



## Office of the Town Manager

Rafael G. Casals  
Town Manager

### MEMORANDUM

**To:** Honorable Mayor and Town Council

**From:** Rafael G. Casals, Town Manager

**Date:** September 21, 2016

**RE:** Second Amendment to Kimley Horn and Associates, Inc. For Construction Engineering and Inspection (CEI) Services: Caribbean Boulevard Roadway Improvement(S) Project - Gap #2 (from the Homestead Extension of Florida's Turnpike to C-100 Canal Bridge)

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#### REQUEST

**A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CUTLER BAY, FLORIDA, AUTHORIZING THE TOWN MANAGER TO EXECUTE A SECOND AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT WITH KIMLEY-HORN AND ASSOCIATES, INC. TO PROVIDE ADDITIONAL CONSTRUCTION ENGINEERING AND INSPECTION (CEI) SERVICES FOR THE CARIBBEAN BOULEVARD ROADWAY IMPROVEMENT(S) PROJECT - GAP #2; AND PROVIDING FOR AN EFFECTIVE DATE.**

#### BACKGROUND AND ANALYSIS

At the March 19, 2008 Town Council meeting, Resolution #09-17 was adopted approving a Joint Participation Agreement (the "JPA") with Miami-Dade County to facilitate the construction of roadway improvements along Caribbean Boulevard (Project Limits: Coral Sea Road to SW 87 Avenue). Subsequently, the Miami-Dade Board of County Commissioners, on April 7, 2009 adopted Resolution # R-353-09, approving the Caribbean Boulevard JPA.

The Caribbean Boulevard Roadway Improvement "original" Project limits were decided by the fact that the Caribbean Boulevard Bridge widening Project limits were planned to end at Coral Sea Road. The Caribbean Boulevard Bridge widening Project was in the planning phase, for several years due to permitting and design issues. Due to budgeting concerns, the Caribbean Bridge widening Project's limits were reduced, to only several 100 feet (east and west) from the C-100 canal bridge. The reduction of the Bridge Project, created a "gap" adjacent to the Town's JPA roadway improvement project (Gap #2: From the Homestead Extension of Florida's Turnpike to the C-100 Canal Bridge).





At the June 19, 2013 Town Council meeting, Resolution # 13-47 was adopted approving the selection of Kimley-Horn and Associates, Inc. for Construction Engineering and Inspection (“CEI”) Services for the Caribbean Boulevard Roadway Improvement(s) project, original project limits from Coral Sea Road to SW 87 Avenue.

Town Staff recommends amending the existing contract with Kimley-Horn and Associates, Inc. for the Caribbean Boulevard Roadway Improvement(s) Project - Gap #2 (from the Homestead Extension of Florida’s Turnpike to the C-100 Canal Bridge).

I have provided the following “brief” description of CEI services/duties, for your review:

Professional engineering services provided in the administration and inspection of a construction contract include: pre-construction survey and documentation, pre-construction conference, periodic progress meetings, construction inspection, materials testing, response to Contractor Requests for Information, shop drawing review, review and processing of payment requisitions, issuance of field orders, review and processing of change orders, maintenance of project records, final inspection, punch-list preparation and monitoring, certificate of completion and project close-out.

### **Essential Functions Performed by CEI Inspectors**

- Coordinate and schedule daily inspections activities
- Manages pre-construction project meetings and activities
- Coordinate construction material testing activities and procedures
- Identifies the need for field changes and approvals of plan complications, deviations, deficiencies, and discrepancies
- Maintains construction progress reports and schedules
- Coordinates construction work, road closures, detours and other activities involving the public infrastructure
- Reviews construction and inspection specifications and procedures
- Coordinate construction safety zones and OSHA requirements
- Coordinate the relocation of public utilities
- Reviews payment draws and other compliance documents
- Keeps all records for required material testing

Town staff has negotiated the CEI services with Kimley-Horn and Associates, Inc., to include the following “additional” tasks, to the ones listed above (Attachment “A”)

- Individual meeting with both residents and business owners, to discuss any concerns
- Attend Town Council Meetings, to provide project “status” reports
- Implement Public Information activities within the community.
- Attend weekly coordination meetings with the Town’s Public Works Director, Design Engineer of record, and/or Miami-Dade County staff.





The proposed CEI service costs will be funded by the Town's portion of the Charter County Transit Surtax Proceeds (PTP Funds). Funding for this project was included in the Town's Fiscal Year 2016-17 Operating Budget.

### **RECOMMENDATION**

It is recommended that the Town Council approve the attached resolution authorizing the Town Manager to issue a Purchase Order in the amount of \$188,606.72 to Kimley-Horn and Associates, Inc., pursuant to the same terms and conditions set forth in the existing non-exclusive Professional Services Agreement.

