

**PORT OF PALM BEACH DISTRICT
REQUEST FOR DISCUSSION AND
COMMISSION ACTION**

**OLD BUSINESS
ITEM H-2**

PREPARED BY: José Soler, PE Port Engineer March 8, 2018

SUBJECT: MOB Demolition and Container Yard Improvements Engineering Services
Consideration of Consulting Engineering Services for Bidding Administration

BACKGROUND:

At the May 2017 meeting, the Board approved an Engineering Services Contract with CH2M, under the Port's Continuing Engineering Consultant Contract for the Design and Permitting of the MOB demolition and Container Yard Improvements Project.

Currently, the project design and the contract documents are nearing completion. The permits will be submitted to the respective public agencies in the near future, and tenant coordination meetings will be scheduled. Port staff will advertise the request for bids from qualified construction companies as soon as the design, permitting and tenant coordination is complete.

During the review of the project design documents by these qualified construction companies, questions may arise necessitating clarification of the planning documents. It is important that the engineer answering questions from construction company bidders is knowledgeable about the design intent of the project so that the integrity of the project is upheld. As CH2M executed and completed the design and contract documents, it is our recommendation to retain their engineering services through the bidding process.

Port Staff has requested a work order from CH2M to perform the recommended Bidding Administration services for the MOB Demolition and Container Yard Improvements project. The cost of the Bidding Administration services is not to exceed \$14,500.00 and will be funded 50/50 with FDOT under JPA for the Upland Cargo Improvements project.

ADDITIONAL INFORMATION ATTACHED: No _____ Yes X

FINANCIAL IMPACT: The project will be funded from the Port's 2017-2018 Capital Program Budget (50%) and the use of FSTED grant funds (50%). The work order total funding (FDOT JPA grant funds and POPB matching funds) is \$14,500.00.

RECOMMENDATION: Port Management is recommending that the Board approves a Work Order for Engineering Services Contract with CH2M, under the Port's Continuing Engineering Consultant, for the Bidding Process Administration of the MOB Demolition and Cargo Area Improvements Project.

Respectfully Submitted by:



Manuel Almira, Executive Director

DATE ACTION TAKEN: _____

Approved: _____

Disapproved: _____

Deferred To: _____

Incorporated into Minutes: _____

Motion By: _____

Seconded By: _____

Unanimous: Yes _____ No _____

By: _____



**PORT OF PALM BEACH DISTRICT
CONSULTANT WORK ORDER
PREPARED BY CH2M**

WORK ORDER NO: 2018-01

JOB NAME: Maritime Office Building – Cargo Yard Development
Bidding Services

THIS WORK ORDER IS ISSUED BY THE PORT OF PALM BEACH (CLIENT) PURSUANT TO THE MASTER SERVICES AGREEMENT FOR PROFESSIONAL SERVICES BETWEEN CH2M HILL ENGINEERS, INC.(CONSULTANT) AND THE PORT OF PALM BEACH (CLIENT) – CONTRACT 1, DATED MARCH 11, 2008, WHICH IS INCORPORATED HEREIN BY THIS REFERENCE FOR THE BELOW SERVICES:

SCOPE OF WORK

The CLIENT authorized the CONSULTANT to prepare plans and specifications to convert a three-acre parcel to a container storage area including demolition of the Maritime Office Building (MOB). Plans and specifications are near completion with bidding anticipated to begin in April 2018.

Pursuant to a request by CLIENT, this Work Order for the CONSULTANT is for bidding support services for the referenced project.

A. SERVICES DURING BIDDING

CONSULTANT will provide services during bidding as defined below:

1. Attend the Pre-bid Conference.
2. Prepare up to three (3) addendum items in electronic format.
3. Respond to Contractor Requests For Information (RFI) in electronic format.
4. Create a Bid Tabulation in electronic format.
5. Provide a letter of recommendation to the CLIENT after qualifications and bids are received.

TIME OF COMPLETION

The Scope of Work will be completed in the following time frame from the date of issuance of a Notice to Proceed, but is subject to exceptions for delays, which are beyond the control of CONSULTANT.

A. Bidding support services are estimated to require 45 days (30 days of which are the official bidding period for contractors).

EXCLUSIONS AND BASIS OF SCOPE ITEMS

The following items are not included as part of this Work Order but can be provided as additional services at hourly cost plus for labor and expenses at cost if authorized:

- A. Construction Administration Support Services
- B. Geotechnical investigations and field work.
- C. Survey or related field work.
- D. Utility location services.
- E. Full time construction observation services.
- F. Materials testing or other field testing services.
- G. Permitting services or permit fees.

FEES TO BE PAID

CONSULTANT will be compensated under the terms of the **Master Services Agreement for Professional Services between CH2M HILL and the Port of Palm Beach**. Compensation Budget for CONSULTANT in not to exceed with the following summary:

SCOPE ITEMS A – BIDDING SERVICES \$14,500.00

The Authorized Representatives designated below are authorized to act with respect to the Work Order. Communications between the parties shall be between parties and their consultants or subcontractors shall be through the Authorized Representatives:	
For CH2M:	For the Client:
Name: CH2M	Name: Port of Palm Beach District, a Special Taxing District of the State of Florida

PORT OF PALM BEACH DISTRICT
 ENGINEERING WORK ORDER
 2018-01: Maritime Office Building –
 Bidding Services
 Page 3 - (cont'd)

Address: 550 W. Cypress Creek Road, Suite 400 Ft. Lauderdale, Florida 33309	Address: 1 East 11 th Street Riviera Beach, Florida 33404
Telephone: 954.351.9256	Telephone: 561.383.4100

This Work Order No. 2018-01 is effective this (date)	
Accepted for CH2M HILL Engineers, Inc. by:	Accepted for Client by:
Name: Sirpa Hall, P.E.	Name:
Title: Sr. Business Vice President	Title: Chairperson

END OF WORK ORDER

