



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

November 17, 2020

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

Attention: Alfredo Quintero, Public Works Director

Reference: SECTION 3 RESURFACING & DRAINAGE IMPROVEMENTS

Dear Mr. Quintero,

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

Scope of Project:

The Town of Cutler Bay would like to retain Construction Administration & Inspection Services for milling and 1" asphalt overlays and the Drainage at the area defined as Section 3. It is our understanding that the project will be performed using two contractors under two separate contracts. One contractor will complete the drainage and roadway restoration work; another contract will complete the sidewalks, milling and paving work. The construction activities for the milling and paving will require the use of a full-time on-site inspector, as well as support work from a Project Manager. The Town will coordinate and inspect the replacement of the sidewalks. The activities for the Drainage will consist 12 hour a week of inspections for six (6) months as well as support work from a Project manager. Construction is expected to begin and be completed in 2021.

Scope of Services:

CEI – Milling & Paving

Stantec will perform the following tasks during the construction phase for the milling and paving work:

- a. Attend pre-construction meeting and prepare summary.
- b. Review product submittals.
- c. Payment application review and recommendation.
- d. Observe and inspect contractor operations with full-time inspections during milling and paving activities.
- e. Document daily activities
- f. Prepare punch list of outstanding items at substantial completion.
- g. Conduct final inspection.
- h. Collect required close-out documents

CEI – Drainage Improvements

Stantec will perform the following tasks during the construction phase for the drainage improvements:

- a. Attend pre-construction meeting and prepare summary.



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- b. Review product submittals.
- c. Payment application review and recommendation.
- d. Attend bi-weekly progress meetings (13 total).
- e. Observe and inspect contractor operations with part-time inspections (12 hours per week).
- f. Answer contractors request for additional information.
- g. Document daily activities
- h. Prepare punch list of outstanding items at substantial completion.
- i. Conduct final inspection.
- j. Collect required close-out documents

Terms and Conditions:

All terms and conditions shall be per our Professional Engineering Services Agreement dated July 14, 2020. Our fees for the above services shall be as per the following lump sum fee schedule:

CEI – Milling & Paving	\$27,714
CEI – Drainage Improvements	\$56,210
TOTAL:	\$83,924

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.

Sean Compel, P.E., LEED AP
Principal
Tel: 305-445-2900
sean.compel@stantec.com

Town of Cutler Bay

Approved by:

Signature

Print Name

Date

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FEE WORKSHEET**DATE:** November 17, 2020**PROJECT:** Paving and Drainage Inspection Services
Town of Cutler Bay
Section 3**Construction Phase:****Milling & Paving Activities**

Task	Prin	PM	EI/AI	Insp.	Clerical
Attend Pre-Construction Meeting		4		4	
Review of Product Submittals		2			
Project Management & Coordination	2	10			
Review/Approve Payment Requisitions		4		8	
Full-time Inspector (Est. 25 Days of Work)				200	
Final Inspection & Close-out		4		4	
Construction Phase Sub-Total Hours	2	24	0	216	0
Billing Rate	\$ 225	\$ 191	\$ 130	\$ 105	\$ 75
Labor Cost	\$450	\$4,584	\$0	\$22,680	\$0
CEI - Milling & Paving Total					\$27,714

Construction Phase:**Drainage Activities**

Task	Prin	PM	EI/AI	Insp.	Clerical
Attend Pre-Construction Meeting		4		4	
Review of Product Submittals		2	8		
Bi-weekly progress meetings - 13 total		26		12	
RFIs including up to 6 site visits		24	6	8	
Project Management & Coordination	2	20			
Review/Approve Payment Requisitions		10		10	
Inspections (12 Hours per week for 6 months)				312	
Final Inspection & Close-out		4		4	
Construction Phase Sub-Total Hours	2	90	14	350	0
Billing Rate	\$ 225	\$ 191	\$ 130	\$ 105	\$ 75
Labor Cost	\$450	\$17,190	\$1,820	\$36,750	\$0
CEI - Drainage Improvements Total:					\$56,210

Total: \$83,924