

TOWN OF DAVIE

TOWN COUNCIL AGENDA REPORT

TO: Mayor and Councilmembers

FROM/PHONE: Bruce Taylor/954-327-3748

PREPARED BY: Heidi Cavicchia

SUBJECT: Resolution

AFFECTED DISTRICT: Townwide

TITLE OF AGENDA ITEM:

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, APPROVING THE CONTRACT AWARDED BY THE TOWN OF PEMBROKE PARK (RESOLUTION #05-09-04) TO CRAIG A SMITH & ASSOCIATES, INC. FOR LOCATING AND MARKING UNDERGROUND FACILITIES.

REPORT IN BRIEF:

This request is to hire a firm to locate and mark underground utilities on an as needed basis. The Town is required per State Statute #556.103 to locate underground utilities for any person performing excavation within the Town. These utility locates prevent contractors from damaging or breaking underground utility lines. This, in turn, prevents health and safety issues. For example a broken water line can reduce or eliminate fire protection or introduce contaminants into the water supply which would require a boil water notice to be issued. A broken sewer line could expose the public to raw sewage.

The current contract to locate and mark underground utilities has expired. The Town staff has contacted other municipalities who are currently receiving services from Craig A. Smith & Associates, Inc., and all their comments on the quality of service are positive. We received a letter from the vendor stating we can piggyback on the Pembroke Park bid and take advantage of the lower rates (see Table 1 below). Craig A. Smith & Associates has been providing locating services in the Town of Davie for the past two years under a Broward County contract which has since expired and has become familiar with the location of our lines. It requires considerable man hours on the part of the Town of Davie to train a new locator as well as a considerable expense in the duplication of water and sewer as-built drawings which must be provided to a new contractor; therefore, it would be advantageous to continue using our current locating service.

We have examined the vendor and find the company to be a responsive and responsible firm. The unit prices for the items to be used by the Town in this piggyback bid are much less expensive than the current contract that has expired. For example, using the unit prices of this piggyback bid and the old expired contract, for the same number of locates at the expected level of service, the Town would save \$33,491 per year over the existing contract (see Table 1 below). The piggyback bid is with the same company that the existing contract is with and the Staff is pleased with their performance.

Table 1

	Estimated number of locates	New Contract		Existing Contract	
Standard locate	2500	\$15.00	\$37,500.00	\$15.95	\$39,875.00
Ground Penetrating Radar locate	70	\$125.00	\$8,750.00	\$566.00	\$39,620.00
Vacuum digging locate	20	\$175.00	\$3,500.00	\$187.50	\$3,750.00
Emergency locate	10	\$50.00	\$500.00	\$49.50	\$495.00
		Total	\$50,250.00	\$83,740.00	
		Difference between new and old contract	\$33,490.00		

PREVIOUS ACTIONS: At the Town Council meeting held on June 7, 2006 Council tabled to June 21, 2006

CONCURRENCES: N/A

FISCAL IMPACT:

Has request been budgeted? Yes

If yes, expected cost: \$84,000/year

Account Name: Contractual Services – 040-1058-536-0306

RECOMMENDATION(S):

Motion to approve the Resolution

Attachment(s): Resolution, Utilities Department Recommendation, Procurement Authorization, Piggy Back Bid Checklist, Contact Information Sheet, State of Florida Surveying and Mapping License for Craig A. Smith & Associates, Inc., Town of Pembroke Park Resolution #05-09-04, Letter from Craig A. Smith & Associates, Inc. extending the contract prices to the Town of Davie

RESOLUTION NO. _____

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, APPROVING THE CONTRACT AWARDED BY THE TOWN OF PEMBROKE PARK (RESOLUTION #05-09-04) TO CRAIG A. SMITH & ASSOCIATES, INC. FOR LOCATING AND MARKING UNDERGROUND FACILITIES.

WHEREAS, the Town is in need of a service to locate and mark underground facilities for the Utilities Department; and

WHEREAS, the Town of Pembroke Park solicited bids for this service and awarded a contract to Craig A. Smith and Associates, Inc. as the lowest responsible and responsive bidder; and

WHEREAS, Craig A. Smith and Associates, Inc. agreed to extend the terms of this bid award to the Town of Davie;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA:

SECTION 1. The Town Council wishes to approve the contract awarded by the Town of Pembroke Park to Craig A. Smith and Associates, Inc. covering the period beginning September 14, 2005 and ending September 13, 2007, with the option to extend the contract for an additional three years.

SECTION 2. The Town Council hereby authorizes the expenditure from the Utilities Department – Contractual Services account.

SECTION 3. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS _____ DAY OF _____, 2006.

MAYOR/COUNCILMEMBER

Attest:

TOWN CLERK

APPROVED THIS _____ DAY OF _____, 2006.



Administration	797-1030	Parks & Recreation	797-1145
Budget & Finance	797-1050	Police Department	693-8200
Development Services	797-1111	Public Works	797-1240
Engineering	797-1113	Town Clerk's Office	797-1023
Fire Department	797-1090	Utilities	327-3742
Human Resources	797-1010		

TOWN OF DAVIE UTILITIES 6591 Orange Drive, Davie, Florida 33314-3399 (954) 327-3742

MEMORANDUM

TO: Herb Hyman, Procurement Manager

FROM: Bruce Taylor, Acting Utilities Director 

DATE: May 24, 2006

RE: Bid Recommendation – Locating and Marking Underground Facilities

The Utilities Department would like to recommend piggybacking the bid awarded to Craig A. Smith & Associates by the Town of Pembroke Park for locating and marking underground facilities. Craig A. Smith and Associates has been providing locating services to the Town for the past two years, has become familiar with the location of our lines, and we feel they have been doing an exceptional job in keeping up with locate requests and accurately marking lines to minimize damage to our facilities.

If you need additional information, please contact me.

:hkc

TOWN OF DAVIE PROCUREMENT AUTHORIZATION

ACCOUNT NUMBER.	BUDGET ITEM & DESCRIPTION	APPROXIMATE COST
040-1058-536-0306	Contractual Services – Line Locations	\$84,000

METHOD OF PROCUREMENT (check the one that applies)

- Open Competitive Bidding
 Piggyback on Contract Number Town of Pembroke Park – Resolution No. 05-09-04
 Sole Source
 Request For Proposals

SPECIFICATIONS & LIST OF VENDORS MUST BE ATTACHED

Signed _____
Department Head

Have Funds been Reserved _____

Date _____ Signed _____

Signed _____
Town Administrator

VENDOR	<u>BIDS SUBMITTED</u>	COST

Signed _____
Procurement Manager

BID SPECIFICATION COMMITTEE'S RECOMMENDATION

Vendor	Cost
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PIGGYBACK BID CHECKLIST

			Completed by
1.	Piggyback of bid awarded by	<u>Town of Pembroke Park</u>	<u>WTP</u>
2.	Date of award	<u>September 14, 2005</u>	<u>WTP</u>
3.	Date of expiration	<u>September 13, 2007</u>	<u>WTP</u>
4.	Date of last renewal	<u>N/A</u>	<u>WTP</u>
5.	Copy of bid award attached	<u>YES</u> NO	<u>WTP</u>
6.	Requested item same as awarded item	<u>YES</u> NO	<u>WTP</u>
7.	Approved Procurement Authorization attached	<u>YES</u> NO	<u>WTP</u>
8.	Justification	<u>Existing contract for locating</u> <u>services has expired.</u>	<u>WTP</u>
9.	Benefit to the Town	<u>The Town does not have the equip-</u> <u>ment or manpower necessary to</u> <u>perform this service. Reduced</u> <u>liability for damage should the</u> <u>locates be incorrect.</u>	<u>WTP</u>
10.	Contact information sheet attached	<u>YES</u> NO	<u>WTP</u>

CONTACT INFORMATION SHEET

AGENCY CONTACTED Town of Pembroke Park
NAME Todd Larson
PHONE NUMBER 954-966-4600 ext. 1238
DATE April 18, 2006
COMMENTS Craig A. Smith & Associates has done a
Good job. We have had no hits and have
No complaints.

AGENCY CONTACTED City of Oakland Park
NAME Abu Canady
PHONE NUMBER 954-630-4432
DATE April 17, 2006
COMMENTS We have had no issues with Craig A.
Smith & Associates

AGENCY CONTACTED City of Coconut Creek
NAME Glen Dupris
PHONE NUMBER 954-973-6770
DATE April 17, 2006
COMMENTS We have had no problem with Craig A.
Smith & Associates. They have done a
great job.

AC# 1817834

STATE OF FLORIDA

DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BOARD OF PROF. SURVEYORS & MAPPERS

SEQ# L05010701156

DATE	BATCH NUMBER	LICENSE NBR
01/07/2005	1040563422	LB3110

The SURVEYING & MAPPING BUSINESS

Named below IS CERTIFIED

Under the provisions of Chapter 472 FS.

Expiration date: FEB 28, 2007

CRAIG A. SMITH & ASSO OF FL INC
1000 W MCNAB RD
POMPANO BEACH FL 330694706



JEB BUSH
GOVERNOR

DISPLAY AS REQUIRED BY LAW

DIANE CARR
SECRETARY

State of Florida

Board of Professional Engineers

Craig A. Smith & Assoc. Of Fl. Inc.

Is authorized under the provisions of Section 472.03, Florida Statutes, to offer engineering services to the public through a Professional Engineering Firm licensed under Chapter 471, Florida Statutes.

AUDIT NO.: 0507- 003276

CERTIFICATE OF AUTHORIZATION NUMBER: 3110

EXPIRATION: 28-FEB-07

DISPLAY AS REQUIRED BY LAW

RESOLUTION NO. 05-09-04

A RESOLUTION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AWARDING THE BID FOR LOCATING AND MARKING UNDERGROUND UTILITIES TO CRAIG A. SMITH & ASSOCIATES; AUTHORIZING THE TOWN TO MAKE AND ENTER INTO AN AGREEMENT WITH CRAIG A. SMITH & ASSOCIATES FOR LOCATING AND MARKING UNDERGROUND UTILITIES; AUTHORIZING THE MAYOR AND CLERK-COMMISSIONER TO EXECUTE SAID AGREEMENT FOR AND ON BEHALF OF THE TOWN AND AFFIX THE SEAL OF THE TOWN THERETO; REPEALING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town advertised a Notice to Bidders for contractors to provide services for locating and marking underground utilities within the Town of Pembroke Park; and

WHEREAS, the Town Staff has reviewed the responses from the list of bidders submitted to the Town; and

WHEREAS, the Town Staff recommends that the Town select Craig A. Smith & Associates as the provider of the locating and marking underground utility services.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA:

Section 1. That the Town Commission hereby awards the bid for locating and marking underground utility services to Craig A. Smith & Associates.

Section 2. That the Town is authorized to make and enter into an Agreement with Craig A. Smith & Associates for locating and marking underground utilities, a photocopy of said Agreement being on file with the Public Works Department, and by reference made a part hereof.

Section 3. That the Mayor and Clerk-Commissioner are authorized and directed to execute said Agreement for and on behalf of the Town and affix the seal of the Town thereto.

Section 4. That all Resolutions or parts of Resolutions in conflict herewith be and the same are hereby repealed to the extent of such conflict.

Section 5. That this Resolution shall be in force and take effect immediately upon its passage and adoption.

PASSED AND ADOPTED this 14th day of September, 2005.

ATTESTED:



HOWARD P. CLARK, JR.
Clerk-Commissioner



JOHN P. LYONS
Mayor-Commissioner

LOCATE / MARK UNDERGROUND FACILITIES

TO: Owner

All blanks have been filled in, BID SHEET is attached to the completed "Invitation For Bid" and returned herewith. In accordance with all terms, conditions, specifications and requirements, the bidder offers the following:

Item #	Estimated Annual Quantity	Unit	Description of Service	Unit Price	Item Total
1	<u>5,000.00</u>	EA	Standard Locate and mark ALL City Owned Facilities in the Area Specified in the SSOCOF Ticket, or White Lined by Excavator. See Attachment "C" - Standard Locate	<u>\$ 15.00</u>	<u>\$ 75,000.00</u>
2	<u>200.00</u>	EA	Locates with Ground Penetrating Radar (GPR) and Mark City Owned Facilities. See Attachment "C" - GPR Locates	<u>\$ 125.00</u>	<u>\$ 25,000.00</u>
3	<u>100.00</u>	EA	Locate with Vacuum Digging (POT-HOLING) and Mark City Owned Facility. See Attachment "C" - Potholing.	<u>\$ 175.00</u>	<u>\$ 17,500.00</u>
4	<u>100.00</u>	EA	Placement of Electronic Markers after a line has been exposed through Vacuum Digging. Owner to supply Electronic Markers. See Attachment "C" - Placement of Electronic Markers.	<u>\$ 12.50</u>	<u>\$ 1,250.00</u>
5	<u>200.00</u>	EA	The taking of GPS coordinates utilizing sub-meter equipment. See Attachment "C" - GPS Coordinates.	<u>\$ 75.00</u>	<u>\$ 15,000.00</u>



LOCATE / MARK UNDERGROUND FACILITIES

6	<u>10.00</u>	EA	Emergency – Standard Locate 5:00 p.m. – 5:00 a.m. Weekdays and all day Saturday & Sunday. See Attachment "C" - Emergency Locates.	<u>\$ 50.00</u>	<u>\$ 500.00</u>
7	<u>5,000.00</u>	EA	Electronic Ticket Management, Receipt and Delivery of Request to Locate tickets from Sunshine State One Call.	<u>\$ 0.55</u>	<u>\$ 2,750.00</u>
8	<u>6,750.00</u>	EA	Screened and Cleared Tickets. Receive Request to Locate ticket from SSOCOF, screen and clear for "out of area" etc. See Attachment "C" - Screen & Clear Tickets.	<u>\$ 2.00</u>	<u>\$ 13,500.00</u>
9	<u>1.00</u>	SF	Radar Tomography Services. Perform Radar Tomography services for small surface area at least 1000 SF to a maximum of 5000 SF. Price per SF. See Attachment "C" - Radar Tomography (small area).	<u>\$ 1.50</u>	<u>\$ 1.50</u>
10	<u>1.00</u>	SF	Radar Tomography Services. Perform Radar Tomography services for medium surface area at least 5001 SF to a maximum of 25000 SF. Price per SF. See Attachment "C" - Radar Tomography (medium area).	<u>\$ 0.70</u>	<u>\$ 0.70</u>
11	<u>1.00</u>	SF	Radar Tomography Services. Perform Radar Tomography services for large surface area at least 25001 SF and greater. Price per SF. See Attachment "C" - Radar Tomography (large area).	<u>\$ 0.45</u>	<u>\$ 0.45</u>



LOCATE / MARK UNDERGROUND FACILITIES

			Arrayed Inductive Receiver System - Deep Pipe Locates. Perform A.I.R. System locates for deep facilities (greater than 12' in depth) over a surface area of at least 1000 SF to a maximum of 5000 SF. Price per SF. See Attachment "C" - A.I.R. System Locates.	\$ 3.25	\$ 3.25
12	<u>1.00</u>	SF			
			Subtotal for 1st Year Usage	\$ 150,505.90	
			Total for 2 Year Usage	\$ 150,505.90	
				\$ 301,011.80	

Jobsite visitation is strongly recommended; submission of a Bid will be construed that the Bidder is acquainted sufficiently with the work to be performed.

Delivery requirements will be identified in each Purchase Order issued against this contract.

Acknowledgment is hereby made of the following Addenda or Amendments (identified by number) received since issuance of this bid:

NAME OF COMPANY: Craig A. Smith & Associates, Inc.

AUTHORIZED SIGNATURE: 

By signing this bid sheet the firm is agreeing to the terms and conditions of the Invitation for Bid.





TOWN OF PEMBROKE PARK

3150 S.W. 52ND AVENUE • PEMBROKE PARK, FLORIDA 33023 • BROWARD (954) 966-4600 • FAX (954) 966-5186

John P. Lyons
Mayor

Emma Shoaff
Vice Mayor

Howard P. Clark, Jr.
Clerk Commissioner

Ashira A. Mohammed
Commissioner

Annette Wexler
Commissioner

Dr. Robert A. Levy
Town Manager

Christopher J. Ryan
Town Attorney

September 8, 2005

Mr. Gregory W. Jeffries
Craig A. Smith & Associates, Inc.
1000 West McNab Road
Suite 200
Pompano Beach, FL 33069

RE: UTILITY LOCATE CONTRACT
NOTICE OF INTENT TO AWARD

Dear Mr. Jeffries:

The Town of Pembroke Park has reviewed bid proposals regarding the above contract and hereby notifies you of our Intent to Award a Contract for "Locate / Mark Underground Utilities" to Craig A. Smith & Associates, Inc, pursuant to the terms and conditions outlined within the Contract Documents and Council approval.

The Contract Term is for two (2) years from this date and is potentially renewable for up to three years following the initial term.

Final award shall be made by authority of the Town Council and a Contract will be executed by the Town Manager. This item is scheduled for consideration by the Town Council on Wednesday, September 14, 2005. Please be prepared to submit the required Performance Bond as stipulated in the Contract Documents.

Congratulations,

Todd Larson
Public Works Director
Town of Pembroke Park

FILE COPY



CRAIG A SMITH & ASSOCIATES

ENGINEERS • SURVEYORS • UTILITY LOCATORS • GRANTS ASSISTANCE

May 24, 2006

Mr. Bill Peele
Town of Davie Utilities
6591 Orange Drive
Davie, FL 33314

**RE: INVITATION TO "PIGGY-BACK" PEMBROKE PARK CONTRACT
UTILITY LOCATING / UTILITY TICKET MANAGEMENT**

Dear Bill:

We are inviting the Town of Davie to "piggy-back" on the Town of Pembroke Park's Utility Locating Contract. This contract covers all aspects of utility locating including a few new options not available on the current contract. Additionally, this contract offers a lower unit price per ticket locate than the previous contract and offers five potential years of usage.

Utilizing this contract will allow the Town of Davie to maintain continuity of service with the same knowledgeable locate staff that has been providing these services for the past three years. We look forward to the opportunity to continue to serve the Town and its residents.

If we can answer any questions, or provide any assistance in moving towards this new contract, please do not hesitate to contact me.

Sincerely,
CRAIG A. SMITH & ASSOCIATES, INC.

Gregory W. Jeffries
Vice President
Subsurface Utility Engineering

Cc: Alan Lopez, CAS
Roger Travieso, CAS
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