

RESOLUTION NO. 02-04-48

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MARATHON, FLORIDA, APPROVING THE SCOPE OF SERVICES PROPOSAL FROM CALVIN, GIORDANO & ASSOCIATES FOR ENGINEERING SERVICES RELATED TO THE IMPLEMENTATION OF THE STATE ROAD 5 (U.S. 1) ENTRY GATEWAY PROGRAM ON AN HOURLY BASIS, NOT TO EXCEED \$25,684.00 (TEN PERCENT) OF TOTAL CONSTRUCTION ESTIMATE AS CALCULATED IN THE GRANT APPLICATION, PLUS REIMBURSABLES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council has expressed an interest and desire to move forward and proceed with the Permit and Construction document package related to the implementation of the State Road 5 (U.S. Highway 1) Entry Gateway Program, and to coordinate Survey, Site Planning, Engineering, Architectural, Structural, Landscape and Irrigation Planning services in compliance with the parameters as set forth in the Florida Highway Beautification Council Grant Application, dated January 2001, as awarded by FDOT for execution, and approved by the City Council on March 12, 2002; and

WHEREAS, the City Council hereby approves the Scope of Services Proposal from Calvin, Giordano & Associates for Engineering Services to include Landscape Architecture, Surveying, Civil Engineering Services, Architectural and Structural Services, Geotechnical Services and Electrical Consulting Services on an hourly basis not to exceed ten percent (10%), or \$25,684.00, of total construction estimate as calculated in the Grant Application, plus reimbursables.


NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MARATHON, FLORIDA, AS FOLLOWS:

Section 1. Recitals. The above recitals are true and correct and are incorporated herein by this reference.

Section 2. Proposal. The Proposal for the Scope of Services outlined above to be provided under Calvin, Giordano & Associates, Inc., is attached hereto as Exhibit "A", is hereby approved.

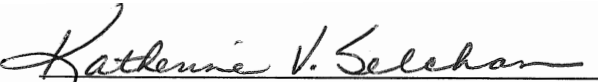
Section 3. Effective Date. This resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 9th day of April, 2002.



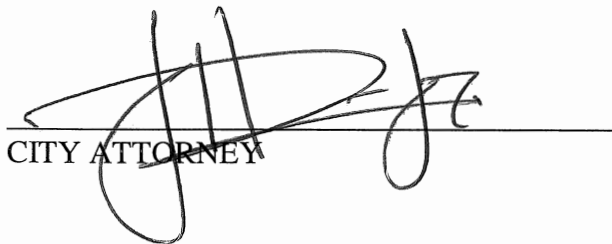
JOHN BARTUS, MAYOR

ATTEST:



KATHLEEN V. SEELHAN
CITY CLERK

APPROVED AS TO LEGAL SUFFICIENCY:



CITY ATTORNEY

#5255v1.ks

SCANNED

4/19/02 #5427 KS ✓

PROJECT AGREEMENT

Between

THE CITY OF MARATHON

And

CALVIN, GIORDANO & ASSOCIATES, INC.

for

**State Road 5 (U.S. 1) Entry Features Construction Documents
CGA Project No. 00-1371 Extra #2**

PROJECT AGREEMENT

Between

THE CITY OF MARATHON, FLORIDA

And

CALVIN, GIORDANO & ASSOCIATES, INC.

For

State Road 5 (U.S. 1) Entry Features Construction Documents

CGA Project No. 00-1371 Extra #2

Pursuant to the provisions contained in the "Project Services Agreement for Planning and Professional Architectural Services" (hereinafter referred to as "CONTINUING SERVICES AGREEMENT") between THE CITY OF MARATHON (hereinafter referred to as "CITY") and CALVIN, GIORDANO & ASSOCIATES, WC., (hereinafter referred to as "CONSULTANT"), dated Sept. 4, 2001 this Project Agreement authorizes the CONSULTANT to provide the services as set forth below:

The CITY and CONSULTANT agree as follows:

SECTION 1. SCOPE OF SERVICES

1.1 The CONSULTANT shall provide architectural services to the CITY for the Project as described in the "Project Description" attached as Exhibit "1."

1.2 The "Scope of Services and Project Schedule" and tasks to be provided by the CONSULTANT for this Project are those services and tasks as listed in Exhibit "2."

1.3 The CITY may request changes that would increase, decrease, or otherwise modify the Scope of Services. Such changes must be contained in a written change order executed by the parties in accordance with the provisions of the Continuing Services Agreement, prior to any deviation from the terms of the Project Agreement, including the initiation of any extra work.

SECTION 2. DELIVERABLES

As part of the Scope of Services and Project Schedule, the CONSULTANT shall provide to the CITY the following Deliverables:

Geotechnical report and recommendations, Architectural plans and specs for the structures. Site and Civil plans, Landscape and Irrigations plans and specs. Numbered Bid Packages for distributions to qualified Bidders

SECTION 3. TERM/TIME OF PERFORMANCE/DAMAGE

3.1 Term. This Project Agreement shall commence on the date this instrument is fully executed by all parties and shall continue in full force and effect for a period of two years, unless otherwise terminated pursuant to Section 4 or other applicable provisions of this Project Agreement. The City Manager, in his sole discretion, may extend the term of this Agreement through written notification to the CONSULTANT. Such extension shall not exceed 30 days. No further extensions of this Agreement shall be effective unless authorized by the CITY Council.

3.2 Commencement. The CONSULTANT'S services under this Project Agreement and the time frames applicable to this Project Agreement shall commence upon the date provided in a written Notification of Commencement ("Commencement Date") provided to the CONSULTANT from the CITY. The CONSULTANT shall not incur any expenses or obligations for payment to third parties prior to the issuance of the Notification of Commencement. CONSULTANT must receive written notice from the City Manager prior to the beginning the performance of services.

3.3 Contract Time. Upon receipt of the Notification of Commencement, the CONSULTANT shall compose services to the CITY on the Commencement Date, and shall continuously perform services to the CITY, without interruption, in accordance with the time frames set forth in the "Project Schedule", a copy of which is attached and incorporated into this Agreement as Exhibit "3". The number of calendar days from the Commencement Date, through the date set forth in the Project Schedule for completion of the Project or the date of actual completion of the Project, whichever shall last occur, shall constitute the Contract Time.

3.4 Liquidated Damages. Unless otherwise excused by the CITY in writing, in the event that the CONSULTANT fails to meet to the contract time for completion of services as determined by the Project Schedule, the CONSULTANT shall pay to the CITY the sum of dollars identified below per day for each and every calendar day unexcused delay beyond the completion date, plus approved time extensions, until completion of the project: \$0.00. The CONSULTANT may claim extension if the factors involved are not under their direct control.

Any sums due and payable hereunder by the CONSULTANT shall be payable, not as a penalty, but as liquidated damages representing and estimate at or before the time of executing this Agreement. When the CITY reasonably believes that completion will be inexcusably delayed, the CITY shall be entitled, but not required, to withhold from any amounts otherwise due the CONSULTANT an amount then believed by the CITY to be adequate to recover liquidated damages applicable to such delays. If and when the CONSULTANT overcomes the delay in achieving completion, or any part thereof, for which the CITY has withheld payment, the CITY shall promptly release to the CONSULTANT those funds withheld, but no longer applicable, as liquidated damages.

3.5 All limitations of time set forth in this Agreement are of the essence.

SECTION 4. AMOUNT, BASIS AND METHOD OF COMPENSATION

4.1 Lump Sum Compensation. CITY agrees to pay CONSULTANT as compensation for performance of all services described in Exhibit "2" \$25,684.00.

4.2 Reimbursable Expenses. The following expenses are reimbursable and will be billed at 1.1 x actual cost to cover administrative processing: Travel and accommodations, long distance telephone calls, facsimile, courier services, mileage (at a rate approved by the CITY), photo and reproduction services. All document reproductions are also reimbursable, at a rate approved by the CITY.

SECTION 5. BILLING AND PAYMENTS TO THE CONSULTANT

5.1 Invoices

5.1.1 Lump Sum Compensation and Reimbursable Expenses. CONSULTANT shall submit invoices which are identified by the specific project number on a monthly basis in a timely manner. These invoices shall identify the nature of the work performed, the phase of work, and the estimated percent of work accomplished in accordance with the Payment Schedule as shown on Exhibit "3", attached hereto and made part of this Agreement. Invoices for each phase shall not exceed amounts allocated to said phase plus reimbursable expenses accrued during each phase. The statement shall show a summary of fees with accrual of the total and credits for portions paid previously.

5.2 Disputed Invoices. In the event that all or a portion of an invoice submitted to the CITY for payment to the CONSULTANT is disputed, or additional backup documentation is required, the CITY shall notify the CONSULTANT within fifteen (15) working days of receipt of the invoice of such objection, modification or additional documentation request. The CONSULTANT shall provide the CITY within five (5) working days of the date of the CITY'S notice. The CITY may request additional information, including but not limited to, all invoices, time records, expense records, accounting records, and payment records of the CONSULTANT. The CITY, at its sole discretion, may pay to the CONSULTANT the undisputed portion of the invoice. The parties shall endeavor to resolve the dispute in a mutually agreeable fashion.

5.3 Suspension of Payment. In the event that the CITY becomes credibly informed that any representations of the CONSULTANT, provided pursuant to Subparagraph 5.1, are wholly or partially inaccurate, or in the event that the CONSULTANT is not in compliance with any term or condition of this Project Agreement, the CITY may withhold payment of sums then or in the future otherwise due to the CONSULTANT until the inaccuracy, or other breach of Project Agreement, and the cause thereof, is corrected to the Owner's reasonable satisfaction.

5.4 Retainage. The CITY reserves the right to withhold retainage in the amount of ten percent (10%) of any payment due to the CONSULTANT until the project is completed. Said retainage may be withheld at the sole discretion of the CITY and as security for the successful completion of the CONSULTANT'S duties and responsibilities under the Project Agreement.

5.5 Final Payment. Submission to the CONSULTANT'S invoice for final payment and reimbursement shall constitute the CONSULTANT'S representation to the CITY that, upon receipt from the CITY of the amount invoiced, all obligations of the CONSULTANT to others, including its consultants; incurred in connection with the Project, shall be paid in full. The CONSULTANT shall deliver to the CITY all documents requested by the CITY evidencing payments to any and all subcontractors, and all final specifications, plans, or other documents as dictated in the Scope of Services and Deliverable. Acceptance of final payment shall constitute a waiver of all claims against the CITY by the CONSULTANT.

SECTION 6. TERMINATION/SUSPENSION

6.1 For Cause. This Agreement may be terminated by either party upon five (5) calendar days written notice to the other should such other party fail substantially to perform in accordance with its material terms through no fault of the party initiating the termination. In the event that CONSULTANT abandons this Agreement or causes it to be terminated by the CITY, the CONSULTANT shall indemnify the CITY against any loss pertaining to this termination. In the event that the CONSULTANT is terminated by the CITY for cause and it is subsequently determined by a court of competent jurisdiction that such termination was without cause, such termination shall thereupon be deemed a termination for convenience under Section 6.2 and the provision of Section 6.2 shall apply.

6.2 For Convenience. This Agreement may be terminated by the CITY for convenience upon fourteen (14) calendar days' written notice to the CONSULTANT. In the event of such termination a termination, the CONSULTANT shall incur no further obligations in connections with the Project and shall, to the extent possible terminate any outstanding subconsultant obligation. The CONSULTANT shall be compensated for all services performed to the satisfaction of the CITY and reimbursable expenses incurred prior the date of termination. In such event, the CONSULTANT shall promptly submit to the CITY its invoice for final payment and reimbursement which invoice shall comply with the provisions of Paragraph 5.1. Under no circumstances shall the CITY make payment of profit to the CONSULTANT for services which have not been preformed.

6.3 Assignment upon Termination. Upon termination of this Project Agreement, a copy of all work product of the CONSULTANT shall become the property of the CITY and the CONSULTANT shall within ten (10) working days of receipt of written direction from the CITY, transfer to either the CITY or its authorized designee, a copy of all work product in its possession, including but not limited to designs, specifications, drawings, studies, reports and all other documents and data in the possession of the CONSULTANT pertaining to this Project Agreement. Upon the CITY'S request, the CONSULTANT shall additionally assign its rights, title and interest under any subcontractor's agreements to the CITY.

6.4 Suspension for Convenience. The CITY shall have the right at any time to direct the CONSULTANT to suspend its performance, or any designated part thereof, for any reason whatsoever, or without reason, for a cumulative period of up to thirty (30) calendar days. If any such suspension is directed by the CITY the CONSULTANT shall immediately comply with same. In the event the CITY directs a suspension of performance as provided herein, through no fault of the CONSULTANT, the CITY shall pay the CONSULTANT as full compensation for such suspension the CONSULTANT'S reasonable cost, actually incurred and paid, of demobilization and remobilization.

[THE REST OF THIS PAGE INTENTIONALLY LEFT BLANK.]

CITY OF MARATHON, FLORIDA

By: [Signature]
John Bartus, Mayor

The 2nd day of May, 2002.

AUTHENTICATION:

[Signature]
Katherine V. Selchan
City Clerk

(SEAL)

APPROVED AS TO FORM

[Signature]
CITY Attorney

CONSULTANT

CALVIN, GIORDANO & ASSOCIATES, INC.

By: [Signature]
Print Name: John P. Downes
Title: Exec. VICE PRESIDENTS

The 6 day of MAY, 2002.

AUTHENTICATE:

[Signature]
Secretary

Cynthia Valencia
Please type name of Secretary

(CORPORATE SEAL)

WITNESSES:

[Signature]
Print Name: Roma Romero

[Signature]
Print Name: Jessica Garcia

SCANNED

5/7/02 #5549 KS✓

EXHIBIT "A"

Exhibit "1"

Project Description

The Project includes the preparation of Construction Documents based upon the Grant application as submitted and approved for award of funds by F.D.O.T. for Highway beautification Entry Features at two locations along U.S. 1 in Marathon, The Knight's Key Entry and the Grassy Key Entry. As part of this process the completion of documents includes a Geotechnical report and recommendations for the Train Station structure, Drawings and Specifications prepared by an Architect and Structural Engineer, Completed Site/Civil Drawings and Specifications and Complete Planting and Irrigation Drawings and Specifications assembled into numbered permit sets and Bid sets for distribution to qualified contractors.

Exhibit "2"
Scope of Services and Project Schedule

1. JOB DESCRIPTION

Landscape Architecture

- A. Attend required meetings and visits to site to expedite fast track approach to produce Permit and Construction document package and to coordinate Survey, Site Planning, Engineering, Architectural, Structural, Geotechnical, Landscape and Irrigation Planning services and in compliance with the parameters as set forth in the Florida Highway Beautification Council Grant Application, dated January 2001, as awarded by FDOT for execution and as approved by the Marathon City Council on March 12,2002.
- B. Develop from the conceptual master plan, which delineates the site plan geometry for all elements, Construction Documents for the purpose of permitting and bidding for construction. This plan package shall include but may not be limited to co-ordination of Survey and dimension data to locate site elements, Architectural and Structural detailing of the structure and foundation, Geotechnical information and recommendations to support the Architectural and Structural design, full development of the landscape, irrigation and other site elements, including special signage, educational and informational graphics, co-ordination with the Electrical engineer and the compilation of Bid specs., Documents and schedules to advertise, bid and to prepare a bid tabulation and recommendation to award a contract to the best qualified bidder for presentation to the Marathon City Council. In addition we will assist the City in a mandatory pre-bid meeting with the qualified bidding contractors, the bid opening, a pre-construction meeting and Construction services as deemed necessary by the City's Community Services Director or City Manager and any other services in accordance with the Professional Services Agreement.

Surveying

- A. Miscellaneous survey services to verify existing conditions, including the conversion of survey data by others to a base drawing for use in the construction plans and to verify horizontal and vertical grades by collecting field data, field locating the property boundaries and set-backs, staking the primary site elements including but not limited to the paved walks, and primary icon structures.
- B. Perform bidding services in accordance with Section 2.2 of the Professional Services Agreement.

Civil Engineering Services

- A. Prepare paving, grading, and drainage, pavement markings and signing plans as necessary or required in concert with FDOT requirements.
- B. Prepare specification documents.
- C. Furnish sufficient copies of drawings, specifications and Contract documents for review and approval by government agencies having jurisdiction.
- C. Assist in processing Contract Documents with appropriate regulatory agencies for the purpose of securing required permits.
- D. Meet with representatives of the appropriate regulatory agencies when requested and necessary for consultation or conference in regard to the project.

- E. Review record drawings and prepare Engineer's certifications to appropriate regulatory agencies.

Architectural and Structural Services

- A. Prepare complete detailed and dimensioned Architectural drawings, specifications and schedules suitable for construction of the two icon structures, including complete structural tables and design based upon the Geotechnical report and recommendations set forth.

Geotechnical Services

- A. Review of available literature, such as USDA publications to assist with the characterization of the site.
- B. Site inspection, bore hole layout in accordance with boring ordering document prepared by CGA and obtain pre drilling site utilities clearances.
- C. Drill 2 Standard Penetration Test (SPT) borings to a depth of 25 feet below existing grade. One boring located at the Grassy Key structure location and the second boring to be at the Knights Key structure location on the east and west extremes respectively of Marathon.
- D. Log the bore hole stratigraphy, record ground water levels and obtain soil samples.
- E. Visually classify the soil samples and test select samples for natural moisture content and gradation.
- F. Prepare and convey a geotechnical evaluation report with recommendations for the design and construction of the foundation systems for the proposed structures.

Electrical Consulting Services

- A. Co-ordinate with local Florida Key Electric Co-op for any required electrical connections of the proposed irrigation system or other proposed electrical connection or service.
- B. Prepare electrical service panel plan and specifications for construction.

Project Schedule

- | | | |
|----|--|------------------------------|
| A. | Approval of City Council | April 09, 2002 |
| B. | Notice to Proceed | Week of April 15, 2002 |
| C. | Production and preparation of bid Documents and Specs | April 15 – June 15 (60 days) |
| D. | Bid Period (Advertise, Bid due date, Bid Tab and recommendation to City Council and Award) | June 15 – Aug 1 (45 days) |
| E. | NTP and Construction | Aug 15 – Dec 15 (120 days) |
| G. | Project closeout | |

EXHIBIT "3"
Payment Schedule

Monthly as invoiced with backup.