

Exhibit “1”**Project Description**

This proposal is for professional services to assist the TOWN in the design and preparation of construction contract documents for the Federally Funded Safe Routes to School (SRTS) project at Cutler Bay Middle School, Formerly known as Cutler Bay Academy of Advanced Studies (19400 Gulfstream Rd., Cutler Bay, FL 33157). The project scope will include project management, preliminary design, environmental documentation, permitting assistance, final design services, LAP and post design. The services provided shall include construction contract documents including design plans, specifications, cost estimates, and produce the necessary environmental documents for the project. Services provided by the CONSULTANT shall be based on the FDOT/LAP Department Manuals, process and procedures, and memorandums.

The work shall include the design and preparation of construction contract documents to:

- Install 5 foot wide sidewalks (4” and 6” thick including pedestrian ramps)
- Installation of solar powered pedestrian crossing flashers
- Intermediate school zone flashers
- Install detectable warning on existing walking surfaces
- Roadway striping improvements (thermoplastic traffic striping 6”, 8”, 10”, 12”, 24” white inclusive of painted crosswalks at key intersections and at school entrance signalized / pedestrian crossing and extend school zone paint on roads.)
- Comprehensive signing upgrades and school zone speed feedback signs in front of school.

The proposed improvements will be at the following locations:

Franjo Road at Gulfstream/Franjo Connection	Install sidewalk extension/ramp along Franjo - southwest side; Remove existing concrete - southwest side; Install standard crosswalk - west side; Remove standard crosswalk - west side; Install detectable warning surfaces; Clearing and grubbing for the recommended improvements
Gulfstream Road at SW 99th Road	Install high emphasis crosswalk; Install detectable warning surfaces
Gulfstream Road at the Gulfstream/Franjo Connection	Install sidewalk extension/ramp - west and east sides; Install high emphasis crosswalk - south side; Install 24" stop bar with 50 LF double yellow - south side; Install detectable warning surfaces; Furnish and install single post traffic sign; Clearing and grubbing for the recommended improvements
Gulfstream Road at SW 189th Street	Install high emphasis crosswalk; Install detectable warning surfaces
Gulfstream Road at SW 190th Street	Install high emphasis crosswalk; Install detectable warning surfaces
South of SW 190th Street North of SW 97th Place	Install solar school zone flashers; Relocate existing traffic sign
Gulfstream Road at SW 191st Street	Install high emphasis crosswalk; Install detectable warning surfaces
North Side of Cutler Bay Middle School	Install 4" thick concrete sidewalk; Install permeable asphalt paving sidewalk connection; Install high emphasis crosswalk - south side of SW 191st Street; Install detectable warning surfaces; Furnish and install single

	post traffic sign; Clearing and grubbing for the recommended improvements
Cutler Bay Middle School Bus Loop Entrance and Exit	Install high emphasis crosswalk - north loop; Install detectable warning surfaces - north loop; Install high emphasis crosswalk - south loop; Install detectable warning surfaces - south loop
Gulfstream Road at SW 191st Terrace	Install high emphasis crosswalk; Install detectable warning surfaces
Gulfstream Road & North Driveway of School (Staff Parking Entrance)	Asphalt removal across driveway; Install 6" thick concrete sidewalk
Gulfstream Road at Holiday Road	Refurbish crosswalks - east side and south side; Remove existing concrete - west side of Gulfstream; Install ADA curb ramp - west side of Gulfstream; Install sidewalk extension/ramp - southeast side; Install detectable warning surfaces; Furnish and install single post traffic sign; Clearing and grubbing for the recommended improvements
South End of Cutler Bay Middle School/ Crosswalk across Gulfstream Road	Refurbish crosswalk across Gulfstream; Remove existing concrete - west side of Gulfstream; Install ADA curb ramp - west side of Gulfstream; Install sidewalk extension/ramp - east side of Gulfstream; Install detectable warning surfaces; Furnish and install supplemental sign plaque; Clearing and grubbing for the recommended improvements
Gulfstream Road at SW 194th Terrace	Install sidewalk extension/ramp to crosswalk - southwest side; Install detectable warning surfaces; Clearing and grubbing for the recommended improvements
Gulfstream Road at SW 97th Place	Install high emphasis crosswalk; Install detectable warning surfaces
Gulfstream Road at Memorial Drive	Install sidewalk extension/ramp to crosswalk - southeast side; Install high emphasis crosswalk; Install detectable warning surfaces; Clearing and grubbing for the recommended improvements
Gulfstream Road at Marlin Road	Remove existing concrete sidewalk connections; Install sidewalk extension/ramps (one per crosswalk approach); Remove standard crosswalks; Install standard crosswalks; Install detectable warning surfaces; Clearing and grubbing for the recommended improvements
Gulfstream Road at SW 197th Street	Install high emphasis crosswalk; Install detectable warning surfaces
Gulfstream Road at Cutler Ridge Drive (SW 200th Street)	Refurbish crosswalk markings; Install detectable warning surfaces; Install sidewalk extension/ramp, eliminate ponding - northeast corner; Clearing and grubbing for the recommended improvements
Gulfstream Road at Bahama Drive	Install high emphasis crosswalk - east and west sides; Install detectable warning surfaces
Gulfstream Road at Caribbean Boulevard	Install sidewalk extension/ramps to new crosswalks across Caribbean; Install high emphasis crosswalks - all sides; Remove stop bar - south side; Install 24" stop bar with 50 LF double yellow - south side; Install detectable warning surfaces; Furnish and install solar-powered RRFB crossing devices - east and west; Clearing and grubbing for the recommended improvements

Exhibit "2"

Scope of Services and Project Schedule

The professional services for this project will include the following:

Task 1 - Field Survey

The CONSULTANT's subconsultant shall prepare a topographic survey in accordance with the standard of practice as set forth in Chapter 5J-17.05 FAC pursuant to Section 472.027 Florida Statutes

Limits: North – SW 99th Road

South – Caribbean Boulevard

- Establish on-site benchmarks based upon NGVD 29 per county network.
- Obtain sufficient control monumentation, if available, to graphically depict limits of property. This is not a boundary survey.
- Locate all above ground improvements including buildings, pavement, curbs, sidewalks, swales, berms, retention areas and above ground evidence of utilities. Obtain rim elevations and inverts of sewer and drainage structures. Utility locations will include fire hydrants, water valves, meter boxes, vaults and main irrigation valves. Individual sprinkler heads are not included.
- Location of underground utilities will be limited to above ground evidence.
- Obtain spot elevations on an approximate 50' grid with high and low points within the right-of-way.

The field survey will be used as a base for the plans to further define horizontal and vertical control.

The CONSULTANT's subconsultant will provide the following deliverables:

Ten (10) original copies of the completed topographic survey signed and sealed, and digital files in AutoCAD and PDF.

Task 2 - 50% Schematic Plans and Opinion of Probable Cost

Upon receipt of survey, the CONSULTANT shall visit the site to collect data and note existing conditions. The survey and information collected during the site visit will be utilized to develop 50% schematic plans for the Project. Based on the 50% schematic plans, the CONSULTANT will prepare an Opinion of Probable Cost (OPC) for construction of the proposed project.

The 50% schematic level plans will include signing and marking. One PDF copy of the schematic plans and OPC will be provided to the TOWN for review.

As part of this task, KHA will coordinate with the Department of Regulatory and Economic Resources (DRER), Miami-Dade County, FDOT, and governmental agencies having jurisdiction

to discuss permitting requirements and design criteria for new or modified work to be performed within the right-of-way. Additionally, the CONSULTANT will coordinate with the utility companies servicing the project area to obtain existing utility record plans, as-built, and/or schematics plans. The existing utility information shall be shown on the final design plans.

This task will also include up to two (2) meetings with TOWN staff to discuss the project, present design options, review alternatives and discuss the cost implications.

Task 3 – 90% Design Development Plans

Upon the TOWN and FDOT's approval of the documents developed in Task 2 above, the CONSULTANT shall prepare 90% design development plans for the construction of the project. These design development plans shall show the geometric layout on top of the base survey data. The basis for design will be the Florida Department of Transportation (the "FDOT") Standard Indexes and FDOT Standard Specifications for Road and Bridge Construction where applicable.

The following plan sheets may be included in the Design Development Plans:

1. Cover Sheet – Project title, vicinity map and other appropriate information.
2. General Notes – Provide construction specifications and requirements not included in the FDOT Standard Specifications for Road and Bridge Construction
3. Site Plans - Containing the horizontal and vertical alignment for the safe routes to school project.
4. Signage and Pavement Marking Plans – Containing the horizontal location and alignment for signage, traffic control signage and pavement markings.
5. Construction Details – These sheets shall provide construction details that are not included in the FDOT Standard Indexes.
6. Traffic Plan – This plan will addresses any partial or temporary road closures.

Based on the 90% Design Development Plans, the CONSULTANT shall update the OPC prepared in Task 2.

The CONSULTANT's will provide the following deliverables:

One electronic format set of the plans and OPC and up to four (4) sets (11" x 17") paper copies for review.

Task 4 – Community Involvement

This task will involve one (1) public involvement meeting, one (1) community meeting, and up to two (2) TOWN Council meetings. Attendance at these meetings will include presenting,

answering project related questions and providing visual displays of the project at the respective stage in the project process. Advertisement for the meeting shall be the TOWN's responsibility.

Task 5 – Project Permitting

The CONSULTANT will prepare permit packages for the TOWN to submit to Miami-Dade County Public Works Department and DRER for work within the Right-of-Way. The CONSULTANT will also address the Electronic Review Comment's (ERC) from FDOT as part of the LAP review process. The CONSULTANT will also attend one (1) comment resolution meeting with the FDOT.

The CONSULTANT will provide plans at the 50%, 90% and final to the TOWN for submittal to FDOT for review and comment. The comments will be addressed as part of the associated tasks within the project. Any additional permitting is not part of this scope and can be provided as an additional service.

Task 6 – Final Construction Plans

Upon the receipt of comments from FDOT and/ or the TOWN, the 90% Design Development Plans prepared in Task 3 above will be upgraded to Final Construction Plans incorporating the FDOT and/ or TOWN comments. One electronic format copy and up to six (6) full size (24" x 36") paper copies of the Final Construction Plans will be provided to the TOWN. The CONSULTANT will also include technical specifications in accordance with the local standards and provide the TOWN with the four (4) specific LAP required specifications to be included in the Front End/LAP documents.

The CONSULTANT's will provide the following deliverables:

One electronic format set of the plans and OPC and up to four (4) sets (11" x 17") paper copies for review.

Task 7 – LAP Funding Coordination

The CONSULTANT will assist the TOWN in completing the following LAP funding forms:

- Right-of-way Certification – The intent is to perform the complete project in existing public right-of-way. Acquiring new public right-of-way is not anticipated and if required will adversely impact the LAP funding schedule.
- Local Agency Program Agreement – Assist the TOWN with project description related elements of this document. Review of program agreement language and any required TOWN approvals will be the responsibility of TOWN staff.
- Disadvantaged Business Enterprise (DBE) Requirement – It will be the responsibility of TOWN staff to establish the DBE Program Plan and associated percentage goal with FDOT. The CONSULTANT will include the plan in the bid document.

- Exhibit 1 Single Audit Act – The CONSULTANT does not anticipate effort associated with this form. Compliance with this document will be the responsibility of TOWN staff.
- Exhibit A Project Description and Responsibilities - Assist the TOWN with project description related elements of this document. Financial and audit compliance with this document will be the responsibility of TOWN staff.
- Exhibit B Schedule of Funding - Assist the TOWN with project description related elements and project schedule for this document. Financial and audit compliance with this document will be the responsibility of TOWN staff.
- Environmental Permit Memo - Assist the TOWN with including environmental permit related information obtained to date for this document.
- Certification of Utility Clearance – The CONSULTANT will provide letters of utility coordination submitted as part of the original design. If FDOT requires additional utility coordination efforts, those can be provided as an additional service.

The CONSULTANT will address the following LAP funding requirements and provide the associated bid document modifications:

- Local Agency Program Checklist for Construction Documents – The CONSULTANT will complete this form and provide the associated bid document modifications.

The CONSULTANT will provide the following deliverables:

The submittal will include one (1) hard copy of the FDOT/LAP forms referenced above, four (4) hard copies of the revised bid document with signed and sealed covers, and a digital file of the revised bid document in PDF. All forms and documents requiring TOWN authorization or approval will be signed by TOWN staff.

Task 8 – Limited Post Design Services

Post design services are limited to the CONSULTANT assisting the TOWN in addressing contract clarifications and providing responses for up to six (6) Requests for Information (RFI's) from the Contractor.

It is anticipated that the following post design services will be provided by a separate CEI firm and are not included as part of this scope:

- Progress Meetings
- Resident Project Representative
- Shop Drawing Review
- Review of Pay Application
- Project Close Out

EXHIBIT “3”

Payment Schedule

The CONSULTANT will complete this scope of services for the lump sum amount of \$72,049.38.

**SAFE ROUTES TO SCHOOL DESIGN SERVICES CUTLER BAY MIDDLE
SCHOOL RFQ #15-11
FEE SUMMARY**

TASK	KIMLEY- HORN	AVIROM	TOTAL
Task 1 - Field Survey	\$1,233.96	\$16,520.75	\$17,754.71
Task 2 - 50% Schematic Plans and Opinion of Probable Cost	\$16,800.64	\$0.00	\$16,800.64
Task 3 - 90% Design Development Plans	\$7,669.38	\$0.00	\$7,669.38
Task 4 - Community Involvement	\$1,731.38	\$0.00	\$1,731.38
Task 5 - Project Permitting	\$10,316.33	\$0.00	\$10,316.33
Task 6 - Final Construction Plans	\$6,822.01	\$0.00	\$6,822.01
Task 7 - LAP Funding Coordination	\$6,290.61	\$0.00	\$6,290.61
Task 8 - Limited Post Design Services	\$4,664.32	\$0.00	\$4,664.32
Total Fee	\$55,528.63	\$16,520.75	\$72,049.38

SAFE ROUTES TO SCHOOL DESIGN SERVICES CUTLER BAY MIDDLE SCHOOL RFQ #15-11
KIMLEY-HORN AND ASSOCIATES, INC. STAFF HOUR & FEE ESTIMATE

		PROJECT MANAGER (1)	SENIOR ENGINEER (2)	SENIOR PROJECT ENGINEER (3)	ENGINEER (4)	ENGINEER INTERN (5)	CHIEF DESIGNER (6)	SECRETARY/ CLERICAL (7)
	Total							
	Base Salary	\$53.73	\$63.31	\$45.80	\$36.06	\$31.54	\$42.08	\$28.62
Task No.	Task							
1	Field Survey							
	Project coordination	9	2	2	2		2	1
	Task 1 Total	9	2	0	2	0	2	1
		\$383.96	\$107.46	\$0.00	\$91.60	\$72.12	\$0.00	\$28.62
2	50% Schematic Plans and Opinion of Probable Cost							
	Project Kick Off	7	2		2	2		1
	Site visit/Truth Survey	9	2		2	2		1
	50% Schematic Design Plans	68	4	2	4	10	8	
	50% OPC	8	2	2	2	2		
	Preliminary Permit coordination	11	2		6	2		1
	Utility Provider Coordination	7	2			4		1
	Project Meetings	17	4		4	4		1
	Task 2 Total	127	18	4	12	26	22	5
		\$5,227.72	\$967.14	\$253.24	\$549.60	\$937.56	\$693.88	\$143.10
3	90% Design Development Plans							
	90% Design Plans	45	4	2	4		30	1
	90% OPC	9	2	2	2			1
	Task 3 Total	54	6	4	6	0	30	2
		\$2,386.42	\$322.38	\$253.24	\$274.80	\$216.36	\$0.00	\$57.24
4	Community Involvement							
	Community Meeting	6	3			3		
	Town Council Meeting	6	3			3		
	Task 4 Total	12	6	0	0	6	0	0
		\$538.74	\$322.38	\$0.00	\$0.00	\$216.36	\$0.00	\$0.00
5	Project Permitting							
	Miami-Dade County Public Works/DRER	16	1	1	5	2	5	2
	Miami-Dade County Traffic Engineering Division	16	1	1	5	2	5	2
	FDOT LAP Reviews Process (50%, 90% and Final)	44	10	3	4	5	12	10
	Task 5 Total	76	12	5	14	9	22	0
		\$3,210.05	\$644.76	\$316.55	\$641.20	\$324.54	\$693.88	\$0.00
6	Final Construction Plans							
	Final Construction Plans	32	4	2	2	4		
	Final OPC	7	2	1	2	2		
	FDOT LAP Specifications	8	2	2	2	2	2	
	Task 6 Total	47	8	5	4	8	2	0
		\$2,122.75	\$429.84	\$316.55	\$183.20	\$288.48	\$63.08	\$0.00
7	LAP Funding Coordination							
	Complete LAP funding forms	8			2		6	
	Complete LAP checklist and modify bid documents	25			4	10	10	1
	Bid document QA/QC	5			4			1
	Meet with Town and FDOT to discuss bid documents	8	4				4	
	Respond to up to two rounds of FDOT comments	6			2	4		
	Task 7 Total	52	4	0	12	14	20	2
		\$1,957.40	\$214.92	\$0.00	\$549.60	\$504.84	\$630.80	\$57.24
8	Limited Post Design Services							
	RFT's responses	21	2		6	12		1
	Contract Clarifications	15	2		4	8		1
	Task 8 Total	36	4	0	10	20	0	2
		\$1,451.36	\$214.92	\$0.00	\$458.00	\$721.20	\$0.00	\$57.24
	Total All Tasks	413	60	18	60	91	66	12
		\$17,278.40	\$3,223.80	\$1,139.58	\$2,748.00	\$3,281.46	\$2,081.64	\$343.44

% of Total Hours

Check Fees

14.53%

\$3,223.80

4.36%

\$1,139.58

14.53%

\$2,748.00

22.03%

\$3,281.46

15.98%

\$2,081.64

25.67%

\$4,460.48

2.91%

\$343.44

Notes:

- (1) Anticipated staff is Stefano Viola
(2) Anticipated staff is Stewart Robertson
(3) Anticipated staff is Adrian Dabkowski
(4) Anticipated staff is Ali Hanes
(5) Anticipated staff is Carlos Florian
(6) Anticipated staff is Thomas Whalen
(7) Anticipated staff is Jeanine Woll / Shanda Layne

Base Salary Cost	\$17,278.40
Overhead (192.16%)	\$33,202.17
Labor Subtotal	\$50,480.57
Operating Margin (10%)	\$5,048.06
Total	\$55,528.63

TOTAL KIMLEY-HORN FEE ESTIMATE \$55,528.63

