

RESOLUTION NO. 17 - 2439

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA APPROVING CALVIN, GIORDANO & ASSOCIATES, INC. WORK AUTHORIZATION NO. 101 FOR SURFSIDE WEBSITE REDESIGN; AUTHORIZING THE EXPENDITURE FROM THE 2016/2017 FISCAL YEAR BUDGET IN THE TOTAL AMOUNT OF \$49,500 FROM THE BUILDING SERVICES DEPARTMENT OTHER CONTRACTUAL SERVICES ACCOUNT NO. 150-2500-524-3410 IN THE AMOUNT OF \$24,750 AND THE GENERAL FUND EXECUTIVE DEPARTMENT OTHER CONTRACTUAL SERVICES ACCOUNT NO. 001-2000-512-3410 IN THE AMOUNT OF \$24,750; PROVIDING FOR APPROVAL AND AUTHORIZATION; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town, pursuant to Section 287.055, Florida Statutes, solicited proposals to perform Professional General Engineering Services (“Services”); and

WHEREAS, proposals were evaluated and ranked by a Selection Committee; and

WHEREAS, on July 8, 2014, the Town Commission adopted Resolution No. 14-2245, which ratified the ranking of the Proposals and authorized the Town Manager to execute an Agreement with Calvin, Giordano & Associates, Inc. (“CGA”); and

WHEREAS, the Town Commission selected CGA to perform services on an on-going, as needed basis, and at the sole discretion of the Town and on October 6, 2014, the Town and CGA entered into an Agreement (hereinafter “Agreement”); and

WHEREAS, on February 16, 2017, the Town adopted Resolution No. 17-2421 approving an Addendum to the CGA Agreement to render additional services to perform Information Technology, Website Hosting and Multimedia Services; and

WHEREAS, the Town finds it necessary to request CGA to redesign the Town of Surfside website as set forth in Work Authorization No. 101 (Attachment “A”); and

WHEREAS, it is in the best interest of the Town to approve Work Authorization No. 101 - Surfside Website Redesign in the total amount of \$49,500.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, AS FOLLOWS:

Section 1. Recitals. The above recitals are true and correct and incorporated into this Resolution by this reference.

Section 2. Approval and Authorization. The Town Commission hereby approves Calvin, Giordano & Associates, Inc. Work Authorization No. 101 – Surfside Website Redesign (Attachment “A”) and authorizes the expenditure of funds from the fiscal year 2016/2017 in the total amount of \$49,500 from the Building Services Department Other Contractual Services Account No. 150-2500-524-3410 in the amount of \$24,750 and the General Fund Executive Department Other Contractual Services Account No. 001-2000-512-3410 \$24,750 in the amount of \$24,750.

Section 3. Implementation. The Town Manager is hereby authorized to take any and all action necessary to implement this Resolution.

Section 4. Effective Date. This Resolution shall become effective immediately upon its adoption.


PASSED AND ADOPTED this 11th day of July 2017.

Motion by Commissioner Karukin.

Second by Commissioner Paul.

FINAL VOTE ON ADOPTION

Commissioner Daniel Gielchinsky	YES
Commissioner Michael Karukin	YES
Commissioner Tina Paul	YES
Vice Mayor Barry Cohen	Absent
Mayor Daniel Dietch	YES



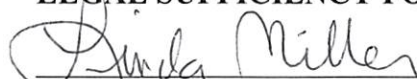
Daniel Dietch, Mayor

ATTEST:



Sandra Novoa, MMC, Town Clerk

**APPROVED AS TO FORM AND
LEGAL SUFFICIENCY FOR THE TOWN OF SURFSIDE ONLY:**



Linda Miller, Town Attorney



Calvin, Giordano & Associates, Inc.
EXCEPTIONAL SOLUTIONS™

Building Code Services
Civil Engineering / Roadway
& Highway Design
Coastal Engineering
Code Enforcement
Construction Engineering &
Inspection (CEI)
Construction Services
Data Technologies &
Development
Electrical Engineering
Engineering
Environmental Services
Facilities Management
Geographic Information
Systems (GIS)
Governmental Services
Indoor Air Quality
Landscape Architecture
Planning
Project Management
Redevelopment
& Urban Design
Surveying & Mapping
Traffic Engineering
Transportation Planning
Water / Utilities Engineering
Website Development

June 30, 2017

Mr. Guillermo Olmedillo
Town Manager
TOWN OF SURFSIDE
9293 Harding Avenue
Surfside, FL 33154

RE: Work Authorization No. 101
Surfside Website Redesign
CGA Proposal No. 17-9227

Dear Mr. Olmedillo,

Enclosed for your review and approval is Work Authorization No. 101 for Surfside Website Redesign. The scope of the project includes Website Redesign.

The Scope of Services to be furnished under this Work Authorization includes Data Technologies & Development as shown on the attached Work Authorization.

The Basis of Compensation is a one-time fee of \$49,500.00 to be invoiced in FY2017 for Website Development Services, including re-occurring annual costs for \$8,894.00 to be invoiced in FY2018.

Sincerely,

CALVIN, GIORDANO & ASSOCIATES, INC.

Chris Giordano
Treasurer

1800 Eller Drive
Suite 600
Fort Lauderdale, FL
33316
954.921.7781 phone
954.921.8807 fax

www.cgasolutions.com

TOWN OF SURFSIDE
Surfside Website Redesign

PROJECT DESCRIPTION

1. SCOPE OF SERVICES

Calvin, Giordano & Associates, Inc. will perform the following services based on our understanding of the project requirements:

I. Professional Data Technologies & Development Services

A. Phase One

1. Design / development meeting - up to 4 hours.
2. Install Sitefinity content management system software and hosting setup.
3. Perform requirements analysis on existing website content and sitemap structure.
4. Develop desktop version design. One design concept - up to 4 hours of changes.
5. Program all desktop design templates
6. Program website widgets to include
 - Community Calendar Widget
 - Local Weather Widget
 - Emergency Management System Widget
 - Social media widget to be added at a later date based on the Town commissions direction
7. Set up all pages and menus.
8. Design home page slideshow / section headers with supporting graphics.

9. Transfer all existing content from current website

10. Quality assurance / User acceptance testing

B. Phase Two

1. Design / development meeting for mobile display

2. Design Tablet / Phone responsive version for:

- Home page
- Department pages
- Residents section
- Business section
- Government section

3. Program responsive design templates for tablet/phones.

4. Quality assurance / User acceptance testing

C. Phase Three

1. Establish content syndication for:

- Link EarthChannel application into site page
- Link WENS application into site page
- Create six email templates for:
 - Traffic Alerts
 - Weekly e-Blasts
 - Monthly Gazette
 - Employment Opportunities
 - Agenda Template
 - General Template
- Link to the Towns Bill Pay application

D. Additional Services

1. Additional Services will be billed to the Town for Services performed outside of the scope mentioned above. Additional services will require approval from Town Administrator before work is commenced. Refer to the rates listed below for all additional services.

- Director Data Technology and Development: \$165.00 hourly
- Network Administrator: \$155.00 hourly
- Sr. Application Development: \$165.00 hourly
- System Support Specialist: \$115.00 hourly
- GIS Specialist: \$125.00 hourly
- Multi-Media 3D Developer: \$115.00 hourly (web development)

2. BASIS OF COMPENSATION:

One-time fee of \$49,500.00 to be invoiced in FY2017 for Website Development Services, including re-occurring annual costs for \$8,894.00 to be invoiced in FY2018, plus any additional scope requested by the Town as per Section D above.

3. SUBMITTED

Submitted by:



Chris Giordano

Date: June 30, 2017

4. APPROVAL

Approved by:

Guillermo Olmedillo, Town
Manager

Date: