

**CITY OF GAUTIER
MEMORANDUM**

To: Samantha Abell, City Manager
From: Patty Huffman, Grants & Projects Manager
Through: Chandra Nicholson, Economic Development and Planning Director
Date: April 8, 2014
Subject: Professional Services Agreement for Architectural and Engineering Services for Repair of Damage to Public Works Back Building Caused by Hurricane Katrina (PW#4214)

REQUEST:

The Economic Development & Planning Department requests authorization to enter into a Professional Services Agreement with Machado & Patano, PLLC for architectural and engineering services needed for repairs to the Public Works Back Building due to damages sustained from Hurricane Katrina.

BACKGROUND:

On February 4, 2014, City Council authorized Machado and Patano to perform the necessary architectural and engineering services for the repairs to the Hurricane Katrina damaged Public Works Back Building. The FEMA approved original scope of work for PW #4214 includes:

- Replacement of two metal awnings and three metal roll-up garage doors
- Repair of the roof along the eastern side of the building
- Replacement of multiple sections of roofing at warehouse/shop portion of building
- Replacement of entire roof at the south portion of the building
- Replacement of a downspout on the west side of the building
- Repair of a portion of chain link fencing on the west side of the building
- Replacement of a wooden privacy fence along the north edge of the property and ceiling tile in one of the offices

RECOMMENDATION:

The Economic Development and Planning Department recommends that City Council authorize entering into the proposed Professional Services Agreement with Machado and Patano for the Public Works Back Building Repair Project. The proposed scope of professional services includes design and contract documents, bid phase services, and construction phase services. The cost for these services based on FEMA's Fee Curve B for a \$103,887.60 construction cost is \$9,553.07. See the attached proposal for details.

The City Council may:

1. authorize entering into the proposed Professional Services Agreement as presented; or
2. disapprove entering into the proposed Professional Services Agreement.

ATTACHMENT(S):

Machado & Patano Proposal for Architectural/Engineering Services



April 8, 2014

Chandra Nicholson, P.E., Director
Economic Development / Planning
City of Gautier, MS
3300 U.S. 90
Gautier, MS 39553

VIA EMAIL: cnicholson@gautier-ms.gov

RE: Proposal for Architectural / Engineering Services
Gautier Public Works Back Building Repairs (FEMA) – Gautier, MS

Dear Chandra:

We sincerely appreciate the opportunity to provide the City of Gautier with this proposal for furnishing the necessary professional architectural and engineering services for the repairs of Gautier Public Works Back Building that is being funded by FEMA. Below, we have prepared a scope of work, fee proposal, and billing schedule as well as attached our “General Terms and Conditions – Exhibit A” which are considered part of this proposal.

SCOPE OF WORK

Task 1 – Design and Contract Documents

1. Provide complete design and contract documents in accordance with FEMA PW # 4214 in order to prepare the referenced project to be advertised for public bid.
2. A professional set of construction plans and technical specifications will be prepared and distributed among prospective bidders.

Task 2 – Bid Phase Services (BPS)

1. M|P will prepare the advertisement for submission to the local newspaper, and will attend the bid opening.
2. M|P will prepare a certified bid tabulation and make a recommendation of award to the City of Gautier.

Task 3 – Construction Phase Services (CPS)

1. M|P will review and approve all construction product submittals from the Contractor.
2. M|P will field and respond to construction “Request for Information” from Contractor.
3. M|P will perform periodic inspections of construction activities to assure architectural and engineering documents are being adhered to by the Contractor. Two site inspections will be performed per week at a minimum of 2 hours per visit during the duration of the Construction. Inspection logs will be prepared, including photographs, and will be provided to the Client. A 90 day construction time frame is anticipated.
4. Perform one (1) substantial completion inspection and provide a punch list for work items to the Contractor.



- 5. Perform one (1) final inspection at the completion of the punch list items by the Contractor.

Fee Proposal

| | |
|---|--------------|
| Task 1 – Design and Contract Documents (CD) | = 75% of fee |
| Task 2 – Bid Phase Services (BPS) | = 5% of fee |
| Task 3 – Construction Phase Services (CPS) | = 20% of fee |

CD, BPS, and CPS = *9.2% of Total Estimated Construction Cost = \$9,553.07 (NTE)

*Based on FEMA Fee Curve B for a \$103,887.60 Construction Cost (see attached Exhibit C - OPC). The proposed fee shall be fixed and shall not be adjusted or exceed (NTE) the amount shown once bids are received.

Note: Any and all work performed at the request of the Client that is not identified in the scope of work for this proposal shall be performed and compensated in accordance with the "Standard Hourly Rate Sheet and Reimbursement Schedule attached with this proposal.

Billing Schedule

All services itemized above for each task shall be billed at percentage (%) complete of that particular task on a monthly basis. Individual task items will only be worked on by M|P with prior written approval from the Client as reflected through the notice to proceed.

We appreciate the opportunity to provide our services to the City of Gautier and look forward to working with you on this project. Should you have any questions or comments, please do not hesitate to contact me.

Respectfully submitted,
Machado | Patano, PLLC

David J. Machado, P.E.

DJM/djm

w/ attachments

- Exhibit A – Standard Hourly Rate Sheet (1 page)
- Exhibit B – Opinion of Probable Cost (1 page)



The Terms and Conditions of this agreement are accepted this _____ day of _____, 2014.

***Signature

Printed or typed name

Title

Date

Company

Telephone

Street Address

Fax

City

State

Zip Code

E-mail Address



HOURLY SERVICE RATE SCHEDULE

| <u>Description</u> | <u>Billing Code</u> | <u>Rate</u> |
|--------------------------------------|----------------------------|--------------------|
| Principal Engineer | PR | \$ 200.00 |
| Professional Engineer, Sr. | SRPE | \$ 150.00 |
| Professional Engineer | PE | \$ 120.00 |
| Professional Land Surveyor, Sr. | SRPS | \$ 120.00 |
| GPS Survey Technician ** | GPS | \$ 120.00 |
| Project Manager, Sr. | SRPM | \$ 100.00 |
| Professional Land Surveyor | PS | \$ 100.00 |
| Resident Project Representative, Sr. | SRRP | \$ 100.00 |
| Project Engineer | PROJ | \$ 100.00 |
| Survey Technician ** | STEC | \$ 90.00 |
| Engineer Intern II | EI2 | \$ 80.00 |
| Project Manager | PM | \$ 70.00 |
| CAD Drafter, Sr. | SRDR | \$ 70.00 |
| Engineer Intern I | EI1 | \$ 70.00 |
| Resident Project Representative | RPR | \$ 60.00 |
| Land Survey Intern | LSI | \$ 60.00 |
| Clerical | CL | \$ 50.00 |
| CAD Drafter | DR | \$ 50.00 |
| Survey Rodman ** | SROD | \$ 40.00 |
| Survey Laborer ** | SLAB | \$ 25.00 |

*** Service item includes all survey equipment, materials, vehicles, and associated appurtenances to perform all required survey work. Travel time to project site shall be included in hourly billing.*

PROJECT REIMBURSABLE EXPENSES

| | |
|---------------------------------------|--------------------------------------|
| Project Application Fees = Cost + 10% | Reproduction (Offsite) = Cost + 15 % |
| Mileage = Current Federal Rate | Travel / Lodging = Cost + 10% |
| Shipping = Cost + 10% | Sub-Consultant Fees = Cost + 15% |

ONSITE REPRODUCTION

| | |
|---------------------------|---------------|
| 8.5" x 11" B & W Copies | \$ 0.15 / EA |
| 8.5" x 11" Colored Copies | \$ 0.25 / EA |
| 24" x 36" Plots | \$ 1.25 / EA |
| 30" x 42" Plots | \$ 2.00 / EA |
| 24" x 36" Colored Plots | \$ 4.00 / EA |
| 30" x 42" Colored Plots | \$ 6.00 / EA |
| Board Mount | \$ 20.00 / EA |

As of January 1, 2012

**GAUTIER PUBLIC WORKS RENOVATION
CITY OF GAUTIER**

PROJECT NO. 0124.14.001

OPINION OF PROBABLE COST

| AREA | ITEM | QUANTITY | UNIT | UNIT COST | TOTAL COST |
|-----------------|--|--|---------|------------|-------------|
| EAST SIDE | DOWNSPOUT | 15 | LF | \$4.52 | \$67.80 |
| | CHAINLINK FENCE | CAN NOT LOCATE CHAIN LINK TO REPAIR OR REPLACE | | | |
| | REMOVE DAMAGED PORTION OF WOODEN FENCE | 225 | LF | \$2.19 | \$492.75 |
| | 8'-0" TALL WOODEN FENCE | 225 | LF | \$41.92 | \$9,432.00 |
| | AWNING (6'X45') | 270 | SF | \$16.80 | \$4,536.00 |
| | AWNING (6'X31.5') | 189 | SF | \$16.80 | \$3,175.20 |
| OFFICE AREA | REMOVE 4'-0"X8'-0" OSB CEILING | 288 | SF | \$0.43 | \$123.84 |
| | 4'-0"X8'-0" OSB CEILING | 288 | SF | \$5.81 | \$1,673.28 |
| | BATT INSULATION @ CEILING | 288 | SF | \$1.13 | \$325.44 |
| | REMOVE DAMAGED WOOD DOOR | 1 | EA | \$14.00 | \$14.00 |
| | WOOD DOOR | 1 | EA | \$293.00 | \$293.00 |
| | DOOR HARDWARE | 1 | EA | \$630.00 | \$630.00 |
| WAREHOUSE | REMOVE DAMAGED ROLL UP DOOR (12'X12') | 1 | EA | \$176.00 | \$176.00 |
| | ROLL UP DOOR (12'X12') | 1 | EA | \$3,407.00 | \$3,407.00 |
| | REMOVE DAMAGED ROLL UP DOOR (20'X15') | 2 | EA | \$235.00 | \$470.00 |
| | ROLL UP DOOR (20'X15') | 2 | EA | \$9,600.00 | \$19,200.00 |
| | CORRUGATED METAL ROOFING (100'X2') | 200 | SF | \$4.58 | \$916.00 |
| | STEEL ROOFING PANELS (60'X20') | 1200 | SF | \$6.47 | \$7,764.00 |
| | VINYL FACED INSULATION (60'X30') | 1800 | SF | \$1.82 | \$3,276.00 |
| | REPAIR STEEL ROOFING PANELS (135'X2') | 270 | SF | \$6.47 | \$1,746.90 |
| | METAL EAVE FLASHING | 180 | LF | \$6.24 | \$1,123.20 |
| METAL SOFFIT | 20 | LF | \$30.28 | \$605.60 | |
| SOUTH STRUCTURE | STANDING SEAM METAL ROOF PANELS (60'X32') | 1920 | SF | \$6.47 | \$12,422.40 |
| | VINYL FACED INSULATION (60'X32') | 1920 | SF | \$1.82 | \$3,494.40 |
| | ZEE PURLINS (32'-0" LONGX6" - 14 TOTAL) | 448 | LF | \$5.89 | \$2,638.72 |
| | ANGLE BRIDGING (5'-0"LONGX1-1/2" - 24 TOTAL) | 120 | LF | \$33.00 | \$3,960.00 |
| | METAL BLDG SIDING (15'X15') | 225 | SF | \$5.63 | \$1,266.75 |
| | EQUIPMENT RENTAL | 1 | EA | \$2,805.00 | \$2,805.00 |

| | |
|--------------------------------------|---------------------|
| SUBTOTAL | \$86,035.28 |
| CONTINGENCY 15% | \$12,905.29 |
| | \$98,940.57 |
| CONTRACTOR TAX | \$4,947.03 |
| | \$103,887.60 |
| A&E FEES (Based on FEMA Fee Curve B) | \$9,553.07 |

TOTAL PROJECT OPINION OF COST \$113,440.67

*PRICING IS BASED ON PRICING INDICATED IN RS MEANS COMMERCIAL BUILDING CONSTRUCTION AND COMMERCIAL RENOVATION PRICING DATA