




**CITY OF DANIA BEACH  
COMMUNITY DEVELOPMENT DEPARTMENT  
STAFF REPORT**

**DATE:** September 10, 2013

**TO:** Robert Baldwin, City Manager

**FROM:** Marc LaFerrier, AICP, Director 

**SUBJECT:** Authorizing staffing services for the Wrice Center Green Community Annex neighborhood improvement project without the competitive bidding process

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The request is to waive the Competitive Bid Process for consulting services from Public Utility Management Planning Services Inc. The Charter of the City of Dania Beach, Part III, Article 3, Section 4, Subsection (j), authorizes the purchase of supplies, services, equipment and materials for the city government without going through the bidding process for purchases under the maximum threshold of \$25,000.000. These services are necessary for the construction of the Solar Lighting project which will be funded by CDBG monies and is expected be completed prior to December 31, 2013. The funding resource will be provided by a transfer from account #001-15-01-515-12-10 to account #001-15-01-515-31-10.

Recommendation

The City Commission authorizes to pay Public Utility Management Planning Services Inc. an amount not to exceed \$9,500.00 for consulting services from Public Utility Management Planning Services Inc. without the use of the competitive bid process.

# Public Utility Management Planning Services Inc.

P.O. Box 1890  
Hollywood, FL 33022-1890

## SCOPE OF SERVICES

### **BID PACKAGE DEVELOPMENT FOR WRICE CENTER DESIGN- BUILD CRITERIA PROFESSIONAL SERVICES**

This proposal is made in response to a request by the City of Dania Beach ("City") for services regarding bidding of improvements to a planned park project in the northwest section of Dania Beach adjacent to the Wrice Center and Community Garden improvements, which will be funded by CDBG monies. The project needs to have funds expended as soon as practical. This project is scheduled to be completed prior to December 31, 2013.

#### **ask 1 - Preparation of Wrice Center Documents and Bid Process**

Public Utility Management and Planning Services, Inc. will a design criteria package for the upgrades to the Wrice Center/Community Garden project. The bid set will be a design/build criteria package. All previously developed information will be gathered and a project developed in accordance with revised budget information. Public Utility Management and Planning Services, Inc. will develop the final design/build criteria package including drawings, submit the bid package to the City for review and approval, interact with City Attorney's office as needed, conduct a pre-bid conference, answer all questions during the bid process as needed, prepare minutes of the pre-bid meeting, develop addenda to answer all questions, review the bids, provide a recommendation to the City for the Bid and provide help to the City in getting the information necessary to develop the executed contract documents. There will be several meetings with the City staff for the construction bid issues and preconstruction meeting. A series of lump sums will be paid to Public Utility Management and Planning Services, Inc. as follows will be provided for this project upon completion of the milestones:

\$4,500 for completion of the design/build criteria package

\$ 500 for the bidding process (pre-bid meeting, minutes, addenda, etc).

\$1,000 for development of award recommendations of the bid by the City Commission meeting. Attendance at the City Commission meeting is not required.

#### **Task 2 – Construction Supervision**

Public Utility Management and Planning Services, Inc. will perform the following tasks for the City:

- Preconstruction conference

- Monthly progress meeting
- Review of project schedules
- Review of monthly Invoices
- Recommendation for payment of Monthly invoices
- Weekly site visits
- Response to RFIs
- Review of shop Drawings
- Contractor coordination
- Review of materials
- Necessary Communication to CDBG program and County

Note this does not include submission of disbursement requests for CDBG funds.

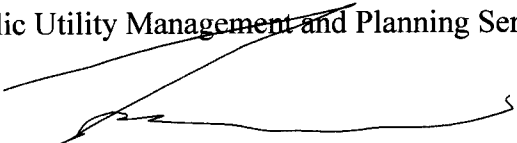
Lump sum of \$3,500

**Estimate of Cost to Complete**

Public Utility Management and Planning Services, Inc. will bill this service on a monthly basis per project. Payment to be made 30 days after invoice is submitted.

Total contract amount is \$9,500.00

Public Utility Management and Planning Services, Inc.

  
 \_\_\_\_\_ Date  
 Frederick Bloetscher, Ph.D., P.E., President

Recommended Approval:  
 \_\_\_\_\_ Date  
 Marc LaFerrier, Development Services Director

Reviewed/Accepted:  
 \_\_\_\_\_ Date  
 Mark Bates, Finance Director

Approved:  
 \_\_\_\_\_ Date  
 Robert Baldwin, City Manager