



May 5, 2017

Alfredo Quintero Jr., EI, CFM, CGC, CCC
Director of Public Works

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

RE: Town of Cutler Bay Cutler Bay Lakes by the Bay Park Rehabilitation

Dear Mr. Quintero:

Thank you for the award of this contract and Marlin Engineering, Inc. (MEI) is pleased to respond to your request for proposal. To provide Design Services for the construction of a park canoe/kayak launch which includes park shelters, kayak launch, pedestrian walkway, lighting and parking.

1.0 PROJECT

The purpose and goal of the project is to provide Design Services for the above mentioned project these services shall include coordination with Town of Cutler Bay and its residents also, preparing contract documents for the construction of shelters, paving and drainage, lighting plans, marking plans, kayak launch, and permit preparation.

When performing these tasks, MEI's goals are to:

1. To increase the quality of life
2. Incorporate the preferences and requirements of the residents, as a result of the Public Involvement Meetings
3. Create safe and usable park
4. Help to reduce the negative effects of motor vehicles on the environment; and promote pedestrian, bicycle and transit use

2.0 SCOPE

Under this estimate, the Consultant will provide the following services:

Project General Tasks:

- Coordinate with Town of Cutler Bay representative; chose preferred alternative prior to plans implementations
- Coordination with impacted agencies within the project limits
- Host and coordinate four (4) meetings with Town representative
 - Two (2) Public Involvement Meetings
 - Two (2) Parks and Recreation Advisory Committee Meetings

Project Plans

- Prepare design documents for the Town of Cutler Bay based on Florida Green Book requirements and Miami-Dade County standards
- Prepare Key Sheet, Summary of Pay Items and Quantities
- Project consists of Design Services of the proposed canoe/kayak launch
- Park shelter as per preferred alternative
- Parking
- Pedestrian walkway
- Pre-fabricated canoe/kayak launch
- Landscaping (by sub consultant)
- Opinion of Probable Cost





Drainage Report and Drainage Plans

- Develop drainage concept for parking lot and coordinate with Town of Cutler Bay Representatives

Utility Coordination

- Develop utility contact list (WASD, FPL, Water, Cable, etc.)
- Coordinate meetings with agencies as necessary
- Input utility in plans
- Coordinate utilities with agencies; conflict resolutions

Signing and Marking Plan

- Develop complete signing and marking plans as per MUTCD and Florida Green Book and coordinate with Miami-Dade County for parking area

Lighting

- Provide lighting plans using current Design Standards

Permitting

- Coordinate RER drainage permit
- Coordinate with other Regulatory Agencies

Landscape

- Provide landscape within project limits

A. Kick-Off Meeting

MEI will meet with the Town of Cutler Bay to identify the key components of the project area and establish a clear and open line of communication which shall be maintained throughout the project. There will be two (2) Public Involvement Meetings and two (2) Parks and Recreation Advisory Committee Meetings to further discuss the canoe/kayak launch.

Key issues to consider:

- Objectives of the Town of Cutler Bay
- Purposes of each element to be introduced in the construction document.
- Permitting and coordination
- Schedule and review submittals
- Potential policy updates to Comprehensive Plan tailored towards Complete Streets, Context Sensitive Design (CSD), Smart Transportation which can be incorporated in the plans.

Deliverables:

- a. Full set of constructions plans
- b. Permitted plans for construction

3.0 CONTRACT SUM

For the services performed under Section 2.0 Scope, the Client will pay the Engineer the lump sum fee of (\$30,841.59) payable as follows. Any additional services will be negotiated as needed.

4.0 PAYMENTS

Subsequent progress payments of the above lump sum fees shall apply and invoice monthly in proportion to the services performed.





In accordance with the terms and conditions of the "non-exclusive" Professional Services Agreement dated September 17, 2014, via Resolution #14-63, Marlin Engineering, Inc. is to provide Professional Design Services for the Lakes by the Bay Park Canoe/Kayak Launch Project. Should the client wish us to provide and/or negotiate with third parties, any of the aforementioned services or any other additional work not included in this proposal under the Scope of Work, we will provide it on a Time Charge plus Expenses basis, computed as the sum the following:

- Approved Employee Category and Certified Wage Rates
- Non-Salary expenses times a multiplier of 1.05

Non-Salary expenses include such typical expenses as cost of: transportation and subsistence; toll telephone calls and telegraph; printing and reproduction; computer time and programming costs; identifiable supplies; subcontract services such as: surveys, subsurface investigation and testing by commercial laboratories.

5.0 CLIENT RESPONSIBILITIES

Provide access to and make all provisions for the Engineer to enter upon public and private lands as required for the Engineer to perform his work under this proposal.

Place at the disposal of the Engineer all available information pertinent to the project upon which the Engineer can rely, including previous reports and any other data related to the design and construction of the project.

Designate a person to act as the Client's representative with respect to the work to be performed, such person to have complete authority to transmit instructions, receive information, interpret and define the Client's policies and decisions with respect to the work covered by this proposal.

6.0 SCHEDULE & DELIVERIES

A "signed and sealed" construction document, as detailed in the scope of services. The Engineer has neither jurisdiction nor control over the regulatory agencies and their plans review process, therefore the Engineer shall not be liable for the delays created by said agencies.

7.0 ACCEPTANCE

The return of an executed copy of this proposal would constitute our authorization to proceed.

Very truly yours
MARLIN ENGINEERING, INC.

Miguel Soria, P.E.
Sr. Vice President - South Florida

ACCEPTED BY: _____ DATE: _____

TITLE: _____



ESTIMATE OF WORK EFFORT AND COST - PRIME CONSULTANT

Name of Project: Park Facilities and Kayak Launch
 County: Town of Cutler Bay
 FPN: 0
 FAP No.: 1/0/1900

Consultant Name: Marlin Engineering, Inc.
 Consultant No.:
 Date: 5/8/2017
 Estimator: Miquel Soria, P.E.

Staff Classification	Total Staff Hours From *SH	Principal	Project Manager	Project Engineer	Designer	CADD Technician	Technician	Clerical	Staff	Staff	Staff	Staff	Staff	SH By Activity	Salary Cost By Activity	Average Rate Per Task
Summary -		\$210.00	\$175.96	\$159.00	\$120.00	\$100.95	\$87.45	\$60.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
3. Project General and Project Common Tasks	44	2	4	7	9	13	8	1	0	0	0	0	0	44	\$5,389	\$122.47
4. Roadway Analysis	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
5. Roadway Plans	61	3	6	9	12	18	11	1	0	0	0	0	0	60	\$7,396	\$123.26
6. Drainage Analysis	24	1	2	4	12	7	4	0	0	0	0	0	0	30	\$3,694	\$123.15
7. Utilities	28	1	3	4	6	8	5	1	0	0	0	0	0	28	\$3,399	\$121.38
8. Environmental Permits, Compliance & Clearances	26	1	3	4	5	8	5	1	0	0	0	0	0	27	\$3,279	\$121.43
9. Structures - Misc. Tasks, Dwgs, Non-Tech.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
10. Structures - Bridge Development Report	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
11. Structures - Temporary Bridge	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
12. Structures - Short Span Concrete Bridge	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
13. Structures - Medium Span Concrete Bridge	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
14. Structures - Structural Steel Bridge	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
15. Structures - Segmental Concrete Bridge	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
16. Structures - Movable Span	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
17. Structures - Retaining Walls	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
18. Structures - Miscellaneous	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
19. Signing & Pavement Marking Analysis	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
20. Signing & Pavement Marking Plans	22	1	2	3	4	7	4	0	0	0	0	0	0	21	\$2,575	\$122.64
21. Signalization Analysis	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
22. Signalization Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
23. Lighting Analysis	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
24. Lighting Plans	42	2	4	6	8	13	8	1	0	0	0	0	0	42	\$5,110	\$121.66
25. Landscape Architecture Analysis	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
26. Landscape Architecture Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
27. Survey (Field & Office Support)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
28. Photogrammetry	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
29. Mapping	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
30. Terrestrial Mobile LIDAR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
31. Architecture Development	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
32. Noise Barriers Impact Design Assessment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
33. Intelligent Transportation Systems Analysis	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
34. Intelligent Transportation Systems Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
35. Geotechnical	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
Total Staff Hours	247	11	24	37	56	74	45	5	0	0	0	0	0	252		
Total Staff Cost		\$2,310.00	\$4,223.04	\$5,883.00	\$6,720.00	\$7,470.30	\$3,935.25	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$30,841.59	\$122.39

Check = \$30,841.59

Survey Field Days by Subconsultant
 4 - Person Crew:

Notes:

1. This sheet to be used by Prime Consultant to calculate the Grand Total fee.

2. Manually enter fee from each subconsultant. Unused subconsultant rows may be hidden.

SALARY RELATED COSTS:

OVERHEAD: 0.00% \$30,841.59
 OPERATING MARGIN: 0.00% \$0.00
 FCM (Facilities Capital Cost Money): 0.00% \$0.00
 EXPENSES: 0.00% \$0.00

Survey (Field - if by Prime) 0 4-man crew days @ \$ - / day \$0.00

SUBTOTAL ESTIMATED FEE: \$30,841.59

Subconsultant: \$0.00

Subconsultant: Marlin Survey \$0.00

Subconsultant: Geotechnical \$0.00

Subconsultant: Landscape Architecture \$0.00

Subconsultant: Sub 5 \$0.00

Subconsultant: Sub 6 \$0.00

Subconsultant: Sub 7 \$0.00

Subconsultant: Sub 8 \$0.00

Subconsultant: Sub 9 \$0.00

Subconsultant: Sub 10 \$0.00

Subconsultant: Sub 11 \$0.00

Subconsultant: Sub 12 \$0.00

SUBTOTAL ESTIMATED FEE: \$30,841.59

Geotechnical Field and Lab Testing \$0.00

SUBTOTAL ESTIMATED FEE: \$30,841.59

Optional Services \$0.00

GRAND TOTAL ESTIMATED FEE: \$30,841.59