

10. A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY (THE AGENCY) APPROVING WORK ORDER NUMBER ONE WITH GILBANE BUILDING COMPANY TO DEVELOP CONSTRUCTION SCHEDULES, BUDGETS, AND TO PROVIDE ASSISTANCE WITH DEVELOPMENT OF THE CONTRACT FOR PREPARATION OF CONSTRUCTION DOCUMENTS, AND PLAN FOR CONSTRUCTION MANAGEMENT FOR THE MARINE DISTRICT SOUTH REDEVELOPMENT PROJECT FOR AN AMOUNT NOT TO EXCEED \$25,000 DOLLARS; ASSISTANCE WILL BE PROVIDED IN ACCORDANCE WITH HOURLY RATES ESTABLISHED IN THE CONSTRUCTION SERVICES CONTRACT WITH GILBANE BUILDING COMPANY; PROVIDING AN EFFECTIVE DATE.




Florida's Dynamic  
Waterfront Community

# RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY

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## MEMORANDUM

**TO:** Honorable Chair and Members, CRA Board of Commissioners  
City of Riviera Beach, Florida

**FROM:** Tony T. Brown, Executive Director, Riviera Beach CRA 

**DATE:** May 23, 2012

**CC:** Ruth Jones, City Manager  
Michael Haygood, Interim CRA Attorney

**SUBJECT:** Agenda Items No. 10 & 11 Resolution to approve a contract with Gilbane Building Company for the provision of Owners Representative Services for Construction Related Activities in the CRA, and Resolution approving the first work order for an amount not to exceed \$25,000 dollars.

### Request for Board Action Agenda Item 10

The Agency is requesting the Board of Commissioners to approve a resolution authorizing execution of a contract with Gilbane Building Company for the provision of Owners Representative Services for construction related activities in the CRA, assisting the agency to effectively manage \$25 million in redevelopment project initiatives over the next five (5) years. The Contract establishes that all work will be authorized and completed under individual work orders that will be required to be approved by the CRA Board.

### Request for Board Action Agenda Item 11

Resolution authorizing a work order in the amount of \$25,000 to assist the CRA with the following tasks:

- Develop Preliminary Construction Schedules, and Budgets
- Provide assistance with development of the Contract for Construction Documents
- Develop a plan for Construction Management of the Marine District South Redevelopment Project.

The work provided above will be based on the hourly rates approved in the Construction Management contract with Gilbane Building Company LLC.,

### Summary

On April 11, 2012, the CRA Board authorized the CRA to negotiate a contract with the Gilbane Building Company. Negotiations focused on the hourly rates provided by Gilbane which would be used in future work orders as the CRA requires assistance. The City/CRA negotiation group identified

appropriate costs based on existing similar services provided to the City/CRA. The Gilbane team revised their proposed hourly rates to be generally consistent with the rates suggested by the negotiation team.

The CRA anticipates presenting two work orders for approval in 2012. Specifically they will be needed to provide the following assistance for the 2012 Calendar year, The anticipated work starting in July is as follows:

1. Review overall project and specifically the Marine District phase one components develop a plan for Construction Management and assist the City/CRA to negotiate responsibilities with Viking Developers, LLC. (Master Developer) for the design, development and construction of project elements.
2. Advise on best method to design and construct the project elements, including process to ensure local minority participation.
3. Advise the City/CRA on process, selection and negotiations for the construction design contract, including assistance with issuing related RFQ/RFP; or oversee these responsibilities and mitigate public involvement risks if assigned to the Master Developer.
4. Review development of the master plans, site plans for constructability and to develop appropriate construction phasing and scheduling plans.
5. Review development of the construction plans providing guidance and input for cost estimating, value engineering for both the Marine District and Riviera Beach Heights.

In 2013 and beyond, the Owner's Representative would be responsible for coordination and implementation of all aspects of the project for the CRA. They will monitor the work of the project team, provide value engineering, and continue schedule & budget planning for all phases of the project as they are developed. The Owners representative will assist the City/CRA with qualification processes, review the construction documents, bids, and lead construction meetings. They will maintain a log of all project and construction meetings and minutes, verify insurance and finance requirements, approve draw requests and monitor progress of construction through on-site observation. Detailed reporting on all aspects of the project will be required.

## **Background**

In September 2008, Viking Developers, LLC. (Master Developer) responded to RFP 2008-001 to lease and develop the Riviera Beach Municipal Marina and the development of other nearby redevelopment property. The Master Developer's response outlined mutual responsibilities and the Owners Representative will enable the City/CRA to fulfill its obligations under the plan and to manage its capital contributions in a manner to meet our financial covenants under terms of the BB&T loan and to effectively implement capital improvements based on the priorities and schedule set by the CRA Board. Viking's response to RFP 2008-001 was codified into a Master Development Agreement on September 16, 2010.

RFQ 344-11 for Owners Representative Services for Construction related activities in the CRA was advertised in the Palm Beach Post on November 21, 2011 to solicit sealed proposals from qualified

firms to provide Owners Representative services through a continuing services contract for a term of two years with an option for two additional 12 month renewals.

On January 26, 2012, an evaluation committee consisting of CRA and City staff convened to review and discuss the responses to the CRA's RFQ. The firms were evaluated and ranked based on the criteria established in the CRA's RFQ. The top three firms were short listed and those firms were invited to make Oral presentations on March 16, 2012. Committee members evaluated each oral presentation and scored each according to interaction, presentation and ability to communicate technical information. Although all short listed firms are each qualified to provide the required services, the Committee's consensus scored Gilbane Building Company as the top ranked firm.

The Gilbane Building Company is a 138 year old privately held US corporation with six offices in the state of Florida as well as offices throughout the United States. Gilbane Building Company is currently working on 84 projects that include Owner's Representative Services, Program Management, and Construction Management Services. The firm has worked on over 55 Municipal Government projects in the last five years totaling 2.3 billion in project cost.

RESOLUTION NO. 2012-\_\_\_\_

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY (THE AGENCY) APPROVING WORK ORDER NUMBER ONE WITH GILBANE BUILDING COMPANY TO DEVELOP CONSTRUCTION SCHEDULES, BUDGETS, AND TO PROVIDE ASSISTANCE WITH DEVELOPMENT OF THE CONTRACT FOR PREPARATION OF CONSTRUCTION DOCUMENTS, AND PLAN FOR CONSTRUCTION MANAGEMENT FOR THE MARINE DISTRICT SOUTH REDEVELOPMENT PROJECT FOR AN AMOUNT NOT TO EXCEED \$25,000 DOLLARS; ASSISTANCE WILL BE PROVIDED IN ACCORDANCE WITH HOURLY RATES ESTABLISHED IN THE CONSTRUCTION SERVICES CONTRACT WITH GILBANE BUILDING COMPANY; PROVIDING FOR AN EFFECTIVE DATE.

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**WHEREAS**, pursuant to its applicable procedures, the Agency selected Gilbane to provide professional owner's representative services based on the firm's qualifications as a nationally recognized firm having specialized and broad experience in construction services; and

**WHEREAS**, on April 11, 2012, the Board of Commissioners of the Agency authorized staff to negotiate with Gilbane as the top ranked firm from the RFP; and

**WHEREAS**, on June 18, 2012, the Board of Commissioners approved the agreement for Owner's Representative Construction Services (the "Agreement") for construction projects within the redevelopment area; and

**WHEREAS**, the Agency requires services of Gilbane Building Company to develop construction schedules, and budgets, and to assist with development of the contract for construction documents, and to plan for construction management for the Marine District South project.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY THAT:**

SECTION 1. The Community Redevelopment Agency hereby approves the attached Work

Order Number One, in accordance with the Agreement.

SECTION 2. This resolution shall be effective immediately upon its adoption.

**PASSED AND ADOPTED** this 18th day of June, 2012.

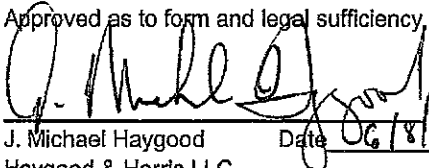
RIVIERA BEACH COMMUNITY  
REDEVELOPMENT AGENCY

By: \_\_\_\_\_  
Name: Billie E. Brooks  
Title: Chairperson

ATTEST:

\_\_\_\_\_  
Executive Director

Approved as to form and legal sufficiency,

  
\_\_\_\_\_  
J. Michael Haygood      Date 06/18/2012  
Haygood & Harris LLC  
General Counsel to CRA

MOTION BY: \_\_\_\_\_  
SECONDED BY: \_\_\_\_\_

B. BROOKS \_\_\_\_\_  
D. PARDO \_\_\_\_\_  
C. THOMAS \_\_\_\_\_  
S. LOWE \_\_\_\_\_  
J. DAVIS \_\_\_\_\_

## **WORK ORDER NUMBER ONE**

Gilbane Building Company will provide specified services as requested through written Task Assignments from the CRA Executive Director. Work completed under this work order shall be billed at the hourly rates provided in the approved contract with Gilbane Building Company and shall not exceed \$25,000 dollars.

Task Assignments will describe the requested services in detail and shall be accompanied by appropriate back-up materials required to complete the work. An estimated task budget and a due date for related project deliverables shall also be provided to Gilbane in the Task Assignment.

Gilbane shall review the Task Assignment and will indicate acceptance of the assigned duties therein with a signature from their designated representative. The Task Assignment will be returned to the CRA upon execution to indicate acceptance of the assigned duties and timeframe described therein. Gilbane will also assign a project completion date at the time of execution and acceptance of individual Task Assignments.

It is anticipated that some elements of the work listed below will be requested for completion under this work order:

### **1. Develop Preliminary Schedule**

Obtain related schedules and calendars

- DOT – Broadway
- Treasure Coast Regional Planning Council; Public Investment Process
- Live Work Learn Play; Private Investment Process
- City and CRA timetables and meeting schedules
- City and CRA processes – including procurement
- Marina Construction schedule – Marina Phases I and II

Collect and review current project materials

- Contracts, Development Agreements, Leases, Marina Project Component
- Master Plans, Strategic Assessments including Public Market project
- Surveys, Topography Graphs, Geotechnical and Environmental Investigations
- Utility and Infrastructure plans and designs
- Land ownership maps
- Pertinent Council and CRA ordinances, meeting minutes, statements, etc.
- Marina project progress, construction reports, meeting minutes, coordination meeting documents
- Contracts with other professionals involved in any aspect of Project

#### Visioning Session

- Create basic development strategy assumption and timing decisions

#### Prepare Preliminary Schedule

- Pre-construction and Design Management including procurement of parties
- Construction oversight and move-in
- Close-Out

### **2. Develop Preliminary Project Budget**

#### Collect information on City administrative procedures and regulations

- Financial reporting
- Budgeting
- Billing
- Minority Procurement

#### Review BBT loan documents

#### Determine City/CRA Insurance requirements

#### Develop Project budget framework/divisions

#### From visioning session develop preliminary assumptions on project components

#### Develop Project budget initial assumptions (pre-estimate)

- Land
- Schedule
- Infrastructure
- Vertical Components
- Revenue Sources/Funds from others
- Phasing

### **3. Provide Assistance with Development of the Contract for Preparation of Construction Documents**

#### Develop Scope of Work for A/E Team

#### Develop Minority Procurement Policies and Procedures

#### Develop Recommendations on A/E Team selection process

#### Participate in development of proposed A/E Contract to be included in RFP



Participate in development of supporting technical material to be included in RFP

Participate in preparation of A/E RFP

Participate in review, shortlisting, selection of A/E Team

Participate in and advise during negotiation of A/E contract with selected vendor

**Plan for Construction Management for the Marina District South Redevelopment Project**

Include timeline for selection of Contractor in Project Schedule developed in Task 1

Prepare preliminary scope of work for owner's Representative Oversight and Coordination Roles

- Planning and Development input
- Design Management
- Coordination meetings process and schedule
- Client coordination and review
- Public meeting and participation requirements