



April 10, 2018

Town of Cutler Bay  
10720 Caribbean Boulevard Suite 510  
Cutler Bay, Florida 33189

**Attention: Etienne Bejarano, Parks & Recreation Director**

**Reference: Franjo Park Lighting Improvements**

Dear Mr. Bejarano,

We are pleased to present this proposal for professional engineering services for your consideration.

**Scope of Project:**

The Town of Cutler Bay would like to replace the existing Musco ballfield lighting at Franjo Park, some of which was damaged by Hurricane Irma. It is our understanding that the Town will be, or has, applied for FEMA funding for the project.

**Scope of Services:**

**Design Phase**

We will obtain a boundary and topographic survey of the park property for use in our design (See attached proposal). Lighting will be designed using Musco products. Fixtures will be specified as HID. Structural engineering or analysis on existing light poles to remain are not in our scope. Electrical and lighting design for the sports field lighting will be as follows:

- a. Electric Service: Provide electric load letter to the utility company if required and coordinate point of connection into existing electrical service.
- b. Metering: Utility Direct Metering and/or Sub-Metering as applicable.
- c. Distribution: Design will include new electric services switches, current transformer cabinets, switchgear, distribution boards, distribution panels, and panels for a complete electric distribution system as required for the new design.
- d. Lighting: Lighting layout, photometrics, fixture specifications, circuiting and control drawings.
- e. Receptacles: Receptacle-circuiting drawings for the receptacle design.
- f. Low-Voltage Systems: We will design line voltage, empty conduits, backboxes and stub-ups for any low voltage and control systems for the telephone, data, audiovisual



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and security systems requirements. Others will provide the low-voltage system design with these requirements specified.

**Permitting Assistance Phase**

Plans will be submitted printed and provided to the Town for a building permit. Comments will be addressed and re-submitted if necessary. Permit and review fees are not included in this proposal.

**Bid Phase**

Not included.

**Construction Assistance Phase**

During the Post Design Phase, Stantec will provide limited construction support services as follows:

- § Attend pre-construction meeting.
- § Shop drawing review.
- § Attend up to two (2) progress meetings.
- § Respond to Contractor request for information (RFI) and clarification/ interpretation of contract documents.
- § Attend up to two (2) site visits.
- § Project coordination and closeout including as-built review.

Additional construction phase involvement can be included in a future proposal as required.

**Exclusions:**

- Bid Assistance Phase
- Town will be responsible for any FEMA related funding requirements including bid advertisements.
- Structural engineering or analysis.

**Terms and Conditions:**

All terms and conditions shall be per our "Professional Engineering Services" contract dated January 2<sup>nd</sup>, 2015, in accordance with RFQ #14-05. Our fees shall be as follows. See attached breakdown.

<b>Design Phase.....</b>	<b>\$28,206</b>
<b>Permitting Phase.....</b>	<b>\$1,810</b>
<b>Construction Assistance Phase.....</b>	<b>\$5,468</b>

**TOTAL: \$35,484**



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We are ready to begin working on this assignment upon your authorization to proceed. If acceptable to you, we will accept a signed copy of this form as your written authorization to proceed.

Thank you,

**Stantec Consulting Services Inc.**

Sean Compel, P.E., LEED AP  
Senior Associate  
Tel: 305-445-2900  
sean.compel@stantec.com

Town of Cutler Bay

Approved by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

[https://stantec-my.sharepoint.com/personal/sean\\_compel\\_stantec\\_com/Documents/franjo proposal/cutler\\_bay\\_franjo-park2018.04.08.docx](https://stantec-my.sharepoint.com/personal/sean_compel_stantec_com/Documents/franjo%20proposal/cutler_bay_franjo-park2018.04.08.docx)

**FEE WORKSHEET**

**DATE:** April 10, 2018  
**PROJECT:** Town of Cutler Bay  
 Franjo Park Lighting Improvements

<b>Design Phase</b>	<b>Prin</b>	<b>Project Manager</b>	<b>PE/RA</b>	<b>EI/AI</b>	<b>Sr. Tech.</b>	<b>Clerical</b>
Site visit/Assess existing conditions to confirm layout		4	4			
Coordination and management		6				
Site plan & coordination		2	4	4	6	
Electrical Design Work & Coordination	2	6	44	6	16	
Plans and Details	2	8	10	6	16	
<b>Sub-Total Hours</b>	<b>4</b>	<b>26</b>	<b>62</b>	<b>16</b>	<b>38</b>	<b>0</b>
<b>Billing Rate</b>	<b>\$ 202.00</b>	<b>\$ 174.00</b>	<b>\$ 157.00</b>	<b>\$ 115.00</b>	<b>\$ 100.00</b>	<b>\$ 60.00</b>
<b>Labor Cost</b>	<b>\$808</b>	<b>\$4,524</b>	<b>\$9,734</b>	<b>\$1,840</b>	<b>\$3,800</b>	<b>\$0</b>
<b>Labor Sub-Total:</b>						<b>\$20,706</b>

**Survey: \$7,500**

**Sub-Total Design Phase: \$28,206**

<b>Permitting Assistance Phase</b>	<b>Prin</b>	<b>Project Manager</b>	<b>PE/RA</b>	<b>EI/AI</b>	<b>Sr. Tech.</b>	<b>Clerical</b>
Provide plans for permitting		2			2	
Address comments and re-submit plans		2	2		6	
<b>Sub-Total Hours</b>	<b>0</b>	<b>4</b>	<b>2</b>	<b>0</b>	<b>8</b>	<b>0</b>
<b>Billing Rate</b>	<b>\$ 202.00</b>	<b>\$ 174.00</b>	<b>\$ 157.00</b>	<b>\$ 115.00</b>	<b>\$ 100.00</b>	<b>\$ 60.00</b>
<b>Labor Cost</b>	<b>\$0</b>	<b>\$696</b>	<b>\$314</b>	<b>\$0</b>	<b>\$800</b>	<b>\$0</b>
<b>Sub-Total Permitting Assistance Phase</b>						<b>\$1,810</b>

<b>Construction Assistance Phase</b>	<b>Prin</b>	<b>Project Manager</b>	<b>PE/RA</b>	<b>EI/AI</b>	<b>Inspector</b>	<b>Clerical</b>
Pre-construction meeting		2	2			
Shop drawing review		2	4			
Answer contractor requests for information (RFI)		2	4	2		
Progress meetings (2 total)		4				
Site visits/inspections (2 total)					6	
Project coordination		4				
Project closeout including as-built review		2	2			
<b>Sub-Total Hours</b>	<b>0</b>	<b>16</b>	<b>12</b>	<b>2</b>	<b>6</b>	<b>0</b>
<b>Billing Rate</b>	<b>\$ 202.00</b>	<b>\$ 174.00</b>	<b>\$ 157.00</b>	<b>\$ 115.00</b>	<b>\$ 95.00</b>	<b>\$ 60.00</b>
<b>Labor Cost</b>	<b>\$0</b>	<b>\$2,784</b>	<b>\$1,884</b>	<b>\$230</b>	<b>\$570</b>	<b>\$0</b>
<b>Sub-Total Construction Assistance Phase</b>						<b>\$5,468</b>

**GRAND TOTAL: \$35,484**