



**Stantec Consulting Services Inc.**  
 901 Ponce de Leon Boulevard Suite 900  
 Coral Gables FL 33134  
 Tel: (305) 445-2900  
 Fax: (305) 445-3366

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### **WORK ORDER FOR PROFESSIONAL SERVICES**

**TO:** Town of Cutler Bay  
 10720 Caribbean Blvd.  
 Suite 105  
 Cutler Bay, Florida 33189

**Date:** 02/16/2015  
**File:** 00359-00

**ATTENTION:** Alfredo Quintero, Public Works Director

**PROJECT NAME:** Caribbean Blvd. Gap 2 (from Turnpike to Canal C-100) 0.20 miles  
 Cutler Bay, Florida

#### **SCOPE OF PROJECT:**

Roadway improvement project along Caribbean Blvd. from Turnpike to Canal C-100, which includes the reconstruction of the existing two (2) lanes, with continuous storm drainage, curb & gutter, intersection improvements, bike lanes, pedestrian crosswalks, sidewalks, bus bays, enhanced lighting, traffic signalization, landscaping, limited irrigation, and minor architectural features.

Project will be funded by Miami-Dade County utilizing People's Transportation Plan (PTP) funds, and may include some Town of Cutler Bay funding. The project will be undertaken by the Town of Cutler Bay under a Joint Participation Agreement (JPA) with Miami-Dade County.

#### **SCOPE OF SERVICES:**

The Engineer agrees to perform professional services in connection with the project as indicated in the following:

##### **A. Master Plan Phase**

Upon receipt of authorization from the Director to proceed with the Master Plan Phase of the project, the Engineer shall visit the site of the proposed work and become thoroughly familiar with all conditions and Federal, State and Local laws, Development and Environmental issues affecting the work; prepare and submit to the County a Master Plan containing recommendations for "Typical Sections". Roadway alignment, drainage system, point of connection to adjacent roadways, and prepare sketches and drawings.

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**B. Design Phase**

Upon receipt of authorization from the Director to proceed with the final design of the project, the Engineer shall prepare preliminary engineering data, including sketches and drawings, based on recommendations from the Master Plan Phase; perform such other services as are mutually agreed to be necessary or desirable to advance the project; and assist the Town in obtaining approval of preliminary design work from any local, state or federal agency having an interest in the project. The Engineer shall prepare final complete construction plans for the project in accordance with current Miami-Dade County standards, to be used for the receipt of bids, which shall include, but not limited to, development of design plans for roadway, intersection improvements, pedestrian crosswalks, bus bays, bike lanes, drainage, sidewalks, curb and gutter, street lighting, landscaping and irrigation, architectural features, signalization, and pavement markings & signing.

Engineer will inform all utility owners with facilities in the vicinity of the proposed work and provide information relative to any required utility adjustments or relocations. The engineer will assist the Town in conducting a utility coordination meeting with utility owners to resolve all utility conflicts and other utility issues. The engineer shall provide two sets of prints for each utility company prior to the meeting. The Engineer shall be responsible for preparation and distribution of meeting minutes.

Engineer will submit to the Director two final sets of check prints for the project at the 60%, 90% and 100% completion milestones. The quality and legibility of all prints shall meet the approval of the Director. At a minimum the construction Documents shall consist of the following:

- Cover sheet
- Typical Sections
- Summary of Quantities
- Plan and Profiles
- Intersecting Street Profiles
- Drainage Structures
- Cross Sections
- Landscaping and Irrigation Plans
- Lighting Plans
- Marking and Signing Plans
- Signalization Plans
- Maintenance of Traffic / Construction Phasing Plans

Engineer will prepare and submit to the Town an opinion of probable construction cost, at the Master Plan, 60%, 90% and 100% completion milestones, of the proposed project design.

Engineer will prepare and apply for all required permits and approvals from the governmental agencies having jurisdiction. Town will be responsible for any permit fees.

The Engineer agrees that the quality of the work performed by the Engineer and by all subcontractors shall be in accordance with the standards customarily provided by an

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experienced and competent professional engineering organization rendering the same or similar services, and agrees to guarantee compliance of the work with all applicable industry standards and regulations.

**TERMS AND CONDITIONS:**

All terms and conditions shall be per our General Agreement for Professional Services. Our fees for the above services shall be per the following schedule of lump sums:

• Survey & Geotechnical (Incl. Engr. Coord.) .....	\$ 7,500
• Master Plan .....	\$ 2,475
• Final Design (60% Plans) .....	\$ 16,560
• Final Design (90% Plans) .....	\$ 18,100
• Final Design (100% Plans) .....	\$ 3,630
• Permitting .....	\$ 2,070
• Post Design Services .....	\$ 3,529
Total	\$53,864

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 with the assignment.

Thank you.

Stantec Consulting Services Inc.

*Ramon Castella for*

Ramon Castella, P.E.  
Vice-President

RC/er

Town of Cutler Bay  
Approved by:

\_\_\_\_\_

Date: \_\_\_\_\_

### FEE QUOTATION PROPOSAL

**Consultant's Name:** Stantec Consulting Services Inc.  
**Project Name:** Caribbean Blvd (from Turnpike to Canal C-100) "Gap 2"  
**Project Length:** 0.20 Miles

**Prepared by:** R Castella  
**Date:** 9/23/2013

#### STAFF HOURS

	Activity	Principal Engineer	Project Manager	Sr. Engineer	Engineer	CADD Tech.	Clerical	Staff Hours by Activity	Salary Cost for Activity
	<b>Distribution</b>	<b>5%</b>	<b>10%</b>	<b>15%</b>	<b>30%</b>	<b>35%</b>	<b>5%</b>	<b>100%</b>	
1	Roadway Plans	12	23	35	69	81	12	230	\$8,407.42
2	Pavement Marking & Signing Plans	1	2	3	6	7	1	20	\$731.08
3	Signalization Plans	1	3	4	8	9	1	26	\$950.40
4	Roadway Lighting Plans	1	3	4	8	10	1	28	\$1,023.51
5	Drainage Design, Report & Permit Applications w/Sketches	2	3	5	10	11	2	32	\$1,169.73
6	Post Design Services	2	4	5	11	13	2	36	\$1,315.94
7	Master Plan	1	2	4	7	8	1	24	\$877.30
	<b>TOTAL HOURS</b>	<b>20</b>	<b>40</b>	<b>59</b>	<b>119</b>	<b>139</b>	<b>20</b>	<b>396</b>	<b>\$14,475.38</b>
	<b>Rates</b>	<b>\$61.67</b>	<b>\$50.63</b>	<b>\$45.67</b>	<b>\$38.50</b>	<b>\$25.83</b>	<b>\$19.33</b>		
	<b>Totals S-H and Cost</b>	<b>\$1,221.07</b>	<b>\$2,004.95</b>	<b>\$2,712.80</b>	<b>\$4,573.80</b>	<b>\$3,580.04</b>	<b>\$382.73</b>	<b>\$14,475.38</b>	<b>\$36.55</b>

TOTAL LUMP SUM FEE BREAKDOWN BY ACTIVITY	Amount
Roadway Plans	\$23,961.15
Signing & Marking Plans	\$2,083.58
Signal Plans	\$2,708.65
Lighting Plans	\$2,917.01
Drainage Plans	\$3,333.72
Post Design Services	\$3,750.44
Master Plan	\$2,500.29
Expenses	\$1,490.00
Sub-Consultants	\$11,119.00
<b>Maximum Lump Sum Fee</b>	<b>\$53,863.84</b>

#### TOTAL CONTRACT COST COMPUTATIONS

Total Activity Salary Costs	\$14,475.38
(a) Overhead Additives	
(a1) Combined O-H & Operating Margin percent	185.0%
(a2) Combined O-H & Operatign Margin Cost	\$26,779.46
Subtotal (Salary + Overhead)	\$41,254.84
Subtotal (Salary Related Cost)	\$41,254.84
Expenses	
(a) Misc. & Out-of-Pocket Expenses	\$1,490.00
(b) Sub-Consultant Expenses*	\$11,119.00
<b>TOTAL LUMP SUM</b>	<b>\$53,863.84</b>

<b>TOTAL FEE</b>	<b>\$53,864</b>
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\$3,714 survey, \$2,955 geotech and \$4,450 landscape & irrigation

COUNTY PROJECT NO.: 0 F.A.P. NO.: \_\_\_\_\_

LENGTH IN MILES : 0.2 FEET : \_\_\_\_\_ LANES: 2 and 3

**ESTIMATE OF OUT OF POCKET EXPENSES**

Units	Submittals	Sets	8x11	11x17	24x36	mylars	8x11 color	11x17 color	Color Graphics Mounted
	Master Plan (15%)							8	6
	50% Submittal			1					
	90% Submittal			1					
	100% Submittal			1					
	Final Submittal				3				
	Plans to Utility Companies			1					
	Plans to Permitting agencies			1					
	Plans to Other County Departments			1					
	Computation Book		2						
	In-House Printing & Plotting		2	2	2				

<b>TOTAL</b>		4	8	5	0	0	8	6	
<b>Cost per set</b>		\$10.00	\$25.00	\$40.00	\$75.00		\$75.00	\$75.00	
<b>Costs</b>		\$40.00	\$200.00	\$200.00	\$0.00	\$0.00	\$600.00	\$450.00	<b>TOTAL</b>
									<b>\$1,490.00</b>

Note: Due to intense public outreach effort (as stipulated on Town of Cutler Bay RFQ 10-04 Section 2.2.3) printing costs include those materials for three public involvement meetings and one-on-one meetings individuals as needed and requested by Town.

COUNTY PROJ. NO.: 0 F.A.P. \_\_\_\_\_ DESCRIPTION: Two/Three Lane Roadway Reconstruction

LENGTH IN MILES: 0.2 FEET : \_\_\_\_\_ LANES: 2 and 3 DIV'D: \_\_\_\_\_ URBAN: X

ITEM	SCALE	BASIS OF ESTIMATE	NO. OF UNITS	NO. OF SHEETS	M - H UNITS	TOTAL M-H	COMMENTS
<b>MASTER PLAN</b>							
Survey Crd & Right-of-Way Verification	HRS		4			4	
Graphical renderings of roadway	HRS					0	
Streetscape Concept Design	HRS		4			4	
Coordination with MDCPW	HRS		4			4	
Master Plan (Plan & Profile)	HRS		4			4	
Coordination Meetings with staff	HRS		8			8	
Powerpoint presenation preparation	HRS					0	
Presentations (2)	HRS					0	
<b>MASTER PLAN TOTAL</b>						<b>24</b>	

Prepared By: R. Castella

Date: February 16, 2015

COUNTY PROJ. NO.: 0 F.A.P. \_\_\_\_\_ DESCRIPTION: Two/Three Lane Roadway Reconstruction

LENGTH IN MILES : 0.2 FEET : \_\_\_\_\_ LANES: 2 and 3 DIV'D: \_\_\_\_\_ URBAN: X

ITEM	SCALE	BASIS OF ESTIMATE	NO. OF UNITS	NO. OF SHEETS	M - H UNITS	TOTAL M-H	COMMENTS
<b>ROADWAY PLANS</b>							
Key Map		SHT		1	2	2	
Typical Section		SHT		1	4	4	
Summary of Quantities		SHT		1	4	4	
Culvert Extension		HRS					N/A
Plan & Profile	1"=20'	SHT		2	34	68	
Intersection Details - Plateau		SHT				0	N/A
Intersection Profiles - Side St		EA	6	2	4	24	
Back of Sidewalk Profiles		HRS	12			12	
Special Structures - Architectural		SHT		1	12	12	
Misc. Construction Details		SHT		1	10	10	
Detour Plans/Maint. of Traffic		HRS	12			12	
Cross-Sections		EA	12	3	2	24	
Computation Book		HRS	12			12	
Cost Estimates		HRS	8			8	
Pavement Design							
Geometry Plan		HRS	8			8	
Utility Conference		HRS	4			4	
Special Provisions		HRS	2			2	
MDCPW Permitting		HRS	8			8	
Meetings and Reviews		HRS	8			8	
Field Reviews		HRS	8			8	2 x 4 hrs
<b>ROADWAY PLANS TOTALS</b>				12		<b>230</b>	

Prepared By: R. Castella

Date: October 28, 2013









