

Calvin, Giordano & Associates, Inc.

1800 Eller Drive, Suite 600

Fort Lauderdale, FL 33316

Consultant Project Proposal

January 22, 2018

Dear Mr. Acosta:

Calvin, Giordano & Associates, Inc. (CGA) proposes to provide the services identified below for the project entitled Lake Quality Assessment pursuant to the Professional Service Agreement provided by Town of Miami Lakes for Civil Engineering Services (2017-32), dated 11/9/2017.

I. General

This project involves the development of measures to protect, and support the long term viability of the Town's lakes. The specific tasks include gathering and investigating background information and investigating the current status of the lakes; developing suggested maintenance and program scenarios; attending public outreach and Town meetings; and producing Guidelines for Homeowners, HOA's, businesses and the Town, and a report to the Town outlining maintenance and program options with actionable objectives and performance measures. Once it is determined what the number of water quality samples that will need to additionally be taken, at what locations and for what parameters, this particular task will be treated as an additional service.

II. Scope of Work

Task 1. Conduct Background and Site Investigations:

- a. Investigate current lake maintenance programs and identify responsible parties,
- b. Determine what specifically the Town is responsible for relating to lakes,
- c. Review historic *Lake Study Report* by FIU,
- d. Investigate and determine what water quality testing may currently be conducted, at what locations and for what parameters, and how long that testing has been conducted to establish historic base line,
- e. Obtain map of outfalls and drainage system,
- f. Obtain map of Town Parks,
- g. Identify if and where any lake interconnects occur, or connections to canals,
- h. Coordinate with Miami-Dade County to obtain testing data in adjacent canals,
- i. Review drainage maintenance and cleaning program, specifically to look for problem catch basins connected to lakes,
- j. Review current Street Sweeping Program conducted by the Town,
- k. Conduct site inspection of the lakes to investigate current conditions and characteristics,
- l. Review adjacent upland uses to determine potential pollutant sources, and
- m. Review Town Stormwater Master Plan for future planned projects to incorporate requirements.

Deliverables under Task 1 include a brief memorandum summarizing the data collected and the results of the review and site investigations.

Task 2. Develop Suggested Maintenance and Program Scenarios:

- a. Conduct review of current related BMP's, Ordinances and technologies to determine specific points that are feasible and applicable to the Town,
- b. Identify what if any additional testing parameters and tracking is needed and where,
- c. Review NPDES and CRS requirements to incorporate any crossover requirements,
- d. Identify applicable social media and web information the Town can post,
- e. Create PowerPoint presentation for HOA's,
- f. Create menu of maintenance and program options for residents, HOA's and the Town,
- g. Prioritize maintenance and program options, and
- h. Develop Actionable Objectives and Performance Measures relating to lake viability, and
- i. Develop general lake quality standards and BMPS applicable to all lakes based on use.

Deliverables under Task 2 include:

- A draft and final report outlining the information obtained and developed during this task,
- A draft and final document with Guidelines for HOA's and businesses,
- A draft and final document with Guidelines for Homeowners, and
- A draft and final document with Guidelines for the Town to implement.

Task 3. Meeting Attendance:

- a. Conduct four (4) public outreach meetings,
- b. Attend four (4) meetings with the Town Staff, and
- c. Attend two (2) Town Council meetings.

Task 4. Water Sampling and Reporting:

- a. Collect water samples, appropriately document and deliver to a DEP certified lab to analyze for parameters yet to be determined. Provide overview report on final results.

III. Subconsultants

The following Subconsultants will assist in the performance of the Services under the Agreement.

Subconsultant's Name	Specialty of Expertise
TBD	DEP Certified Lab

IV. Schedule of Work – Time for Performance

Consultant will submit the deliverable and perform the Services as stated in the table below:

Schedule of Deliverables			
Task, Sub-Task or Activity ID #	Major Task, Sub-Task Activity, or Deliverable	Duration (specify weeks or calendar days)	Delivery (cumulative weeks or calendar days)
Task 1	Conduct Background and Site Investigations	6 weeks	NTP+6 weeks
Task 2	Develop Suggested Maintenance and Program Scenarios	12 weeks	NTP+18 weeks
Task 3	Meeting Attendance (throughout contract)	22 weeks	NTP+22 weeks
Task 4	Water Quality Sampling and Reporting	52 weeks	NTP+52 weeks

V. Compensation

Consultant shall perform the Work detailed in this Proposal for a total not to exceed thirty-six thousand, two hundred and sixty-nine dollars and eighty-nine cents, \$36,269.89. The Consultant will be paid based on a fixed fee basis. 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. The fee may include an allowance for Reimbursable Expenses required in connection with the Work, in an amount not to exceed that stated in the table below. Reimbursable Expenses will be used and compensated for in accordance with the Agreement and must conform to the limitations of Florida Statutes § 112.061.

The following is a summary of the method and amount of compensation to be paid for each Task or Activity as identified in Section IV above.

Schedule of Deliverables			
Task, Sub-Task or Activity ID #	Major Task, Sub-Task Activity, or Deliverable	Fee Amount	Fee Basis
Task 1.	Conduct Background Investigations	\$8,605.84	fixed fee
Task 2.	Develop Suggested Maintenance and Program Scenarios	\$20,238.22	fixed fee
Task 3	Meeting Attendance	\$4,128.71	fixed fee
Reimbursable	Reimbursable Expenses	\$3,297.12	fixed fee
Task 4	Water Quality Sampling and Reporting	\$TBD	fixed fee
	<i>Subtotal – Professional Fees</i>	\$32,972.77	
	<i>Allowance for Reimbursable Expenses</i>	\$3,297.12	
	TOTAL	\$36,269.89	

VI. Exclusions from Basic Services

The following services are not included in the Basic Services to be performed under this Work Order:

Under Task 4, it has not yet been determined the number of water quality samples that will need to additionally be taken, at what locations and for what parameters. This will be addresses as an Additional Service when determined.

VII. Town Furnished Documents & Data

GIS and/or CAD file of outfalls, drainage system, lakes and parks; current town street sweeping protocols and route; identification of lake to lake interconnects and lake to canal interconnects; ongoing water quality testing parameters, locations and results; ongoing drainage maintenance protocols and identification of problem catch basins and areas; list of lakes the Town is responsible for maintaining and maintenance protocols; list of responsible entities for non-Town maintained lakes; and identification of public access points for each lake.

VIII. Additional Services

Under Task 4, it has not yet been determined the number of water quality samples that will need to additionally be taken, at what locations and for what parameters. This will be addresses as an Additional Service when determined.

Calvin, Giordano & Associates, Inc.

Shelley Eichner
Signature

Shelley Eichner / Senior Vice President
Name/Title

1/22/2018
Date

Town of Miami Lakes

Dept. Approval: _____
Signature

Carlos Acosta
Public Works Director

Procurement: _____
Signature

Thomas Fossler
Procurement Manager

Town Manager: _____
Signature

Alex Rey
Town Manager

Work Order No.: _____
(Assigned by the Town upon approval, if applicable)

TOWN OF MIAMI LAKES

Consultant Fee Proposal Worksheet

Consultant Name: Calvin, Giordano & Associates, Inc.
Contract No.: 2017-32
Date: 1/24/2018
Work Order No:

Project: Lake Quality Assessment
Project No.: 17-9546.1

Description: Development of guidlines to protect, and support the long term viability of the Town's lakes.

	STAFF CLASSIFICATION																	
Job Classification Assigned Staff Approved Rate	Project Manager		LA Administrator		Senior LA		LA Designer		Env Administrator		Env Specialist				Staff Hours	Salary	Average	
	Rate:	\$75.86	Rate:	\$56.90	Rate:	\$50.17	Rate:	\$36.90	Rate:	\$47.44	Rate:	\$36.24	Rate:		By	Cost By	Rate Per	
Task	Man hours	Cost/ Task	Man hours	Cost/ Task	Man hours	Cost/ Task	Man hours	Cost/ Task	Man hours	Cost/ Task	Man hours	Cost/ Task	Man hours	Cost/ Task	Task	Task	Task	
1 Conduct background and site investigations									32	\$1,518	40	\$1,450			72	\$2,968	\$41.22	
2 Review and develop 3 Guidelines and 1 Report									86	\$4,080	80	\$2,899			166	\$6,979	\$42.04	
3 Meeting Attendance									30	\$1,423					30	\$1,423	\$47.44	
4 Water Sampling and Reporting									TBD		TBD							
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27																		
Total Staff Hours									148		120				268			
Total Staff Cost										\$7,021.12		\$4,348.80				\$11,369.92	\$42.43	

Total % of Work by Position

55.2%

44.8%

Note: Fee for the Principal(s) of the firm are not to be included above as the multiplier is not applicable to their hours. The fee is to be shown below and entered as a separately

Estimate of Principal's Fee

Total hours \$220.00 / hour = \$ -

Notes:

1. This sheet is to be used by Prime Consultant to calculate the Grand Total Fee and one is to be used for each Subconsultant
2. Manually enter fee from each subconsultant. Unused subconsultant rows may be hidden
3. Where applicable the basis for work activity descriptions shall be the FICE/FDOT Standard Scope and Staff Hour Estimation Handbook.

1 - SUBTOTAL ESTIMATED FEE:

(multiplier 2.9)

Subconsultant: Sub 1
Subconsultant: Sub 2
Subconsultant: Sub 3
Subconsultant: Sub 4

Principal's Fee

2 - SUBTOTAL ESTIMATED FEE:

Geotechnical Field/Lab Testing:
Survey Fee (or Survey Crew Fee):
Other Misc. Fee:

3 - SUBTOTAL ESTIMATED FEE:

Additional Services (Allowance)
Reimbursables (Allowance)

GRAND TOTAL ESTIMATED FEE:

\$32,972.77

\$32,972.77

\$ -

\$32,972.77

\$3,297.12

\$36,269.89