



6365 N.W. 6th Way, Suite 200
Fort Lauderdale, Florida 33309
tel: +1 954 776-1731
fax: +1 954 928-1649

January 4, 2011

Dominic F. Orlando, Director of Public Services
City of Dania Beach
100 W. Dania Beach Blvd.
Dania Beach, FL 33004

Subject: City of Dania Beach Public Services Administration Building
City Bid No. 08-009
CDM Project No. 28037-68265
Additional and Extended Engineering Services During Construction

Dear Mr. Orlando:

Under Work Order No. 16, CDM has been providing Engineering Services during Construction for the Public Services Administration Building to the City since October 29, 2008. The City has previously approved Amendment No. 1 to Work Order No. 16 for additional out-of-scope services that CDM provided through August 2009. The project is now nearing Final Completion, and CDM has provided additional out-of-scope services subsequent to Amendment No. 1 both at the request of the City and as required for the extended project duration.

We forward this letter to request a second amendment to our Work Order No. 16, Engineering Services During Construction for the Public Services Administration Building, to provide means of payment in the amount of \$38,123 for out-of-scope services that CDM has provided on this project from September 2009 through Final Completion.

The out-of-scope items are described below and their associated costs are itemized in the attached summary:

- Additional design services, construction drawings and permit drawings to incorporate telephone, data and fire alarm service connections and to address dumpster elevation changes;
- Additional RFI responses to contractor requests for variances from the plans and specifications;
- Additional site visits to address deficient window and louver installations;

CM-28037-68265-00032





Mr. Dominic Orlando, P.E.

January 4, 2011

Page 2

- Repetitive shop drawing reviews in excess of the two revision cycles included in the base scope of services.
- Additional review and negotiations for contractor change proposals and added services to prepare no-cost change orders to incorporate revised City policies; and
- Extended services including; consultation and advice, payment application processing, project management, quality assurance, and resident project representative (RPR) services; from the projected April 2010 project substantial completion date, incorporating all code-compliance and design aesthetics issues, to the actual July 2010 project substantial completion date.

CDM asserts that the scope and value of this request for amendment is fair and reasonable, and we appreciate the City's prompt consideration. Please call me at (954) 776-1731 if you have any questions in the meantime.

Very truly yours,

A handwritten signature in blue ink, appearing to read 'Jonathon Z. Goldman'.

Jonathon Z. Goldman
Client Services Manager
Camp Dresser & McKee Inc.

Encl. (As noted)

cc: File, Jon Goldman, CDM

Exhibit "One"

City of Dania Beach

Engineering Services during Construction for Public Services Administration Building

Work Order No. 16, Amendment No. 2

Scope of Work

I. Background and General Description of Services

In 2007, the City of Dania Beach authorized CDM for the design and permitting of a new Public Works and Public Services Administration Building.

Work Order No. 16 is for general engineering services during construction associated with the Public Services Administration Building previously designed under Work Order No. 10.

Original Scope

In general, the services provided under the base scope of Work Order No. 16 consisted of the following tasks:

Task A	General Services During Construction
Task B	Resident Project Representative Services
Task C	Special Services During Construction

Amendment No. 1

Amendment No. 1 to Work Order No. 16 addressed CDM's additional engineering services during construction by CDM through August 2009.

Amendment No. 2

This amendment, Amendment No. 2, to Work Order No. 16 is for CDM's additional and extended engineering services during construction arising from changes to the scope of work from September 2009 through project completion. The total cost for the additional and extended engineering services in Amendment No. 2 is \$38,123 as indicated in the attached cost breakdown.

Amendment No. 2 excludes the costs for additional and extended engineering services arising from Code-compliance changes to the work. CDM has prepared a time impact analysis of the effects of the code-compliance changes relative to the contractor's approved 'As-Planned' schedule (copy attached), and determined that such changes caused the project Substantial Completion date to extend from January 11, 2010 on the 'As-Planned' schedule to April 8, 2010 on the 'Code-Compliance Changes' schedule (copy attached). Other contractor-initiated and

City-initiated changes caused Substantial Completion to extend to July 23, 2010 as indicated in the 'Contractor & Owner Initiated Changes' schedule (attached). As such, the extended services portion of Amendment No. 2 only applies to a 15-week period, representing the extension from April 8 to July 23, 2010.

The original scope of work, and the changes addressed by Amendment Nos. 1 and 2 are summarized as follows:

II. Scope of Work

Task A - General Services During Construction

CDM provided Basic Engineering Services in accordance with this scope of work prior to and during the proposed contract construction period to Final Completion (FC). This scope of work was for services during construction based on the Contract Times for the original scope, Amendment No. 1 and Amendment No. 2, as discussed in Section III. Basic Engineering Services included the following:

A.1 Execution of Contract Documents

Original Scope: After issuance of a Notice of Award by the City, CDM assisted the City and prepared three (3) sets of Contract Documents for execution by the Contractor and the City.

Amendment No. 1: No change.

Amendment No. 2: \$0 - No change.

A.2 Conformed Contract Documents

Original Scope: CDM conformed the bid documents, and prepared four sets of signed and sealed drawings, two sets for submittal to the Building Department by the Contractor, and two sets for submittal to the City for record purposes. CDM also issued signed and sealed drawings to address Building Department permit revisions.

Amendment No. 1: CDM prepared and issued additional drawing revision sets for construction to incorporate unforeseen changes to lime sludge handling accommodations, FP&L service changes, and building foundation changes.

Amendment No. 2: \$757 - CDM prepared and issued additional drawing revision sets for construction to incorporate unforeseen changes for: 1) Telephone, data and fire

alarm service connections (Originally to be performed in-house by the City); and 2) Dumpster elevation changes to match the SW Community Center contractor's installation.

A.3 Prepare and Issue Notice to Proceed/Preconstruction Meeting

Original Scope: CDM provided support to the City issuing the Notice to Proceed (NTP), and coordinated and conducted the Preconstruction Conference and distributed minutes to the attendees.

Amendment No. 1: No change.

Amendment No. 2: \$0 - No change.

A.4 Substitution of Materials and Equipment

Original Scope: CDM investigated and advised the City on the contractor's proposed concrete wall substitution. The contractor proposed a credit for the substitution that effectively reimbursed the City for CDM's substitution review costs.

Amendment No. 1: No change.

Amendment No. 2: \$0 - No change.

A.5 Consult and Advise

Original Scope: CDM provided technical advice and assistance to the City, and maintained a computerized document control system (CDCS) to facilitate the tracking of documents throughout the original construction period.

Amendment No. 1: CDM provided additional geotechnical, structural engineering and QA/QC services to evaluate and provide a cost-effective resolution to unforeseen underground debris discovered during the course of construction.

Amendment No. 2: \$2,027 - CDM provided additional technical advice and assistance, and additional document control services through Final Completion. Added costs, however, are solely based on the extended period from April 8 to July 23, 2010.

A.6 Respond to Requests for Information (RFI)

Original Scope: CDM received, logged, responded and distributed up to five (5) RFIs related to technical interpretation of the drawings and specifications and requested changes to the Work.

Amendment No. 1: CDM received, logged, responded and distributed an additional 15 RFI's through August 2009 relating to alternate equal products.

Amendment No. 2: **\$1,675** - CDM received, logged, responded and distributed an additional eight (8) RFI's since August 2009 relating to contractor's requests for variance from the plans and specifications.

A.7 Periodic Site Visits

Original Scope: CDM provided periodic site visits at intervals appropriate to the various stages of construction to observe site conditions and the Work to determine whether the Work is in conformance to the Contract Documents.

Amendment No. 1: No change

Amendment No. 2: **\$1,295** - CDM provided two additional site visits; The first to assess and prepare a report on the window and louver installations based on the manufacturer and product approval requirements, and the second to provide a follow up assessment of the contractor's measures to correct the window and louver installations. CDM assisted the City to negotiate an extended 5-year Contractor warranty for the window installations.

A.8 Progress Meetings

Original Scope: CDM conducted on-site project progress meetings and prepared and distributed meeting minutes and periodic reports of field working conditions.

Amendment No. 1: No change.

Amendment No. 2: **\$0** - No change. With the cooperation of the City and the contractor, CDM scheduled and conducted progress meetings on an as-needed basis, rather than monthly, and maintained this item within the originally budgeted scope.

A.9 Review Shop Drawings Submittals

Original Scope: CDM received and logged in up to two revisions of each shop drawing and distributed them to appropriate parties for review for conformance to the Contract Documents, and then distributed submittals to appropriate entities after review.

Amendment No. 1: No change.

Amendment No. 2: \$2,910 - CDM received, logged, reviewed and distributed a third revision for eight (8) shop drawings due to the contractor's repeated failure to meet the Contract Documents.

A.10 Review Payment Requests and Schedules

Original Scope: CDM reviewed monthly pay requests and progress schedule updates, and made recommendations to the City for payment to the Contractor throughout the original contract duration.

Amendment No. 1: No change

Amendment No. 2: \$1,994 - CDM reviewed additional monthly pay requests and progress schedule updates, and make recommendations to the City for payment to the Contractor through Final Completion. Added costs, however, are solely based on the extended period from April 8 to July 23, 2010.

A.11 Perform Milestone Site Visits

Original Scope: CDM visited the site to determine if the project is ready for partial utilization, substantial completion, and final completion in accordance with the Contract Documents, and prepared punch lists of items remaining to be completed by the contractor.

Amendment No. 1: No change.

Amendment No. 2: \$0 - No change.

A.12 Project and Quality Management

Original Scope: CDM provided administrative functions required to manage project elements including schedule and budget.

Amendment No. 1: No change.

Amendment No. 2: \$1,675 - CDM provided additional administrative functions required to manage project elements including schedule and budget through Final Completion. Added costs, however, are solely based on the extended period from April 8 to July 23, 2010.

A.13 Project Update Meetings

Original Scope: CDM's project manager prepared and held internal monthly status meetings with key project staff members throughout the original duration of the project.

Amendment No. 1: No change.

Amendment No. 2: \$1,940 - CDM's project manager prepared and conducted additional internal monthly status meetings with key project staff members through Final Completion. Added costs, however, are solely based on the extended period from April 8 to July 23, 2010.

A.14 Quality Assurance (QA)/Technical Review

Original Scope: CDM maintained a program of QA on this project, including periodic review of records and documentation.

Amendment No. 1: No change.

Amendment No. 2: \$1,510 - CDM continued to maintain an extended program of QA on this project, including periodic review of records and documentation through Final Completion. Added costs, however, are solely based on the extended period from April 8 to July 23, 2010.

A.15 Preparation of Status Reports

Original Scope: CDM's project manager prepared written progress reports summarizing activities completed, work remaining, and identifying any problems which are ongoing or may be anticipated.

Amendment No. 1: No change.

Amendment No. 2: \$0 - No change. Similar to Item No. A.8, CDM's project manager prepared the written reports on an as-needed basis according to the progress and problems encountered in the work, keeping this item within the originally budgeted scope.

Task B - Resident Project Representative Services

- Original Scope:** CDM provided part time Resident Project Representative (RPR) services to observe work of the Contractor for conformance to the Contract Documents on an average of twelve (12) hours per week for the original construction period of 450 days.
- Amendment No. 1:** CDM provided RPR services in excess of 12 hours per week to monitor the proper implementation of CDM's evaluation and resolution procedures for unforeseen underground debris.
- Amendment No. 2:** **\$10,670** - CDM provided extended part time RPR services; by John Chandler, Jeffrey Manning and John Carr; to observe work of the Contractor for conformance to the Contract Documents through Substantial Completion. Preparation of punch lists and verification of punch list work is part of the original scope of services, and, therefore, not included in this amendment. Added costs are solely based on the extended period from April 8 to July 23, 2010.

Task C - Supplementary Services During Construction

C.1 Building Permit Process Assistance

- Original Scope:** CDM provided technical and administrative assistance to the Contractor in obtaining a City of Dania Beach Building Permit, including signing and sealing of documents for submittal to the Building Department, responding to questions and requests for information issued by the Building Department during the review process, and attendance at the final review meeting.
- Amendment No. 1:** CDM prepared and issued additional signed and sealed drawing revisions to incorporate unforeseen design changes and to facilitate permit modifications and inspections due to lime sludge handling accommodations, FP&L service changes, and building foundation changes.

Amendment No. 2: \$1,920 - CDM prepared and issued additional signed and sealed drawing revisions to incorporate unforeseen design changes and to facilitate permit modifications and inspections for: 1) Telephone, data and fire alarm service connections (Originally to be performed in-house by the City); 2) Dumpster elevation changes to match the SW Community Center contractor's installation; 3) Differing electrical requirements between those used to base the design for the HVAC and air compressor equipment, and those selected by the Contractor; and 4) Incorporating the final Fuel Station connection to the Administration Building electrical system.

C.2 Change Orders

Original Scope: CDM negotiated five change proposals with the contractor on behalf of the City and prepared allowance account payment authorizations to reflect adjustments to the construction contract allowance accounts when warranted due to unforeseen conditions, and will prepare one final reconciliation change order at Final Completion of the project.

Amendment No. 1: CDM negotiated two additional change proposals for unforeseen conditions, foundation changes and additional excavations, and prepared allowance account payment authorizations to reflect adjustments to the construction allowance accounts.

Amendment No. 2: \$9,750 - CDM negotiated six additional change proposals for unforeseen conditions; fuel station power, lubrication system changes, hauling unsuitable soils, added communications and data ductbank, commercial range hood changes, and added pavement work; and prepare and process ten no-cost change orders to reflect all the adjustments to the construction allowance accounts, in order to comply with the City's revised contract change policies. The additional work in Amendment No. 1 and Amendment No. 2 specifically excludes all costs associated with change proposals for code-compliance issues, design conflicts, and aesthetic improvements, as well as costs for the final

reconciliation change order which is part of the original scope of services. Over the course of the project, the contractor submitted 38 proposals totaling \$341,225 for additions, deletions and changed conditions, which CDM negotiated to \$207,813, saving the City \$133,412.

C.3 Record Drawings/Final Certification/Regulatory Agency Documentation

Original Scope: CDM coordinated the receipt and review of the Contractor's information showing those significant changes made during the construction process, and will prepare for the City a set of reproducible record drawings (black line), an AutoCAD copy on CD-ROM, and two (2) blackline print sets showing those changes made during the construction process, based on information furnished by the Contractor. CDM prepared final certifications of completion of construction to appropriate regulatory agencies, along with record drawings as appropriate.

Amendment No. 1: No change.

Amendment No. 2: \$0 - No change.

C.4 Project Closeout and Final Submittal

Original Scope: CDM reviewed the Contractor's certified survey of the Work, and will organize and participate in final project reconciliation meetings with the City or the Contractor and jointly where required and prepare the closeout documents and coordinate the closeout of the project.

Amendment No. 1: No change.

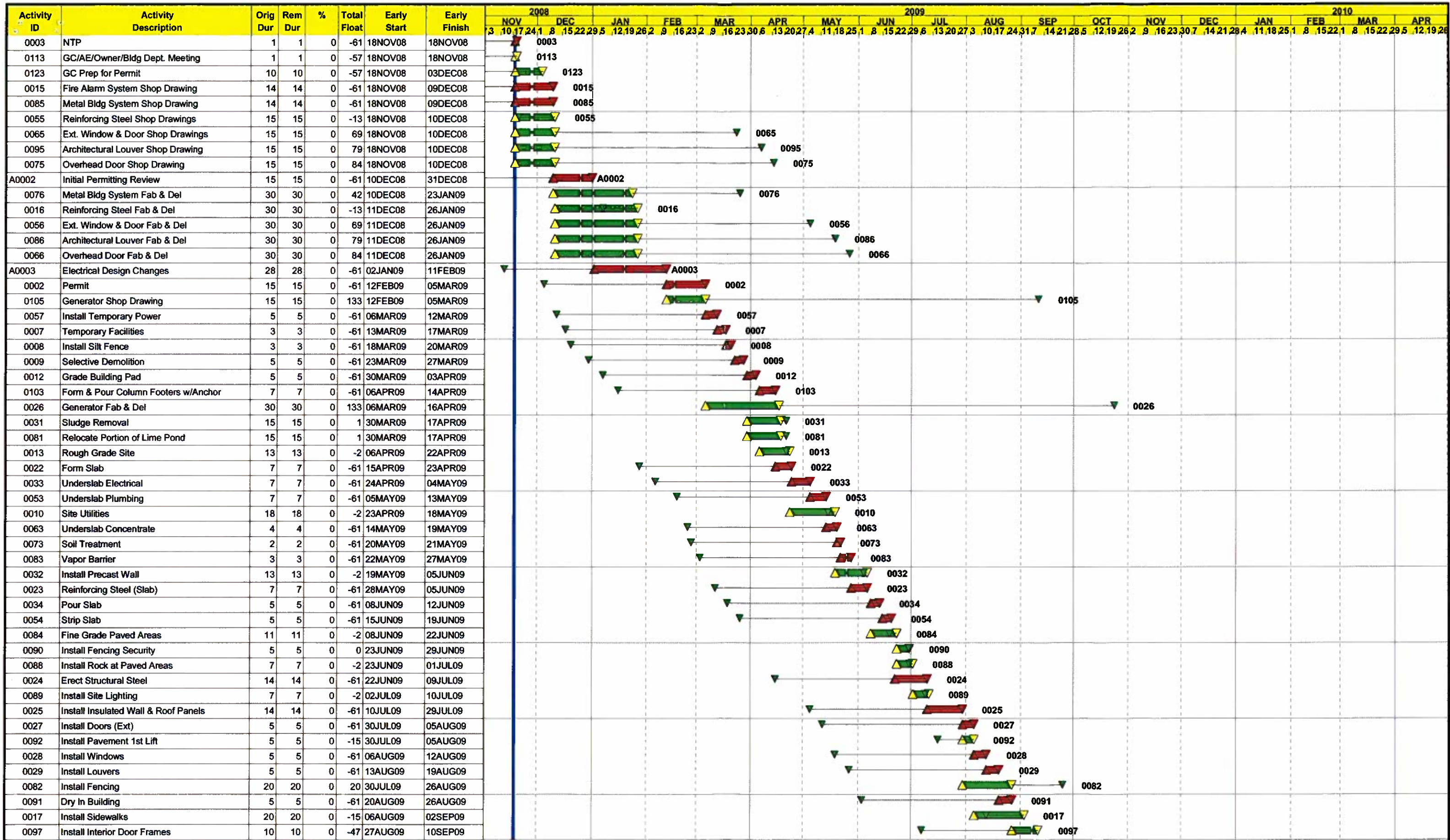
Amendment No. 2: \$0 - No change.

END OF EXHIBIT "ONE"

Work Authorization No. 16, Amendment #2
City of Dania Beach
Public Services Administration Building
Engineering Services During Construction

Task Description	Client Officer \$190 per hour		Principal/Assoc. \$165 per hour		Sr Professional \$130 per hour		Professional II \$115 per hour		Field Prof. \$75 per hour		Staff Sup. Serv. \$80 per hour		Project Admin \$70 per hour		Total Labor		ODCs	Total Budget	
	hours	budget	hours	budget	hours	budget	hours	budget	hours	budget	hours	budget	hours	budget	hours	budget	Total		
A. General Services During Construction																			
1. Execution of Contract Documents	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	\$0	\$0	\$0
2. Conform/Revise Contract Documents	0	\$0	0	\$0	2	\$260	0	\$0	0	\$0	3	\$240	2	\$140	7	\$640	\$117	\$757	
3. Prepare and Issue NTP & Preconstruction Meeting	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	\$0	\$0	
4. Substitution of Materials and Equipment	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	\$0	\$0	
5. Consult and Advise	0	\$0	6	\$990	6	\$780	0	\$0	0	\$0	0	\$0	2	\$140	14	\$1,910	\$117	\$2,027	
6. Respond to Requests for Information	0	\$0	5	\$825	3	\$390	0	\$0	0	\$0	4	\$320	2	\$140	14	\$1,675	\$0	\$1,675	
7. Periodic Site Visits	1	\$190	4	\$660	0	\$0	0	\$0	5	\$375	0	\$0	0	\$0	10	\$1,225	\$70	\$1,295	
8. Progress Meetings	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	\$0	\$0	
9. Review Shop Drawing Submittals (Repetitive Reviews)	0	\$0	2	\$330	5	\$650	10	\$1,150	0	\$0	4	\$320	3	\$210	24	\$2,660	\$250	\$2,910	
10. Review Payment Requests & Schedules	0	\$0	8	\$1,320	0	\$0	0	\$0	4	\$300	0	\$0	4	\$280	16	\$1,900	\$94	\$1,994	
11. Perform Milestone Site Visits	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	\$0	\$0	
12. Project and Quality Management	0	\$0	7	\$1,155	4	\$520	0	\$0	0	\$0	0	\$0	0	\$0	11	\$1,675	\$0	\$1,675	
13. Project Update Meetings	4	\$760	4	\$660	4	\$520	0	\$0	0	\$0	0	\$0	0	\$0	12	\$1,940	\$0	\$1,940	
14. QA/Technical Review	0	\$0	6	\$990	4	\$520	0	\$0	0	\$0	0	\$0	0	\$0	10	\$1,510	\$0	\$1,510	
15. Preparation of Status Reports	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	\$0	\$0	
B. Resident Project Representative																			
	0	\$0	0	\$0	24	\$3,120	0	\$0	90	\$6,750	0	\$0	0	\$0	114	\$9,870	\$800	\$10,670	
C. Supplementary Services During Construction																			
1. Building permit assistance and revisions	0	\$0	2	\$330	4	\$520	0	\$0	0	\$0	9	\$720	5	\$350	20	\$1,920	\$0	\$1,920	
2. Change orders	2	\$380	22	\$3,630	8	\$1,040	0	\$0	0	\$0	40	\$3,200	20	\$1,400	92	\$9,650	\$100	\$9,750	
3. Record drawings, final certification & regulatory agency documentation	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	\$0	\$0	
5. Project close-out & final submittals	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	\$0	\$0	
Total:	7	\$1,330	66	\$10,890	64	\$8,320	10	\$1,150	99	\$7,425	60	\$4,800	38	\$2,660	344	\$36,575	\$1,548	\$38,123	

Total Fee: \$38,123



Start Date 18NOV08
 Finish Date 22APR10
 Data Date 18NOV08
 Run Date 30NOV10 14:41



ADME
 CDM Inc.
 Dania Bch. Public Svcs. Admin. Bldg.
 Code-Compliance Changes

Date	Revision	Checked	Approved

