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Additional Services Agreement

DATE: October 5, 2020
RE: Hallandale Beach CRA - Parking Lot Design Bidding and Construction Admin
CLIENT: City of Hallandale Beach CRA
400 South Federal Highway
Hallandale Beach, FL 33009
ATTENTION: Mr. Jeremy Earle, Ph.D., AICP, FRA-RA
CGA NO.: 19-2953.1

In accordance with RFP FY 2013-2014-006 Continuing Professional Services, the following scope of services is proposed by Calvin, Giordano & Associates, Inc. (CGA) as requested by the Hallandale Beach CRA (CRA) for the above reference project. This proposal, when executed, shall be incorporated in and become an integral part of the Agreement for professional services between the CRA and CGA, hereafter referred to as the Agreement. CGA previously prepared and provided construction documents and permitting services for the improvements to a vacant lot at the NE corner of NE 3rd Street and NE 2nd Ave to provide a "temporary" parking lot. The CRA requested CGA to provide bid documents and bidding and construction administrative services for the next phase of the project. The specific services provided are outlined below:

I. Professional Engineering Services

A. Civil Engineering

1. Bidding Services

- Coordinate with City procurement department for required documents and format for posting to City website. Since funds for preparation of bidding documents from the original proposal were utilized for the unanticipated site plan approval process, this proposal includes budget to finalize the plans for bidding purposes.
- Attend one (1) pre-bid meeting to answer contractor questions for the project. The meeting is to be conducted by the City's purchasing department (procurement). Meeting Minutes prepared by CGA are not included in this contract.

- Respond to the City's Procurement Dept regarding prospective bidder RFI(s) and addenda, as needed during the bid process.
- Assist the City's CRA Department with the evaluation of the bidders provided by up to two (2) contractor bids and prepare a letter of bid review to the City's CRA Department regarding the contractor's submitted documents. CGA will review up to two (2) contractor bids for mathematical correctness, thoroughness of completion of forms, license requirements, references and qualifications.

2. Post Design Services

- Attend one (1) pre-construction meeting.
- Coordinate inquiries from the Contractor or client and attend three (3) field meetings and three (3) construction progress meetings.
- Provide civil engineering shop drawing review
- Log and answer Contractor's RFI(s) during construction, assist with interpretation of construction plans and documents, and provide engineering solutions to required field changes.
- Review As-builts for permit certification close out with Broward County Environmental Protection and Growth Management Department.

3. Other Services

- The only services included in this contract are those specifically identified above. No other services will be provided unless an Additional Services Agreement (ASA) is agreed upon.

- Any changes to the design, including value engineering changes, made after site plan approval shall require an ASA.

B. Electrical Engineering

1. Provide responses to RFI's during Bidding
2. Provide electrical shop drawing review. Maximum two rounds per item. Review of Electrical Car Charging Stations are not included in the scope of this proposal.
3. Provide one field visit for the electrical rough-in installation and report of any construction deficiency and/or deviation from construction documents.
4. Provide one field visit at substantial completion for the preparation of Punch List Items List.
5. Provide one field visit to verify if Punch List Item List have been addressed. Provide memo on findings.
6. Provide night time lighting level readings for verification of lighting levels and compliance to construction documents (Two nighttime readings are included).
7. Provide Lighting Level Certification Letter to the Building Department as required.

II. Professional Construction Services

- A.** The scope of services to be provided is for Construction Administration and Resident Project Representation (part-time observation services) including Services During Construction (SDC) for the CLIENT's CRA Gravel Parking Lot Improvements project. The construction duration / Contract Time is three (3) months (twelve (12) weeks) to Final Completion. Any additional time beyond this will require an approved agreement.

1. Construction Administration Services

- Coordinate, prepare for and conduct one (1) pre-construction meeting. Prepare and distribute meeting minutes summarizing the items / issues discussed.
- Coordinate (receive and log) the review and processing of shop drawings, samples and other data which the Contractor is required to submit for general conformance with design criteria and Contract Documents. Return shop drawings and submittals within ten (10) calendar days of receipt.
- Review and verify quantities, coordinate revisions (if required), and provide recommendation of approval of Contractor's monthly payment requests (up to a total of 5).
- Conduct three (3) monthly construction progress meetings with the Contractor, CLIENT and appropriate regulatory agencies in regards to construction of the project attended by both the CONSULTANT's Resident Field Representative and Construction Project Manager. Prepare and distribute meeting minutes summarizing the items / issues discussed.
- Receive, log, and coordinate the issuance of interpretations and clarifications of the Contract Documents. Evaluate requested deviations from the approved design or specifications during the construction period / Contract Time.
- Review, negotiate and prepare any work change directives (field change directives) or change orders requested by the Contractor or by the CLIENT. Assist and evaluate the Contractor's requested plan deviations or material substitutions and provide the CLIENT with recommendation(s).

- Attend and assist in performing inspections for Substantial and Final Completion to determine, in general, if the project has been completed in substantial conformance with the Contract Documents. Prepare and distribute inspection punch list(s). Upon acceptance of the work, prepare a recommendation of project acceptance and submit to the CLIENT.
- Assist in the review and processing of closeout packages, permits and as-builts (as-builts to be provided by the Contractor).
- Prepare and respond to correspondence with regards to the administration of the construction of the project as requested by the CLIENT.

2. Resident Project Representative Services (RPR Services)

- Provide part-time inspections for compliance with plans and specifications (estimated at 10 hours per week for ten (10) weeks and six (6) hours per week for two (2) weeks) for the construction duration of three (3) months. Make interim inspections for substantial and final completion, and attend inspections requested / required by regulatory (permitting) agencies. Observation reports to be submitted to the CLIENT on a bi-weekly basis.
- Serve as the CLIENT's liaison with the Contractor's Construction Manager / Superintendent in assisting with the understanding and intent of the Contract Documents (plans and specifications).
- Accompany visitors, approved by the CLIENT, through the project area as requested by the CLIENT.
- Prepare and report observed or identified deficiencies, unsatisfactory work, or work which does not conform with the Contract Documents.

- Review As-builts / Record Drawings on a monthly basis as a prerequisite of the Contractor's payment application.
- Observe and record all drainage testing (lamping, leakage testing, etc.).
- Review Contractor's NPDES implemented procedures / practices, and report observed deficiencies.
- Review Contractor's draft payment application on a monthly basis with Contractor's on-site representative.

III. Professional Landscape Architecture Services

A. Bidding Services

1. Since the funds for the bid preparation were used for the remaining work with development services we have included some additional hours to address these services. Provide responses to Requests for Information during the bidding phase of the project. This is limited to a maximum of 15 hours.

B. Design Services during Construction

1. Attendance to the pre-construction meeting.
2. Review, comment on and approve shop drawings related to:
 - Irrigation (3 hours maximum allowed) and
 - Furnishings (2 hours maximum allowed)
3. Perform site visits needed to inspect/observe specific components of the construction, limited to:

- Two (2), 1-hour site visits to observe/inspect the bioswale component (Estimated at 2-hours each to account for necessary travel time)
- One (1), 1-hour site visit to review and accept all the trees and palms to be planted (Estimated at 2-hours to account for necessary travel time). Contractor is expected to have all trees and palms delivered to the project location prior to inspection and evaluation by the Landscape Architect. Any additional site visits required, resulting from any plant material that is rejected, shall be billed separately under an Additional Services Agreement.
- One (1), 2-hour site visit to observe/inspect the performance and operation of the irrigation system once installed (Estimated at 3-hours to account for necessary travel time)

4. Punch List

- Conduct a site visit and prepare a punch list for all landscape-related items
- Conduct a final walk-through to ensure that all punch-list items have been satisfactorily addressed

C. Issue a Landscape Certification at the completion of construction for the project.

COST OF THESE SERVICES (Lump Sum)		
I	Professional Engineering Services	
	A Professional Civil Engineering Services	\$11,880.00
	B Professional Electrical Engineering Services	\$4,050.00
II	Professional Construction Services	\$31,975.00
III	Professional Landscape Architecture Services	\$8,580.00
IV	Meetings not included in I thru III	Hourly
TOTAL (Plus Hourly Services)		\$56,485.00

AUTHORIZATION

**Kindly sign and return this authorization at your earliest convenience.
Calvin, Giordano & Associates, Inc.
will proceed upon receipt of authorization.**

By: _____

Mr. Jeremy Earle, Ph.D., AICP, FRA-RA
Assistant City Manager/CRA Executive
Director

Date: _____

By: _____

Chris Giordano
Vice President

Date: _____