



Consultant Project Proposal

Wednesday, September 18, 2024

Mrs. Anaily Padron, P.E.
Capital Improvements Project Manager
Town of Miami Lakes
6601 Main Street, Suite 208
Miami Lakes, FL 33014

RE: Civil Engineering Related Services 2021-43 (Work Order No. 3) – Royal Oaks Eighth Addition Drainage Improvements

Dear Mrs. Padron:

CALTRAN Engineering Group, Inc (CALTRAN) proposes to provide the services identified below for the project entitled “Royal Oaks Eighth Addition Drainage Improvements” (Work Order No. 3), pursuant to the Professional Service Agreement with the Town of Miami Lakes (the Town) 2021-43, for Civil Engineering and Related Services, dated 09/26/2022.

I. General

CALTRAN appreciates the opportunity to submit this proposal for providing CEI Services associated with the above-referenced project. Herein, CALTRAN provides a general discussion of services that is understood will be required for this project and present a Schedule of Fees for such services. In addition to inspection and coordination, the Consultant will coordinate and provide all the required information to ensure compliance with the Town of Miami Lakes. Construction contract time established for this project is for 365 calendar days from the issuance of the Notice to Proceed to Final Construction Completion. The CEI contract time will be based on 395 calendar days, which includes an additional 15 calendar days needed for pre-construction services, and 15 calendar days for close-out phase which includes but is not limited to preliminary coordination meetings prior to start of work, photo documentation of the pre-construction conditions of the jobsite, plans review, project set-up, final closeout, and certification before the construction is completed.

II. Scope of Work

The Consultant shall provide the CEI services, on a part-time basis as requested by the Town, required for contract administration and inspection for West Oaks Gardens Drainage Improvements. The Consultant shall perform the services necessary to coordinate the activities of all parties involved in completing the Project, which includes maintaining complete and accurate records of the Project; documenting all significant Project changes; assisting the Town with interpreting plans, specifications, and construction contract provisions; making recommendations to the Town to resolve disputes; and coordinating with the Town requirement compliance.

Task 1 – Construction

1.1. Pre-Construction Phase –

- a. Pre-Construction Inspection/ Document Review: Familiarization with the Project. Construction Documents Review to ensure materials comply with the Plans and Specifications.
 - b. Pre-Construction Meeting: Schedule and attend, within ten (10) days after the Notice to Proceed, a pre-construction meeting for the Project in accordance with Town procedures. The Consultant shall provide appropriate staff to attend and participate in the pre-construction meeting.
- 1.2. **Construction Phase** – Document contractor’s activities and verify quantities for payment.
- c. Monitoring: Prepare and submit progress report(s), provide contract documents, payment applications, change orders, and related documents to the Town’s Project Manager. Maintain project documents and files up to date and current, and in accordance with the Town requirements and final submittals. Field monitoring inspections are based on an average of forty (40) hours per week. Onsite inspections may vary based on actual construction activities. Material Delivery Ticket collection and Submittal to Town.
 - d. Project Journal: Maintain a detailed electronic diary with records of the Contractor’s operations, quantities, testing data, and significant events that affect the work while the inspector is on site.
 - e. Project Meetings: Administer project pre-construction and progress meetings, as needed with appropriate team members in attendance. Prepare and distribute meeting agenda and minutes to attendees. Progress meetings will be scheduled as needed. The level of effort is based on twelve (12) progress meetings.
 - f. Traffic Control: Responsible for review of Work Zone traffic control plan implementation, and inspection of maintenance of traffic schemes and devices in work zones to assure they are in accordance with the Town’s requirements.
 - g. Environmental Control Monitoring: Monitor Contractor’s work and assure that the Contractor is conducting stormwater inspections, preparing reports, and monitoring all Stormwater pollution prevention measures associated with the project.
 - h. Review and Process Contractor’s Applications for Payment: Receive and review draft application for payment prepared by the Contractor, reconcile any discrepancies between Engineer’s estimate of progress and Contractor’s application. Review draft application for payment in comparison to measured or estimated quantities. Make notations of deficient work not recommended for payment until corrected; deletion of payment for stored materials and/or equipment which do not have approved shop drawings and/or proper invoices; reduction of value for partially completed items claimed as complete. Return a copy of the reviewed draft to the Contractor. Review revised application for payment and, if appropriate, advise the Contractor to submit the required number of copies. Forward copies to the Town’s Project Manager for processing. This task is based on twelve (12) Contractor’s Application for Payment.
 - i. Contract Interpretations and Modifications: Receive, log, and coordinate reviews and responses to Contractor’s Requests for Information/Interpretations (RFI’s) from the Engineer of Record (EOR), following the Town’s approval and concurrence. This task is based on twenty (20) Contractor’s RFIs
 - j. Problem Resolution: Analyze problems that arise on a project and proposals submitted by the Contractor, prepare and submit recommendations to the Town’s Project Manager, and process the necessary paperwork.
 - k. Administration of Changed Work: Track changes from initiation through completion. Estimate cost and time impacts, and assist with negotiation of changes in contract time and cost. Prepare change orders to incorporate changes within Contract Documents. Evaluate the Project on a continual basis to determine when changes are required. Review costs presented by Contractor on Change Proposal Requests. Assist with negotiation of final pricing as required. Assemble approved Change Proposal Requests periodically into Change Orders. Include justification documents with each Change Order. Review as-built drawings to verify changes in work are reflected as applicable. Provide Change Order documents for concurrent review. Review pay requests to verify Change Order items are broken out and that payment is not made until work is complete. This task is based on Twelve (12) RCO/Change Orders.
 - l. Notification of Accident Damage/Injury: Document any inspections made of property damage or personal injury accidents on site and provide a written report to the Town’s Project Manager.



1.3. Closeout Phase –

- a. **Substantial Completion:** Receive and review Contractor's required substantial completion submittal and determine if Project is ready for substantial completion inspection. Develop substantial completion submittal checklist and perform the following activities: verify submittal of all required documents; review Contractor Record Drawings; review other substantial completion submittal documents for completeness and compliance with Contract provisions; and schedule substantial completion inspection.
- b. **Conduct Substantial Completion Inspection:** Coordinate, conduct, and document the substantial completion inspection. Prepare and distribute the punch list format to the parties conducting the inspection. Review progress of corrective action on punch list items, periodically updates, and re-issue. Prepare and issue Certificate of Substantial Completion with a list of stated qualifications (punch list).
- c. **Final As-Built Record Drawing Review:** Review as-built drawings to verify that the Contract Drawings are properly noted to reflect actual construction; notify the Contractor of deficiencies noted; provide follow up to verify if corrections were made and that the as-built drawings are up-to-date.
- d. **Final Completion:** Receive and review the Contractor's required final completion submittal. Develop final completion submittal checklist. Verify submittal of all required documents and review for completeness and compliance with Contract provisions. Notify Town Project Manager, Contractor, and other affected parties of date of final inspection. Coordinate, attend and conduct the final inspection meeting and physical walk-through of the Project.
- e. **Final Payment:** Collect all payment documents required and forward to the Town Project Manager for processing along with the Contractor's Final Application and Certificate for Payment; finalize all project costs and determine the final adjusted amounts for construction; obtain the Contractor's signature on any required Contractor's Certification of Affidavits; process and sign Final Application for Payment; prepare transmittal letter indicating recommendation for Final Payment.

III. Subconsultants

No subconsultants are anticipated to assist on this project.

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)
1.1	Pre-Construction Phase	15 days	NTP + 15 days
1.2	Construction Phase	365 days	NTP + 380 days
1.3	Closeout Phase	15 days	NTP + 395 days

V. Compensation

Consultant shall perform the Work detailed in this Proposal for a total not to exceed **One Hundred ninety-three Thousand seven hundred and three Dollars and sixty-three cents (\$193,703.64)**. The Consultant will be paid based on an hourly not to exceed 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
1.1	Pre-Construction Phase	\$ 3,804.24	Hourly not to exceed
1.2	Construction Phase	\$174,616.56	Hourly not to exceed
1.3	Closeout Phase	\$ 15,282.84	Hourly not to exceed
	Total – Professional Fees	\$193,703.64	

VI. Exclusions from Basic Services

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

- Surveying Services
- Engineering and/or Design Services
- Material, Sampling and Laboratory Testing
- Maintenance of Traffic

VII. Town Furnished Documents & Data

- Approved Permitted Construction Plans
- Contractor’s Invitation to Bid Documents
- Executed Contract between the Contractor and Town of Miami Lakes
-
- Contract Specifications
- Technical Special Provisions, if any
- Applicable Permits
- Approved Schedule

VIII. Additional Services

The Town may include an allowance account under the approved Work Order for Additional Services that may be requested by the Town, which will be used at the sole discretion of the Town.



Signature

Juan S. Calderon, P.E./Principal

Name/Title

09/19/2024

Date

Town of Miami Lakes*

Dept. Approval: _____
Signature

Name/Title

Procurement: _____
Signature

Name/Title

Town Manager: _____
Signature

Name/Title

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

*The Town may at its sole discretion approve this Work Order Proposal by signing below of the Town may issue a separate Work Order for the Services.

TOWN OF MIAMI LAKES

Consultant Fee Proposal Worksheet

Consultant Name: CALTRAN ENGINEERING GROUP
 Contract No.: 2021-43
 Date: JULY 8, 2024
 Work Order No: 3

Project: Royal Oaks Eighth Addition Drainage Improvements - CEI
 Project No.: No. Description:

STAFF CLASSIFICATION																Staff Hours	Salary	Average
Job Classification	Sr. Construction Manager		CEI Inspector		name		name		name		name		name		By			
Assigned Staff	M. Paatricia Valencia, PE		Mynor Noguera		Rate: rate		Rate: rate		Rate: rate		Rate: rate		Rate: rate		Task	Task	Task	
Approved Rate	Rate:	\$158.51	Rate:	\$49.20	Rate:	rate	Rate:	rate	Rate:	rate	Rate:	rate	Rate:	rate	Task	Task	Task	
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 Task 1.1- Pre-Construction Phase																		
2 Pre-Construction Inspection/Doc. Review	12	\$1,902													12	\$1,902.12	\$158.51	
3 Pre-Construction Meeting	12	\$1,902													12	\$1,902.12	\$158.51	
4 Task 1.2- Construction Phase																		
5 Progress Meetings	60	\$9,511													60	\$9,510.60	\$158.51	
6 Stakeholder Meetings	8	\$1,268													8	\$1,268.08	\$158.51	
7 Pay App Review and Approval	120	\$19,021													120	\$19,021.20	\$158.51	
7 RCO/Change Orders Review and Processing	60	\$9,511													60	\$9,510.60	\$158.51	
8 Submittal Review and Processing	48	\$7,608													48	\$7,608.48	\$158.51	
9 RFI Review and Processing	160	\$25,362													160	\$25,361.60	\$158.51	
10 Inspections			2,080	\$102,336											2,080	\$102,336.00	\$49.20	
11 Task 1.3- Close Out Phase																		
12 Substantial Completion/Inspection	36	\$5,706	20	\$984											56	\$6,690.36	\$119.47	
13 As-Built Review	24	\$3,804													24	\$3,804.24	\$158.51	
14 Final Completion/ Inspection	24	\$3,804	20	\$984											44	\$4,788.24	\$108.82	
Total Staff Hours	564		2120												2,684			
Total Staff Cost		\$89,399.64		\$104,304.00												\$193,703.64	\$72.17	

Total % of Work by Position 21.0% 79.0%

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 _____ / hour = \$ _____

- Notes:
- This sheet is to be used by Prime Consultant to calculate the Grand Total Fee and one is to be used for each Subconsultant
 - Manually enter fee from each subconsultant. Unused subconsultant rows may be hidden
 - 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 1.0)	\$193,703.64
Subconsultant: Sub 1		
Subconsultant: Sub 2		
Subconsultant: Sub 3		
Subconsultant: Sub 4		
Principal's Fee		
2 - SUBTOTAL ESTIMATED FEE:		\$193,703.64
Geotechnical Field/Lab Testing:		
Survey Fee (or Survey Crew Fee):		
Other Misc. Fee:		
3 - SUBTOTAL ESTIMATED FEE:		\$193,703.64
Additional Services (Allowance)		
Reimbursables (Allowance)		
GRAND TOTAL ESTIMATED FEE:		\$193,703.64