

**PROPOSAL REPORT FOR:**



GREYSTONE AT BOYNTON BEACH HOMEOWNERS ASSOCIATION INC  
White Water Lily Way  
BOYNTON BEACH, FL 33437

**Summary Details For RFP No.681191:**

Reference Name: Structural Turnover Report  
Industry Solicited: Engineering (Civil,Structural,Architecture,Safety)  
RFP Close Date & Time: 11-08-2012 14:00  
Location where work is to be performed: Common areas  
Gate/Guard House,Club House,Pool,Parking Lot,Recreation Center,Other  
Projected Contract Term: Single Service

**Proposal Overview Details:**

Proposals Submitted: **4**  
Alt.Proposals Submitted: **0**  
High Bid: **\$27,500.00**  
Low Bid: **\$7,937.00**  
Average Bid: **\$19,056.00**

VENDOR 1	VENDOR 2	VENDOR 3	VENDOR 4
			
J-W Engineering, Inc.	Atlas Design & Engineering, Inc.	Arpin & sons	Hillman Engineering, Inc.
Vendor Apple Rating: 	Vendor Apple Rating: 	Vendor Apple Rating: 	Vendor Apple Rating: 
20 Balfour Road West, Palm Beach Gardens, Florida 33418	12800 University Drive, Suite 420, Fort Myers, Florida 33907	4920 N Dixie Hwy , Oakland Park, Florida 33334	2241 NW 22nd Street, Pompano Beach, Florida 33069
In-House Vendor? <b>No</b>	In-House Vendor? <b>No</b>	In-House Vendor? <b>No</b>	In-House Vendor? <b>No</b>
Company Phone: (561) 630-3550	Company Phone: (239) 267-7432	Company Phone: (954) 772-8345	Company Phone: (954) 975-9008
Extension: 0	Extension: 0	Extension: 0	Extension: 0
Alt.Phone: () -	Alt.Phone: () -	Alt.Phone: () -	Alt.Phone: () -
Alt.Extension: 0	Alt.Extension: 0	Alt.Extension: 0	Alt.Extension: 0
Year Business Established: 2003	Year Business Established: 2009	Year Business Established: 1980	Year Business Established: 1984
Contact: James W. Wesson	Contact: Mike Stewart	Contact: Don Arpin	Contact: Henry Hillman
jwwessonpe@aol.com	mike@atlasinonline.com	arpin2@bellsouth.net	cherylm@hillmanengineering.com
Mobile Phone: (561) 801-1388	Mobile Phone: () -	Mobile Phone: (954) 772-3699	Mobile Phone: (954) 588-6225
<b>TOTAL AMOUNT PROPOSED</b>	<b>TOTAL AMOUNT PROPOSED</b>	<b>TOTAL AMOUNT PROPOSED</b>	<b>TOTAL AMOUNT PROPOSED</b>
<b>\$27,500.00</b>	<b>\$22,000.00</b>	<b>\$7,937.00</b>	<b>\$18,787.00*</b>
Alternate Proposal Provided?	Alternate Proposal Provided?	Alternate Proposal Provided?	Alternate Proposal Provided?
<b>No</b>	<b>No</b>	<b>No</b>	<b>No</b>
<b>Alt.Price: N/A</b>	<b>Alt.Price: N/A</b>	<b>Alt.Price: N/A</b>	<b>Alt.Price: N/A</b>

\*Designates exception for 1 or more line items. Please see vendor notes for details.

**LINE ITEM #1:** Structural Turnover Report.

We need a structural turnover report for the following:

- 1) All common structural, utility (association responsibility portion), roof items, exterior elements and finishes, for the 64 townhomes in the development
- 2) Common facilities (clubhouse, pools, gatehouse, signs, tennis court, and so forth)
- 3) Association-owned roads, sidewalks, and fences.

Note: Single family home structures are the responsibility of the homeowners, and are NOT to be a part of this report.

**Attachment for Line Item 1:**Google\_Maps.jpg**VENDOR 1:****LINE ITEM PRICE: \$ 27,500.00****NOTES:**Scope of Work

The Engineer will conduct an investigation of common property, owned or maintained by the Association, to observe deficiencies that may exist at the referenced facility. A report will be prepared describing those conditions. The following will summarize the elements of that investigation.

1. Conduct a brief familiarity walk-through of the facility to orient Engineer and engineering staff, with common elements.
2. Discuss with facility management problems encountered within the community to assist in narrowing our investigation. Review any previous reports to identify previously observed conditions.
3. Review available "As-Built" and/or as permitted, construction drawings in accordance with list provided by the Engineer to identify design intent. Review documents and sales prospectus furnished by Client for impact on common property and improvements.
4. The Engineer shall perform a visual inspection for observable instances of substandard workmanship, deficiencies and deviations from plans and specifications, Building violations of applicable local, state, federal codes and standards of the common areas, and existing construction under the control of the Client, encompassing the following common areas and facilities:

## Common Areas

## Site Development

1. Pavement (Roads) & Parking Areas
2. Sidewalks & Paver Bricks
3. Drainage System & Lakes
4. Water & Sewer
5. Landscaping
6. Irrigation System
7. Entry Control
8. Fountains
9. Fencing & Signs
10. Dumpster Enclosures

## Common Facilities

1. Guardhouse
  - a. Roof
  - b. Interior
  - c. Exterior
  - d. Electric
  - e. Security Gates
2. Clubhouse
  - a. Roof
  - b. Interior
  - c. Exterior
  - d. Electric
  - e. Air Conditioning
  - f. Windows & Doors
3. Townhome Buildings (11)
  - a. Common Roof
  - b. Common Exterior Walls

## Swimming Pool

1. Swimming Pool

2. Swimming Pool Equipment
3. Pool Deck

#### Recreational Center

1. Tennis Court
2. Basketball Court

5. Provide two copies of the report after completion of inspection and survey of the property.
6. The Deficiency report shall cite specific industry standards. However, should the Client request further investigations, or modifications to the original report to expand code research or internal investigation of individual defects, time expended shall be invoiced on an hourly basis in addition to the base budget amount.
7. If necessary, obtain laboratory testing, or assistance of specialized consultants and/or repair contractors to provide opinions regarding observed problems or expose internal constructed components. Typically, this may include internal investigations of building wall or roof assembly, storm or sanitary sewers, sub-surface utilities, paving, and elements requiring removal for inspection.
8. If requested, research will be conducted into Building and Engineering departments to obtain documents and as-built construction plans, if available, to conduct our investigation.
9. If requested, the Engineer will prepare preliminary cost estimates and estimate calculations for repairing or replacing the deficiencies, deviations, and violations observed.
10. Attend meetings with Board committees, unit owners, attorneys, developer or others, when requested.
11. Assist the Board, upon request, with design, and implementation (in the form of bid documents for repair), or presentation of observed deficiencies to Owners, Board members or others.

#### Items to be Furnished by the Client

Assist Engineer by placing at his disposal all available pertinent information as required for the performance of his basic services, such as "As-Built" drawings of the buildings, and documentation of any previous work or reports on the subject, all of which the Engineer will rely upon in performing his services, specifically providing the following:

- ☐ Planned Unit Development Plats (P.U.D) Association Documents
- ☐ Site Surveys -Charter and By-Laws
- ☐ Paving and Drainage Plans -Articles of Incorporation
- ☐ Water and Sewer Plans -Declaration
- ☐ Building Plans - Pool, -All Amendments
- ☐ Pool Cabana, Pavilion. Etc. -Copies of Deeds
- ☐ Irrigation Plans -Copy of Written Warranties
- ☐ Landscaping Plans -Sales Prospectus
- ☐ Certificates of Occupancy
- ☐ South Florida Water Management Permit
- ☐ FP&L or Utility Agreements, if any

Designate a person to act as the Client's representative, acting with full authority of the Board of Directors, to transmit instructions, receive information, interpret and define the Client's policies and decisions with respect to materials, equipment, elements and systems pertinent to the Engineer's service. Provide the Engineer with all required as-built and record documents to conduct his investigation.

The Engineer's hourly rates are as follows:

Professional Engineer \$140.00 per hour  
Engineer \$110.00 per hour  
Project Manager \$ 90.00 per hour  
CADD Designer \$ 75.00 per hour  
Technician \$ 60.00 per hour  
Clerical \$ 35.00 per hour

The Engineer will invoice all time expended on the Client's behalf at the above rates. Based upon the Engineer's experience conducting similar projects, it is reasonably estimated that fees and outside support services will be reflected as follows:

1. Services requested by the Client for Items 1 thru 5 shall not exceed \$27,500.00 without prior approval from the Client.

2. Services requested by the Client for Items 6 thru 11 will be invoiced on an hourly basis at the rates stated above, and are not included in our propose budget.

Additional services requested by the Client, such as document search, meetings and presentation will be invoice hourly. Reimbursable items such as photographs, reprographic work, laboratory work and equipment test apparatus shall be invoiced at cost with an additional fee of 25% coordination and overhead. The cost for outside contractors and consultant services shall be incurred only upon prior approval of the Association and shall be invoiced at cost with an additional fee of 10% coordination and overhead.

Overtime: Hourly rates for overtime shall be 1.5 times the rates noted. Specifically, time spent before 8:00 a.m. and after 5:00 p.m. Monday through Friday, to attend after-hours meetings if requested by the client.

All invoices will be due upon receipt. Engineering service will not continue on projects where invoices remain unpaid after 30 days. Client agrees to pay a finance charge of 1.5% per month on all outstanding invoices unpaid as of the 30th day from invoice date. In the event there is a dispute under the Agreement resulting in legal action, the prevailing party shall be entitled to collect from the non-prevailing party attorneys' fees and costs incurred. Venue for such legal action shall be Palm Beach County, Florida.

#### Additional Services Request Agreement

In the event that additional service(s), expanding beyond the scope of work outlined herein, is requested by the Association or their representing counsel, a Task Order Agreement will be initiated. Said Task Order shall become an extension to this, the initial agreement between Four Jay's Consulting, Inc. and the Client. The services covered by a Task Order will be performed in accordance with the provisions of the agreement and any attachments thereto, except as modified.

#### Time of Completion

The Engineer reasonably expects to be able to complete his investigation within 90 days after receipt of all required supporting documents furnished by the Client. Should the investigation uncover elements requiring laboratory work, sub-consultant effort, product research or other unforeseen research, the Engineer will advise the Board regarding the extent of the delay.

#### Retainer Clause

The Client shall pay the Engineer a retainer of \$2,500.00. Said retainer shall be applied to the final invoice for services performed under this agreement.

**EXCEPTION(S): NONE**

#### VENDOR 2:

**LINE ITEM PRICE: \$ 22,000.00**

**NOTES:** See attached proposal for complete detail.

Our Professional Services shall include the following:

Preparation and delivery of (5) complete sets of Turnover Documents with Specifications (i.e. Structure). See Scope of Services attached.

For the above professional services, we will require a fixed fee of:

(8) 6-unit townhomes (\$15,000)

(1) Clubhouse (MEP & Structural) (\$2,500)

Monument Sign, Gate House, Pool, Parking Lot & Driveways: (\$4,500)

Included in the above are (1) site visit to the project, site visits may take more than one day if required.

The Client shall provide the following for the work described above:

1. A recent survey (boundary and/or site plan) of the subject property showing all utilities, if any, in a timely manner in order to meet the desired completion date.

2. Complete As-Built Plans of MEP & Structural engineering.

Work will commence with a signed Contract and retainer. After having read and agreed to accept the terms of this Agreement, you must have an authorized representative or agent sign this document and return with a retainer equal to 50% of the amount(s) shown above (\$11,000). This fee will be deducted from any progress invoices and/or the final balance due for services performed under this Agreement.

\*This proposal shall be valid for thirty (30) days from date of issue.

**EXCEPTION(S): NONE**

**ATTACHMENT(S):** [12-1607\\_Camassist\\_Proposal.pdf](#)

#### VENDOR 3:

**LINE ITEM PRICE: \$ 7,937.00**

**NOTES:** Per specifications and including insurance, 64 units and all common areas per specs. Please respond with insurance limits

**EXCEPTION(S): NONE**

**VENDOR 4:****LINE ITEM PRICE: \$ 17,297.56**

**NOTES:** Inspection of Common Elements of Clubhouse, guard building, pool house, roads, drainage and the exteriors of the townhouses only. Single Family residences are not included. Will include 3 copies of Final report with Color Photos as part of the proposal.

**EXCEPTION(S):** Hillman Engineering, Inc. will require the Association to provide a copy either hard copy or electronic of all plans and specifications for the following :Clubhouse, Pool Building, Site Drainage, Site Grading, Site Paving, fences, sidewalks, pool(s) and guard house. If the association is unable to provide these, the quoted cost for attachment # 1 will be increased by \$ 1, 490.00 to cover the cost of obtaining same.

<b>VENDOR 1:</b>	<b>\$ 0.00</b>
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<b>VENDOR 2:</b>	<b>\$ 0.00</b>
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<b>VENDOR 3:</b>	<b>\$ 0.00</b>
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<b>VENDOR 4:</b>	<b>\$ 1,490.00</b>
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**SPECIAL REQUIREMENTS -- Vendors meet the following requirements:**

**VENDOR 1:**

**GENERAL NOTES:**

NONE

**GENERAL EXCEPTION(S):**

None

**VENDOR 2:**

**GENERAL NOTES:**

NONE

**GENERAL EXCEPTION(S):**

None

**VENDOR 3:**

**GENERAL NOTES:**

NONE

**GENERAL EXCEPTION(S):**

None

**VENDOR 4:**

**GENERAL NOTES:**

NONE

**GENERAL EXCEPTION(S):**

None

**Licensed**

Professional

**Insured**

General Liability

Minimum Liability Insurance Amount Required:\$

**VENDOR 1:**

Occupational License: [PBCoTax2012.pdf](#)

Professional License: [PE\\_Lic\\_\\_COA.pdf](#)

General Liability Insurance: [Prof\\_Liability\\_Ins\\_\[2012\].pdf](#)

Workers Comp Insurance: [Work\\_Comp\\_Exemp.pdf](#)

W-9: [W-9.pdf](#)

WARRANTY-INFO: No Files

Warranty: Not applicable.

**VENDOR 2:**

Occupational License: [If\\_Awarded\\_and\\_if\\_Required\\_by\\_Jurisdiction.pdf](#)

Professional License: [PE72459.pdf](#), [Print\\_-\\_Licensing\\_Portal\\_-\\_License\\_Relationships.pdf](#)

General Liability Insurance: [COI\\_8-2013\\_AtlasDes.pdf](#), [COI\\_8-2013\\_AtlasDes.pdf](#)

Workers Comp Insurance: [WC-Cert\\_Atlas\\_061812.pdf](#)

W-9: [www.sunbiz.org\\_-\\_Department\\_of\\_State.pdf](#)

WARRANTY-INFO: No Files

Warranty: none

**VENDOR 3:**

Occupational License: [Occupational\\_Licenses-.pdf](#)

Professional License: [CGC013698\\_Exp\\_8-31-14.pdf](#), [PE28585\\_Exp\\_2-28-13.pdf](#)

General Liability Insurance: [GL-COI\\_Exp1-9-13.pdf](#)

Workers Comp Insurance: [WC\\_UpdateExp2-25-13-1Pg.pdf](#)

W-9: [W9-Arpin.pdf](#)

WARRANTY-INFO: No Files

Warranty: per insurance dec page

**VENDOR 4:**

Occupational License: [Print\\_-\\_Licensing\\_Portal\\_-\\_License\\_Relationships.pdf](#)

Professional License: [Print\\_-\\_DBPR\\_-\\_HILLMAN,\\_HENRY\\_C\\_JR,\\_Professional\\_Engineer.pdf](#)

General Liability Insurance: [COI-Exp5-2013.pdf](#)

Workers Comp Insurance: [COI-Exp5-2013.pdf](#)

W-9: [W9\\_W-9.pdf](#)

WARRANTY-INFO: No Files

Warranty: None