



September 26, 2019

Alfredo Quintero Jr., EI, CFM, CGC, CCC
Town of Cutler Bay
Cutler Bay Town Center
10720 Caribbean Blvd.
Suite 105
Cutler Bay, FL 33189

Re: Saga Bay Drainage Improvements

Dear Mr. Quintero:

Per your request, we respectfully submit this proposal letter in accordance with our field review, preliminary investigation and analysis of data provided by the Town of Cutler Bay. Marlin Engineering, Inc. proposes to provide the services identified below pursuant to the Professional Services Agreement provided by the Town of Cutler Bay, dated January 2nd, 2015.

I. General

MARLIN will provide roadway drainage design (closed French Drain system) in the Saga Bay neighborhood (see attached sketch) to alleviate flooding.

II. Scope of Work

Task 1 – Field Review/Investigation

MARLIN will perform an on site-field survey and investigation to become familiar with the site and identify/determine any above ground features that may conflict with proposed drainage design.

Task 2 – Utility Coordination

MARLIN will coordinate with Sunshine 811 and identified utility agency owners to identify all known utilities lying within the project and resolve any conflicts prior to construction.

Task 3 – Topographical Survey

See attached scope from MARLIN Survey.

Task 4 – Geotechnical Services – Percolation Tests

See attached scope from American Testing Materials Engineering

Task 5 – 60% Plans Production

MARLIN will utilize the existing survey base file and the approximate locations of all existing utilities provided by UAO's to develop a layout of the proposed closed French drain system for the project. Potentially conflicting utilities will be identified and coordinated with the City, as sites for possible SUE verification.

MARLIN will also submit drainage calculations per County's standards to support the quantity of proposed French drains.

Deliverables:

- 60% Construction Plans
 - 1) Cover Sheet
 - 2) General Notes/Summary of Quantities
 - 3) Stormwater Pollution Prevention Plan
 - 4) Drainage Plans (Plan View)
 - 5) Drainage Details
- Drainage Calculations
- Typical and Pavement Design
- Draft Specifications
- Preliminary Cost Estimate
- Final Cost Estimate – Opinion of Probable Cost

Task 6 – 100% Plans Production

MARLIN will incorporate the comments from the Town's 60% Review and will proceed with the development of 100% Construction Documents.

Deliverables:

- 100% Construction Plans
 - 1) Cover Sheet
 - 2) Construction Notes
 - 3) Stormwater Pollution Prevention Plan
 - 4) Drainage Plans (Plan and Profile)
 - 5) Drainage Details
 - 6) Summary of Drainage Structure
 - 7) Roadway Plans
 - 8) Signing and Pavement Plans
- Drainage Calculations
- Final Specifications
- Final Cost Estimate
- 3 Signed and Sealed Sets of Construction Documents

Task 7 – Permitting

MARLIN will incorporate the comments from the Town's 100% review and will proceed with performing permitting services with the following agencies;

1. Miami Dade County Regulatory and Economic Resource Department (RER)
2. Town of Cutler Bay Public Works Department
3. Miami Dade County Traffic Engineering Department

Task 8 – Post Design Services

- Attend pre-construction meeting. Assume 2 persons x 4 hours for attendance at the pre-construction meeting. (8 hours)
- Provide written responses to all requests for information (RFIs). 2 hrs x 6 months (12 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. 1 shop drawing x 2 hrs (2 hrs)

a) Subconsultants

The below listed subconsultants will assist in the performance of the Work.

Subconsultant Name	Specialty or Expertise
American Testing Materials Engineering	Geotechnical

b) Schedule of Work – Time of Performance

The anticipated length of service shall be six (6) months commencing after the Notice to Proceed. Consultant shall submit the Deliverables and perform the Work as depicted in the table below.

SCHEDULE OF DELIVERABLES			
Task or Activity ID#	Major Task, Sub-Task, Activity, or Deliverables	Duration	Delivery Date
	60% Construction Plans	3 months	+3
	100% Construction Plans	6 months	+3
	Permits	9 months	+3

c) Compensation

Consultant shall perform the work detailed in this Proposal for a Total fee of \$78,547 and 99 cents. The City 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.

SUMMARY OF COMPENSATION			
Task or Activity ID #	Task Name and/or Activity Description	Fee Amount	Fee Basis
1,2,5,6,7	Drainage and Roadway Design	\$60,963.43	Lump Sum
8	Post Design Services	\$3,646.44	Lump Sum
3	Topographic Survey	\$13,338.12	Lump Sum
4	Geotechnical Services	\$600.00	Lump Sum

d) Additional Services

Additional services and unforeseen circumstances beyond established scope shall be negotiated in good faith and at the sole discretion of the City. Additional SUE services shall be negotiated in good faith and at the sole discretion of the City.

e) Data Provided by the City

The following information or documents are to be provided by the City, if available: As-built information including survey.

f) Project Manager

Consultant's Project Manager for this Project will be Jose Santiago, P.E.

Submitted by: _____
 Jose Santiago, P.E.
 Marlin Engineering

Reviewed and approval in concept recommended by:

Department Director

Procurement Manager

City Manager

