



**Stantec Consulting Services Inc.**  
901 Ponce de Leon Blvd. Suite 901, Coral Gables, FL 33134

November 26, 2018

Town of Cutler Bay  
10720 Caribbean Boulevard Suite 510  
Cutler Bay, Florida 33189

**Attention: Etienne Bejarano, Parks & Recreation Director**

**Reference: Franjo Park Improvements**

Dear Mr. Bejarano,

We are pleased to present this proposal for professional services for your consideration. We look forward to proceeding with this assignment.

**Scope of Project:**

Stantec is currently assisting the The Town of Cutler Bay with various improvements at Franjo Park located at 20175 Franjo Road. The improvements already under design include the replacement of the field lighting as well upgrades to fencing, netting, drainage, and foul poles. Furthermore, the firm of Ferguson, Glasgow, Schuster, Soto, Inc. completed programming, schematic design, and design development for the two existing buildings on the property. As determined in discussions with the Town, it will be best to include the all work on the property including renovations and improvements to the 2 existing buildings within the same contract documents. This will allow one contractor to accomplish the work and be in full control of the required activities. The field lighting will be the only portion issued as a stand-alone contract. The improvements to be included in the scope of this proposal include the following:

- New paved golf cart parking between the parking lot and Field #3
- ADA Concrete pads for existing bleachers to be relocated to. Bleachers are by others.
- Full scope of work for renovations and upgrades to the 2 existing buildings on the property.
- Lightning/alarm system is existing and should be functional therefore it is not part of our scope.

**Scope of Services:**

**Design Phase**

We will use the previously obtained boundary and topographic survey for our design. Plans for the golf cart parking and hardscape (concrete/pavers) between fields will be developed to include geometry, sections, details and grading. Concrete will be sized to fit the relocated bleachers with ADA space adjacent to it. See attached proposal for all scope of work related to the buildings. We have also included one soil boring and one standard percolation test for use in the design. The soil boring can be used for the shade structure design (by others).



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### **Permitting Assistance Phase**

Plans will be submitted to the Town of Cutler Bay for a building permit and County Fire department for their review. Drainage review through DERM is part of our previously authorized work. Comments will be addressed and re-submitted if necessary. Permit and review fees can be paid by Stantec and billed under the permit fee allowance phase.

### **Bid Phase**

During the bid phase we will attend the pre-bid meeting and answer bidders questions and clarifications. We will also assist the Town with a basic review of the bids.

### **Construction Assistance Phase**

During the Construction Administration Phase, Stantec will provide support services as follows. These services will include the scope of work previously approved for which no construction phase involvement was included.

- Attend pre-construction meeting.
- Shop drawing review.
- Attend up to six (6) progress meetings.
- Respond to Contractor request for information (RFI) and clarification/ interpretation of contract documents.
- Attend up to six (10) site visits.
- Project coordination and closeout including as-built review.

### **Exclusions:**

- Asbestos survey (will be required for permitting).
- Landscaping or Irrigation Design
- LEED or Green Globe assessments or certifications.
- Turf replacement.
- Public meetings or presentations.

### **Terms and Conditions:**

All terms and conditions shall be per our "Professional Engineering Services" contract dated January 2<sup>nd</sup>, 2015, in accordance with RFQ #14-05. Our fees shall be lump sum as follows. See attached breakdown.

<b>Construction Documents Phase.....</b>	<b>\$45,653</b>
<b>Permit Assistance Phase.....</b>	<b>\$3,547</b>
<b>Bidding Phase.....</b>	<b>\$2,245</b>
<b>Construction Administration Phase.....</b>	<b>\$25,330</b>
<b>Reimbursable and Permit Fee Allowance .....</b>	<b>\$2,500</b>

**TOTAL: \$79,275**



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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.**

A handwritten signature in blue ink that reads "Sean Compel".

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

c:\Users\scompel\Desktop\cutler\_bay\_franjo-park-imp-11-21-2018.docx

**FEE WORKSHEET****DATE:** November 26, 2018**PROJECT:** Town of Cutler Bay  
Franjo Park Improvements

<b>Design Phase</b>	<b>Prin</b>	<b>Project Manager</b>	<b>PE/RA</b>	<b>EI/AI</b>	<b>Sr. Tech.</b>	<b>Clerical</b>
Coordination & Management		4				
Golf Cart Parking		2		6	6	
Bleacher pads and concrete between fields		2	2	6	12	
Site plan & coordination		2	2	2	8	
Details and sections			2	2	6	
Estimate of Probable Cost		1	1		1	
Sub-Total Hours	0	11	7	16	33	0
Billing Rate	\$ 202.00	\$ 174.00	\$ 157.00	\$ 115.00	\$ 100.00	\$ 60.00
Labor Cost	\$0	\$1,914	\$1,099	\$1,840	\$3,300	\$0
<b>Labor Sub-Total:</b>						<b>\$8,153</b>

**Geotech:** \$3,500  
**Architecture/MEP:** \$34,000

**Sub-Total Design Phase:** \$45,653

<b>Permitting Assistance Phase</b>	<b>Prin</b>	<b>Project Manager</b>	<b>PE/RA</b>	<b>EI/AI</b>	<b>Sr. Tech.</b>	<b>Clerical</b>
Provide plans for permitting		2			2	
Address comments and re-submit plans		2	2			
Fire permit coordination		1	2			
Sub-Total Hours	0	5	4	0	2	0
Billing Rate	\$ 202.00	\$ 174.00	\$ 157.00	\$ 115.00	\$ 100.00	\$ 60.00
Labor Cost	\$0	\$870	\$628	\$0	\$200	\$0
<b>Labor Sub-Total Permitting Assistance Phase</b>						<b>\$1,698</b>

**Architecture/MEP:** \$1,849**Sub-Total Permitting Assistance Phase** \$3,547

<b>Bid Assistance Phase</b>	<b>Prin</b>	<b>Project Manager</b>	<b>PE/RA</b>	<b>EI/AI</b>	<b>Sr. Tech.</b>	<b>Clerical</b>
Pre-bid meeting		2				
Answer Bidder Questions		2	2			
Bid Evaluation		1				
Sub-Total Hours	0	5	2	0	0	0
Billing Rate	\$ 202.00	\$ 174.00	\$ 157.00	\$ 115.00	\$ 100.00	\$ 60.00
Labor Cost	\$0	\$870	\$314	\$0	\$0	\$0
<b>Labor Sub-Total Bid Assistance Phase</b>						<b>\$1,184</b>

**Arch/MEP** \$1,061

**Sub-Total Bid Assistance Phase      \$2,245**

<b>Construction Assistance Phase</b>	<b>Prin</b>	<b>Project Manager</b>	<b>PE/RA</b>	<b>EI/AI</b>	<b>Inspector</b>	<b>Clerical</b>
Pre-construction meeting		2	2			
Shop drawing review		2	4	4		
Answer contractor requests for information (RFI)		4	12	2		
Progress meetings (6 total)		18				
Site visits/inspections (10 total)		4	20		20	
Project coordination		8				
Project closeout including as-built review		2	4			
Sub-Total Hours	0	40	42	6	20	0
Billing Rate	\$ 202.00	\$ 174.00	\$ 157.00	\$ 115.00	\$ 95.00	\$ 60.00
Labor Cost	\$0	\$6,960	\$6,594	\$690	\$1,900	\$0
<b>Labor Sub-Total Construction Assistance Phase</b>						<b>\$16,144</b>

**Arch/MEP      \$9,186**

**Sub-Total Construction Phase:      \$25,330**

**Reimbursable Expenses & Permit Fee Allowance      \$2,500**

**GRAND TOTAL:      \$79,275**



901 Ponce De Leon Blvd Suite 304 Coral Gables, FL 33134 305.443.7758 (vc) 305.445.9957 (fx)

■ Architecture  
■ Planning  
■ Interior Design

November 13, 2018

Stantec  
901 Ponce de Leon Blvd., Suite 900  
Coral Gables, FL 33134

Attn: Sean Compel, PE, Senior Associate

Re: Cutler Bay Franjo Park Community Buildings  
ADA Upgrades and Code Compliance Renovations

Dear Sean,

I respectfully present this proposal and look forward to working with you and the Town of Cutler Bay on the ADA and Code Compliance Renovations to the Franjo Park Community Buildings. The project consists of renovating the existing community buildings to provide ADA access, code compliance and proper functionality. Our office completed a programming, schematic design and design development study for the improvements. We propose to provide architectural and structural + MEP engineering Construction Document, Bidding/Negotiation and Construction Phase services for the project under your contract for a not to exceed fee of \$44,700.00.

Our services include the following:

1. Provide design to create ADA compliant access to the building areas that are used by the Public including the community room, public restrooms, park office and snack bar serving areas. Renovate the buildings to provide programmed functions.
2. Site improvements will be provided by Stantec under a separate contract. FGSS will provide architectural support to Stantec by providing design input related to accessibility to the bleachers (same location and type as before hurricane) and shade structures + suggested pedestrian area paving material selections/design layouts.
3. FGSS will provide architectural, MEP engineering and structural permit/construction documents to achieve the project's program.
4. Prepare submittals for Town review at 100% Construction Documents phase.
5. Select finish materials and prepare a finish/color board for the renovated areas.
6. Prepare sustainability objectives for our project scope. Though the project will not be taken through a certification process (LEED or other), the Town would like to implement sustainable principles within the scope and budget of this project.
7. Assist in Bidding/Negotiation including attendance at pre-bid conference and providing recommendation on bids received.
8. We will respond to building department comments appropriate to our scope of work during the permitting process.
9. Provide Construction Phase Services including up to 4 site visits/payment certification reviews by architect, 2 by structural engineer and 1 by MEP engineers. We anticipate construction duration of 4 months for this project. Site visits are for the purpose of determining if the work is being performed in general accordance with the construction documents. We will respond to requests for information and perform shop drawing reviews. We will also prepare punch list visits at substantial completion and final completion site visits.

We will invoice monthly in proportion to the work completed, not to exceed the budgeted amount for each phase as outlined below:

<u>Phase</u>	<u>Amount</u>	<u>Estimated Duration</u>
Construction Documents –	\$ 34,000.00	6 weeks
Bidding/Negotiations -	\$ 1,061.00	4 weeks (permitting concurrent)
Construction -	\$ 9,186.00	3 months
Reimbursable Expenses – as needed not to exceed \$453.00		

Expenses, such as printing, courier/postage services and permit filing fees that are expended on behalf of the project by FGSS or our consultants will be invoiced at cost plus ten percent against the reimbursable allowance.

This proposal covers services outlined above. The following services and expenses are not included in the proposed fee and are not anticipated at this time:

- This proposal is based on the assumption that existing structure, as well as electrical, plumbing, HVAC, fire alarm, fire protection and other such base building systems have the adequate capacity to properly serve the proposed remodeled areas. No major modifications to the Structural, Electrical, HVAC and Fire Protection systems are included in this proposal.
- The proposal is based on receiving reliable and accurate drawings that depict existing conditions. Field verification of visible conditions is included, however extensive field investigation and/or development of as-built documentation of existing systems is not anticipated or included in the proposed work scope.
- Asbestos/hazardous material testing or abatement services is not included but will be required for permitting. The cost of this testing will be paid for by the Town.
- Pre design and post construction HVAC Test and Balance Report of all existing spaces that are part of or adjacent to the project scope work areas. The cost of this testing will be paid for by the Town.
- Basic and Enhanced Commissioning.
- Meetings and Site Visits beyond those outlined above.
- Excessive construction administration services due to lengthened construction period, poor contractor performance and/or unforeseen existing hidden conditions.
- Re-design as a result of value engineering recommendations received after completion of design development.
- Detailed construction cost estimating.
- Site services including, but not limited to civil engineering or geotechnical engineering services, landscape architecture, or other engineering services related to site improvements.
- Preparation for/participation in hearings, including commission/zoning/development/historical hearings.

Should these or other required services become necessary, or should you desire for our Firm to provide any of these services we will do so as Additional/Reimbursable Services.

We have prepared this proposal with the understanding that the Town will review documents and make decisions that affect design in a timely manner to avoid schedule delays. The proposed estimated duration of days does not include Owner review period. We have assumed that the work of this contract, including construction, will be completed within 8 months from the date of the notice to proceed. Stantec and The Town will assign Project Managers authorized to act on its behalf and provide FGSS with full information regarding the requirements of the project. Because this is a renovation project in an older facility it is important that a reasonable allowance or contingency be included in the

budget to accommodate any changes in design and related to unforeseen conditions encountered during construction.

If you are in agreement with this proposal, please sign below indicating your concurrence, and provide a formal authorization to proceed (PO) with a signed copy to our office. We understand that time is of the essence on the project and are ready to begin this work immediately upon your authorization.

Please call me if you have any questions or concerns regarding this proposal or any other matter. *We look forward to working with you on this project.*

Sincerely,

Natividad Soto, FAIA, LEED AP<sup>BD+C</sup>  
President

Authorization for FGSS, Inc.  
to provide services as outlined above:  
Signed: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_



<b>Town of Cutler Bay</b> <b>Franjo Park Rec Building ADA Upgrades, Code Compliance and Finishes Renovation</b> <b>ARCHITECTURAL / ENGINEERING ESTIMATED PERSONNEL TIME CALCULATION</b> <b>Ferguson Glasgow Schuster Soto, Inc.</b>													
Task	Principal	Project Architect	Arch. CADD/ Jr. PM	Structural Engr.	Struct. P.M./CADD	MEP Princ.	Fire Protection Engr.	Plumbing Engr.	HVAC Engr	Elect. Engr	MEP CADD	Expenses	Subtotals
	\$203.96	\$125.00	\$71.66	\$203.96	\$71.66	\$203.96	\$137.81	\$137.81	\$137.81	\$137.81	\$71.66		
<b>Schematic/Design Development</b>													
In Previous Authorization													
Expenses Allowance													
Subtotal Personnel Hours	0	0	0	0	0	0	0	0	0	0	0		
Fee Subtotal Phase	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Construction Documents &amp; Permit Process</b>													
Construction Drawing Preparation	2	24	32	2	10	2		6	6	6	12		
Technical Specifications - on drawings	1	4	2	1		1			2	2			
Non-Technical Documents	1	1											
Coordination Meetings w/Consultants		4	1	1					1	1			
Update Cost Statement		2											
100% C.D. Check Set Submittal		2	4	1	2	1		1	1	1			
Response to 100% Review Comments		2	4	1	2			1	1	1			
Color Selections & Presentation Board In Previous													
Review Meetings with Town staff - 1 meeting		3											
Arch Support to Stantec sitework (Bleachers, Shade, Pedest. Paving)	1	16	24										
Sustainability Tracking (LEED CERTIFICATION NOT INCLUDED)	2	8	40			2		2	6	6			
Permitting	2	2	8	1					1	2			
Expenses Allowance												\$200	
Subtotal Personnel Hours	7	60	75	7	14	4	0	8	12	13	12		
Fee Subtotal Phase	\$1,428	\$7,500	\$5,375	\$1,428	\$1,003	\$816	\$0	\$1,103	\$1,654	\$1,792	\$860	\$200	\$22,957
<b>Bidding</b>													
Invitations to Bid - By Town													
Document Distribution/Handling - Assist Town personnel			1										
Questions & Addenda		2		0.5					0.5	0.5			
Pre-Bid Conference / walkthrough		3											
Bid Opening (by Town personnel)													
Bid Evaluation/Recommendation		1											
Expenses Allowance												\$50	
Subtotal Personnel Hours	0	6	1	0.5	0	0	0	0	0.5	0.5	0		
Fee Subtotal Phase	\$0	\$750	\$72	\$102	\$0	\$0	\$0	\$0	\$69	\$69	\$0	\$50	\$1,061
<b>Construction Admin.</b>													
Site Visits - 6 architectural/1 MEP, 2 struct engineering max		18		6					3	3			
Payment Certification (w/site visits)													
Shop Drawing/Sample Review - 1 resubmittal included		2	8	1					2	2			
Sustainability Documentation (LEED Certification Not Included)		8	24					1	2	2			
Request for Information	1	8		1					1	1			
Review Test and Balance Report									1				
Punch List Inspection - Substantial Completion		6							2	2			
Final Inspection - Final Completion		4											
Final Close Out Documents - Transmit to Owner			6						1	1			
Expenses Allowance												\$200	
Subtotal Personnel Hours	1	38	14	8	0	0	0	0	10	9	0		
Fee Subtotal Phase	\$204	\$4,750	\$1,003	\$1,632	\$0	\$0	\$0	\$0	\$1,378	\$1,240	\$0	\$200	\$10,207
<b>TOTALS - BASIC SERVICES HOURS</b>	<b>8</b>	<b>104</b>	<b>90</b>	<b>16</b>	<b>14</b>	<b>4</b>	<b>0</b>	<b>8</b>	<b>23</b>	<b>23</b>	<b>12</b>		<b>301</b>
<b>TOTALS - BASIC SERVICES FEES</b>	<b>\$1,632</b>	<b>\$13,000</b>	<b>\$6,450</b>	<b>\$3,161</b>	<b>\$1,003</b>	<b>\$816</b>	<b>\$0</b>	<b>\$1,103</b>	<b>\$3,101</b>	<b>\$3,101</b>	<b>\$860</b>		<b>\$34,226</b>
<b>TOTALS - Sustainability PARTICIPATION HOURS</b>	<b>2</b>	<b>16</b>	<b>64</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>3</b>	<b>8</b>	<b>8</b>	<b>0</b>		<b>103</b>
<b>TOTALS - Sustainability PARTICIPATION FEES</b>	<b>\$408</b>	<b>\$2,000</b>	<b>\$4,586</b>	<b>\$0</b>	<b>\$0</b>	<b>\$408</b>	<b>\$0</b>	<b>\$413</b>	<b>\$1,103</b>	<b>\$1,103</b>	<b>\$0</b>		<b>\$10,021</b>
<b>TOTAL - EXPENSES ALLOWANCE</b>												<b>\$453</b>	
<b>TOTAL PROPOSED FEES + EXPENSES</b>													<b>\$44,700</b>