



Community Redevelopment Agency

210 Sams Avenue • New Smyrna Beach, Florida 32168 • (386) 424-2266 • Fax: (386) 409-4759

March 16, 2011

MEMORANDUM

Charles Belote, Chair
Steve Dennis, Vice Chair
James Kosmas
Doug Hodson
Thomas Williams
Chad Schilsky
James Peterson

May this serve as your official notification of a **SPECIAL MEETING** of the Community Redevelopment Agency to be held on **Wednesday, March 23, 2011 at 12:00 PM**. The meeting will be held at the **City Hall Commission Chambers, 210 Sams Ave. New Smyrna Beach, FL 32168** to discuss the attached Agenda pursuant to Florida Statute 163 and Local Ordinance 23-85.

Respectfully submitted,

Anthony G. Otte, CRA Director

cc: Mayor and City Commission
City Manager
Members of the Press
Flagler Merchants Assoc.
Canal Street Historic District
Public Notice

Attachment

**SPECIAL MEETING AGENDA
COMMUNITY REDEVELOPMENT AGENCY
WEDNESDAY, MARCH 23, 2011 AT 12:00 P.M.
CITY COMMISSION CHAMBERS, CITY HALL, 210 SAMS AVE.
NEW SMYRNA BEACH, FLORIDA 32168**

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **PUBLIC PARTICIPATION**

As this is a special meeting, comments will pertain to only those agenda items addressed below. In accordance with the City Commission Resolution #11-89, a three-minute limitation will be imposed unless otherwise granted by the CRA Commissioners.

4. **OLD BUSINESS**

- A. Scope of Work for the Flagler Ave. Boardwalk Restrooms Design

5. **ADJOURNMENT**

Pursuant to Chapter 80-15 of the Florida Sessions Laws, if an individual decides to appeal any decision made with respect to any matter considered at a meeting or hearing, that individual will need to ensure that a verbatim record of the proceedings is made.

In accordance with the Americans with Disabilities Act, persons needing assistance to participate in any of these proceedings should contact the Board Secretary listed below prior to the meeting:

Claudia Soulie, CRA Administrative Assistant, City of New Smyrna Beach, 210 Sams Avenue,
New Smyrna Beach, FL 32168, (386) 424-2265.

AGENDA ITEM SUMMARY

Department Making Request: **Community Redevelopment Agency**

Meeting Date: 1st Reading: **March 29, 2011**

Action Item Title: **Scope of Work for the Flagler Boardwalk Restrooms Design**

Agenda Section: Consent Public Hearing Admin Items/New

Summary Explanation and Background:

The Flagler Boardwalk area has been the subject of dialogue between the City and Volusia County for many years. An original 20 year lease was modified with a 1991 amendment, which in lieu of rent for the lifeguard compound, the County provided maintenance of the bathrooms, parking area, and boardwalk. However the lease expired in 1994. New lease agreements were drafted (1998 and 2008), although not finalized, and the County continued park maintenance, until Volusia County Budget reductions in FY 10-11 when the City was notified that the maintenance responsibilities were ours as of October 1, 2011. The County continued to maintain the bathrooms, when reminded of the expired lease by the City, however, the City has a private contractor for cleaning the restrooms on-board as of March 1st. Of note, the City-owned 27th Avenue Beach Park is under agreement for County maintenance and management until FY 2012-13, at which it becomes the City's responsibility as well.

City & County staffs met on January 29, 2011 to discuss each others' priorities for moving forward with Flagler Beach Park improvements. The County wants to construct a new beach patrol HQ on the site, and does not wish to sign another long-term lease, but wanted title to the beach patrol site, in exchange for reconstructing the restrooms. However, the land value of the site to be utilized by the County, far exceeds the cost of the bathrooms. In addition, the City was already moving forward with approved designs for the boardwalk shade structure and seawall repair (which also runs the length of the County's HQ) and wanted to have construction activity started on the site by November 1, 2011 (see attached schedule).

The City staff suggested the City maintain title to the entire site, the County sign a long-term lease (30 years was offered); and the City to continue moving forward with it's construction schedule; site plan work (including moving the location of the restrooms and city-owned storage), and long-term management of the site (parking and access improvements). The offer of a long-term lease to the County is still on the table and current discussions are cordial between the two entities. The County staff is also looking at the option of using all or part of the southern ROW for their new public safety HQ. However, CRA and City staff feel it is in the best interests of the project to move the total package forward for the boardwalk, seawall, bathrooms, and parking, so construction occurs at one time and the inconvenience to the public is minimized for the duration of one construction project, not two or even three phases.

A high priority capital project in the CRA Master Plan Update calls for improvements at the Flagler Ave Boardwalk. This project has three elements:

- Seawall repair - the plans for the repair of the seawall are now complete,
- Wooden Structure - the plans for the modification of the wooden structure are in design, and
- New Restrooms and Parking lot layout - a scope of work has been received for the final element in the project: the design of a new restroom building, and a design for the delineation of parking spaces. The amount of this scope of work is \$91,030.

It is anticipated that the two existing restrooms and the small handicapped restroom would be demolished and replaced with a single restroom building. After the discussion with the County in January 2011, city staff members asked Quentin L. Hampton for a scope of work for a design similar to the restrooms at the 27th Ave. park. Those facilities utilize the single room design which is most convenient for families with small children, and is relatively easy to maintain. The design would also call for grading the site to eliminate the steps that presently lead to the women's restroom facility. The new facilities will be situated on the site to allow for more space on the boardwalk, and adequate shower facilities. Staff met with the design team from Quentin L. Hampton and discussed this request. If the design team can get approval at the March 29, 2011 City Commission meeting, the design can be completed in time to bid out all three project elements in one package. Construction would start after November 1, 2011 (turtle season ends on October 31, 2011) with all three elements done at one time. The contract would require the contractor to bring in portable "trailer type" restrooms for beach patrons to use while the new restrooms are being constructed.

Recommended Action/Motion:

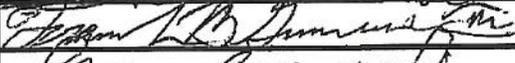
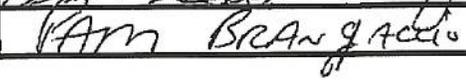
Approval of the attached scope of work from Quentin L. Hampton Company.

Funding Analysis: Budgeted N/A _____ If not budgeted, recommend funding account:

The CRA budget provides \$546,169 for the Flagler Boardwalk, line item 120.51502.567778. As of March 14, 2011 there is \$482,669 available. The CRA Master Plan Update capital project budget lists the cost estimate for this project at \$2,000,000. The scope submitted for this project element is \$91,030.

Exhibits Attached:

Scope of work dated February 1, revised March 11, 2011

Reviewed By:	Name	Signature
CRA Director	Tony Otte	
Finance Director	Althea Philord Bradley	
City Attorney	Frank Gummey III	
City Manager	Pam Brangaccio	

Commission Action

Flagler Ave Boardwalk Development

Site Plan:

Submit Site Plan April 15th, 2011 - Friday
Site Plan Meeting May 6th, 2011 – Friday

Land Use:

Rezoning April 4th, 2011 – Monday
City Commission 1st Reading April 26th, 2011 – Tuesday
City Commission Rezoning (2nd Reading) CCSL & Variance, May 10th, 2011-
Tuesday

Construction:

Design 30% May 9th, 2011 – Monday
Design 60% June 9th, 2011 – Thursday
Design 100% July 11th, 2011 – Monday
Final Staff Review July 29th, 2011 – Friday
Finalize Plans August 12th, 2011 – Friday
Advertise August 20th, 2011 – Saturday
Pre-Bid Meeting August 30th, 2011 – Tuesday @ 10:00 am
Bid Opening September 20th, 2011 – Tuesday @ 2:00

pm

City Commission Deadline September 26th, 2011 – Monday
City Commission Meeting October 11th, 2011 – Tuesday
Contract Approval October 17th, 2011 – Monday
Pre-Construction Meeting October 25th, 2011 – Tuesday
Construction Begins November 1st, 2011 – Tuesday

MARK A. HAMPTON, P.E.
BRAD T. BLAIS, P.E.
DAVID A. KING, P.E.
ANDREW M. GIANNINI, P.E.
KEVIN A. LEE, P.E.

Quentin L. Hampton Associates, Inc.
Consulting Engineers
P.O. DRAWER 290247
PORT ORANGE, FLORIDA 32129-0247

TELEPHONE: (386) 781-6810
FAX: (386) 781-3077
EMAIL: qlha@qlha.com

February 1, 2011
Revised 3/11/11

Khalid Reshiedat, P.E.
Public Works Director
City of New Smyrna Beach
210 Sams Avenue
New Smyrna Beach, FL 32168

**CITY OF NEW SMYRNA BEACH
FLAGLER AVENUE RESTROOMS AND PARKING AREA
SCOPE OF SERVICES AND FEE ESTIMATE**

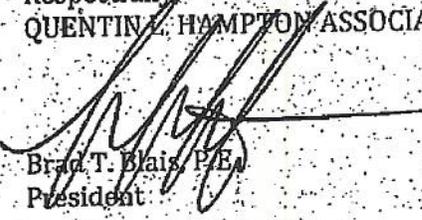
Dear Khalid,

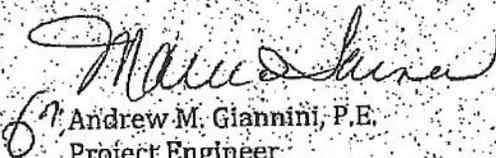
In accordance with your request, we are pleased to offer the enclosed Scope of Services and Engineering Fee Estimate for the above referenced project. As discussed, the scope of services covers professional services associated with preparing field investigations, plans, specifications, bidding assistance, contract administration, and inspection for improvements to the Flagler Avenue restrooms and parking areas.

The City desires to contract for professional services necessary to replace the restrooms and improve the parking lot. Our scope includes surveys, planning, meetings, plans, specifications, bid documents, bidding assistance, and construction services for the above referenced improvements. We have engaged David Dacar, AIA to serve as the architect. Sub-consultant allowances were included for survey and geotechnical investigations under previous work authorizations.

Please review the attached and if acceptable, forward to the appropriate parties for approval. Thank you for this opportunity to be of service to the City of New Smyrna Beach. If you have additional questions, do not hesitate to call.

Respectfully,
QUENTIN L. HAMPTON ASSOCIATES, INC.


Brad T. Blais, P.E.
President


Andrew M. Giannini, P.E.
Project Engineer

BTB/AMG:el
Enclosure

**SCOPE OF SERVICES AND FEE ESTIMATE
FLAGLER AVENUE RESTROOMS AND PARKING AREA
CITY OF NEW SMYRNA BEACH**

**February 1, 2011
(Revised 3/11/2011)**

General – This scope of services and Fee Proposal is in conformance with the Continuing Services Agreement between the City of New Smyrna Beach. (City) and Quentin L. Hampton Associates, Inc. (QLH).

A meeting was held with City staff and the CRA Director to determine the scope of required improvements at the Flagler Avenue Boardwalk and Parking Area. It was determined that the City desires to: replace the restrooms and upgrade all of the parking areas.

Scope of Work – QLH and WDA will address the following project components:

1. Replace Restroom and Storage Facilities – Prepare demolition and construction plans for new restroom facilities to replace the existing restrooms. Plans should include all disciplines including structural, architectural, mechanical, electrical and utility plans.
2. Parking Area Upgrades and Utility Design – Prepare conceptual and final construction plans for improvements to the parking areas. Improvements will include landscape islands, drive aisles and delineation of parking spots. Address drainage issues and evaluate the potential for creating a skateboarding area using pre-manufactured equipment.
3. Site Plan Approval and Permitting – Obtain all requisite site plan approvals from the CRA and planning department. Assist the City in obtaining all requisite permits.
4. Bidding Services – Provide bidding services to include plan distribution, pre-bid meeting, answer contractor questions during the bid period, issue addenda, attend bid opening, evaluate bidder's qualifications and prepare award recommendation.
5. Contract Administration and Part-Time Inspection Services – QLH and WDA shall provide construction administration services, review of contractor shop drawings and pay requests, periodic site visits to review the contractor's conformance to the requirements of the construction drawings and specifications. An allowance is included for part-time project representative services which will be billed hourly at the established contract rate.

Exclusions – The following work activities are not included in this scope of work:

- Environmental Assessments
- Property acquisition, easements and/or legal services
- Permit Application Fees

Proposed Fees – QLH and WDA will complete the work for estimated fees as follows:

Item	Task Description	Est. Fee
1	Replace Restroom and Storage Facilities	\$32,450
2	Parking Area Upgrades and Utility Design	\$32,380
3	Site Plan Approval and Permitting	\$4,500
4	Bidding Services	\$2,500
5	Contract Administration & Part-Time Inspection	\$19,200
	Total Estimated Fees	\$91,030

QLH fees are to be billed on a lump sum basis. Billing of allowances items are to be billed on an actual out-of-pocket cost basis or actual hours expended based on applicable hourly rates in effect at the time of work.

The terms outlined above are hereby agreed to:

City of New Smyrna Beach

Pamela Brangaccio, City Manager

Date