



Legal Entity
Office Address

September 5, 2018

Town of Cutler Bay
10720 Caribbean Boulevard Suite 105
Cutler Bay, Florida 33189

Attention: Alfredo Quintero

Reference: Town of Cutler Bay Pedestrian Improvements

Dear Mr. Quintero,

We are pleased to present this proposal for professional engineering services. We understand that the Town has secured project funding through the Transportation Alternatives Program which is administered through the Florida Department of Transportation District 6. The project consists of new sidewalks for different location throughout the Town of Cutler Bay.

Scope of Project:

Design Phase

Our scope includes obtaining a boundary and topographic survey of the project areas for use in our design; we will conduct a site visit to review and document existing conditions. The plans will be prepared as construction documents and will include cover sheet, general notes, typical sections, geometry, grading, signage and striping, and details. No drainage or utility investigation will be provided. An opinion of probable cost will be provided. Materials specifications will be provided on the plans.

Permit Assistance Phase

The City has secured project funding through the Transportation Alternatives Program which is administered through the Florida Department of Transportation District 6. The administering of this project requires that the plans be reviewed and approved by FDOT. Our services include assistance and coordination to have the plans reviewed and approved by the required departments. Also includes submittal to Miami-Dade County Public Works. We will address comments, revise the plans, and re-submit to obtain final approval.

Tree Permit Assistance Phase

Basic landscaping plan including tree removals and new tree plantings, no ground cover or irrigation design is included.



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Post Design Phase

During the construction phase, Stantec will provide Construction support services as follows:

- Attend pre-construction conference.
- Shop drawing review.
- Attend weekly progress meetings (approximately 11 total).
- Respond to Contractor request for information (RFI) and clarification/ interpretation of contract documents.
- Coordinate utility concerns and issues with regard to conflicts.
- Attend site visits as required to resolve field modifications (approximately 7 total)
- Review and Make Recommendations for Contractor contingency adjustments and change order requests, if any.
- Coordinate design changes and RFIs.
- Coordinate contract clarifications with the Town and Contractor
- Complete design changes and issue plan revisions to the team
- Provide final inspection.
- Issue Project Certification upon completion.

Exclusions:

No concept drawings or renderings
No geotechnical borings
No electrical or irrigation design
No bidding or construction phase services

Terms and Conditions:

All terms and conditions shall be per our Professional Services Agreement RFQ #14-05 for Professional Engineering Services. Our fees shall be lump sums as follows:

Design Phase.....	\$42,214
Permit Assistance Phase.....	\$14,944
Tree Assistance Phase.....	\$ 3,124
Post Design Phase (hourly not to exceed).....	<u>\$19,469</u>
Total.....	\$79,751

Principal (Registered Engineer)	\$202/hr.
Project Manager (Registered Engineer)	\$174/hr.
Project Engineer/Architect (Registered)	\$157/hr.
Project Engineer/Architect Intern (EI/AI)	\$115/hr.
Inspector	\$95/hr.
Clerical	\$60/hr.



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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

FEE WORKSHEET

DATE: 5-Sep-18

PROJECT: New Sidewalk to fill gaps along diferent locations (Approximate 6,665 LF)

Design Phase	Principal	Project Manager	PE	EI	Senior Tech	Clerical
Survey coordination and project investigation		2	2			
project kick-off meeting		1		1	1	
Site visit and photo log			4	4		
Cover sheet & notes		1	1		3	
Typical Sections & Details			2	2	4	
Grading Plan		8	15	20	35	
Limited Utility Investigation			8	8		
Geometry & Demolition plan			12	15	35	
Signage and Striping plan		1	2		4	
Quantities and Estimate	1	1	1	4		
Sub-Total Hours	1	14	47	54	82	0
Billing Rate	\$ 202.00	\$ 174.00	\$ 157.00	\$ 115.00	\$ 100.00	\$ 60.00
Labor Cost	\$202	\$2,436	\$7,379	\$6,210	\$8,200	\$0
Sub-Total:						\$24,427

Survey Sub - Longitude: \$17,787

Design Sub-total: \$42,214

Permit Assistance Phase	Principal	Project Manager	PE	EI	Senior Tech	Inspector
Compile permit sets		1			1	
Submit for permit to Miami-Dade Co.		2		2		
Address comments and re-issue plans		4	4	4	4	
FDOT permitting (2 submittals)		20	4	20	60	
Sub-Total Hours	0	27	8	26	60	0
Billing Rate	\$ 202.00	\$ 174.00	\$ 157.00	\$ 115.00	\$ 100.00	\$ 95.00
Labor Cost	\$0	\$4,698	\$1,256	\$2,990	\$6,000	\$0
Sub-Total:						\$14,944

Tree Permit Assistance Phase	Principal	Project Manager	PE	EI	Senior Tech	Inspector
Basic Landscaping Plan		1	4		12	
Submit for permit to Miami-Dade Co.		1		2		
Final Approval		1	2	2		
Sub-Total Hours	0	3	6	4	12	0
Billing Rate	\$ 202.00	\$ 174.00	\$ 157.00	\$ 115.00	\$ 100.00	\$ 95.00
Labor Cost	\$0	\$522	\$942	\$460	\$1,200	\$0
Sub-Total:						\$3,124

Post Design Phase: (3.5 months total)

Task	Prin	Project	PE/RA/CM	EI/AI	Inspector	Clerical
Pre-construction Conference & Activities	2	2				4
Shop Drawing Review		2				2
Weekly Meetings (Approx. 11 total)	2	25	10	1		
Site Visits (Approx. 7 Total)	2	14	10		14	
Contractor RFI and Clarifications		4	3			
Utility Coordination & Conflict Resolution		4	2	3	3	
Coord. w/ Miami-Dade County & FDOT		4	1			
Contingency Adjustments & Change Orders		2	1			2
Final Inspection & Close-out	1	4	2		1	4
Construction Support Sub-Total Hours	7	61	29	4	18	12
Billing Rate	\$ 202	\$ 174	\$ 157	\$ 115	\$ 95	\$ 60
Labor Cost	\$1,414	\$10,614	\$4,553	\$460	\$1,710	\$718
Labor Sub-Total						\$19,469

Total **\$19,469**

Total Fee Divided by 3.5 Months **\$5,563**

Grand Total: **\$79,751**