




**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 Oasis III neighborhood improvement project without the competitive bidding process

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 Oasis III project which will be funded by CDBG grants 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 \$6,200.00 for consulting services from Public Utility Management Planning Services Inc. without the use of the competitive bidding process.

Public Utility Management Planning Services Inc.

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

SCOPE OF SERVICES

BID PACKAGE DEVELOPMENT FOR OASIS 3 CONSTRUCTION SERVICES

This proposal is made in response to a request by the City of Dania Beach ("City") for services regarding construction services for the OASIS 3 project which will be funded by CDBG monies. The projects need to have funds expended as soon as practical. All projects are scheduled to be completed prior to September 30, 2013.

Bid Documents/Process and Construction Supervision

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

- Assist the City with Bid documents and Bid process
- Preconstruction conference
- Monthly progress meeting
- Review of project schedules
- Development and review of monthly invoices
- Recommendation for payment of monthly invoices
- Site visits
- Response to RFIs and phone calls
- Review of shop drawings
- Contractor coordination
- Review of materials
- Necessary Communication to CDBG program

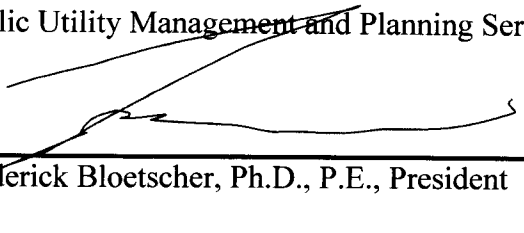
Note this does not include submission of disbursement requests for CDBG funds.

Public Utility Management and Planning Services, Inc. will bill this service on a monthly basis per project.

Lump sum fee \$6,200.00

All costs to be billed on a monthly or less frequently up to the lump sum amount.
Payment to be made 30 days after invoice is submitted.

Public Utility Management and Planning Services, Inc.



Frederick Bloetscher, Ph.D., P.E., President

Date

Recommended Approval:

Marc LaFerrier, Development Services Director

Date

Reviewed/Accepted:

Mark Bates, Finance Director

Date

Approved:

Robert Baldwin, City Manager

Date