



Consultant Project Proposal

Wednesday, September 25, 2024

Mr. Stanley W. Merantus, MSCE
Public Works Engineer
Town of Miami Lakes
6601 Main Street, Suite 208
Miami Lakes, FL 33014

RE: Civil Engineering Related Services 2021-43 (Work Order No. 4) – NW 154 Street and Palmetto Expressway Turn Lanes

Dear Mr. Merantus:

CALTRAN Engineering Group, Inc (CALTRAN) proposes to provide the services identified below for the project entitled “NW 154 Street and Palmetto Expressway Turn Lanes” (Work Order No. 4), 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 120 calendar days from the issuance of the Notice to Proceed to Final Construction Completion. The CEI contract time will be based on 150 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 NW 154 Street and Palmetto Expressway Turn Lanes. 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 twenty (20) 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 eight (2) 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 nine (3) 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 nine (3) 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 six (3) RCO/Change Orders.

- I. 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	120 days	NTP + 135 days
1.3	Closeout Phase	15 days	NTP + 150 days

V. Compensation

Consultant shall perform the Work detailed in this Proposal for a total not to exceed Twenty-Nine Thousand, Nine Hundred and Twelve Dollars and fifty-four cents (\$29,912.54). 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	\$2,073.73	Hourly not to exceed
1.2	Construction Phase	\$24,601.80	Hourly not to exceed
1.3	Closeout Phase	\$3,237.01	Hourly not to exceed
	Total – Professional Fees	\$29,912.54	

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

09/25/24

Date

Town of Miami Oaks*

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: Sept 23, 2024

Work Order No: 4

PROJECT NAME: NW 154th Street and Palmetto Expressway Turn Lanes Project

PROJECT No.: FPID : 450905-1-52-01

DESCRIPTION: Road Widening of NW 154th Street to extend the Turnlane into the SR 826 (Palmetto Expressway)

Job Classification	STAFF CLASSIFICATION														Staff Hours	Salary	Average			
	Sr. Construction Manager		CEI Inspector		name		name		name		name		name					By	Cost By	Rate Per
	Assigned Staff	Approved Rate	Rate:	Cost/ Task	Rate:	Cost/ Task	Rate:	rate	Rate:	rate	Rate:	rate	Rate:	rate						
1 Task 1.1- Pre-Construction Phase																				
2 Pre-Construction Inspection/Doc. Review	6	\$951	12	\$645											18	\$1,595.58	\$88.64			
3 Pre-Construction Meeting	2	\$317	3	\$161											5	\$478.15	\$95.63			
4 Task 1.2- Construction Phase																				
5 Progress Meetings	8	\$1,268													8	\$1,268.08	\$158.51			
6 Stakeholder Meetings	2	\$317													2	\$317.02	\$158.51			
7 Pay App Review and Approval	9	\$1,427													9	\$1,426.59	\$158.51			
7 RCO/Change Orders Review and Processing	6	\$951													6	\$951.06	\$158.51			
8 Submittal Review and Processing	6	\$951													6	\$951.06	\$158.51			
9 RFI Review and Processing	9	\$1,427													9	\$1,426.59	\$158.51			
10 Inspections			340	\$18,261											340	\$18,261.40	\$53.71			
11 Task 1.3- Close Out Phase																				
12 Substantial Completion/Inspection	6	\$951	8	\$430											14	\$1,380.74	\$98.62			
13 As-Built Review	6	\$951													6	\$951.06	\$158.51			
14 Final Completion/ Inspection	3	\$476	8	\$430											11	\$905.21	\$82.29			
Total Staff Hours	63		371												434					
Total Staff Cost		\$9,986.13		\$19,926.41												\$29,912.54	\$68.92			

Total % of Work by Position 14.5% 85.5%

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)	\$29,912.54
Subconsultant:	Sub 1	
Subconsultant:	Sub 2	
Subconsultant:	Sub 3	
Subconsultant:	Sub 4	
Principal's Fee		
2 - SUBTOTAL ESTIMATED FEE:		\$29,912.54
Geotechnical Field/Lab Testing:		
Survey Fee (or Survey Crew Fee):		
Other Misc. Fee:		
3 - SUBTOTAL ESTIMATED FEE:		\$29,912.54
Additional Services (Allowance)		
Reimbursables (Allowance)		
GRAND TOTAL ESTIMATED FEE:		\$29,912.54