

Memorandum No. 17-85

March 20, 2017

TO: City Commission

THRU: Greg Harrison, City Manager
John Sfiropoulos, City Engineer
Horacio Danovich, CIP Manager

FROM: Tammy Good, PMP, Project manager III ^{TG}

Issue

Staff is seeking City Commission approval to award a professional services contract to the Kimley-Horn and Associates, Inc. ("KHA") to provide construction phase services related to the Relocation of Taxiway Delta project in the sum of \$189,735.00 .

Recommendation

Staff recommends Approval of the Resolution.

Background

On January 27th, 2015, the City approved RLI E-61-14 "Design Services for Relocation of Taxiway Delta" for KHA to provide professional design services for the Relocation of Taxiway Delta. The project was designed completely but bidding was put on hold awaiting funding from FDOT via a grant. In November 2016, City Commission accepted a grant for approximately \$3.2M from FDOT, at which time the City competitively advertised the project for construction. At this time the project has been awarded to the lowest responsible bidder, and we are ready to commence construction. The purpose of the Work Authorization is have the design consultant provide construction phase services which will consist of the following:

1. Prepare for and conduct two pre-construction meetings.
2. Review and approve the contractor's shop drawings, design mixes and proposed materials to be used for compliance with the construction documents.
3. Answer Request for Information (RFI) received from the contractor.

4. Conduct weekly progress meetings, and prepare weekly FAA Progress reports of construction activity.
5. Review the contractor's monthly partial payment request, and recommend payment as appropriate. Review requests for change orders and written explanations for their cause if and when necessary.
6. Make visits to the site at intervals appropriate (estimated at 2 visits per month) to the various stages of construction as ENGINEER deems necessary in order to observe as an experienced and qualified design professional the progress of the various aspects of Contractor's work.
7. Participate in the final project observation and final punch list review.
8. Review final record drawings prepared and provided by the Contractor.
9. Prepare contract closeout documentation consisting of the final adjusting change order, shop drawing and quantity logs, testing logs and summary of resolution of non-compliant test or special inspection results and review and approval of (or other appropriate action in respect to) the contractor's final request for payment.

Having completed a review of all applicable documents and information, Staff recommends approval.