

**CITY OF MARATHON, FLORIDA
RESOLUTION 2016-84**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MARATHON, FLORIDA, APPROVING WORK AUTHORIZATION 2-BL TO THE CONTINUING SERVICES AGREEMENT WITH CHEN MOORE AND ASSOCIATES FOR BUILDING DEPARTMENT INSPECTION SUPPORT SERVICES / CONSTRUCTION PROJECT MANAGEMENT SERVICES IN AN AMOUNT NOT TO EXCEED \$19,000.00; AUTHORIZING THE CITY MANAGER TO EXECUTE THE CONTRACT AND EXPEND FUNDS ON BEHALF OF THE CITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Marathon, Florida (“City”) has a Continuing Services Agreement with Chen Moore and Associates (“Consultant”); and

WHEREAS, the City desires to recognize an extension to Work Authorization 2-BL in an amount originally not to exceed \$70,200.00 which was intended to provide additional Building Department Inspection Services for the City’s Building Department;

WHEREAS, when the initial Work Authorization was expended the City agreed to extend the agreement as the Building services were still required;

WHEREAS, such services are no longer required, but expenditures under the extension have accrued in the amount to \$19,000.00;

WHEREAS, recognizing that City staff did not bring this extension forward to Council, this Resolution serves to authorize the Work Authorization and to further authorize the expenditure of an amount under the Authorization not to exceed \$19,000.00,

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

Section 1. The above recitals are true and correct and incorporated herein.

Section 2. Work Authorization 2-BL between the City and the Consultant hereby attached as Exhibit “A” is approved in an amount not-exceed those expenses already incurred under the Work Authorization. The City Manager is authorized to approve invoices for the expenditure of \$19,000.00 only.

Section 3. This resolution shall take effect immediately upon its adoption.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF MARATHON, FLORIDA, THIS 27th DAY OF SEPTEMBER, 2016.

THE CITY OF MARATHON, FLORIDA



Mark Senmartin, Mayor

AYES: Bartus, Coldiron, Kelly, Zieg, Senmartin
NOES: None
ABSENT: None
ABSTAIN: None

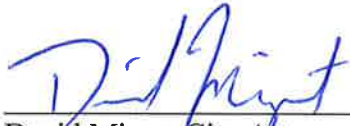
ATTEST:



Diane Clavier, City Clerk

(City Seal)

APPROVED AS TO FORM AND LEGALITY FOR THE USE AND RELIANCE OF THE CITY OF MARATHON, FLORIDA ONLY:



David Migut, City Attorney



155 S Miami Avenue, PH II-A
Miami, FL 33130
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Fax +1 (786) 497-2300
www.chenmoore.com

May 12, 2016

SENT VIA E-MAIL (garrettg@ci.marathon.fl.us)

Mr. George Garrett, Deputy City Manager
City of Marathon
9805 Overseas Hwy.
Marathon, FL 33050

**Subject: Building Department Inspection Support Services
Construction Management Project Agreement
CMA Proposal No. P16.100.02**

Dear Mr. Garrett:

Chen Moore and Associates (CMA) is pleased to submit the attached Agreement for Professional Services and Scope of Services to provide construction management and inspection services and support for the City's Building Department from May 2016 to October 2016.

CMA's role shall be as Construction Management and Inspection Consultant to support the function of the City of Marathon's Building Department. Estimated construction duration shall be for an inspector for thirty (30) hours a week for six (6) months (twenty-six weeks) starting the week of May 1, 2016 at the direction of the Client.

CMA TEAM

Principal – Peter Moore, P.E.
Project Manager – Jose L. Acosta, P.E.
Sr. Construction Specialist – Marcus Austin
Construction Inspector – Max Smith
Construction Inspector – Carlos Villareal

SCOPE OF SERVICES

The scope of services our firm shall provide as per our recent discussions is as follows:

Task 1 - Construction Inspection Services (Building Department Support) – Consultant shall perform the following services:

1. Coordination with the Contractor, Architect/Engineer, and City building department; overseeing and promoting expeditious project delivery at the direction of the City
2. Site visits and inspection reports at the direction of the City
3. Updating project team member directory in coordination with the selected Contractor
4. Attendance at weekly staff meetings
5. Review of shop drawings and submittal at the direction of the City
6. Inform owner of deficiencies and make recommendations as required at the direction of the City



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- 7. Project documentation, review, and guidance of the project closeout process, warranty and other project documents from appropriate consultant team members

Information to be provided by client

- Copies of all relevant data, including correspondence, traffic reports, plans or information in Client’s possession which may be beneficial to the work effort performed by Consultant.
- Previous reports and assessments and legal description of the site.

SCHEDULE AND FEES

Consultant shall schedule work upon receipt of signed approval for this project as required.

City agrees to pay consultant compensation for services as performed which include reimbursable expenses. Consultant will submit invoices for monthly progress payments in an amount equivalent to the hours expended during the month.

The total not to exceed fee for this project will be as follows:

| <u>Task Description</u> | <u>Lump Sum Fees</u> | <u>Hourly Not To Exceed</u> | <u>Total Fees</u> |
|--|----------------------|-----------------------------|--------------------|
| Task 1 - Construction Inspection Services (Building Department) | \$0.00 | \$70,200.00 | \$70,200.00 |
| TOTAL | \$0.00 | \$70,200.00 | \$70,200.00 |

Reimbursable expenses for mileage and report preparation have been included in the fees noted above. Client shall submit invoices for monthly project payments for hours expended per month.

Should you have any questions, please do not hesitate to contact me at my office at +1 (786) 497-1500, Ext. 1077, my cell phone at +1 (954) 260-3987 or send me an electronic message at jacosta@chenmoore.com.

Respectfully submitted,

CHEN MOORE AND ASSOCIATES
Jose L. Acosta, P.E.
Vice President

JLA/jja
Attachment(s): Exhibit A
2015-16 CMA Rate Schedule



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EXHIBIT A

AGREEMENT FOR PROFESSIONAL SERVICES - WORK AUTHORIZATION

CMA Project Name: Building Department Inspection Support Services

Client Name: City of Marathon
Client Contact: Mr. George Garrett, Deputy City Manager
Client Address: 9805 Overseas Hwy, Marathon, FL 33050
Client Phone/Cell: +1 (305) 289-4111
Client E-mail: garrettg@ci.marathon.fl.us
CMA Proposal No. P16.100.02
Agreement Date: May 12, 2016


FEE: Hourly Not to Exceed without Client Authorization of \$70,200.00

RETAINER: N/A

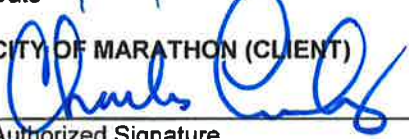
Notice to Owner: City of Marathon is the Owner of the site.

The undersigned agree to the General Conditions/Provisions noted on the Continuing Services Agreement for Construction Management Services between Chen Moore and Associates and the City of Marathon per the firm's selection for the Construction Management RFQ (selection results received November 18, 2014). Any additional requested services will be addressed in a separate agreement.

CHEN MOORE AND ASSOCIATES, INC. (CONSULTANT)


Authorized Signature
JOSE L. ACOSTA, VICE PRESIDENT
Print Name/Title

9/20/16
Date

CITY OF MARATHON (CLIENT)

Authorized Signature
Charles Lindsey, City Manager
Print Name/Title
10/12/16
Date



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2015-16 CMA Rate Schedule

| Professional Services | Hourly Rates |
|--|---------------------|
| Project Administrator/Clerical | \$60.00 |
| Technician | \$75.00 |
| Senior Technician | \$85.00 |
| Engineer/Landscape Architect/Planner/Inspector | \$90.00 |
| Construction Specialist | \$100.00 |
| Project Engineer/Landscape Architect/Planner | \$100.00 |
| Senior Construction Specialist | \$135.00 |
| Senior Engineer/Landscape Architect/Planner | \$135.00 |
| Senior Project Manager | \$155.00 |
| Principal | \$215.00 |
| <u>In-house Reimbursable Expenses</u> | Rate |
| Mileage (per mile) | \$0.75 |
| Color Copies (<8 1/2" X 11") (per copy) | \$1.00 |
| Color Copies (<11" X 17") (per copy) | \$2.00 |
| Blackline Prints (<24" X 36") (per sheet) | \$2.20 |
| Official Record Docs (per page) | \$1.00 |
| <u>Out of Pocket Expenses</u> | Cost + 15% |

NOTE: These rates are subject to change after December 31, 2016.