



Ponce de Leon Boulevard, Suite 900
Coral Gables, Florida 33134
Tel: (305) 445-2900

August 4, 2016

Town of Cutler Bay
Cutler Bay Town Center
10720 Caribbean Blvd. Suite 105
Cutler Bay, FL 33189

**Attention: Mr. Alfredo Quintero
Public Works Director**

**Reference: Caribbean Boulevard Improvements – Gap 2
Construction Support Services
Town of Cutler Bay, Florida**

The firm of Stantec Consulting Services Inc. (Stantec) is pleased to submit this proposal for professional services to the Town of Cutler Bay to provide construction support services for Caribbean Boulevard Improvements Gap 2.

I. Project Scope

Roadway improvement project along Caribbean Boulevard from the Turnpike to the C-100 Bridge, which generally includes the reconstruction of the existing two (2) lanes, with curb & gutter, continuous storm drainage system, bus shelters, street lighting, and landscaping. Project will be funded by Miami-Dade County utilizing People's Transportation Plan (PTP) funds, and will be undertaken by the Town of Cutler Bay under a Joint Participation Agreement (JPA) with Miami-Dade County.

SCOPE OF SERVICES:

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

- § Attend pre-construction conference.
- § Shop drawing review including sub-consultants.
- § Attend weekly progress meetings (approximately 30 total).
- § Respond to Contractor request for information (RFI) and clarification/ interpretation of contract documents.
- § Coordinate utility concerns and issues with regard to conflicts.
- § Coordinate with Miami-Dade County including MDTA.
- § Attend site visits as required to resolve field modifications (approximately 24 total)
- § Review and Make Recommendations for Contractor contingency adjustments and change order requests, if any.
- § Coordinate design changes and RFIs with landscape architect (sub-consultant).
- § 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.

III. Terms and Fees

All terms and conditions shall be per our Continuing Services Agreement for Engineering Services as part of RFQ #14-05. Project duration includes eight (8) months of construction. The total fees for this project



August 4, 2016
Mr. Alfredo Quintero
Director
Page 2 of 2

Public Works

(hourly not to exceed) have been calculated using an average of \$8,150 per month x 8 months. This average monthly fee is based upon the experiences and efforts required during the on-going the Caribbean Boulevard Improvement Project. These two projects are similar in scope, involve the same contractor, and include the same stakeholders. The fee and hourly rates for these services are as follows:

Construction Support Services (hourly not to exceed)	\$65,200
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.

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: August 4, 2016

PROJECT: Caribbean Boulevard Improvements - Gap 2
Construction Support Services
Town of Cutler Bay

Construction Support Services: (8 months total)

Task	Prin	Project Manager	PE/RA/CM	EI/AI	Inspector	Clerical
Pre-construction Conference & Activities	4	4				1
Shop Drawing Review	2	8	4	4		2
Weekly Meetings (Approx. 38 total)	8	76	8	2		2
Site Visits (Approx. 30 Total)	4	62	10	4	4	
Contractor RFI and Clarifications	6	12	6	2		2
Utility Coordination & Conflict Resolution	6	20	10	10	8	2
Coord. w/ Miami-Dade County & MDTA	4	8	4	2		2
Contingency Adjustments & Change Orders	6	12	4	4		2
Final Inspection & Close-out	4	8	4	2	2	2
Construction Support Sub-Total Hours	44	210	50	30	14	15.2
Billing Rate	\$ 202	\$ 174	\$ 157	\$ 115	\$ 95	\$ 60
Labor Cost	\$8,888	\$36,540	\$7,850	\$3,450	\$1,330	\$912
Labor Sub-Total						\$58,970

Landscaping Sub-Consultant

Task	Prin	Project Manager		Designer		
Shop Drawing Review	4	4		2		
Site Visits	4	8		8		
Contractor RFI and Clarifications	4	6		2		
Final Inspection & Close-out	4	4		2		
Construction Support Sub-Total Hours	16	22		14		
Billing Rate	\$ 150	\$ 120		\$ 85		
Labor Cost	\$2,400	\$2,640		\$1,190		
Labor Sub-Total						\$6,230

Total **\$65,200**

Total Fee Divided by 8 Months **\$8,150**