



## MEMORANDUM

**To:** Honorable Mayor and Town Council

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

**Date:** June 17, 2015

**Re:** Construction Support And Post Design Engineering Services: Caribbean Boulevard Roadway Improvement(s) Project – Gap #1 (From C-100 Bridge to Coral Sea Road)

### REQUEST

**A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CUTLER BAY, FLORIDA, AUTHORIZING THE TOWN MANAGER TO ISSUE A PURCHASE ORDER TO STANTEC CONSULTING SERVICES, INC. TO PROVIDE CONSTRUCTION SUPPORT AND POST DESIGN SERVICES FOR THE CARIBBEAN BOULEVARD ROADWAYS IMPROVEMENT(S) PROJECT – GAP #1 (FROM C-100 BRIDGE TO CORAL SEA ROAD); AND PROVIDING FOR AN EFFECTIVE DATE.**

### BACKGROUND AND ANALYSIS

At the May 28, 2011 Town Council meeting, Resolution # 11-37 was adopted approving the selection of Corzo, Castella, Carballo, Thompson, and Salman P.A. (C3TS) for Design and Engineering Services associated with the Town's Joint Project Agreement with Miami-Dade County to facilitate the construction of roadway improvements along Caribbean Boulevard (between Coral Sea Road and SW 87<sup>th</sup> Avenue). On November 28, 2013 the Consultant merged with Stantec Consulting Services, Inc. and Town Council approved the Assignment of the Non-Exclusive Professional Services Agreement adopted by Town Resolution # 13-13. At the June 18, 2014 Town Council meeting, Resolution #14-46 was adopted authorizing the Town Manager to execute an amendment to Professional Services Agreement with Stantec Consulting Services Inc. to provide additional Design and Engineering Services to the Caribbean Boulevard Roadway Improvements Project - Gap #1 (From C-100 Bridge to Coral Sea Road). At the September 14, 2014 Town Council meeting, Resolution # 14-63 was adopted approving the selection of Stantec Consulting Services, Inc. for a new Non-Exclusive Professional Services Agreement.



Professional construction support and post design engineering services include but, not limited to the following:

- Review contractor's and sub-contractor's shop drawings
- Attend Town's weekly project coordination meeting
- Respond to contractor's Request for Information (RFI)
- Coordinate utility concerns and issues with regards to possible conflicts
- Attend construction site visits as required to resolve field modifications
- Review all contingency adjustments /requests received from contractor
- Coordinate possible design changes with landscape architect
- Update construction documents / As-Builds, as needed
- Attend coordination meetings with Miami-Dade County Public Works Dept.
- Attend coordination meetings with Miami-Dade Transit Authority
- Attend various community meetings, as directed by Town staff
- Issue final Project Certification documents, upon completion

Town staff has negotiated the proposed construction support and post design engineering services with Stantec Consulting Services Inc., utilizing the hourly rates adopted in Resolution #14-63 under RFP #14-05 in the Non-Exclusive Professional Services Agreement, in the amount "not-to-exceed" \$65,200.

The proposed construction support and post design engineering services 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 2014-15 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 \$65,200, to Stantec Consulting Services, Inc., pursuant to the same terms and conditions set forth in the non-exclusive Professional Services Agreement, dated January 2, 2015.