
April 1, 2016 (Revised February 24, 2017)

SENT VIA E-MAIL (OlazabalC@miamilakes-fl.gov)

Ms. Carmen Olazabal, P.E., Director - Public Works Department
Town of Miami Lakes
6601 Main Street
Miami Lakes, FL 33014

**Subject: Lake Sarah/Lake Adele Stormwater and Roadway Improvements – Construction Administration
Consultant Work Order Proposal
Miami Lakes Continuing Engineering Contract (Executed on April 12, 2013)
CMA Proposal No. P16.143.04**

Dear Ms. Olazabal:

Chen Moore and Associates (CMA) is pleased to submit the attached Agreement for Professional Services and Scope of Services to provide civil engineering construction administration services for the above referenced project.

I. General

CMA previously prepared construction plans and received permits for improvements through several residential neighborhoods near Lake Sarah and Lake Adele. The Town of Miami Lakes has requested that the previously prepared and approved plans be phased into three phases. These phases are as follows:

Phase I – Bamboo Street, Cypress Court, Almada Avenue, Silver Oak Drive, Marginada Court, Seagrape Terrace, and White Oak Drive

Phase II – Poinciana Court, Leaning Pine Drive, and the southern half of Sabal Drive

Phase III – Northern half of Sabal Drive, Twin Sabal Drive and Big Cypress Drive

Plans have since been updated. This proposal addressed construction administration services for Phase I and II initially with the option to add Phase III.

II. Scope of Work

As discussed, the scope of services are as follows:

Task 1 – Construction Administration - Consultant shall perform the following:

- *Construction Observation* – Consultant shall perform the following:
 - Review Requests for Information

- Attendance at bi-weekly progress meetings during the estimated nine months of construction. Consultant shall prepare meeting minutes for each meeting.
 - Provide general observation of the work and verification of system testing for the civil engineering. Field reports will be issued to Client on a weekly basis on the week of the field visit. The estimate assumes up to three (3) visits a week for six (6) months for Phases I and II (that shall be bid concurrently).
 - Provide general observation of the work and verification of system testing for the civil engineering. Field reports will be issued to Client on a weekly basis on the week of the field visit. The estimate assumes up to three (3) visits a week for three (3) months for Phases III (that shall be bid separately, but may be added by the Town).
 - Monthly pay application review and processing with Town personnel.
 - Assist on coordination regarding potential resident concerns
 - Review potential change orders for the Town
- *Construction Closeout* – Consultant shall perform the following:
 - Up to two walk through field visits (substantial and final completion) and preparation of a detailed punch list for items needing correction actions.
 - Recommendation of release of final payments for the site
 - Letter of substantial completion
 - Coordination of certification/site close out packages, as necessary, to government agencies

III. Subconsultants

No subconsultants shall be utilized in this proposal.

IV. Schedule of Work/Time of Performance

Consultant shall submit the Deliverables and perform the Work as depicted in the tables below as follows:

<u>Task(s)</u>	<u>Task Description</u>	<u>Duration</u>	<u>Estimated delivery date</u>
Task 1A	Construction Administration – Phase I & II	Est. 6 months construction	Est. 6 months construction
Task 1B	Construction Administration – Phase III	Est. 3 months construction	Est. 3 months construction

Note: An updated schedule, indicating actual delivery dates, based on the above durations, will be provided to the Town upon receipt of the NTP.

V. Compensation

Consultant shall perform the Work detailed in this Proposal for a Total fee of **fifty-seven thousand four hundred and fifty-one dollars and sixty-eight cents (\$57,451.68)**. 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.

Consultant shall schedule work upon receipt of signed approval/notice to proceed for this project as required.

The total lump sum fee for this project will be divided as follows:

<u>Task(s)</u>	<u>Task Description</u>	<u>Lump Sum Fees</u>	<u>Hourly Fees</u>	<u>Total Fees</u>
Task 1A	Construction Administration – Phase I & II	\$37,608.32	\$0.00	\$37,608.32
Task 1B	Construction Administration – Phase III	\$19,843.36	\$0.00	\$19,843.36
Total		\$57,451.68	\$0.00	\$57,451.68

VI. Additional Services

The Town 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.

VII. Data to be Provided by the Town

The following services are not included in our basic services to be provided by the Client:

- Copies of all relevant data, including correspondence, traffic reports, plans or information in Client's possession which may be beneficial to the work effort performed by Consultant.
- Previous reports and assessments and legal description of the site.

VIII. Project Manager

Consultant's Project Manager assigned to this Work Order assignment is: **Jose L. Acosta, P.E., Vice President**

Submitted by:



CHEN MOORE AND ASSOCIATES
Jose L. Acosta, P.E.
Vice President

JLA/jla

Reviewed and approval by:

Department Director

Procurement Manager

*Alex Rey
Town Manager*