



City of Miami Gardens Agenda Cover Memo

Council Meeting Date: <i>(Enter X in box)</i>	July 28, 2010		Item Type: <i>(Enter X in box)</i>	Resolution	Ordinance	Other	
				x		X Work Order	
Fiscal Impact: <i>(Enter X in box)</i>	Yes	No	Ordinance Reading: <i>(Enter X in box)</i>	1st Reading		2nd Reading	
	x			Public Hearing: <i>(Enter X in box)</i>	Yes	No	Yes
			x			x	
Funding Source:	City Hall Financing		Advertising Requirement: <i>(Enter X in box)</i>	Yes		No	
						x	
Contract/P.O. Required: <i>(Enter X in box)</i>	Yes	No	RFP/RFQ/Bid #:	RFQ#08-09-006			
	x			<i>Continuing Architectural, Engineering, Surveying & Planning Services – Architectural Services</i>			
Sponsor Name	Danny Crew, City Manager		Department:	City Manager			

Short Title:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS, FLORIDA, AUTHORIZING THE CITY MANAGER TO ISSUE A WORK ORDER IN THE AMOUNT OF THREE MILLION, SEVEN HUNDRED TWELVE THOUSAND, TWENTY-EIGHT DOLLARS (\$3,712,028.00) TO URS CORPORATION FOR DESIGN SERVICES RELATED TO THE DESIGN AND CONSTRUCTION OF A CITY HALL COMPLEX, IN ACCORDANCE WITH THE AWARD OF A CONTINUING CONTRACT BETWEEN THE PARTIES; PROVIDING FOR THE ADOPTION OF REPRESENTATIONS; PROVIDING AN EFFECTIVE DATE.

Staff Summary:

Last November, staff prepared specifications to retain professional consultants in accordance with The Consultants Competitive Negotiations Act. The Act, Statute 287.055 allows for professional services for
ITEM K-2) RESOLUTION Agreement with URS

work of a specified nature as outlined in the contract required by the agency, the work outlined in the RFQ were projects requiring architectural services which include City Hall, Fleet Facility and Parks.

On January 28, 2009, the City Council authorized the City Manager to negotiate and execute a nonexclusive continuing contract with URS Corporation, located in Miami, Florida, for architectural services. On February 25, 2009, the City Council authorized the City Manager to negotiate and execute a nonexclusive continuing contract with URS Corporation, for civil; environmental; structural; electrical and mechanical; and traffic engineering services and planning and surveying services

Over the past several months, City staff and City Council's consultant have been negotiating a work order for URS Corporation to design the New City Hall complex. The work order includes all basic architectural and engineering services and a number of additional services, which may be needed during the design and construction administration period. Attached you will find the detailed work order.

The basic cost of the architectural services is \$ \$2,500,000. This is approximately 6% of the expected construction cost. Other related services that may be needed amount to an additional \$852,271. Finally, a 10% contingency is added for a total not-to-exceed amount of \$3,712,028. These funds will come from the City's financing of the City Hall project. Payments are pegged to various phases during the design process.

Recommendation:

RECOMMENDATION: To award the work order to URS Corporation for City Hall design services.

Attachment:

Work Order

RESOLUTION No. 2010-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS, FLORIDA, AUTHORIZING THE CITY MANAGER TO ISSUE A WORK ORDER IN THE AMOUNT OF THREE MILLION, SEVEN HUNDRED TWELVE THOUSAND, TWENTY-EIGHT DOLLARS (\$3,712,028.00) TO URS CORPORATION FOR DESIGN SERVICES RELATED TO THE DESIGN AND CONSTRUCTION OF A CITY HALL COMPLEX, IN ACCORDANCE WITH THE AWARD OF A CONTINUING CONTRACT BETWEEN THE PARTIES; PROVIDING FOR THE ADOPTION OF REPRESENTATIONS; PROVIDING AN EFFECTIVE DATE.

WHEREAS, on February 25, 2009, the City Council adopted Resolution No. 2009-41-959, which authorized the City Manager to approve a non-exclusive Continuing Contract with URS Corporation ("URS"), located in Coral Gables, Florida for architectural, engineering and related services for the City Hall Complex project, and

WHEREAS, the original RFQ for the Continuing Contract included City Hall as a specific project, and

WHEREAS, City staff and URS's architects prepared a scope of services and a schedule of appropriate fees for the proposed City Hall Project, and

WHEREAS, the proposed fee for the design services for the stormwater project, which includes Space Planning, design, LEED Services, construction documents and limited construction administration is not to exceed Three Million, Seven Hundred and Twelve Thousand, and Twenty Eight Dollars (\$3,712,028.00),

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

Section 1. ADOPTION OF REPRESENTATIONS: The foregoing Whereas paragraphs are hereby ratified and confirmed as being true, and the same are hereby made a specific part of this Resolution.

Section 2. AUTHORIZATION: The City Council of the City of Miami Gardens hereby authorizes the City Manager to issue that certain Work Order in the amount of Three Million, Seven Hundred and Twelve Thousand, and Twenty-Eight Dollars (\$3,712,028.00) to URS Corporation, for architectural and engineering services for City Hall Project.

Section 3. EFFECTIVE DATE: This Resolution shall take effect immediately upon its final passage.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS
AT ITS REGULAR MEETING HELD ON _____, 2010.

SHIRLEY GIBSON, MAYOR

ATTEST:

RONETTA TAYLOR, MMC, CITY CLERK

PREPARED BY: SONJA K. DICKENS, CITY ATTORNEY

SPONSORED BY: DANNY CREW, CITY MANAGER

MOVED BY: _____

VOTE: _____

Mayor Shirley Gibson

___(Yes) ___(No)

Vice Mayor Aaron Campbell, Jr.

___(Yes) ___(No)

Councilman Melvin L. Bratton

___(Yes) ___(No)

Councilman Oliver Gilbert, III

___(Yes) ___(No)

Councilwoman Barbara Watson

___(Yes) ___(No)

Councilwoman Sharon Pritchett

___(Yes) ___(No)

Councilman André Williams

___(Yes) ___(No)



EXHIBIT "A"
20 July 2010

SCOPE OF WORK

URS' Scope of Work consists of architectural and engineering services which include the design and construction administration for a New City Hall complex consisting of a new City Hall, a Police Building, a 500 car multi story parking garage, and public areas.

URS understands that it is the City's goal to obtain a LEED Platinum rating for the new buildings and will employ best practices to achieve a LEED Platinum level during the design process. The LEED Scoring process and practice to be employed during the design and construction process is preliminary in nature, and will be suitable only for accessing the feasibility of obtaining such a rating. Achieving actual LEED certification will depend on several factors, including budgetary decisions by the City, proper documentation by the designer, and the project's Developer/GC¹, as well as acceptance of all documented credits by the USGBC. Because many of the factors are not under URS' control, URS cannot guarantee that the project will obtain the LEED certification level desired by the City.

1. PROGRAM VERIFICATION:

URS will take the preliminary space planning program document provided by the City and proceed to not only validate the preliminary program provided but expand the preliminary program to collect the necessary information required to identify working relationships, space requirements for each department and group, special equipment requirements, furniture requirements, power and data requirements, and any special mechanical or electrical needs within departments and individual spaces.

- 1.1. URS will use the Preliminary Space Planning Program document provided by the City, dated Revised October 16, 2009, as a starting point. URS will confirm with the City the foundation and supplementary information previously gathered to prepare this document and any additional functional information, but not made part of the October 16, 2009 document, to be used as part of the Program Verification process.
- 1.2. After meeting with the City to discuss the foundation of the October 16, 2009 preliminary space planning program document URS will hold a minimum of two "workshops" of which the first will be a series of meetings which the principal stakeholders representing every department within City Hall and the Police group which will occupy the two buildings will attend. The second will be a meeting with the department heads to review the final program based on the information collected and obtain their signoff.
- 1.3. URS will distribute programming forms to each stakeholder group. Each group will return its completed forms to URS within 5 Working days to prepare a preliminary Program of Requirements (POR). These forms will include space requirements for each individual space requirements for furniture, power, telecommunications, projection, personal filing, department filing, team spaces, and reception area functions among many other things.
- 1.4. URS will assist in the preparation of a POR to define functions, FF&E needs and other requirements for the Project.

¹ The term Developer/GC is used in anticipation of the City retaining a development team pursuant to RFPCN 10-09-063. In the event that the City does not retain a development team for the project, then this term shall mean Construction Manager ('CM').

- 1.5. Review the POR with City to determine current and future goals and functions for their work areas, adjacencies, anticipated growth, aesthetic needs or desires and shall verify completeness of the Furniture requirements. This review includes surveying existing spaces and work methods and documenting file and storage requirements.
- 1.6. Adjust program accordingly with City's approval. If the Program results indicate a building size greater than the Preliminary Space Planning Program provided by the City, the City will be advised and provided the opportunity to adjust their space standards. URS will list all potential furniture, power, telephone, and equipment needs for the Project.
- 1.7. Develop preliminary adjacency and stacking diagrams from the information obtained.
- 1.8. URS will both meet with the City to review the URS Preliminary Program and submit a signed off copy when the programming phase is complete for their review and approval.
- 1.9. During the Program Verification phase, URS will provide an assessment and inventory of the City's existing office furniture with recommendations for relocation, re-use or disposal. Based on this assessment and program requirement review, will provide the City with suggested office/workspace sizes based on need and current industry standards.
- 1.10. A preliminary LEED worksheet will be prepared at the conclusion of the Program Verification phase and presented to the City identifying the feasibility of attaining a LEED Platinum designation for the project. This document is preliminary and advisory in nature and will be suitable only for accessing the feasibility of obtaining such a rating. Achieving actual certification will depend on several factors, including budgetary decisions by the City, proper documentation by the designer, and the project's Developer/GC, as well as acceptance of all documented credits by the USGBC.
- 1.11. URS will submit six (6) copies of the Program Verification Report.

2. SCHEMATIC DESIGN PHASE

- 2.1. URS will review the approved program and project budget with the City to confirm the requirements of the project and will arrive at a mutual understanding of the requirements with the users. URS will also review with the City and City Developer/GC the alternative approaches to design and construction as they relate to the approved budget and program.
- 2.2. Based on mutually approved program, budget and schedule, by the City and the Developer/GC, URS will prepare for approval the Schematic Design Documents consisting of drawings and other documents illustrating the scale and relationship of project components. URS will prepare up to two (2) schemes for presentation.
- 2.3. As part of the FF&E portion of the services, URS will generate generic office and system furniture layouts and identify potential areas of furniture and equipment procurement.
- 2.4. In further development of the drawings and specifications during this and subsequent phases of design, URS will rely on estimates of Construction costs which are to be provided by the Developer/GC under the Developer/GC's agreement with the City.
- 2.5. The Preliminary LEED worksheet will be reviewed and updated at the conclusion of the Schematic Design Phase and presented to the City identifying the current feasibility of achieving a LEED Platinum designation for the project.
- 2.6. URS will submit six (6) sets of documents required under this Phase
- 2.7. Upon completion of the Schematic Design Phase, URS will provide drawings and other documents for the City's approval and the Developer/GC's information and pricing per the City's agreement with the Developer/GC.

3. DESIGN DEVELOPMENT

- 3.1. Before URS starts Design Development, a major review meeting with the Developer/GC will be scheduled to review the Schematic Design program, address on construction methods/costs trade-offs, high value LEED items, the preferred approach to the design and construction of the parking garage and set an agenda to resolve these during Design Development.
- 3.2. Based on approval by the City of the Schematic Design and any adjustments to the program, construction costs as prepared by the City's Developer/GC, and schedule approved by the City, URS will prepare for approval of the City, Design Development Documents consisting of drawings and other documents to fix and describe the size and character of the project as to the architectural, mechanical, and electrical systems, materials and such elements which might be appropriate for the Developer/GC's review and pricing and the City's approval. The Design Development drawings will be based upon the data and estimates prepared by the Developer/GC and consist of the drawings and other documents that establish and describe the size and character of the project.
- 3.3. URS will provide drawings and other documents which depict the current status of the design development for the City's review and the Developer/GC's information.
- 3.4. URS will submit six (6) sets of documents required under this Phase.
- 3.5. Quality Control (QC) will be performed by independent QC reviewers for each discipline at this phase prior to issuing final Design Development documents.
- 3.6. The Preliminary LEED worksheet will again be updated at the conclusion of the Design Development Phase and presented to the City identifying the current feasibility of attaining LEED Platinum for the project. This document is preliminary in nature, and will be suitable only for accessing the feasibility of achieving such a rating. Achieving actual certification will depend on several factors, including budgetary decisions by the City, proper documentation by the designer, and the project's Developer/GC/Contractor, as well as acceptance of all documented credits by the USGBC.
- 3.7. Upon completion of the Design Development Phase URS will provide drawings and other documents for the City's approval and the Developer/GC's information and pricing per the City's agreement with the Developer/GC.

4. CONSTRUCTION DOCUMENTS

- 4.1. Based on the approved Design Development documents and any further adjustments authorized by the City in the scope, program, quality of the project or in the construction budget, URS, utilizing product/systems data and estimates prepared by the Developer/GC will prepare for approval by the City, Construction Documents consisting of drawings and specifications setting forth in detail the requirements for the construction of the project. URS will coordinate with the Developer/GC on building systems and materials to be used on the project. As part of the continuing LEED process to attain the Platinum level, URS, along with the enhanced commissioning agent, will continue to offer material suggestions of building systems and materials which will help achieve that level.
- 4.2. At intervals mutually agreed to with the City, Developer/GC and URS, URS will provide drawings and other documents which depict the current status of the Design Development for the City's review and the Developer/GC's information.

- 4.3. URS will provide the Developer/GC progress drawings and other documents at 50% and 85% stages of the Construction Documents for the City's review and the Developer/GC's information and pricing per the City's agreement with the Developer/GC.
- 4.4. Quality Control (QC) will be performed by independent QC reviewers for each discipline during this phase prior to issuing final Construction Documents.
- 4.5. Upon completion of the Construction Document Phase, URS will provide drawings and other documents for the City's review and the Developer/GC's information and pricing per the City's agreement with the Developer/GC.
- 4.6. The Preliminary LEED worksheet will be reviewed and updated at the conclusion of the Construction Document Phase and presented to the City identifying the current feasibility of attaining LEED Platinum for the project.
- 4.7. URS will submit six (6) sets of 50% documents and six (6) sets of 100% documents including Project Manual.

5. BIDDING

- 5.1. URS will assist the City and the Developer/GC in attending any pre-bid conferences, responding to bidder's written questions and issuing any subsequent Addenda required.
- 5.2. URS will assist the City and the Developer/GC in determining the equality of any suggested substitutions of products prior to the City's acceptance.
- 5.3. Issuance of multiple bid packages is not part of the Basic Services. If desired after the Developer/GC is engaged, a detailed fee proposal will be provided for the Additional Service.

CONSTRUCTION:

6. CONSTRUCTION ADMINISTRATION

URS' Construction Administration Services will be provided in conjunction with the City's Developer/GC yet to be designated. URS will submit to the City for approval and the Developer/GC for information, a schedule for the performance of the services below.

- 6.1 Upon acceptance of the GMP and award of the construction contract, URS will commence their Construction Administration services for the Construction phase.
- 6.2 URS will provide administration of the contract for construction in cooperation with the City Developer/GC subject to mutually agreeable defined responsibility and scope of work by both parties. Based on URS' defined role, per section 6.3 and 6.4 below during the Construction Administration Phase, URS will perform periodic on-site construction observation of the Project based on the Construction documents. Their observations shall determine the general progress and quality of work, and whether the work is progressing in accordance with the Construction documents. URS will provide the City with a written report of each site visit in order to inform the City of the progress of the Work. URS will endeavor to guard the City against defects and deficiencies in the work of the Developer/GC, and make written recommendations to the City where the Work fails to conform to the Construction Documents. When notified by the Developer/GC of proposed Substantial completion, URS will conduct a site visit to determine the date(s) of substantial and final completion. A recommendation of final payment will be issued

upon successful performance by the Developer/GC of providing complete close out documents according to the Contract Documents.

- 6.3 URS will visit the site once per month to observe the progress of construction for duration of sixteen (16) months per City's direction. In addition to the monthly site visit, two (2) additional site visits per discipline are included during construction.
- 6.4 In addition to the monthly visit, URS will attend milestone inspections, (1) Stakeout, (2) Foundations, (3) Framing, (4) Envelope, (5) Mechanical Systems Commissioning, (6) Interior Finishes installation. Because the City by code is required to obtain a third party, Special Inspector, to attend and certify many of these inspections, and some of these events are on going for extended periods of time, URS will attend one (1) each of these as part of their Construction Administration fee.
- 6.5 Resident Project Services are not included as part of the Construction Administration fees or scope of work.
- 6.6 URS will attend a Pre-Construction meeting for the project as well as for LEED issues.
- 6.6 During the Construction Phase, URS's LEED team will work with the Developer/GC to review their LEED Implementation Plan and provide a general rating to the City and Developer/GC as "accept/not accept". The LEED Implementation Plan will be reviewed three (3) times as part of the fee and any subsequent reviews will be considered Additional Services.
- 6.7 The Developer/GC will be responsible for completing and updating the LEED Letter Templates in LEED online throughout the construction contract. Additional submittals required by LEED 2.2 Documentation Requirements and Submittal Checklists will be uploaded for the applicable credits in LEED Online by the Developer/GC. The LEED Team will review updated LEED Templates, including the additional submittals, and provide comments regarding LEED compliance on a monthly basis.
- 6.8 The LEED team will also compare documentation progress in LEED Online to the schedule in the Developer/GC's LEED Project Checklist. This plan will be similar to the LEED Implementation Plan. URS will review up to three (3) credits being changed by the Developer/GC as part of their fee and any additional changed credit reviews will be considered Additional Services.
- 6.9 URS will prepare a composite punch list after receiving the Developer/GC's preliminary punch list stating that the project is substantially complete and ready to punch. URS will review the URS completed punch list one (1) time after the Developer/GC has verified the punch list has corrections made. Punch listing will be conducted by each discipline and compiled in a composite document.
- 6.10 URS will be available by telephone and field visit if required to consult with the Developer/GC on issues which arise in the field.
- 6.11 URS will not be responsible for verifying or signing the monthly construction payment requisition.
- 6.12 Commissioning will be done by the City/Developer/GC.
- 6.13 URS will review and approve shop drawings as called for within the Construction Documents. URS will review two (2) submittals of the same shop drawing as part of the negotiated Construction Administration fee and any additional reviews will be considered an Additional Service.



- 6.14 RFI's will be responded to within five (5) working days when submitted by the contractor. It is expected that the contractor perform reasonable review of the Construction Documents prior to issuing an RFI.
- 6.15 ASI's will be prepared and issued as required as supplemental information to the field when questions arise or as part of response to RFI's.
- 6.16 Change Proposals will be reviewed twice if required and upon the City's approval, Change Orders will be prepared and issued. Any Change Proposal or Change Order which does not directly affect construction cost or contract time, URS will, at no cost, correct the documents and notify the Developer/GC. URS shall only be responsible for those change orders where customary industry standard of care has not been met.
- 6.17 Review Developer/GC produced Closeout Documents and Record Drawings.

ADDITIONAL SERVICES

7. AGREED TO ADDITIONAL SERVICES

7.1 Civil Engineering

SCOPE OF SERVICES

URS Boca Raton will perform the following scope items. The scope of work will consist of performing professional services as described below and will be coordinated with the project team and designed in an effort to meet the project's Platinum LEED certification objectives.

Task 1 - Paving, Grading and Drainage Plans

Paving, grading and drainage design of the access driveway(s), all site areas (except areas within the building envelope, including any at grade or below natural grade parking areas) will be provided based upon preliminary engineering design to meet the minimum elevations for flood protection. No modifications to adjacent roadways (additional turn lanes, etc.) are included in this scope of services. Traffic studies and topographic surveys required to support these improvements are not included in this scope of services. If requested, URS Boca Raton can provide these services under a separate services agreement

URS Boca Raton will design the storm water treatment/attenuation facilities to be contained on-site together with an onsite outfall system to a point of discharge to the City drainage system (if allowed). Additional storm water quality treatment by exfiltration trench and storm water collection system may be required for this development and will be designed under this task. The total required length of exfiltration trench will be determined and the final trench design together with potential underground storm sewer collection/storage systems will be incorporated into the development of the final plan.

A Storm Water Management Plan will be prepared in accordance with the requirements of the Miami-Dade Department of Environmental Resource Management and the South Florida Water Management District.

The paving, grading and drainage components will be coordinated with the project team and designed in an effort to meet the project's Platinum LEED certification objectives.

Task 2 – Potable Water, Fire Protection and Sanitary Sewer Plans

Potable Water/Fire Protection

Final Design for potable water and fire protection distribution systems will be provided for the master pipe network required to service the entire site including the points of connection to existing mains within the adjacent street right-of-ways. The lateral extensions to serve the buildings will be incorporated into the development of the final site infrastructure plans in this scope of services. Appropriate DDCVs (fire lines), fire department connections (dry or wet system to be coordinated with City’s MEP Consultant’s) or fire hydrants and BFPs (potable water) with water meters will be provided in the design. All services will be designed to within 5’ of the edge of the proposed buildings.

Sanitary Sewer Collection

Final design for the sanitary sewer collection system will be provided for the gravity sanitary sewer system to service the entire parcel including the point of connection to the existing gravity sanitary sewer system within the adjacent road right-of-way. It is assumed that the connection will be to an existing gravity sanitary sewer line and/or manhole abutting the property and that the existing sanitary system is adequate to handle flows from the total development. This assumption will be verified with the utility City, prior to beginning design work. The lateral extensions to serve the buildings will be incorporated into the development of the final site infrastructure plans in this scope of service. All services will be designed to within 5’ of the edge of the proposed buildings.

The water and sanitary sewer system components will be coordinated with the project team and designed in an effort to meet the project’s Platinum LEED certification objectives.

Task 3 – Pavement Marking and Signage Plans

URS Boca Raton shall provide final design plans and specifications for all onsite pavement markings and traffic related signage. All directional, entrance and commercial signage is not a part of this scope of services.

Task 4 – Erosion Control Plan

URS Boca Raton will develop plans to identify applicable soil erosion control measures to be implemented prior to construction. The soil erosion control plan or storm water pollution prevention plan is intended to be utilized by others to obtain the Florida Department of Environmental Protection (FDEP) National Pollutant Discharge Elimination System (NPDES) permit for construction.

Task 5 – Site Civil Opinion of Probable Construction Costs

URS Boca Raton shall prepare an opinion of probable construction cost (OPCC) in the preliminary design phase and update the OPCC at the final design phase.

Task 6 – Permitting Support

URS Boca Raton will provide support for permitting activities with the following agencies or government departments:

- City of Miami Gardens Building Department

- Miami-Dade County Health Department
- Miami-Dade County Water and Sewer Department
- Miami-Dade County Department of Environmental Resource Management
- South Florida Water Management District
- Florida Department of Transportation

Permitting Support is limited to attendance at three (3) total permit review meetings and responses to one (1) round of municipal agency permit application review requests for additional information (RAI's). Any responses to additional RAI's (after the first set of comments) would be considered as Additional Services.

Task 7 – Construction Administration

URS Boca Raton will provide construction phase services for the site/civil components of the work, in an effort to meet the project's Platinum LEED certification objectives, including:

- Attendance at the Pre- Construction Meeting
- Review Shop Drawings
- Conduct no more than 7 site visits, as the activity requires, to inspect site/civil components
- Address Contractor RFI's
- Conduct Pre-Final Inspection
- Prepare Punch List
- Conduct Final Inspection
- Review Contractor's Record Drawings
- Construction Completion Documents and Final Certification Letter

Additional Services

Services not identified in the scope of services and performed at the request of the City will be considered Additional Services. Additional Services are typically resultant from extensive revisions or significant change requests generated by the City or a regulatory agency. If any of the following services are required or any variations in the scope of services, URS Boca Raton will either provide these services on a time charge basis or, if requested, will prepare a separate proposal for the work. These services may include, but not be limited to, items such as:

- Surveying services for boundary, topography, elevations and tree surveys;
- Special requests by lending institutions or other parties not essential to completing the work described in the scope of services;
- Concurrency approval for utilities, storm water, traffic, etc. with municipal agencies including Miami-Dade Water and Sewer, Miami-Dade Department of Environmental Resource Management, Miami-Dade County, the Florida Department of Transportation.
- Offsite utility extensions and offsite infrastructure design;
- Design of water wells, retaining walls, bridges or signage;
- Design of a sanitary sewer lift station;
- Easement or right-of-way vacation or dedication services,
- Storm water modeling,
- Planning or engineering services associated with planning reviews such as an application for development approval (ADA/DRI) or site plan review by the Miami Gardens Development Review Committee (DRC);



- Redesign services, including revisions to analysis or plans due to revisions dictated by the City after URS Boca Raton work has been completed;
- Services associated with the fast tracking of the planning, design, permitting or construction of the project; this would include extra meetings and coordination, early and/or extra submittals, issuance of separate construction plan packages, etc.;
- Variances or special approvals;
- Services associated with the preparation, submission, and processing of any permit application.

URS Boca Raton will notify the City in advance of any efforts that are outside the scope of services for this project and will provide an estimate to complete the Additional Service task(s).

City Responsibilities

The City will be responsible for providing the following:

- Legal description, boundary and topographic survey (including tree survey) of the property.
- Final draft of proposed site plan.
- Permit application fees.
- Legal services, if required.
- Cityship and encumbrances report.
- Final coordination and contractual arrangements with the appropriate utility companies as required for the design and installation of telephone, electric, gas and cable television services.
- Dimensional plans of proposed building structures.
- Program development, project criteria or proposed design requirements.
- Available site data, including all relevant site plans (AutoCAD 2005), as-built surveys and soils data if available.
- City’s project development schedule/timeline including submittal milestones (see Contract Period below).
- Property City name, including individual, corporation name, signatory title, corporate officer, partnership information, etc. as required.
- Name of association responsible for common areas, maintenance, etc.
- Name of Mortgage holders and names of officers of that institution that are responsible or authorized to execute the mortgages consent. This requires a minimum of one Vice President and one other officer.
- Name of attorney and title insurance company representative who will sign the title certification.
- All information supplied by the City will be assumed to be complete and accurate.

7.2 Traffic Analysis –

PURPOSE

The purpose of this document is to describe in general the broad scope of work and the responsibilities of URS in connection with the preparation of a traffic study to evaluate the traffic impact associated with the proposed New City Hall.

STUDY OBJECTIVE

In order to analyze the traffic associated with the proposed New City Hall we propose to perform the following tasks:

1. Data Collection:



- a. Four-hour turning movement counts (TMC), including pedestrian movements at selected street intersections,
- b. Twenty four-hour directional approach counts along selected street corridors,
- c. Coordination with your office and other members of the city staff,
- d. Coordination with City for review and permitting requirements, and
- e. Field review of the site and surrounding areas.
- 2. Determine the projected traffic growth for the future years using the historic traffic growth patterns and reasonable assumptions.
- 3. Perform capacity analysis of street links and intersections using Synchro traffic analysis software.
- 4. Calibrate and refine the traffic analysis by collecting travel time data.
- 5. Assist with public meeting by preparing and presenting the findings.
- 6. Prepare a report summarizing our methodology, analyses and conclusions for your use in submitting to Miami-Dade Public Works Department.

Note the number of meetings is restricted to ‘three’; attendance at any additional meetings shall be negotiated as a supplement to this proposal.

End Products

URS shall submit to the City five (5) copies of the Traffic Impact Study.

7.3 Surveying Services –

Boundary Survey

1.0 Horizontal Control & 27.02 Vertical Control

- Horizontal Control will be established on the Florida State Plane Coordinate System, East Zone, and North American Datum (NAD) of 1983 / 1990 Adjustment.
- Vertical Control will be established on NGVD 1929 vertical datum.

2.0 Topographic and Boundary Survey

- A boundary survey will be performed as per approved boundary limits. All parcels, easements, etc. as shown on recorded plats will be plotted. All boundary lines will be identified and monumented as per above-mentioned standards.
- The topographic portion of the Boundary survey will include all specific items stated on scope of services on attached PDF including all above ground features and improvements will be located including: fences, walls, buildings, and appurtenances, fire hydrants, manholes, catch basins, meters, valve boxes, existing lighting, pavement markings, trees, visible above ground utilities, and drainage structures (including rim elevations), etc.
- Tree survey will be performed for all trees with 4” caliper. Tree spread, height and common name (if known) will be shown.

3.0 Cross Sections

- Elevations will be established on a 50-ft grid along the entire property and including crown of road on all adjacent streets. The existing building finish floor elevation will be obtained.

4.0 Drainage Survey

- Drainage structures will be located. The survey will identify the type of structure, rim elevation, pipe invert elevation, pipe materials, direction, size and condition.

Note: In cases where structure is full of water and or sediment, MGCV will visit said structures a maximum of 2 visits; if structures is still un-accessible, said structure will be noted as such in survey.

Cardno TBE will perform utility designations and locates with the blue boundary as depicted within “Survey City Hall Area pdf” provided by M.G. Vera and Associates.

1.0 Utility Designation

- Cardno TBE will horizontally mark and identify known underground utilities that are represented on as-built plans (if available), above ground appurtenances, and other miscellaneous utility records within the project site. Conductive utilities will be marked utilizing geophysical prospecting techniques in conjunction with electromagnetic equipment utilizing radio and audio frequencies. Known nonconductive utilities and/or structures will be marked utilizing 2-d radar, above ground features, professional judgment, utility plats and/or as-builts.

2.0 Utility Locating

- Cardno TBE will perform test holes (up to 10) at locations to be determined by the design engineer. Cardno TBE will notify Sunshine One-Call 48 hours in advance of excavation. Vacuum Excavation will be utilized to expose utilities to minimize any potential for damage. Test holes performed will be of minimum size (usually 1’ by 1’). These Test holes will provide horizontal coordinates, vertical elevations, size, type, and material (Test Hole Report). Backfill of test holes will be performed utilizing material removed, if suitable. Areas will be restored back as close as possible to their original condition. Test holes performed in the street/parking lot will be patched using cold patch. Basic maintenance of traffic (signs, cones) will be included.

7.4 Geotech – New Miami Gardens City Hall

1.0 INTRODUCTION

The URS Boca Raton office will perform a Preliminary and updated Final Geotechnical Investigation for the proposed Miami Gardens City Hall, Miami Gardens, Fl. This proposal is of an initial preliminary nature at this stage of the project development as the nature and the footprint of the new structure is yet undefined. The recommendations to be initially provided will be of sufficient extent so as to allow the project conceptual and preliminary structural design to proceed. This report will be capable of being upgraded to a final report at a later date once the project design, building footprint and structural loading information become well defined. Initial indications are that the structure will likely be no more than 4 stories in height with an attached parking garage. LEED certification may well result in the roofs or the upper levels of the structures being used for green space applications.

2.0 SCOPE OF WORK

The purpose of our geotechnical investigation is to explore the subsurface conditions underlying the project site, and to develop preliminary and final recommendations for foundation design for the proposed structures. Our initial preliminary phase study will include the following tasks:

2.1 Field Investigation

For the initial geotechnical study, we propose to drill a total of five (5) borings to a depth of 60 feet each. We plan to drill four borings in the corners of the existing site and one in the center of the project area, albeit drill rig access and utility conflicts permitting.

The borings will be drilled with a truck-mounted drill rig using rotary wash methods. In each boring, continuous soil samples will be recovered within the upper 10 feet, and every 5 feet thereafter using a Standard Penetration Test (SPT) split-spoon sampler. Soil and rock samples obtained throughout the field program will be examined in order to establish site stratigraphy. Groundwater levels will be measured at the completion of drilling operations at each boring location. Borings will be grouted up upon completion of the drilling and sampling activities.

We will administer the drilling subcontract and provide a senior engineering inspector to observe drilling and field classify retrieved soil and or rock samples.

Our proposal assumes that the proposed boring locations will be accessible to a truck-mounted drill rig, and that City access to the site and boring locations will be provided to us at no additional cost. We assume also that the right-of-entry to the property has been secured from the present City(s). URS will clear boring locations prior to drilling as required by state FAC regulations.

2.2 Preliminary Engineering Analysis and Report Preparation

To begin the engineering portion of the work, URS will review the site Phase 1 report and any other geotechnical related information available for the site.

Based upon the results our field investigation, we will perform engineering analyses and develop preliminary engineering conclusions and recommendations regarding the geotechnical aspects of site development and foundation design and construction. The results of our study will be presented in a written preliminary report that will address the following:

- Subsurface conditions at the site including ground water levels measured at the time of drilling.
- Preliminary recommendations for feasible foundation types for the proposed building and parking structure, as well as for any associated lightly loaded structures such as privacy walls signage and miscellaneous fountains.
- Discussions of structural foundation settlement and anticipated foundation performance.
- Site preparation and grading recommendations including the use of on-site material.
- Construction considerations such as existing foundation removal, subgrade preparation for floor slabs, dewatering and excavation safety.
- Dewatering considerations including actions necessary to mitigate dewatering related impacts to any nearby offsite environmental contamination source.
- Recommendations for pavement designs.

2.3 Final Engineering Report Preparation

As the project design evolves and once structural foundation designs and loadings become well defined, URS will review foundation loading and design information provided by the buildings structural engineer and will update our preliminary Geotechnical report to a Final status for the more current data.

Based on our extensive south Florida experience, we do not anticipate the need for any additional site borings for the Final report however, we reserve the right to recommend such additional work as a change in scope/cost to this proposal should site conditions uncovered by the preliminary phase work indicate significantly variable conditions exist on the site.

We will prepare and submit a Final Geotechnical Report suitable for building permitting support purposes with the applicable building departments. This report will be signed and sealed by a registered

professional in the state of Florida highly experienced in the foundation design requirements for such structures

7.5 FF&E – New Miami Gardens City Hall

1.0 FF&E Scope of Work²

1.1 PROGRAMMING AND PROJECT ORIENTATION PHASE

1.1.1 Assist in the preparation of a Program of Requirements (POR) to ascertain functions, FF&E needs and other requirements for the Project. As a part of development of the POR, URS will provide guidance on appropriate office standards for functional configuration, office size, adjacencies, and furniture/equipment standards. The standards will become a part of the Project Planning documentation and will be used in developing and confirming the parameters of the overall Project Program.

1.1.2 Review the POR with City to determine current and future goals and functions for their work areas, adjacencies, anticipated growth, aesthetic needs or desires and shall verify completeness of the Furniture requirements. This review includes surveying existing spaces and work methods and documenting file and storage requirements. In addition, existing furniture and equipment will be inventoried potential for re-use documented.

1.1.3 Adjust program. List all Furniture needs for the Project.

1.2 SCHEMATIC DESIGN PHASE

1.2.1 Establish overall direction for project furnishings with planning team members.

1.2.2 SD plans consisting of 1/4" or 1/8" scale floor plans and information indicating the planning of all Using Agency functions and design intents. Draft CAD floor plans.

1.2.3 Conduct working sessions with the identified user representatives to review the floor plans and revise the drawings as required

1.3 DESIGN DEVELOPMENT PHASE

1.3.1 Develop the design for the Project and make initial furniture selections for each product type. Conduct working sessions with the identified user representative(s) to review proposed furniture items for the project.

A. DRAWINGS

- Space planning layouts depicting all furniture items.
- Select elevations and other drawings indicating the location of all FF&E items.
- Indicate all new versus existing FF&E and all other items needed for planning reference within the interior space.

B. FURNITURE SELECTIONS –

- Develop recommendations for selections of furnishings including fabrics and finish options for all furniture.
- Coordinate with Building materials and finishes.

1.3.2 Develop outline specifications of all new furniture items.

The specifications shall indicate all quantities, room assignments, sizes, options, finish selections, and all other pertinent information.

² The following scope of work assumes URS is involved performing FF&E work as the project is being designed. the City does not exercise this Additional Service at the start of the project, the individual line items will change to reflect the state of the project at that time. Some decisions made in the early stages of design regarding office space standards may have an adverse impact on FF&E selections.



- 1.3.3 Coordinate and organize Furniture presentations including presentation boards, mockups, site tours, manufacturer presentations or combinations of the above or whichever may be necessary to make selections for FF&E.
- 1.3.4 Provide information to the City regarding furniture cost estimate.
- 1.3.5 City meeting to obtain signature approval on the final DD documents.

*** Per direction provided during the fee negotiation, the City may desire to procure final design services for procurement of the FFE for the Project from another source. As a result the following services are not included in the fee proposal. If desired these services can be provided for an equitable adjustment in fee.

2.1 CONTRACT DOCUMENTS PHASE

- 2.1.1 FF&E DRAWINGS –
Final furniture plans for all new Furniture; reference within the interior space, keyed to specifications.
- 2.1.2 FURNITURE SPECIFICATIONS -
Final furniture specifications started in the DD and shall include all information regarding complete product numbers, options, finishes and materials.
- 2.1.3 Develop furniture cut sheet and furniture material documentation.
- 2.1.4 City meetings to obtain signature approval on the final Contract Documents
- 2.1.5 Issue final Contract Documents
- 2.1.6 Coordinate with City regarding telephone and communication
- 2.1.7 Coordinate with teammates regarding data and electrical
- 2.1.8 Coordinate with teammates regarding all other architectural issues

2.2 BIDDING AND NEGOTIATION PHASE

- 2.2.1 Issue requisitions for purchase, and distribute Drawings and specifications to prospective bidders.
- 2.2.2 Respond to questions from bidders.
- 2.2.3 Preparation of any addenda
- 2.2.4 Review bids/ quotes for compliance with specifications. Check item quantities and parts for completeness on all orders.
- 2.2.5 Summarize bids and package for submittal to City for City processing of purchase orders.

2.3 CONTRACT ADMINISTRATION

- 2.3.1 Contract Administration will commence with the award of the Contracts and terminate after the furniture punch list is complete.
- 2.3.2 Visit the construction site to observe details affecting the later installation of Furniture and to observe finish material installations and other construction details affecting the FF&E work. Communicate and coordinate any conditions and concerns affecting the work.
- 2.3.3 Review and approve all shop drawings, sample submittals and other submissions of the Vendor and take appropriate action regarding these.
- 2.3.4 Monitor the status of Furniture orders with each Vendor and shall schedule all installations in accordance with the schedule of the Construction Completion.
- 2.3.5 Conduct a pre-installation meeting with all vendors prior to the installation. Review the delivery schedule, delivery procedures, access to the site and the building, review of installation drawings, review of conditions at the site, parking and any revisions which have occurred.
- 2.3.6 Oversee the Furniture installations and check each for conformance with the Contract Documents.



2.3.7 Prepare written punch lists showing items that require correction or completion by the Vendor. Upon completion, provide written documentation that the work has been completed and final payment should be approved for each Contract.

2.3.8 Conduct closeout inspections and walk the site with the City for final inspection.

2.3.9 OTHER ADDITIONAL SERVICES

- Providing special product analysis or post occupancy evaluations.
- Preparing drawings, specifications and other supporting data in connection with the preparation of Change Orders that are required by causes not within the control of the Interior Designer.
- Providing professional services made necessary by the default of the Contractor/Vendor in the performance of the work or by major defects or deficiencies in the work of the Contractor/Vendor.
- Providing services with respect to the project after final payment to the Contractor/Vendor.
- Providing selection or specification services related to building materials and finishes.
- Providing professional services regarding equipment and non-furniture items including but not limited to artwork and signage.

7.6 LEED Certification – New Miami Gardens City Hall

LEED Certification Process Management

Based on direction provided during fee negotiation, URS will provide management and oversight of the process of preparing and submitting the LEED Certification Application for the Miami Gardens City hall project.

The LEED Certification Process Management will include the following minimum scope of work:

Goal: To establish project design criteria and to coordinate the preparation and submittal of LEED Certification documentation application required to obtain LEED Platinum Certification from the U.S. Green Building Council for the Project.

ACTIVITIES:

1.0 ENERGY MODELING

1.1 Assess the energy and economic performance of a number of energy saving design features that could be integrated into the proposed design. These energy saving design alternatives will be identified during the Programming process. Activities will include:

- a. Create an energy model of the building as a means of defining the baseline energy performance of the building.

- b. Individually incorporate potentially viable energy saving design strategies, identified during the Project Definition meeting or conference call, and calculate the annual energy savings resulting from these energy saving design strategies.
- c. Create a number of design “packages” based on the individual measure analysis conducted in previous activity b, and calculate the annual energy savings resulting from each package of energy saving design strategies.
- d. Organize the results of the individual and package analysis of the energy saving design strategies into a brief report or PowerPoint presentation for presentation to the designated stakeholders in the Project.
- e. Present the results of the individual and package analysis of the energy saving design strategies, and determine which individual or package of measures is most appropriate for inclusion in the recommended design solution.
- f. Incorporate the selected energy saving design strategies (from previous activity “e”) into a new energy model and calculate its performance and energy savings compared to the baseline building and to ASHRAE 90.1 – 2004 Appendix G.
- g. Prepare a report that summarizes the results of the preliminary design of the building.

2.0 PROGRAMMING, SCHEMATIC AND DESIGN DEVELOPMENT PHASES

Activities will include the development and refinement of the sustainable design strategies, and the definition / specification of the targeted LEED credits. Inclusion of the selected sustainable design strategies (applicable LEED credits) in the plans and specifications and tracking of individual LEED credit compliance will be initiated.

- 2.1 Organize and conduct a meeting, or conference call, to address the LEED assessment of the current design; to make recommendations for achieving additional LEED credits; to develop a plan for evaluating and integrating those LEED criteria deemed appropriate and achievable for the project; and to make a presentation of LEED Certification documentation requirements.
- 2.2 Identify specific Design Team responsible parties/contacts and a delivery schedule for each phase providing documentation demonstrating compliance with each selected LEED criterion.
- 2.3 Develop a comprehensive LEED task list assigning responsible parties and identifying critical dates, deliverables, actions associated with all targeted LEED credits.
- 2.4 Conduct assigned special investigations and analyses in support of the sustainable design of the design solutions.
- 2.5. Assist the Design Team members in understanding where to integrate the targeted LEED criteria into the revised plans and specifications and provide tools to perform preliminary calculations substantiating compliance with the LEED criteria.
- 2.6 Review plans and specifications throughout each phase to ensure proper implementation and documentation of the selected and integrated sustainable design features. Send comments and recommendations to the Design Team.
- 2.7 Set up the LEED online webpage for the project.

3.0 CONSTRUCTION DOCUMENT PHASE:

The Construction Documents Phase activities focus on the integration of the selected sustainable design and construction strategies into the plans and specifications and the preparation of other documentation-- narrative, calculations, templates - which substantiates compliance with the targeted LEED criteria. Additionally, at the conclusion of the Construction Documents Phase, the “Design Phase” LEED Certification Application is prepared and submitted to the USGBC through the LEED on-line submittal process.

- 3.1. Participate in a Construction Documents Phase Kick-off Meeting, or conference call, with the Design Team to review the overall design--architectural, structural, mechanical, electrical, and sustainable design; to confirm the LEED Scorecard and Certification documentation requirements; to assign/review on-going responsibility for providing/revising documentation which demonstrates compliance for each LEED criterion; and to establish a LEED Certification process time-line during the Construction Documents and Construction Phases of the project.
- 3.2 Review plans and specifications throughout Construction Documents preparation to ensure adequate documentation of the selected and integrated sustainable design features. Send comments and recommendations to the Design Team.
- 3.3 Assist selected Design Team members to prepare other required LEED Certification submittals, not normally included in traditional construction documents. Provide examples of the LEED Certification documentation to facilitate the efficient preparation of the requested information.
- 3.4 Assist the design team in assembling final "Design Phase" LEED Certification documentation into the USGBC's LEED on-line platform, and review for completeness and quality. Where information is found to be missing or quality lacking, contact the responsible individual to resolve the deficiency.
- 3.6 Prepare a final "Design Phase" LEED Scorecard based on prepared Design Phase Certification documentation which reflects the sustainable design features integrated into the final design solution.
- 3.7 Officially submit via LEED on-line, the completed "Design Phase" LEED Certification Application to the U.S. Green Building Council.
- 3.8 Coordinate Design Team responses to questions or clarification requests from the U.S. Green Building Council LEED review team. Where possible, URS staff will formally respond to questions or requests from the USGBC review team.

4.0 CONSTRUCTION ADMINISTRATION PHASE:

The Construction Administration Phase activities are concerned with the construction team's compliance with the LEED criteria and review and submittal of the "Construction Phase" LEED Certification Application to the USGBC through the LEED on-line submittal process.

- 4.1 Conduct a site visit early during the construction process to meet with the on-site Project Team representative, the DEVELOPER/CM, and appropriate subcontractors to review the targeted LEED criteria and to ensure proper documentation is and will be maintained. Project Team construction administration and design staff will be responsible for gathering all required information from the general contractor (and installing subcontractors) needed to substantiate compliance with each construction related LEED criterion. In particular, the DEVELOPER/CM will be responsible for maintaining and completing the LEED calculator for the Material and Resource credits. However, URS LEED Certification coordination staff will work with the DEVELOPER/CM and other team members to ensure that all required LEED related documentation is being properly collected and documented. URS' responsibility will be to inform the DEVELOPER/CM and City Representative of non-compliant performance. The DEVELOPER/CM will be responsible for implementing corrective action in this phase.
- 4.2 Coordinate with the assigned individual from the DEVELOPER/CM all design-related, site-related and construction-related LEED Certification requirements. The General Contractor will need to establish policies and procedures to capture and record information needed to demonstrate compliance with the construction-related LEED criteria.

- 4.3 Respond to subcontractors questions as needed regarding directions for completion of LEED Submittal Cover Sheets and information requested by the DEVELOPER/CM.
- 4.4 Review preparation by the DEVELOPER/CM of all "Construction Phase" LEED Certification documentation, and advise of non-compliance if necessary. The DEVELOPER/CM will be responsible for corrective action that may be required.
- 4.5 The DEVELOPER/CM will assemble all "Construction Phase" LEED Certification documentation into the LEED Certification Application on-line platform, and review for completeness and quality.
- 4.6 The DEVELOPER/CM will submit via LEED on-line, the completed "Construction Phase" LEED Certification Application to the U.S. Green Building Council.
- 4.7 Coordinate Construction Team responses to questions or clarification requests from the U.S. Green Building Council LEED review team. The DEVELOPER/CM or URS will be responsible for responding to USGBC review comments as appropriate.

5.0 DELIVERABLES:

Energy Modeling:

- 5.1 Prepare a written report or PowerPoint presentation on the individual and package energy saving strategy analysis results.
- 5.2. Prepare a summary report on the results of the energy analysis undertaken on the preliminary design of the building.

Design Development Phase:

- 5.3. Prepare meeting minutes from all meetings and telephone calls.
- 5.4. Prepare letter reports summarizing comments and recommendations on plans and specifications in regards to compliance with each LEED criterion and proper documentation of compliance with each LEED criterion.
- 5.4 Prepare a LEED Design Development Phase task list with responsible parties for Design Phase LEED credit documentation activities.

Construction Documents Phase

- 5.5 Prepare a timeline for LEED Certification documentation preparation, and Project Team responsibilities for preparing and providing documentation demonstrating compliance to each LEED criterion.
- 5.6 Prepare letter reports summarizing comments and recommendations on plans and specifications in regards to compliance with each LEED criterion, and proper documentation of compliance with each LEED criterion.
- 5.7. Update the LEED Scorecard and to include recommendations for maximizing LEED credits achievable.
- 5.8 Submit (via on-line platform) the "Design Phase" LEED Certification Application to the U.S. Green Building Council to formally review documentation for LEED Certification.
- 5.9 Prepare formal responses to U.S. Green Building Council questions or requests for additional information during the formal LEED compliance review process.

Construction Administration Phase



- 5.10 Review general contractor-developed LEED Construction – related documentation to substantiate compliance with the LEED criteria, with specific comments and recommendations back to the responsible project team member.

Schedule:

- 5.11 Prepare a complete schedule for completing all LEED defined activities in cooperation with the City Project Manager.

7.7 Enhanced Commissioning – New Miami Gardens City Hall

Scope: Project: Miami Gardens New City Hall/Police Building: LEED Commissioning (“Project”)

The Spinnaker Group, Inc. (“Consultant”) is pleased to provide a proposal to provide Professional Services for URS Corporation. (“City”) concerning the Project by providing **LEED credit EAc2 - Enhanced Commissioning or LEED Prerequisite Fundamental Commissioning**. Commissioning will be performed on the entire Project including, but not limited to, the Project’s systems which are defined as energy using systems by USGBC. The Commissioning Services will consist of the following, which are broken down between Fundamental Commissioning and Enhanced Commissioning. The City can elect whether it wishes to obtain Fundamental Commissioning or Enhanced Commissioning. Such election should be made by not later than Design Development

Project Understanding

New City Hall: 63, 024 sf. -New Police Building: 58,189 sf. -New Multistory Parking Garage for approximately 500 vehicles.

The Fundamental Commissioning Services of the Commissioning Services consist of:

1.0 Develop Commissioning Requirements for the Project. It is not the responsibility of the Consultant to incorporate the Commissioning Requirements into the Project plans.

2.0 Meet with the Project general contractor, design architect and City to explain the commissioning process for the Project, including:

- (i) Provide written answers to questions from the City, design architect and contractor on commissioning questions prior to City’s execution of the contract of construction for the Project;
- (ii) Provide answers to questions from the City, design architect and contractor after execution of the contract of construction for the Project.

3.0 Develop a Commissioning Plan for the Project which will incorporate comments from the City, the design architect and all other consultants involved in the design and development of the Project (the “Design Team”) and the Project contractor.

4.0 Verify that Energy Consuming Systems (HVAC, lighting, domestic hot water) Installation of the Project meet requirements of the USGBC, including:

- (i) Development of Pre-Functional Tests;
- (ii) Development of Functional Tests;
- (iii) Observation and acceptance of Pre-Functional Tests;
- (iv) Observation and acceptance of Functional Tests; and
- (v) TAB (Test and Balance) reports;

5.0 Prepare Commissioning Management Report (Commissioning Final Report). The Report shall include an executive summary, list of participants and their roles, brief description of the Project, and thorough text on each of the following sections:

- (i) Design Intent;
- (ii) Basis of design;
- (iii) Pre-functional checklists are complete;
- (iv) Functional checklists are complete;
- (v) TAB (Test and Balance) reports;
- (vi) System schematics;
- (vii) Control strategies and set points; and
- (viii) Deficiency Log.

The Enhanced Commissioning Services of the Commissioning Services consist of:

6.0 Document City's Project Requirements and Basis of Design;

7.0 Perform a focused design review which shall include the following:

- a) input regarding making the Project easier to commission;
- b) how building maintenance can be made easier (accessibility and system control, etc.);
- c) are systems consistent with design intent and
- d) how utility usage and Indoor Environmental Quality can be improved;

8.0 Meet with the Project general contractor, design architect and City to explain the commissioning process for the Project, including:

- (i) Provide written answers to questions from the City, design architect and contractor on commissioning questions prior to City's execution of the contract of construction for the Project
- (ii) Provide answers to questions from the City, design architect and contractor after execution of the contract of construction for the Project.

9.0 Review and recommend for approval, disapproval or conditional approval submittals by the Project general contractor, applicable to systems being commissioned for compliance with Commissioning needs;

10.0 Develop a Systems Manual and deliver same to City;

11.0 Develop Re-Commissioning Manual for future City occupants to ensure systems continue to operate in optimal conditions;

12.0 Verify Training of Systems Operating Personnel and of Tenant Space Occupants; and

13.0 Provide a contract for post occupancy review.

- (ii) Development of Functional Tests;
- (iii) Observation and acceptance of Pre-Functional Tests;
- (iv) Observation and acceptance of Functional Tests; and
- (v) Observation of Test and Balance.

The Consultant agrees to provide the Commissioning Services in a timely manner so as not to cause the Project to be delayed because of the Commissioning Services. Smoke Evacuation system testing and life safety system are specifically excluded from this contract.

7.8 Landscape – New Miami Gardens City Hall

LANDSCAPE ARCHITECTURAL SERVICES

URS landscape architectural staff will utilize principles of sustainable planning and design (e.g.: water and energy conservation; alternative energy sources; natural cooling and ventilation; water re-use; recycled local materials; renewable resource materials; etc.), principles of Crime Prevention Through Environmental Design (CPTED: e.g.: natural surveillance, territorial reinforcement, and glare-free, natural color security lighting, etc.) and principles of universal access (the more stringent mandated Florida Building Access Code requirements) throughout the planning and design process. The scope of the landscape architect’s work may include, but not be limited to: exterior ground plane treatments; plantings, site furnishings (bicycle racks, drinking fountains, bollard, lights, signs, benches, trash receptacles, flag poles, sculpture, food concession facilities, etc.) green walls, green roofs, irrigation, exterior evaporative cooling techniques, rain harvesting, daylight harvesting; channeling of cooling breezes, reduction of urban heat island effect, solar and wind powered lighting, creation of places for people and their desired activities (people watching, sitting, playing, shopping, eating) and public places that symbolize the City’s unique sense of place, and the values of its residents and leaders, and the image and identity (the diverse vibrancy of a “Miami “and the scale, beauty and ecological sustainability of “Gardens”) that the City wants to project to its guests and visitors. The major phases of the landscape architectural work shall include, but not be limited to:

Task 1 - Preliminary Development Program and Site Review

URS landscape architectural staff will review the City of Miami Gardens Development Program and assess the site’s physical conditions, utilities, existing vegetation, and relationship to adjacent, or nearby land uses, features and facilities. URS landscape architectural staff will also assess the land development and environmental regulatory opportunities and constraints that relate to the site. During this phase and subsequent phases public area design approaches and standards proposed by the Developer/GC (and adopted by the City) for an cohesive linkage of physical spaces between public and private development areas will reflected in the landscape services to be performed.

Task 2 - Schematic Design Development

URS landscape architectural staff will collaborate and coordinate with project architect, site civil engineers and the City’s designated Developer/GC to develop, up to three, alternative landscape architectural conceptual plans. Particular attention will be paid to the potential connectors to the adjacent sites, public access points, plans, and overall urban public space design guidelines/standards adopted by the City in conjunction with the anticipated collateral private redevelopment of the adjacent shopping center property. An order-of-magnitude opinion of probable construction costs will be developed for each plan alternation. The alternatives will be presented to the City for review, evaluation and selection. All schemes will incorporate features which try to assist in the goal of attaining the City’s goal of LEED Platinum certification. URS landscape architectural staff will use the approved selected preferred alternative conceptual plan and develop a schematic landscape architectural plan that will begin to establish construction requirements to achieve the desired results illustrated in the conceptual plan. A preliminary outline of specifications will also be developed. The opinion of probable landscape architectural construction costs will be updated. The schematic package of drawings and cost estimate will be submitted for review and approval in coordination with all other URS services.

Task 3 - Landscape Architectural Design Development

Using the approved schematic plans, URS landscape architectural staff will develop the final 100% complete Design Development plans, details and specifications, and prepare an updated opinion of probable landscape architectural construction costs. The 100% complete package will be submitted for review and approval in coordination with all other URS services.

Task 4 - Landscape Architectural Construction Documents

Using the approved Design Development plans, URS landscape architectural staff will develop the final 100% complete Construction Documents, details and specifications, and prepare an updated opinion of probable landscape architectural construction costs. The 100% complete package will be submitted for review and approval in coordination with all other URS services.

Task 5 – Permitting

It is our understanding no specific landscaping permit is required. URS landscape architectural staff will, if such additional services are required and authorized: by the City, collaborate and coordinate with project team members and assist, as required, with scoping meetings; preparation of permit applications; pre-submittal meetings; and respond to agency Requests for Additional Information (RAIs).

Task 6 - Landscape Architectural Construction Services

URS landscape architectural staff will provided responses to landscape architectural questions that may be raised at a pre-bid conference (8 hours). The bids received shall be reviewed and recommendation submitted (8 hours). A pre-construction meeting for the selected contractor awarded the work will be attended by one of URS' landscape architectural staff (8 hours). Approved suitable plant material will be tagged at nurseries (24 hours). Shop drawings for landscape architectural elements shall be reviewed (40 hours). The testing of the irrigation system will be observed (8 hours). The location, depth and condition of planting pits and beds will be observed prior to plant installation (8 hours). Installed plant materials shall be observed (24 hours). Prepared pavement sub-bases will be observed prior to paving (24 hours). The staked location of site features and furnishings will be observed prior to installation (24 hours). Landscape architectural work punch lists will be prepared (24 hours). Landscape architectural project close down will be completed (24 hours).

Additional Services

Professional services that are not specifically identified in the above scope of professional services are not covered under this agreement, but may be authorized in writing to be provided as additional services. If any of the following services are required or any variations in the scope of services, URS will either provide these services on a time charge basis or, if requested, will prepare a separate proposal for the work. These services may include, but not be limited to, items such as:

- Scoping, preparation and processing of an Application for Development Approval for a Development of Regional Impact (ADA/DRI);
- Development Review Committee (DRC) process (preparation of preliminary site plan, existing site conditions, and proposed development exhibits; and participation in informal preliminary DRC meeting and formal DRC presentation);

- LEED certification services and the design of any non-standard, innovative, sustainable facilities and/or systems;
- Community Involvement Program (CIP) development, implementation, and/or facilitation;
- Florida Department of Transportation (FDOT) permit applications and/or processing for landscape, irrigation, lighting, utility, driveway and/or drainage;
- South Florida Water Management District (SFWMD) permit applications and/or processing for storm water drainage and/or consumptive water use.
- Miami-Dade County (MDC) Department of Environmental Resources Management (DERM) permits for storm water drainage, wells, and/or tree removal;
- Meeting and coordination with highway and transit professionals regarding the integration of traffic and transit facilities with the project;
- Work outside the property's legal boundaries;
- User Identification, user needs identification, program development; and
- Overall conceptual plan development.
- Surveying services for boundary, topography, elevations and tree surveys;
- Special requests by lending institutions or other parties not essential to completing the work described in the scope of services;
- Easement or right-of-way vacation or dedication services,
- Mechanical, electrical, or structural engineering services,
- Wetland related services; this could include actual delineations and surveys for agency review/approval as well as any mitigation design/permitting;
- Redesign services, including revisions to analysis or plans due to revisions dictated by the City, URS, or other consultants (MEP engineer, etc.) after work described above has been completed;
- Services associated with the fast tracking of the planning, design, permitting or construction of the project; this would include extra meetings and coordination, early and/or extra submittals, issuance of separate construction plan packages, etc.;
- Variances or special approvals;
- Services associated with the preparation, submission, and processing of any permit, that includes, but not limited to tree removal permits; driveway permits; utility permits, environmental resource permits and building permits.

URS will notify the City in advance of any efforts that are outside the scope of services for this project and will provide an estimate to complete the Additional Service task(s).

City Responsibilities

The City will be responsible for providing the following:

- Legal description, boundary and topographic survey (including tree survey) of the property.
- Permit application fees.
- Legal services, if required.
- Final coordination and contractual arrangements with the appropriate utility companies as required for the design and installation of telephone, electric, gas and cable television services.
- Available site data, including all relevant site plans (AutoCAD 2005), as-built surveys and soils data if available.

All information supplied by the City will be assumed to be complete and accurate.

7.9 Local Artist Allowance Account – New Miami Gardens City Hall

An Account Allowance has been set up in the event the City wishes to engage a local artist to design a piece of art which would be incorporated into the final building design. URS will coordinate with the artist to the extent the piece is incorporated into the final design. This account is drawn upon only with the City’s permission.

7.10 Radon Testing Allowance Account – New Miami Gardens City Hall

An Account Allowance has been set up in the event the City wishes to have the buildings tested. This account is drawn upon only with the City’s permission.

PROJECT MANAGEMENT

8. PROJECT MANAGEMENT ADMINISTRATION

- 8.1 URS’ Project Management Administration is provided with one concise point of communication. The URS Project Manager will be the focal point of communication between the City and the Developer/GC for the entire project. Each design entity has a specific department head who reports to the Project Manager.
- 8.2 The project Management Team will be as follows: Project Manager, Ty Shinaberry, Lead Designer, Jim Brennan, Project URS, Phil Paulin, Structural Engineer, Mark Zimpelman, Mechanical Engineer, Mike Wood, Electrical Engineer, Ashok Maheshwari, Civil Engineer, Brett Oldford, Landscape, Chris Masey, and Geotech, Tom Mullin.
- 8.3 The URS Project Management Administration team shall be vested with the authority to act on behalf of URS. If any person is unfit for their duties, or the City, in its reasonable discretion, deems any person unfit for their duties, then URS will remove that person from the project upon demand from the City. The replacement for person(s) so removed shall be subject to City’s prior written approval, which shall not reasonably be withheld.

EXHIBIT "B"

20-Jul-10

Fee Schedule

Overall Design Fees

<u>Work Phases</u>	
Programming/Due Diligence Phase	\$ 168,000.00
Schematic Design Phase	\$ 315,000.00
Design Development Phase	\$ 525,000.00
Construction Documents Phase	\$ 1,050,000.00
Bidding Phase	\$ 42,000.00
Construction Phase	<u>\$ 400,000.00</u>
Total Fees	\$ 2,500,000.00
Direct Cost	\$ 22,300.00

Conditions/Terms:

1. Fees are to be invoiced and paid by Phase. Any Phase extending past 30 days will be invoiced monthly, pro rata to work then completed.
2. The City shall retain 10% of each invoice, until completion of each specified Phase of the Scope of Work.
3. Once a Phase has been completed and the City has accepted the work product, URS will invoice for the retention.
4. Direct costs will be invoiced pro rata monthly by Design, \$1,250/month for 10 months and Construction, \$595/month for 16 months.
5. Fees for "Additional Services" are to be invoiced and paid consistent with 1-3 above, except where there are specific work products to be provided (e.g. Traffic, Site Survey, and Geotechnical); where specific work products are to be provided, invoicing and payment, without a retention, shall occur after submission and acceptance of the work product.
6. Direct Costs include Internet Document Control WebSite, printing, reproduction plots, scans and standard form documents except six sets at milestone events, postage handling and delivery, and project related expenses.
7. E&O Insurance will be increased from \$1M to \$2 M.

Additional Services

Traffic Study/Signalization	\$ 35,000.00
Civil Engineering	\$ 221,600.00
Security/EOC Technology Design	\$ 62,000.00
LEED Certification (Platinum 80 points +)	\$ 87,000.00
FF&E	\$ 106,000.00
Landscape Design	\$ 135,300.00
Enhanced Commissioning	\$ 69,471.00
Site Survey	\$ 13,400.00
Geotechnical work	\$ 18,500.00
Local Artist (Allowance Account)	\$ 100,000.00
Radon Testing (Allowance Account)	<u>\$ 4,000.00</u>
Total	\$ 852,271.00