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P.O. Box 1890

Hollywood, FL 33022-1890

**SCOPE OF SERVICES**

**BID PACKAGE DEVELOPMENT FOR 41 CDBG DESIGNAND 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 Year 41 CDBG projects. The projects need to have funds expended prior to September 30, 2016.

# Task 1 - Preparation of Documents

Public Utility Management and Planning Services, Inc. will prepare a design package for the Year 41 - Solar Lighting CDBG 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, prepare minutes of the pre-bid meeting, develop addenda as needed 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 and will be provided for three projects upon completion of the milestones:

$3,000.00 for completion of the design/build criteria package;

$1,000.00 for the bidding process (pre-bid meeting, minutes, addenda, etc.); and

$1,000.00 for development of award recommendations of the bid by the City Commission meeting. Attendance at the City Commission meeting is not required.

Total for bidding project = $5,000.00.

# Task 2– Construction Supervision

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

* 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 telephone calls
* Review of shop drawings
* Contractor coordination
* Review of materials
* Necessary communications related 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. The projects are as follows:

Year 41 CDBG Solar Light project -2 months

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

$1,000.00/ mo – likely total $2,000.00.

A contingency of $500.00 is included this project in the event the project runs longer than anticipated. If not, the funds will not be used. Note the scope does not include any claims or litigation issues.

The maximum value of this work order is $7,500.00.

All costs to be billed 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

Marc LaFerrier, Development Services Director

Recommended Approval:

 Date

Dominic F. Orlando, P.E., Public Services Director

Reviewed/Accepted:

 Date

Nicki Satterfield, Interim Finance Director

Approved:

 Date

Robert Baldwin, City Manager