



901 Ponce de Leon Boulevard Suite 900  
Coral Gables, FL 33134

August 20, 2019

Town of Cutler Bay  
10720 Caribbean Boulevard Suite 105  
Cutler Bay, Florida 33189

**Attention: Alfredo Quintero, Public Works Director**

**Reference: Franjo Road Improvements from SW 184 Street to Old Cutler Road**

Dear Mr. Quintero,

We are pleased to present this proposal for professional engineering services for your consideration.

**Scope of Project:**

The Town of Cutler Bay would like to complete Roadway Improvements on Franjo Road from SW 184<sup>th</sup> Street to Old Cutler Road. The scope of work will include reconstruction of the existing two (2) travel lanes, provide complete ADA accessibility, continuous storm drainage systems, continuous curb & gutter, intersection improvements including dedicated turn lanes at key intersections, middle lane for turning movements with select medians, 10' shared use path on one side of road, concrete pedestrian crosswalks, full sidewalk replacement, bus pull-out bays, new street lighting, traffic signalization, two (2) traffic circles, one at Cutler Ridge Drive and another on Gulfstream Road, landscaping and a total of ten (10) new decorative bus shelters at each of the existing 10 shelter locations. Irrigation design is not included; plant selection will be such that irrigation will not be required.

Project will be funded by Miami-Dade County utilizing People's Transportation Plan (PTP) funds and may include some Town of Cutler Bay funding. The project will be undertaken by the Town of Cutler Bay under a Joint Participation Agreement (JPA) with Miami-Dade County.

**Scope of Services:**

Stantec will perform the following tasks:

**A. Master Plan Phase**

Upon receipt of authorization from the Town to proceed with the Master Plan Phase of the project, the Engineer shall visit the site of the proposed work and become thoroughly familiar with all conditions and Federal, State and Local laws, Development and Environmental issues affecting the work; prepare and submit to the County a Master Plan containing recommendations for "Typical Sections". Roadway alignment, drainage system, point of connection to adjacent roadways, prepare sketches and drawing, and conduct up to two (2) Public Workshops and presentations to inform residents and neighborhood organizations of proposed construction, gain community input and gain approval by Town Council.



August 20, 2019  
Alfredo Quintero, Public Works Director  
Page 2 of 4

**B. Design Phase**

Upon receipt of authorization from the Town to proceed with the final design of the project, the Engineer shall prepare preliminary engineering data, including sketches and drawings, based on recommendations from the Master Plan Phase; perform such other services as are mutually agreed to be necessary or desirable to advance the project; and assist the Town in obtaining approval of preliminary design work from any local, state or federal agency having an interest in the project. The Engineer shall prepare final complete construction plans for the project in accordance with current Miami-Dade County standards, to be used for the receipt of bids, which shall include, but not limited to, development of design plans for roadway, intersection improvements, pedestrian crosswalks, bus bays, shared use path, drainage, sidewalks, curb and gutter, street lighting, landscaping, signalization, and pavement markings & signing.

Engineer will inform all utility owners with facilities in the vicinity of the proposed work and provide information relative to any required utility adjustments or relocations. The engineer will assist the Town in conducting a utility coordination meeting with utility owners to resolve all utility conflicts and other utility issues. The engineer shall provide two sets of prints for each utility company prior to the meeting. The Engineer shall be responsible for preparation and distribution of meeting minutes.

Engineer will submit to the Town two final sets of check prints for the project at the 60%, 90% and 100% completion milestones. The quality and legibility of all prints shall meet the approval of the Town. At a minimum the construction Documents shall consist of the following:

- Cover sheet
- Typical Sections
- Key Sheet
- Summary of Quantities
- Plan and Profiles
- Intersecting Street Profiles
- Drainage Structures
- Cross Sections
- Landscaping Plans
- Lighting Plans
- Marking and Signing Plans
- Signalization Plans
- Maintenance of Traffic / Construction Phasing Plans

Engineer will prepare and submit to the Town an opinion of probable construction cost, at the Master Plan, 60%, 90% and 100% completion milestones, of the proposed project design.

Engineer will prepare and apply for all required permits and approvals from the governmental agencies having jurisdiction. Town will be responsible for any permit fees. Anticipated permits include Miami Dade Public Works, TSS Signal, DERM, Highway Division, ADA and Traffic Engineering Division.

The Engineer agrees that the quality of the work performed by the Engineer and by all subcontractors shall be in accordance with the standards customarily provided by an experienced and competent professional



August 20, 2019  
Alfredo Quintero, Public Works Director  
Page 3 of 4

engineering organization rendering the same or similar services and agrees to guarantee compliance of the work with all applicable industry standards and regulations.

**C. Public Involvement Services**

The Town requires that proven public involvement strategies be conducted at all stages of the project design. We shall prepare and implement a Public Involvement Plan in accordance with the Miami-Dade County requirements, and also including the following:

- Conduct up to three (3) Public Workshops and presentation to inform residents and neighborhood organizations of proposed construction, gain community input and gain approval by Town Council;
- During design process, we will provide design engineer once per week for 4 hours/day for a total of 20 hours to be at Town hall to meet with Town officials, residents or general public as needed to answer questions, address concerns and gain input;
- Plan and conduct public outreach to alert the public of the project and the design alternatives from lighting, sidewalks, drainage, and landscaping;
- Plan and conduct several public awareness campaigns that should include public outreach to inform the public of the Caribbean Boulevard construction project. This should include reaching out to all relevant stakeholders and the user community;
- Plan and conduct a public education campaign to provide citizens and businesses with information to assist them in understanding the issues and alternatives for addressing them;
- Plan and conduct public input campaign through surveys, open houses, visioning sessions and public meetings that comprise residents, homeowner's associations, and business owners of the impacted communities;
- Develop a schedule of public involvement activities which will take place throughout the project;
- Develop and implement a plan for personal interaction with the most impacted residents and homeowner's association;
- Develop and implement a plan for collecting and analyzing public comments;
- Develop and implement a plan for monitoring the effectiveness of outreach activities;



August 20, 2019  
 Alfredo Quintero, Public Works Director  
 Page 4 of 4

### **TERMS AND CONDITIONS:**

All terms and conditions shall be per our executed Professional Services Agreement RFQ #14-05 for Professional Engineering Services. Our fees for the above services shall be per the following schedule of lump sums:

• Survey, Landscaping & Geotechnical (Incl. Engr. Coord.....	\$ 168,272
• Master Plans.....	\$ 21,324
• Final Design (60% Plans).....	\$ 139,242
• Final Design (90% Plans).....	\$ 69,621
• Final Design (100% Plans).....	\$ 23,207
• Permitting.....	\$ 20,245
• Public Involvement.....	\$ 15,251
• Misc out-of-pocket expenses.....	\$ 2,275
• Post Design Services.....	<u>\$ 33,096</u>
	<u>\$492,533</u>
Contingency (10%)	\$ 49,253
<b>Total</b>	<b>\$541,787</b>

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 and a purchase order as your written authorization to proceed.

Thank you,

**Stantec Consulting Services Inc.**

Ramon Castella, P.E., LEED AP  
 Vice President  
 Tel: 305-445-2900  
 ramon.castella@stantec.com

Town of Cutler Bay

Approved by:

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Date

\\\\US1231-F01\\workgroup\\2156\\business\_development\\215681092 - town of cutler bay\\Franjo Rd\\JPA-Franjo Road Improvements08-20-2019.docx

Consultant's Name:  
Project Name:  
Project Length:

Prepared by: C Herdocia  
Date: 5/22/2019

	Activity	Principal Engineer	Project Manager	Sr. Engineer	Engineer	CADD Tech.	Clerical	Staff Hours by Activity	Salary Cost for Activity
		5%	10%	15%	30%	35%	5%	100%	
1	Roadway Plans	62	124	185	371	433	62	1236	\$46,943.49
2	Pavement Marking & Signing Plans	14	29	43	86	100	14	285	\$10,824.35
3	Signalization Plans	12	24	36	73	85	12	242	\$9,191.20
4	Roadway Lighting Plans	16	33	49	98	115	16	328	\$12,457.49
5	Drainage Design, Report & Permit Applications w/Sketches	12	24	36	72	84	12	240	\$9,115.24
6	Post Design Services	15	31	46	92	107	15	305	\$11,583.95
7	Master Plan	10	20	30	59	69	10	197	\$7,482.09
	TOTAL HOURS	142	283	425	850	992	142	2833	\$107,597.81
		\$67.33	\$50.63	\$45.67	\$38.50	\$29.00	\$20.00		
	Totals S-H and Cost	\$9,537.77	\$14,343.48	\$19,407.47	\$32,721.15	\$28,754.95	\$2,833.00	\$107,597.81	\$37.98

TOTAL LUMP SUM FEE BREAKDOWN BY ACTIVITY		Amount
Roadway Plans		
		\$133,788.93
Signing & Marking Plans		
Signal Plans		\$30,849.39
Lighting Plans		\$26,194.92
Drainage Plans		\$35,503.86
Post Design Services		\$25,978.43
Master Plan		\$33,014.26
Expenses		\$21,323.96
Sub-Consultants		\$2,275.00
Public Involvement (5%)		\$168,272.00
Maximum Lump Sum Fee		\$15,332.69
		\$492,533.45

Total Activity Salary Costs	\$107,537.81
(a) Overhead Additives	
(a1) Combined O-H & Operating Margin percent	185.0%
(a2) Combined O-H & Operating Margin Cost	\$199,055.95
Subtotal (Salary + Overhead)	\$306,653.76
Subtotal (Salary Related Cost)	\$306,653.76
Expenses	
(A) Misc. & Out-of-Pocket Expenses	\$2,275.00
(B) Sub-Consultant Expenses*	\$168,272.00
(C) Public Involvement (5%)	\$15,332.69
<b>TOTAL</b>	<u>\$492,533.45</u>
Design Contingency (10%)	<u>\$49,253</u>

<b>TOTAL FEE</b>	<b>\$541,787</b>
	<b>\$49,253</b>

**Consultant's Name:** Stantec  
**Project Name:** Franjo RD  
**Project Length:** 1.67 miles

**Prepared by:** C. Herdocia  
**Date:** 5/22/2019

Employee	RATES	
	Current Rate	Loaded rates 3.00 Multiplier
Principal	67.33	202.00
Project Manager	58.00	174.00
Senior Engineer	52.33	157.00
Engineer	38.33	115.00
CADD/Technician	29.00	87.00
Clerical	20.00	60.00