
Governmental Services  
Landscape Architecture  
Planning  
Project Management  
Redevelopment  
& Urban Design  
Surveying & Mapping  
Traffic Engineering  
Transportation Planning  
Water / Utilities Engineering  
Website Development

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

## **TOWN OF SURFSIDE**

### **Surfside Community Center Photovoltaic System**

#### **PROJECT DESCRIPTION**

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

Calvin, Giordano & Associates, Inc. will perform the following services based on our understanding of the project requirements:

Calvin, Giordano & Associates, Inc. is pleased to provide this proposal for professional consulting services to assist the owner in preparing a performance based design-build criteria package and a Request for Proposal (RFP) document for the solicitation of design-build services for the addition of a Photovoltaic System to the Surfside Community Center and to subsequently provide assistance through bidding, design, and construction of the Photovoltaic System. 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. Structural engineering design services are not included in this proposal. The specific services offered herein are outlined below:

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

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

###### **1. Document Preparation**

- Prepare and submit Request for Proposal (RFP) solicitation document consisting of the following:
  - Performance based design-build criteria package.
  - Advertisement/Notice to Proposers, Instructions to Proposers, and Request for Proposal (RFP) documents

###### **2. Proposal Evaluation Assistance**

- **Attend pre-proposal conference to be administered and conducted by the Town**
  - **Prepare pre-proposal conference agenda for distribution.**
  - **Provide pre-proposal conference minutes for distribution.**
- **Prepare written responses to Requests for Information (RFI's) from prospective Proposers**
  - **Includes preparation and issuance of response addenda and associated documents**
- **Evaluate the qualifications of Proposers and submit recommendations**

### **3. Post Award Services**

- **Provide comments to design review of 30%, 60%, 90%, and 100% submittals, permit reviews, and design progress meetings**
- **Design Coordination and oversight**
- **Provide construction management services and coordination as necessary.**
- **Pre-Construction Meeting**
  - **Attend pre-construction meeting with contractor and Town's representatives.**

- Conduct pre-construction meeting, then prepare minutes and addenda, as well as distribute to all participants.
  
- Shop Drawing Review
  - Receive and review shop drawings. Return shop drawings and submittals in accordance with the contract documents. This includes one (1) initial review and one (1) review following any revisions. It is anticipated that up to four (4) shop drawings are included in the Shop Drawing Review item.
  
- Construction Meetings
  - Attend periodic construction meetings (up to 4 meetings total) with the contractor, Town, and/or regulatory agencies.
  
  - Prepare and distribute construction meeting minutes.
  
- Construction Clarification
  - Respond in writing to as many as four (4) Request for Information (RFI) during the 4 week construction period. We will issue interpretation and clarifications of the Contract Documents, along with associated support materials. These interpretations will be rendered and a responses prepared and submitted.
  
- Construction Supervision - Perform field walk-through observations and provide comments as necessary.
  
- Substantial & Final Inspections

- Assist the Town's construction manager in the preparation and distribution of inspection punch list.

4. 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. BASIS OF COMPENSATION:

Hourly rates with an estimated fee of \$48,654.48 plus reimbursables at \$2,432.72 with a total not to exceed amount of \$51,087.20. Payments to be made monthly.

3. SUBMITTED

Submitted by:

  
Chris Giordano

Date:

7/3/19

4. APPROVAL

Approved by:

Guillermo Olmedillo, Town  
Manager

Date:



Work Authorization No. 117

July 3, 2019

Calvin Giordano & Associates, Inc. Proposal No. 18-1461

**TOWN OF SURFSIDE  
WORK AUTHORIZATION ESTIMATE DATE**

**WORK AUTHORIZATION NO.** 117  
**PROJECT NAME** Surfside Community Center Photovoltaic  
System  
CGA Proposal No. 18-1461

**DESCRIPTION**

<b>TITLE</b>	<b>RATE</b>	<b>HOURS/UNITS</b>	<b>COST</b>
Construction Management Director	\$147.58	54	\$7,969.32
Director Engineering V	\$184.48	16	\$2,951.68
Eng Sr CADD Tech Manager	\$122.99	16	\$1,967.84
Project Manager IV	\$159.89	196	\$31,338.44
Sr Inspector	\$110.68	40	\$4,427.20
			<b>\$48,654.48</b>

**SUB-CONSULTANTS** **COST**

<b>LABOR SUBTOTAL.</b>	<b>\$48,654.48</b>
<b>REIMBURSABLE SUBTOTAL</b>	<b>\$2,432.72</b>
<b>TOTAL.</b>	<b>\$51,087.20</b>

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