



Consultant Project Proposal

Date: May 6, 2019

Dear Mr. Bejarano:

Marlin Engineering, Inc. proposes to provide the services identified below for the project entitled "Canoe/Kayak Launch", pursuant to the Non-Exclusive Professional Services Agreement provided by the Town of Cutler Bay and dated September 17, 2014.

General

The project will primarily consist of providing bidding and post design support, and construction administration for the subject project.

Scope of Work

Task 1 – Post Design Services

- Attend pre-construction meeting. Assume 1 persons x 4 hours for attendance at the pre-construction meeting. (4 hours)
- Attend monthly progress meetings. Assume 1 person x 1.5 hrs x 6 months for attendance. (9 hrs)
- Review contractor's pay applications. Assume 1 person x 1 hr x 6 months. (6 hrs)
- Provide written responses to all requests for information (RFIs). 1 hr x 6 months (6 hrs)
- Assist with the review and technical evaluation of Contractor's request for change orders, and claims, and provide recommendations and cost evaluations to the Town. 1 hr x 6 months (6 hrs)
- Review shop drawings, product data, and other submittals to determine compliance with the plans and specifications. 3 shop drawings x 3 hrs (9 hrs)
- Provide Revisions to any field changes. 3 revisions x 4 hrs (12 hrs)

Task 2 – Construction Administration

- Assuming that the construction schedule will be 6 months;
Inspector will perform a site visit: 1.5 hours x 26 weeks (39 hrs).
- Deliverables include a bi-weekly project progress summary. (1hr x 26 weeks) (26 hrs)

Schedule of Work – Time of Performance

The anticipated length of service shall be six (6) months commencing after the Notice to Proceed.

I. Compensation

Consultant shall perform the work detailed in this Proposal for a Total fee of \$11,933 and 88 cents (100).




MARLIN

The Town shall not be liable for any fee, cost, expense or reimbursable expense or other compensation beyond this amount unless approved in a supplemental Work Order.

IV. Additional Services

The Town of Cutler Bay may establish an allowance for additional services requested by the Town and for unforeseen circumstances, which shall be utilized at the sole discretion of the Town. This proposal is based on a construction contract time of 190 days. Any additional time added to the construction contract will require a supplement to this agreement.


V. Data Provided by the Town of Cutler Bay

The following information or documents are to be provided by the Town of Cutler Bay, if available: As-built information including survey and geotechnical information.

VI. Project Manager

Consultant's Project Manager for this Project will be Roxana Matamoros, P.E.

Submitted by:



 Jose Santiago, P.E.
 Marlin Engineering

Reviewed and approval in concept recommended by:

Department Director

Procurement Manager

Town Manager

