

Date: January 30, 2013

PRECONSTRUCTION PHASE SERVICES OFFER

Proposal Submitted To:

Name: **Burkhardt Construction, Inc.**
Title: **Preconstruction Services Agreement**
Address: **1400 Alabama Avenue**
City: **West Palm Beach** State: **FL 33401**
Job Name: **Hallandale Beach Parks Master Plan**
ATTENTION: **Jim Auld**

It is with pleasure that we submit this proposal for Preconstruction Phase Services regarding the proposed City of Hallandale Beach Parks Master Plan.

SERVICES

We do hereby propose to perform the following Preconstruction Services:

TASK 1: OUTREACH

- 1) Assist PCAC, Outreach Consultant, in the formulation of advertising and marketing materials to generate interest in the project.
- 2) Facilitate and assist in the formulation of a strategic plan to maximize LBE and SBE participation in the execution of the Community Benefit Plan (CBP)
- 3) Attend any and all community informational meetings to respond to questions relative to the project.
- 4) Attend monthly update meetings with the Burkhardt Construction Management team.
- 5) Provide written meeting minutes to Burkhardt for all meetings with Outreach Consultant and other consultants and City Staff.

TASK 2: SBE IDENTIFICATION

- 1) Review the County and the City's list of SBE/LBE firms and assist with the solicitation of these firms for inclusion in the project.
- 2) Provide a list of recommended SBE/LBE subcontractors to Burkhardt for inclusion on the prequalified list of invitees, along with any special conditions required i.e. "*flexible pay provisions*"
- 3) Recommend potential SBE/LBEs for involvement on the project as well a strategy to maximize SBE participation through strategic packaging.

TASK 3: CAPACITY ASSESSMENT

- 1) Conduct capacity analysis of potential SBE/LBEs for inclusion in the project.
- 2) Conduct capacity building seminar to include *bonding, microloans and lines of credit* establishment in conjunction with Wells Fargo for potential SBE/LBEs.
- 3) Identify local resources to assist SBEs with capacity relative to the need.

TASK 4: COMPLIANCE

- 1) Meet with City of Hallandale officials and Outreach Consultant to determine the appropriate compliance reporting structure and reporting frequency.
- 2) Negotiate subsequent agreements and arrangements with subconsultants (Adams Consulting) for possible inclusion into the compliance component.
- 3) Develop or cause to develop standard format of compliance report.
- 4) Develop or cause to develop procedural manual or flow chart to establish the processes for data collection and reporting flow for the use by Construction Management team, City officials,

TASK 5: PREQUALIFICATION & PACKAGING

- 1) Assist Burkardt staff in the process of prequalification and preparation of packages for SBEs
- 2) Assist Burkardt with formulation of strategic alliances to accomplish overall project goals. .

PRECON ASSUMPTIONS & CLARIFICATIONS:

1. It is assumed that Burkhardt will pay the Outreach Consultant directly.
2. No retainage will be held on billings.
3. Burkhardt will reimburse NuJak for reimbursables associated with the execution of this work.
4. NuJak will be included in any discussions that affect the proper execution of its work.
5. This fee structure is being provided for Preconstruction services only and a subsequent agreement will be formulated for the construction phase.

Any alteration or deviation from the above assumptions, may involve additional time, which has not been anticipated in this fixed fee proposal. All agreements are contingent upon strikes, accidents, or delays beyond our control.

Thank you for the opportunity to provide this proposal, we look forward to working with you in meeting the construction needs of the City of Hallandale Beach. .

Authorized Signature _____



Frank Kendrick Jr.
CEO/ President

Acceptance of Proposal

The above prices, specifications and conditions are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above:

Accepted:

Date:

Signature _____

Signature _____



January 28, 2013

Burkhardt Construction, Inc.
1400 Alabama Ave.
West Palm Beach, FL 33401
Attn: James Auld, Project Manager

RE: Fee Schedule & Scope Of Services
RFP #Y2011-2012-013
Construction Manager at Risk (CMAR) for the construction of B.F. James Park, Scavo Park and South Beach Park

Dear Mr. Auld

Palms Community Action Coalition(PCAC) acting as Community Outreach Organization is pleased to present you with Scope of Services for preconstruction services to the City Of Hallandale Beach (Owner) for the construction of B.F. James Park, Scavo Park, and South Beach Park described in RFP# FY2011-2012-013.

Task- 1 Provide Outreach and Assist Small Business (SBE) participate in Hallandale Beach Parks Projects and Monthly Reporting	\$37,800.00
Task- 2 SBE Identification	\$5,940.00
Task- 3 Capacity Assessment	\$6,885.00
Task- 4 Prequalification, Prepackaging Bid Phase & Strategic Alliances	\$42,639.00
65% CBP Outreach Cost Estimate (work prior to GMP development)	\$60,622.25
NuJak Pre-construction phase fee	\$25,000.00

35% Cost of CBP plan during GMP development deferred to a GMP line item.



Task 1

1. SBE Outreach Monthly Reporting

This scope will provide outreach and assist small business (SBE) participate in Hallandale Beach Parks Projects. Meet with the CMAR to identify services and commodities that may be compatible with Local/SBE vendors and subcontractors with emphasis on business in and around Hallandale Beach. The monthly report will be generated and prepared by Palms Community Action Coalition (PCAC). This report will be submitted to the CMAR.

- A. Coordinate: At least two construction symposiums create and distribute materials advertising B.F James Park, Scavo Park and South Beach Park construction. Emphasizing the City's commitment to utilize local/SBE's in the Pre- Construction Phase.
- B. Advertise: The time and place of symposiums.
- C. Request: All attendees to bring licenses bonding information and SBE certification if they have it.
- D. Questionnaire: Have all vendors attending complete questionnaire.
- E. Overview: Contractor will present overview of the project and all the type of services and commodities to be purchased.
- F. Training: Provide one on one training focusing on the projects.

Task 2

2. SBE Identification

This scope will include Community participation in public presentation, in support of Parks Master Plan.

- A. Create Database: Identify at least three SBE for each phase of the project at Pre-Construction
- B. Register: Proactively contact local business encouraging them to register as a vendor of the City of Hallandale Beach.

Task 3

3. Capacity Assessment

This scope will determine each vendor's capacity to provide services for all three projects simultaneously.

- A. Assist vendors in hiring local labor from PCAC local labor force.
- B. Help identify local SBE that might need bonding and or certification collaborate with vendor's.



Task 4

4. Prequalification & Pre- Packaging

This scope PCAC will collaborate with CMAR to assist in coordinating bid notification.

- A. Coordinate bid notification in cooperation with the Project Manager
- B. Targeting local/SBE vendors and subcontractors
- C. Ensure that vendors have completed all forms and provided all documentation required for bid package submission and signature
- D. Attend bid meetings.



City of Hallandale Beach
RFP #FY2011-2012-013
Palms Community Action Coalition
for the Pre-Construction of
B.F. James Park, Scavo Park, and South Beach Park
Scope and Fee Proposal
Submitted: January 29, 2013

Palms Community Action Coalition

Murvin B. Wright

PCAC Board Chair

Accepted by:
Burkhardt Construction, Inc.

By: _____
Printed Name

Title: _____

Date: _____

Upon your acceptance of this letter of agreement, Palms Community Action Coalition, Inc shall begin work immediately. Please return one original for our files.



City of Hallandale Beach
RFP #FY2011-2012-013
Palms Community Action Coalition
for the Pre-Construction of
B.F. James Park, Scavo Park, and South Beach Park

Hourly Rates for Additional Requested
Pre-Construction Services

<u>NAME</u>	<u>POSITION</u>	<u>RATE</u>
Joy Brown	Office Manager	\$70.00
Nellie Bacon	Assistant Office Manager	\$40.00
Anthony Lewis	Outreach Coordinator	\$25.00

Multiplier of (2) is Included in Hourly Rates.