

# Public Utility Management Planning Services Inc.

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

## SCOPE OF SERVICES

### **BID PACKAGE DEVELOPMENT FOR OASIS 5, 6, 7 AND 8 PLUS 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 5 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 December 25, 2014, except OASIS 9.

#### **Task 1 - Preparation of Design Documents**

Public Utility Management and Planning Services, Inc. will develop a design package, specifications in the form of detail and a bid package for the OASIS Projects as follows:

- OASIS 5 – NE 1<sup>st</sup> Ct and NE 2<sup>nd</sup> Ave
- OASIS 6 – SW 9<sup>th</sup> St and SW 4<sup>th</sup> ST
- OASIS 7 – NW 11<sup>th</sup> Ave between community Garden NW 1<sup>st</sup> ST) to NW 2<sup>nd</sup> ST
- OASIS 8- Melaleuca entrances

For each of these projects, Public Utility Management and Planning Services, Inc. will develop the design 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 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:

\$1,500 for completion of the design/build criteria package  
\$500 for the bidding process (pre-bid meeting, minutes, addenda, etc).

\$500 for development of award recommendations of the bid by the City Commission meeting. Attendance at the City Commission meeting is not required.

Total = \$10,000.00

### **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
- 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. There are several ongoing contracts which are expected to overlap. The projects are as follows:

OASIS 5, OASIS 6, OASIS 7 - 2 months each.

The monthly billing from Public Utility Management and Planning Services, Inc. will be as follows for each project:

–Monthly project management \$750.00/ mo – likely total \$1,500.00 ea.

OASIS 8 is different by nature. The cost per month for this project is \$1000 for two months.

Total = \$6,500.00

A contingency of \$1,000 is included in the event the projects run longer than anticipated. If not, the funds will not be used. Note the scope does not include any claims or litigation issues.

### **Task 3 - Community Garden Site Plan Coordination and Field Visits**

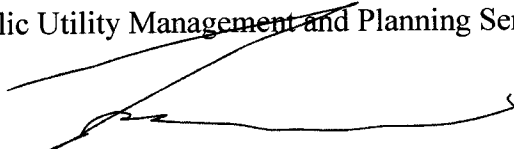
Public Utility Management and Planning Services, Inc., through its subcontractor Merrill Romanik of Manuel Synalovski Associates, LLC, will provide field services to coordinate the approved site plan for the Year 38 project Community Garden project There will be meetings with the City staff. Cost includes survey, adjusted site plan for Community Garden, adjusted building configuration.:

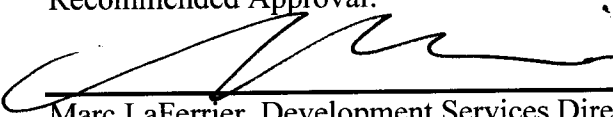
\$6,388 lump sum – note this is a pass through costs. No overhead is being charged.

The maximum value of this work order is \$23,888.00.

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.

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

Recommended Approval:  
  
\_\_\_\_\_  
Date 2-13-14  
Marc LaFerrier, Development Services Director

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