

RESOLUTION NO. 02-04-49

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 CREATION OF A CITY STORMWATER MASTER PLAN WITH A COST NOT TO EXCEED \$92,800.00 PLUS REIMBURSABLES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council hereby approves the Scope of Services Proposal from Calvin, Giordano & Associates for Engineering Services to include the creation of a City Stormwater Master Plan; and

WHEREAS, the creation of a master plan will allow the City to identify, more specifically, what its stormwater needs are, as well as provide a general blueprint for the City to determine its funding and scheduling requirements, as well as identifying the long-term maintenance requirements of the system.


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.

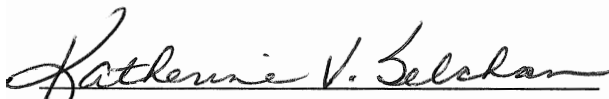
Section 3. Effective Date. This resolution shall take effect immediately upon adoption.

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



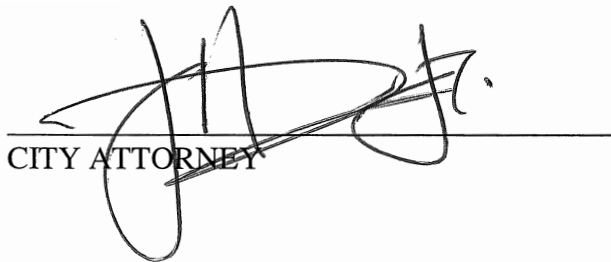
JOHN BARTUS, MAYOR

ATTEST:



CITY CLERK

APPROVED AS TO LEGAL SUFFICIENCY:



CITY ATTORNEY

#5256v1.ks

SCANNED

4/19/02 #5429 KSV



Calvin, Giordano & Associates, Inc.
Engineers Surveyors Planners

March 5, 2002

Mr. Chuck Adams
 CITY OF MARATHON
 10045-55 Overseas Highway
 Marathon, Florida 33050

Re: City of Marathon Stormwater Master Plan
CGA Project No. 02-2285 - Revised 1

Dear Mr. Adams:

We are pleased to submit this proposal for Professional Services for the City of Marathon. This proposal includes the following detailed description of services based on our understanding of the project requirements and a five-month projected schedule:

I. Project Scope of Services

Calvin Giordano & Associates, Inc. will prepare a Citywide stormwater master plan report for the City of Marathon. This report will utilize the "Infrastructure Inspection Report" prepared by our firm as well as the "Monroe County Stormwater Master Plan" prepared by Camp Dresser & McKee, Inc. to:

1. Improve the stormwater quality runoff for near shore waters.
2. Identify flood prone areas, describe the issues in detail and discuss the best solutions to reduce or eliminate the problem and provide an opinion of probable construction cost for the improvements.
3. Endeavor to use non-structural, low impact drainage systems such as retention/detention areas and landscaped swales to improve drainage problems.
4. Use deep wells to minimize the discharge to the near shore waters.
5. Prioritize the list in order of importance and need, as directed by the City.
6. Identify various source of funding available, such as SRF loans and grants-
7. Coordinate possible construction schedule with FCAA so that the drainage improvements can be done concurrently.

Reply to:

800 Eller Drive
 Suite 600
 Fort Lauderdale, Florida 33316
 (561) 921-7781
 (561) 921-8807 fax

11446 Boulevard
 Suite 340
 West Palm Beach, Florida 33409
 (61) 684-5161
 (61) 684-6360 fax

City of Marathon
 P:\Proposals\2002 Proposals\02-2285-Marathon-Drainage master plan-R1.doc
 March 5, 2002
 Page 2 of 2

This report will not provide **specific** design for the **areas** identified, however there will be general recommendation for improvements that will be **implemented** in the **future designs** by **CGA** as directed by **the City**. Included in the report will also be **recommendations** that could be adopted and enforced by **the City** for best management practices (**BMP**), **maintenance programs** and design requirements to **ensure** the longevity of the **stormwater** system.

Finally Calvin, Giordano & Associates, Inc. proposes to **host six(6) work shops** for the residents, City Council and **staff**, to initially **evaluate** the needs as **seen** by *the* residents, to inform **the audience of the type of remedies available and finally to discuss** the list of the priorities. We will also prepare progress updates and schedules **as necessary** to be posted by the City.

II. Basis of Compensation

Compensation for **the referenced work will be on an Hourly not to Exceed basis** with the sum fee being \$92,800.00, based on the above scope. Reimbursable expenses **such as travel, mileage, lodging, graphics, materials and copies will be billed separately**. Additional time for public participation activities, other **than those** listed in the above scope **of services, will be billed** at the standard hourly **rates** on a time and materials basis in accordance with the attached **Hourly Rate Schedule**.

III. Approval

COST OF THESE SERVICES:

LUMP SUM \$ 92,800.00

AUTHORIZATION

Kindly sign and return this authorization at your earliest convenience.

Calvin, Giordano & Associates, Inc. will proceed upon receipt of authorization.

By:



City of Marathon
 John Bartus, Mayor

By:



Calvin, Giordano & Assoc., Inc.
 John P. Downes, P.E.
 Executive Vice President

DATE April 9, 2002

DATE 3/13/02

SCANNED

4/19/02 #5430 KS ✓

PROJECT AGREEMENT

Between

THE CITY OF MARATHON

And

CALVIN, GIORDANO & ASSOCIATES, INC.

for

City of Marathon Stormwater Master Plan

(CGA Project No 02-2285)

PROJECT AGREEMENT

Between

THE CITY OF MARATHON, FLORIDA

And

CALVIN, GIORDANO & ASSOCIATES, INC.

For

City of Marathon Stormwater Master Plan

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, INC., (hereinafter referred to as "CONSULTANT"), dated September 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 Engineering 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:

- A Citywide stormwater master plan report.
- Progress updates and schedule.

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 until the adoption of the Stormwater Master Plan by the City of Marathon, 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" \$ 92,800.00.

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.

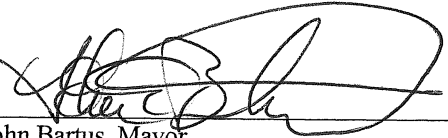
6.3 Assignment upon Termination. Upon termination of this Project Agreement, a copy of all work product of the CONSULTANT shall become the property of the CITY and the CONSULTANT shall within ten (10) working days of receipt of written direction from the CITY, transfer to either the CITY or its authorized 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.

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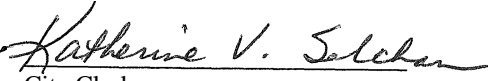
CITY

CITY OF MARATHON, FLORIDA

By: 
John Bartus, Mayor


The 2nd day of May, 2002.

AUTHENTICATION:


Katherine V. Salchen
City Clerk

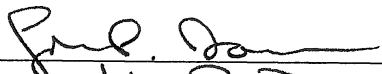
(SEAL)

APPROVED AS TO FORM


CITY Attorney

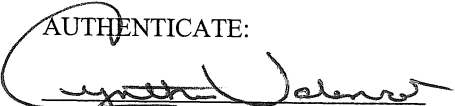
CONSULTANT

CALVIN, GIORDANO & ASSOCIATES, INC.

By: 
Print Name: John P. Downes
Title: EXEC. VICE PRESIDENT

The 6 day of May, 2002.

AUTHENTICATE:

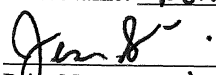

Secretary

Cynthia Valencia
Please type name of Secretary

(CORPORATE SEAL)

WITNESSES:


Print Name: Roma Roldan


Print Name: Jessica Garcia

SCANNED

5/7/02 #5548 KS✓

Exhibit "1"

Project Description

Calvin Giordano & Associates, Inc. will prepare a Citywide stormwater master plan utilizing the "Infrastructure Inspection Report" prepared by our firm as well as the "Monroe County Stormwater Master Plan" prepared by Camp Dresser & McKee, Inc. and perform site specific inspection and observation. This report will provide general recommendation for improvements that will be implemented in the future designs by CGA as directed by the City. Included in the report will also be recommendations that could be adopted and enforced by the City for best management practices (BMP), maintenance programs and design requirements to ensure the longevity of the stormwater system.

Exhibit "2"

Scope of Services and Project Schedule

The scope of services will be as follows:

1. Prepare design concepts with the goal to improve the quality of stormwater quality runoff to near shore waters.
2. Identify flood prone areas, describe the issues in detail and discuss the best solutions to reduce or eliminate the problem and provide an opinion of probable construction cost for the improvements.
3. Endeavor to use non-structural, low impact drainage systems such as retention/detention areas and landscaped swales to improve drainage problems.
4. Use deep wells to minimize the discharge to the near shore waters.
5. Prioritize the list in order of importance and need, as directed by the City.
6. Identify various source of funding available, such as SRF loans and grants.
7. Coordinate possible construction schedule with FKAA so that the drainage improvements can be done concurrently.
8. Host six (6) work shops for the residents, City Council and staff, to initially evaluate the needs as seen by the residents, to inform the audience of the type of remedies available and finally to discuss the list of the priorities.
9. Prepare progress updates and schedules as necessary to be posted by the City.

The Project Schedule is as follows:

- | | | |
|----|---|------------------|
| 1. | <u>Field Inspection and observation</u> | <u>3 monthes</u> |
| 2. | <u>Compile records and program</u> | <u>1 month</u> |
| 3. | <u>Prepare & Finalize report</u> | <u>1 month</u> |

EXHIBIT "3"

Payment Schedule

Upon receipt of notification of commencement the Consultant Will invoice the City according to the following schedule:

<u>First payment at the end of the first month</u>	<u>\$ 18,560.00 + reimbursable</u>
<u>Second payment at the end of the first month</u>	<u>\$ 18,560.00 + reimbursable</u>
<u>Third payment at the end of the first month</u>	<u>\$ 18,560.00 + reimbursable</u>
<u>Fourth payment at the end of the first month</u>	<u>\$ 18,560.00 + reimbursable</u>
<u>Final payment at the end of the first month</u>	<u>\$ 18,560.00 + reimbursable</u>

MEMORANDUM

City of Marathon

TO: Mayor, City Council and City Manager

FROM: Chuck Adams- Director of Community Services

DATE: 3/14/02

MEETING DATE: 4/9/02

SUBJECT: **Consideration of Work Authorization for the creation of a City Stormwater Master Plan**

ITEM:

Consideration of a Work Authorization for the creation of a City Stormwater Master Plan

STATEMENT OF PURPOSE:

The creation of the master plan will allow the City to identify, more specifically, what its master stormwater needs are and provide a general blueprint for the City to determine its funding and scheduling requirements.

The plan will also identify design criteria which can be adopted and enforced by the City for private development as well as identifying the long term maintenance requirements of the system.

ADDITIONAL INFORMATION:

The City's Engineer anticipates approximately 5 months to complete the master plan and envisions 6 public workshops and periodic progress reports during the course of developing the plan.

BUDGET IMPACT:

The City's Engineer proposes an hourly not to exceed fee of \$92,800.00 plus reimbursables such as travel, lodging, graphics, copies and materials. This project has not been identified in the City's Short Term Capital Plan, however, it is identified as part of the Long Term Capital Plan.

AGENCY IMPACT:

None.

STAFF IMPACT:

None.

RECOMMENDATION:

Approve as proposed.