

Vincent G. Burkhardt
President



September 1, 2016; rev. 9/26/16

City of Hallandale Beach

400 South Federal Highway

Hallandale Beach, FL 33009

Attn: Mr. Gregg Harris, Capital Projects Manager

RE: Scope and fee proposal for pre-construction services RFP #FY2015-2016-011
Construction Manager at Risk (CMAR) for Golden Isles Tennis Center and Park

Dear Mr. Harris:

Burkhardt Construction, Inc., acting as Construction Manager At Risk (CMAR), is pleased to provide the attached scope and fee proposals to the City of Hallandale Beach (Owner) for pre-construction services for Golden Isles Tennis Center and Park described in RFP #FY FY2015-2016-011.

Burkhardt Construction, Inc. preconstruction services are composed of the following:

Tasks I – V:

1. Burkhardt Construction, Inc. scope and fee proposal	\$ 82,345.00
2. PCAC - Community Benefit Plan (CBP) scope and fee proposal	\$ 17,544.00
3. Big "D" Paving, Inc. scope and fee proposal	\$ 7,500.00
	Subtotal
	\$107,389.00
4. Plan submission for permitting	\$ 25,000.00
	Total
	\$132,389.00

Please feel free to contact me directly should you have any questions regarding any of the information included in this letter or the attached schedule of pre-construction fees and services. All costs of developing the Guaranteed Maximum Price (GMP) - **Task VI** will be carried as a line item in the final GMP proposal.

Respectfully,

Burkhardt Construction, Inc.

Marc R. Kleisley
Vice President

SCOPE OF SERVICES

Task I – \$52,150.00

I. PRE-CONSTRUCTION PROGRESS MEETINGS AND MONTHLY REPORTING

This scope includes the CMAR conducting team progress meetings attended by CMAR, Design professionals, Owner and others as requested. The CMAR shall provide agendas and produce meeting notes from each meeting that will be distributed to all attendees. The monthly report will be generated and prepared by the CMAR and will be submitted to the Owner at the end of every other month. These meetings and reports will include but will not be limited to the following items:

- A. Plan Design Status: The status of the drawings for each project will be tracked in these meetings and recorded in the meeting notes. The CMAR will make sure that the Designer is achieving their milestones.
- B. Permit Tracking and Coordination: The CMAR will coordinate with the Designer, Owner, and other applicable authorities to be sure the permits are on track. The CMAR will also note permit progress, plan next steps, and direct the permitting consultant as needed through to permit issuance. The permit status will be tracked using an excel spreadsheet that will be available to all attendees and will accompany the meeting notes that will be distributed.
- C. Cost Budgeting: CMAR will conduct a budget variance evaluation and produce a list of recommendations. The CMAR will track and identify scope changes, review with team, and schedule critical decisions as it relates to the budget.
- D. Time Sequencing: The CMAR will produce a pre-construction project schedule that includes deliverables to the Owner in conjunction with the Owner and the Designer. Owner Direct Purchase Items, long lead items and potential early start items will be identified as well and included in this schedule. The progress of this schedule will be tracked at every meeting and status recorded and distributed with the meeting notes.
- E. Issue Tracking and Resolution: As questions arise or as more information is needed from the Designer or the Owner, the CMAR will track who's responsible for each item and record the status of each item at every meeting.
- F. LEED Design Meeting Attendance: The CMAR will participate in the LEED design meetings and offer input and suggestions in areas that are familiar to them. The CMAR will not be responsible for these meeting agendas and notes, but will actively participate in each meeting and will complete all roles and responsibilities assigned to them by the LEED consultant. A LEED status update will be incorporated into the regularly scheduled progress meetings and will also be included in the Monthly Executive Summary.

- G. Monthly Report: Every other month executive narratives will be prepared for the Owner. The report will include the previous and current month's billing, all meeting notes, pre-construction schedule status, current cost estimate and a summary of how the design is progressing.

The CMAR plans on meeting every 2-3 weeks up to award of GMP contract, with the total estimated meetings being twenty (20). The CMAR anticipates producing 6 executive summaries.

Task II – \$5,850.00

II. PUBLIC PRESENTATIONS/PUBLIC OUTREACH

This scope includes CMAR participation in public presentations, in support of Owner's staff and Design team, as directed by the Owner. The public presentations may include discussion of construction methods, construction sequences, and construction timelines.

- A. Public Outreach: The public outreach portion of this scope shall consist of the City facilitating a meeting with the adjacent residents/HOA's and public to discuss the project. The presentation shall include introduction of the project team, who & how to contact team individuals, discussion of the project sequences, project schedule, pedestrian/park access during construction and additional details as requested by the Owner.

Task III – \$12,590.00

**III. INITIAL OPINION OF PROBABLE CONSTRUCTION COST (I.O.P.C.C.)
BASED ON 30% CONCEPTUAL PLANS**

This scope includes the preparation and presentation of the initial Opinion of Probable Construction Cost based on Owner/Design Team provided 30% plans. At the end of this exercise, an I.O.P.C.C. will be presented to the Owner as a budget number. The following activities will take place, but will not be limited to:

- A. Quantity Surveys: The CMAR will conduct quantity surveys on the 30% conceptual plans to obtain numbers like square footage of concrete, number of trees proposed on site, and other quantities that will be used in the I.O.P.C.C.
- B. Project Estimating: Upon completion of the quantity surveys, the CMAR will use their extensive in-house cost history to produce an I.O.P.C.C. The I.O.P.C.C. will be on an excel worksheet and will be broken out into different categories that are specific to the work that is going to be performed under each category. (Example: Site work, Clearing and Grubbing).
- C. Value Engineering: After the quantity surveys and project estimating are complete, the CMAR will then look at the designed and specified construction materials, methods, and systems being used and use Burkhardt Construction Inc.'s "lessons

learned” to develop a potential value engineering list of alternatives to be made available for a decision by the team. The CMAR will not suggest any products that will reduce quality and does not view this exercise as a cost cutting measure. Value Engineering will continue to take place throughout the design and construction process.

- D. Constructability Analysis: The CMAR will examine the construction documents, specifications, and site conditions to evaluate and proactively determine any conflicts, errors, misrepresentations, or potential difficulties designed or present in the site conditions. The items discovered in this process will be included in the next meeting agenda which will act as a clearinghouse for discussion and resolution.
- E. I.O.P.C.C. Preparation: At the end of these activities, the CMAR will produce a report and present it to the Owner that will include the I.O.P.C.C., value engineering findings, and constructability analysis. This will be similar to an Executive Summary in that it will also include any discussions and information regarding items covered in the I.O.P.C.C. The I.O.P.C.C. will include a contingency line item as agreed upon by the Owner for future design changes and scope modifications.

Task IV – \$15,715.00

IV. 60% PLAN REVIEW/CONSTRUCTABILITY REVIEW/COST ESTIMATE

This scope includes review of the 60% Construction Documents as provided by the Owner/Design Team and will include an update/refinement of the Initial Opinion of Probable Construction Cost. The following activities will take place, but will not be limited to:

- A. 60% Quantity Surveys: The CMAR will examine the 60% Construction Documents and conduct quantity surveys again to determine if there are any substantive changes that may materially affect budget or time.
- B. 60% Cost Estimate: The CMAR will conduct a 60% cost estimate that is based on the quantity surveys from the 60% plans. This 60% cost estimate will include all materials and information that has been discussed and outlined in the job meetings up to that point. The 60% cost estimate will follow the same categories as the I.O.P.C.C.
- C. Constructability Review and Value Engineering: The CMAR will inspect the 60% Construction Documents to make sure that all prior constructability comments and recommendations have been incorporated into them. The review process will be ongoing until all comments and best practices have been incorporated. Value Engineering will also continue to take place using the same methods as in the I.O.P.C.C.
- D. 60% Cost Estimate Report: At the end of these activities, the CMAR will provide a report to the Owner that will include the 60% Cost Estimate, Value Engineering items, and the Constructability Review.

Task V – \$21,084.00**V. COMMUNITY BENEFIT PLAN PRECONSTRUCTION**

This scope consists of collaboration with the Hallandale Opportunity Project (HOP) Initiative - The CMAR will collaborate with the City's HOP initiative to identify local Hallandale residents and businesses that can participate in the construction of the project. Including the opportunity to augment the HOP initiative with construction related training to help prepare residents for specific jobs during the construction phase.

A. Local Workforce:

- a) Job Fair – CMAR will coordinate, sponsor and manage a job fair for local residents and businesses following the establishment of the 90% GMP. HOP will host the event and assist CMAR with invitations. CMAR will cover the costs associated with this job fair. The CMAR team will support this effort by participating in the on-going HOP database referrals and hosted job fairs and will require all project subcontractors to participate. All local candidates will be funneled through HOP to the project. Any local workers interested in the project should be directed to HOP for screening, adding to database and then referral. Subcontractors, with the assistance of HOP, shall subsequently have pre-scheduled interviews with qualified candidates that match the skills needed for the subcontractor's scope of work.

B. Local Vendor/Businesses:

- a) CMAR will coordinate and sponsor a local vendor fair at 60% design development. HOP will host the event and assist CMAR with the invitations to local businesses. CMAR will cover the costs associated with this vendor fair. The CMAR will use a pre-qualification questionnaire to qualify local subcontractors who wish to bid on the project. The questionnaire addresses items like bonding capacity, insurance requirements, current schedule of work on hand, how many full time employees the firm has working for it, and other items that the CMAR feels are necessary to have a good subcontracting pool with which to issue bid packages. The CMAR will also respond to any questions the subcontractors have about prequalifying. The CMAR will then create a list of prequalified bidders and review them with the team to determine if a larger pool is required.
- b) Pre-Bid Meeting – CMAR will coordinate a pre-bid meeting with the pre-qualified local businesses after the invitation to bid has been issued. CMAR shall make documented efforts to market to and solicit local attendance. CMAR shall use commercially reasonable efforts to contract with local businesses identified on a list provided to CMAR by the City of Hallandale Beach for goods and services, where such companies are qualified and competitive, in order to promote growth in the City.

- c) Bid Analysis Meeting - After bids have been received an analysis of the competitive only trade bids will be performed. The goal is to ensure that bids are complete, inclusive of scope and to identify any discrepancies amongst bidders. Results of the analysis will be captured in a bid leveling worksheet for a side-by-side comparison of bidders. A review meeting with individual bidding firms will ensue to confirm scope coverage and address any deficiencies. These worksheets and comparisons will be provided to the HOP administrator.

Total Tasks I – V: \$ 107,389.00

Task VI - \$42,560.00

VI. GUARANTEED MAXIMUM PRICE (GMP) 90% Plans

This scope consists of the CMAR preparing the Guaranteed Maximum Price and the final construction budget based on the 90% construction documents provided by the Owner/Design Team. The GMP shall consist of detailed line items for all major work to be performed. The GMP will follow the same format as the I.O.P.C.C. and the 60% Cost Estimate. The following activities will take place, but will not be limited to:

- A. Public Advertisement: The CMAR will place an ad in a south Florida newspaper. Each ad will run for ten days over two consecutive weekends as a public notice to subcontractors to pre-qualify with the CMAR. Ads can be run in additional newspapers at the Owner's request as well.
- B. Subcontractor Pre-Qualification: The CMAR will use a pre-qualification questionnaire to qualify subcontractors who wish to bid on the project. The questionnaire has subcontractors address items like bonding capacity, insurance requirements, current schedule of work on hand, how many full time employees the firm has working for it, and other items that the CMAR feels are necessary to have a good subcontracting pool with which to issue bid packages. The CMAR will also respond to any questions the subcontractors have about prequalifying. The CMAR will then create a list of prequalified bidders and review them with the team to determine if a larger pool is required.
- C. Bid Package Preparation: The CMAR will conduct quantity surveys on the 90% construction plans using the same procedures used in the I.O.P.C.C. and the 60% Cost Estimate to form scopes of work for each trade. These quantities are an in-house product used as an independent verification for use in analyzing subcontractor bids. These quantities will be put in an excel sheet and distributed to the qualified subcontractors as the bid form with the Invitation to Bid, and Instructions to Bidders. The bid packages that will be developed will be tailored to the market of prospective bidders.

- D. Issuance of Bid Packages: The CMAR will conduct pre-bid meetings with prequalified subcontractors and conduct pre-bid tours of the project site. The CMAR will then issue bid packages to all qualified subcontractors that will include the Invitation to Bid, Instructions to Bidders, and the bid form. Any questions that arise during the bidding phase will be answered in an addendum that will be sent to all bidding subcontractors. A date will be set to receive bids from all subs. This date will be firm and any subcontractor who submits after this date will be disqualified.
- E. Analyzing of Subcontractor Bids: After the CMAR receives all qualified bids (ie. The bidding subcontractor responds on time with a complete bid) they will then begin analyzing and comparing the subcontractor bids. The CMAR will first be sure that all bids received are complete and that they acknowledge any and all addenda. Then the CMAR will set up a bid comparison spreadsheet to compare which subcontractors are low in their scope of work. The CMAR will conduct post bid meetings with individual subcontractors to confirm scope coverage and where necessary, create a scope coordination matrix to avoid any overlap of scope. After preparing and analyzing the comparison spreadsheets, the CMAR will prepare a recommendation for the apparent low bidder in each scope of work.
- F. Preliminary Schedule Generation: The CMAR will review the construction documents and come up with a construction schedule based on the design. The schedule will be in a bar chart format and will point out specific milestones in construction for each project as well as anticipated project duration.
- G. Identifying Owner Direct Purchase (ODP) Items for Tax Savings: The CMAR will calculate the amount of savings the City can expect from direct purchase and will help establish a sales tax savings program in conjunction with the Owner's purchasing department.
- H. Preparation of the Guaranteed Maximum Price (GMP): After going through all these steps, the CMAR will compile the GMP for the Owner. The format will follow that of the I.O.P.C.C. and the 60% Cost Estimate. Included in this GMP will be the CMAR's general conditions and construction phase fee. The GMP will be presented to the owner in a book and will include all of the information listed above in Task VI, Items A-G.

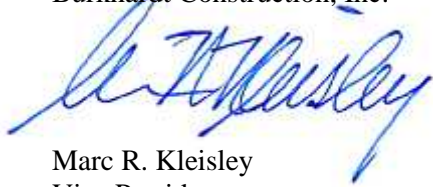
Total Task VI: \$ 42,560.00

We have attached our current hourly rates for your use should additional pre-construction services be requested. Additional pre-construction services scope and fee proposals for other services shall be prepared and submitted by the CMAR as requested by the Owner.

Thank you for the opportunity to submit this pre-construction services proposal for Golden Isles Tennis Center and Park. If you have any questions on this proposal, please contact us at (561) 659-1400.

Respectfully,

Burkhardt Construction, Inc.



Marc R. Kleisley
Vice President

City of Hallandale Beach
RFP #FY2015-2016-011
Construction Manager at Risk (CMAR)
for Golden Isles Tennis Center and Park

Hourly Rates For Additional Requested
Pre-Construction Services

<u>Name</u>	<u>Position</u>	<u>Rate</u>
Vincent G. Burkhardt	President	\$300.00
Sharon H. Burkhardt	Secretary/C.P.A.	\$175.00
Dennis E. Haynes	Vice President	\$175.00
Marc R. Kleisley	Vice President/Proj. Principal	\$175.00
Anthony Sabatino	Senior Project Manager	\$150.00
Bill Zammit	Snr. Vertical Project Manager	\$150.00
Adam Rossmell	Project Manager	\$120.00
Brandon Rhodes	Project Manager	\$120.00
Ruben Almazan	Const. Field Mgr.	\$100.00
Karl T. Kaminski	Const. Field Mgr./Estimator	\$100.00
Hemant Tank	Estimator/Cost Engineer	\$75.00
Diane Decker	Resident/Merchant Outreach	\$75.00
Sarah B. Hoadley	Accounting Manager/M.B.A.	\$90.00
Katy Pantaleon	Accounting	\$75.00
Brenda Leed	Admin. Ass't/Secretarial	\$50.00
Melissa McGraw	Marketing/Graphics	\$55.00

Hourly rates include all necessary supplies, transportation, communication overhead and profit.

Preconstruction Services Backup

From

Burkhardt Construction, Inc.

1400 Alabama Ave., Suite #20

West Palm Beach, Fl., 33401

Att: Marc Kleisley

Telephone: (561)-659-1400

To:

City of Hallandale Beach

400 S. Federal Highway

Hallandale Beach, FL 33009

Att: Mr. Gregg Harris

Telephone: (954) 457-3029

Regarding:

Purchase Order #

City of Hallandale Beach, RFP #FY2015-2016-011

CMAR for Golden Isles Tennis Center and Park

Preconstruction Services Agreement

Contract Date:

Item Description

Task I, Preconstruction Meetings and Monthly Reporting					\$	52,150.00
A. Design Issues	TYPE		HRS	RATE		
Project Mgr.	20	EA	3	\$ 120.00	\$	7,200.00
Asst. Proj. Mgr	20	EA	3	\$ 75.00	\$	4,500.00
Big D Paving					\$	3,000.00
B. Permit Tracking						
Project Mgr.	20	EA	2	\$ 120.00	\$	4,800.00
Asst. Proj. Mgr	20	EA	2	\$ 75.00	\$	3,000.00
Clerical	20	EA	2	\$ 50.00	\$	2,000.00
B. Cost Budgeting						
Project Mgr.	20	EA	1	\$ 120.00	\$	2,400.00
Asst. Proj. Mgr	20	EA	0.5	\$ 75.00	\$	750.00
C. Time Sequencing						
Project Mgr.	20	EA	2	\$ 120.00	\$	4,800.00
Asst. Proj. Mgr	20	EA	2	\$ 75.00	\$	3,000.00
Clerical	20	EA	2	\$ 50.00	\$	2,000.00
D. Issue Resolution						

Project Mgr.	20	EA	2	\$	120.00	\$	4,800.00
Asst. Proj. Mgr	20	EA	2	\$	75.00	\$	3,000.00
Clerical	20	EA	2	\$	50.00	\$	2,000.00
E. LEED Design Meetings							
Project Mgr.	8	EA	1	\$	120.00	\$	960.00
Asst. Proj. Mgr	8	EA	1	\$	75.00	\$	600.00
Clerical	8	EA	1	\$	50.00	\$	400.00
F. Monthly Executive Summary							
Project Mgr.	6	EA	2	\$	120.00	\$	1,440.00
Asst. Proj. Mgr	6	EA	2	\$	75.00	\$	900.00
Clerical	6	EA	2	\$	50.00	\$	600.00
Task II, Public Presentations/Public Outreach						\$	5,850.00
B. Public Outreach							
Project Mgr.	5	EA	6	\$	120.00	\$	3,600.00
Asst. Proj. Mgr	5	EA	6	\$	75.00	\$	2,250.00
Clerical	0	EA	2	\$	50.00	\$	-
Task III, I.O.P.C.C. Based on 30% Conceptual Plans						\$	12,590.00
A. Quantity Surveys							
Asst. Proj. Mgr	2	WKS	4	\$	75.00	\$	600.00
Cost. Estimator	2	WKS	4	\$	75.00	\$	600.00
B. Project Estimating							
Project Mgr.	2	WKS	4	\$	120.00	\$	960.00
Asst. Proj. Mgr	2	WKS	12	\$	75.00	\$	1,800.00
Cost. Estimator	2	WKS	12	\$	75.00	\$	1,800.00
Big D Paving						\$	2,000.00
C. Value Engineering							
Project Mgr.	2	WKS	2	\$	120.00	\$	480.00
Asst. Proj. Mgr	2	WKS	5	\$	75.00	\$	750.00
Cost. Estimator	2	WKS	3	\$	75.00	\$	450.00
D. Constructability Analysis							
Project Mgr.	2	WKS	3	\$	120.00	\$	720.00
Asst. Proj. Mgr	2	WKS	2	\$	75.00	\$	300.00
E. IOPCC Preparation							
Project Mgr.	2	WKS	2	\$	120.00	\$	480.00
Asst. Proj. Mgr	2	WKS	5	\$	75.00	\$	750.00
Cost. Estimator	2	WKS	5	\$	75.00	\$	750.00
Clerical	2	WKS	1.5	\$	50.00	\$	150.00
Task IV, 60% Plan Review/Constructability Review/Cost Estimate						\$	15,715.00
A. 60% Quantity Surveys							
Asst. Proj. Mgr	3	WKS	6	\$	75.00	\$	1,350.00

	Cost Estimator	3	WKS	6	\$ 75.00	\$	1,350.00
B. 60% Cost Estimate							
	Project Mgr.	3	WKS	3	\$ 120.00	\$	1,080.00
	Asst. Proj. Mgr	3	WKS	6	\$ 75.00	\$	1,350.00
	Cost Estimator	3	WKS	6	\$ 75.00	\$	1,350.00
	Clerical	3	WKS	3	\$ 50.00	\$	450.00
	Big D Paving					\$	2,500.00
C. Constructability Review and Value Engineering							
	Project Principal	3	WKS	3	\$ 175.00	\$	1,575.00
	Project Mgr.	3	WKS	3	\$ 120.00	\$	1,080.00
	Asst. Proj. Mgr	3	WKS	3	\$ 75.00	\$	675.00
D. 60% Cost Estimate Report							
	Project Mgr.	3	WKS	3	\$ 120.00	\$	1,080.00
	Asst. Proj. Mgr	3	WKS	5	\$ 75.00	\$	1,125.00
	Clerical	3	WKS	5	\$ 50.00	\$	750.00
Task V, Community Benefit Plan						\$	21,084.00
PCAC	Job Fair	1	EA		\$ 4,595.00	\$	17,544.00
	Vendor Fair	1	EA		\$ 4,595.00		
	Pre-Bid	1	EA		\$ 4,875.00		
	Bid Analysis	1	EA		\$ 3,479.00		
BCI	Project Principal	4	EA	3	\$ 175.00	\$	2,100.00
BCI	Project Mgr.	4	EA	3	\$ 120.00	\$	1,440.00
						Subtotal	\$ 107,389.00
						Permitting	\$ 25,000.00
						Total	\$ 132,389.00

Task VI, Guaranteed Maximum Price (GMP) 90% Plans **\$ 42,560.00**

A. Public Advertisement

Asst. Proj. Mgr	6	WKS	0.5	\$ 75.00	\$	225.00
Clerical	6	WKS	0.5	\$ 50.00	\$	150.00
Newspaper Ad	2	WKS	10	\$ 100.00	\$	2,000.00

B. Subcontractor Pre-Qualification

Project Principal	6	WKS	1	\$ 175.00	\$	1,050.00
Project Mgr.	6	WKS	2	\$ 120.00	\$	1,440.00
Asst. Proj. Mgr	6	WKS	4	\$ 75.00	\$	1,800.00
Clerical	6	WKS	0.5	\$ 50.00	\$	150.00

C. Bid Package Preparation

Snr. Project Mgr.	6	WKS	1	\$ 150.00	\$	900.00
Project Mgr.	6	WKS	6	\$ 120.00	\$	4,320.00
Asst. Proj. Mgr	6	WKS	6	\$ 75.00	\$	2,700.00
Cost Estimator	6	WKS	2	\$ 75.00	\$	900.00
Clerical	6	WKS	2	\$ 50.00	\$	600.00

D. Issuance of Bid Packages

Snr. Project Mgr.	6	WKS	1	\$	150.00	\$	900.00
Project Mgr.	6	WKS	1	\$	120.00	\$	720.00
Asst. Proj. Mgr	6	WKS	4	\$	75.00	\$	1,800.00
Clerical	6	WKS	1	\$	50.00	\$	300.00

E. Analyzing of Subcontractor Bids

Snr. Project Mgr.	6	WKS	1	\$	150.00	\$	900.00
Project Mgr.	6	WKS	2	\$	120.00	\$	1,440.00
Asst. Proj. Mgr	6	WKS	4	\$	75.00	\$	1,800.00
Cost Estimator	6	WKS	1	\$	75.00	\$	450.00
Clerical	6	WKS	0.5	\$	50.00	\$	150.00

F. Preliminary Project Schedule Generation

Snr. Project Mgr.	6	WKS	1	\$	150.00	\$	900.00
Project Mgr.	6	WKS	1	\$	120.00	\$	720.00
Asst. Proj. Mgr	6	WKS	2	\$	75.00	\$	900.00

G. Identifying Owner Direct Purchase Items

Project Principal	6	WKS	0.5	\$	175.00	\$	525.00
Snr. Project Mgr.	6	WKS	1	\$	150.00	\$	900.00
Project Mgr.	6	WKS	1	\$	120.00	\$	720.00
Asst. Proj. Mgr	6	WKS	1	\$	75.00	\$	450.00

H. Preparation of Guaranteed Maximum Price

Project Principal	6		2	\$	175.00	\$	2,100.00
Snr. Project Mgr.	6		1	\$	150.00	\$	900.00
Project Mgr.	6		10	\$	120.00	\$	7,200.00
Asst. Proj. Mgr	6		5	\$	75.00	\$	2,250.00
Clerical	6		1	\$	50.00	\$	300.00

GRAND TOTAL **\$ 174,949.00**