

EXPLANATION OF CONSENT AGENDA ITEM E.2.c.(19) October 28, 2015

ITEM:

Consideration of approving a purchase order to TLC Engineering for Architecture (TLC) in the amount of \$9,427 for electrical engineering support services relating to the Exterior Light Management. (Noble/Hicks)

EXPLANATION:

Background: As a part of the regulatory review for CPA's marine construction activities, U.S. Fish and Wildlife Service (FWS) developed a Biological Opinion (BO) in 2000, requesting CPA to develop a Light Management Plan to "eliminate any direct lighting visible from the beach and minimize the Port's sky glow, which in turn will minimize the Port's lighting impacts on Cape Canaveral Air Force Station..." and CPA developed a LMP which was approved by FWS in 2001. The plan was subsequently updated and is referenced in both state and federal marine permits (as the 2006 Exterior Light Management and Security Alternatives Plan). This plan requires that all tenants must submit lighting plans and specifications to the Canaveral Port Authority prior to any new construction.

The propose support request provides electrical engineering expertise to review lighting plans and consulting services to help address lighting technical aspects. The proposed work will be performed on a time and material basis, using rates previously approved under the TLC (Architectural-Engineering minor services) continuing services contract.

Funding Review by Finance (Pat Poston): The total amount of \$9,427 is an operational cost and is included in the FY16 Operating Budget. No change is required.

Staff Recommends Approval

Prepared by Carol Noble, P.E.





October 14, 2015

Mrs. Carol Noble, PE
Director, Environmental Plans & Programs
Canaveral Port Authority
445 Challenger Road, Suite 301
Cape Canaveral, FL 32920
Delivered via email: cnoble@portcanaveral.com

**Re: CPA Exterior Lighting Review, FY 16
Professional Engineering Services Proposal**

Dear Carol:

TLC Engineering is pleased to submit the following proposal to provide electrical engineering services for the project referenced above. We appreciate your consideration and look forward to working with you and your team on this project.

PROJECT SCOPE

We understand the project is to consist of the site lighting plan reviews on an as-needed basis for FY16. Site lighting plans and fixtures will be reviewed against the current 2006 ELMSAP, with attention also given to the new Exterior Light Management Plan currently in review with Florida Fish and Wildlife Conservation.

BASIC SCOPE OF SERVICES

Basic Scope of Services shall be as outlined in the Continuing Services contract between CPA and TLC. TLC shall provide professional engineering and design services including review meetings for site lighting reviews.

INFORMATION TO BE FURNISHED BY THE OWNER

Specific information and material that impacts the design shall be provided to TLC as shown in Attachment A.

ADDITIONAL SERVICES

Additional services, when requested in writing by Canaveral Port Authority, shall be performed at TLC's approved hourly rates. Additional Services also include those items shown in Attachment B.

TLC shall submit the estimated additional services cost for approval and authorization prior to proceeding with a design.

FEE

We propose to provide the above-described basic scope of services for a lump sum fee of **\$9,427.32**.

Mrs. Carol Noble
October 14, 2015
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Breakdown is shown on the attached fee breakdown per the rates in the Continuing Services Contract.

Larger projects requiring extensive reviews will be contracted under a separate purchase order.

In the event the quantity of the requested lighting design reviews approaches the design hour limit shown in the cost breakdown, a new proposal for additional lighting design reviews for FY16 will be submitted to Canaveral Port Authority.

Fee is inclusive of conventional reimbursable expenses. Conventional reimbursable expenses to include routine travel, express mail, photography, and plotting for coordination and submittals as noted above. Non conventional expenses including unanticipated travel or reproduction expenses to be reimbursable at 1.1 time direct cost.

If our proposal is acceptable, your signature below will confirm our authorization to proceed. Retain one copy and return one copy to TLC at the address on page 1 of this proposal. This authorization constitutes your commitment to pay the fee and reimbursable expenses, and represents that approval has been received by your firm from the client.

We look forward to your favorable selection of TLC and the opportunity to assist your team for this and future projects. Please give me a call with any questions or comments.

Sincerely,

TLC Engineering for Architecture



John W. Riner, PE, LEED AP BD+C
Associate/Electrical Project Engineer



Gary C. Krueger, PE, CM, LEED AP BD+C
Principal / Division Director

Canaveral Port Authority

By: _____

Print Name and Title _____

Date _____

Attachments

ATTACHMENT A

INFORMATION TO BE FURNISHED BY THE OWNER
Professional Engineering Services Proposal

1. Current site drawings, including tenant locations and operational functions.
2. Historical information on the evolution of the current ELMSAP, including studies performed by consultants, previous revisions of the ELMSAP and all correspondence with regulatory agencies on issues concerning the ELMSAP and sea turtle-friendly lighting at Canaveral Port Authority property.
3. Site lighting design drawings, light fixture cut sheets and Facility Light Management Plans for all site lighting design reviews.

ATTACHMENT B

ADDITIONAL SERVICES

Professional Engineering Services Proposal

1. Construction site visits or attendance at design review meetings, as requested by the Owner or Architect, in excess of site visits per discipline as defined in our proposal.
2. Civil engineering, landscape design, and irrigation design services.
3. Document reproduction beyond those required for in-house coordination and submittals as outlined above.
4. Development of "as-built" or record drawings.
5. Detailed cost estimating services.

Date: 10/14/15

CANAVERAL PORT AUTHORITY MINOR A-E SERVICES FEE BREAKDOWN

Task: FY 16 Site Lighting Plan Reviews (as needed)

2011 RATE	BILLING FACTOR (BF)	DESIGNATION
\$ 111.65	6	DIRECTOR
\$ 99.47	5	SENIOR ENGINEER, MANAGER
\$ 87.29	4	PROJECT ENGINEER, MANAGER
\$ 69.02	3	ENGINEER, SPECIALIST
\$ 54.81	2	GRAD. ENGINEER, DESIGNER, ADMIN SEC.
\$ 45.67	1	TECHNICAL, SECRETARY, INTERN, CLERICAL

PHASE: Lighting Plan Reviews (TLC)

TASKS/HOURS BY BF	6	5	4	3	2	1
Plan Reviews	0	0	59	0	0	0
Written Reports	0	0	49	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
TOTAL HRS:	0	0	108	0	0	0

TOTAL PHASE FEE: \$ 9,427.32

PHASE: Not used

TASKS/HOURS BY BF	6	5	4	3	2	1
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
TOTAL HRS:	0	0	0	0	0	0

TOTAL PHASE FEE: \$ -

PHASE: Not Used

TASKS/HOURS BY BF	6	5	4	3	2	1
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
TOTAL HRS:	0	0	0	0	0	0

TOTAL PHASE FEE: \$ -

PHASE: Not used

TASKS/HOURS BY BF	6	5	4	3	2	1
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
TOTAL HRS:	0	0	0	0	0	0

TOTAL PHASE FEE: \$ -

Design Phase Fee	\$ 9,427.32
Bid/Construction Administration Fee	\$ -
reimbursible expenses (travel, reproduction, overnight delivery)	\$ -

Total Fee \$ 9,427.32