

RESOLUTION NO. 2014-64

A RESOLUTION OF THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, RELATING TO REQUEST FOR PROPOSAL NO. 1314-11-007 CONSTRUCTION ENGINEERING AND INSPECTION (CEI) SERVICES FOR HOWARD DRIVE AND CORAL REEF ELEMENTARY SCHOOL SAFE ROUTES TO SCHOOL (SRTS) PRIORITY 1 IMPROVEMENTS; APPROVING THE SELECTION OF STANTEC CONSULTING SERVICES, INC. TO PROVIDE CEI SERVICES FOR HOWARD DRIVE ELEMENTARY SCHOOL AND CORAL REEF ELEMENTARY SCHOOL SRTS PRIORITY 1 IMPROVEMENTS IN COMPLIANCE WITH FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) LOCAL AGENCY PROGRAM (LAP) AGREEMENT FM NO. 431502-1 AND 431500-1; FURTHER AUTHORIZING THE VILLAGE MANAGER TO ENTER INTO AN AGREEMENT WITH STANTEC CONSULTING SERVICES, INC. AND TO APPROVE EXPENDITURE OF FUNDS IN AN AMOUNT NOT TO EXCEED \$26,960.00; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Safe Route projects were developed for both Howard Drive (HD) and Coral Reef (CR) Elementary based on the steering committees input, review of several planning factors including examination of the school boundary, aerial photography, existing and future land uses, crash data, traffic counts, post speed limits, and location of traffic control devices; and,

WHEREAS, priority SRTS roadway and traffic improvement projects within a two (2) mile radius of HD and CR consist of sidewalks, safer crosswalks, pavement striping and markings, ADA compliance and turn restriction signage; and,

WHEREAS, FDOT announced on October 19, 2011 the selection of HD and CR for funding of improvements requested through the FDOT SRTS Program in amounts not to exceed the allocated funding (HD \$5,670 and CR \$133,160) and the funding years for the proposed improvements shall be in accordance with Exhibit 2; and,

WHEREAS, the design of SRTS improvements for HD was prepared by Miami-Dade Traffic Engineering Division and CR improvements were designed by the Corradino Group in FY 2012-2013.; and,

WHEREAS, Resolution No. 2014-21 authorized Wrangler Construction through a contractual agreement with the Village to construct the SRTS improvements for HD and CR; and,

WHEREAS, the Village Administration desires to select a Civil Engineering firm to provide CEI (construction engineering and inspection) services for HD and CR SRTS improvements constructed by Wrangler Construction, Inc.; and

WHEREAS, an evaluation committee evaluated and short-listed the five (5) pre-qualified Civil Engineering firms proposal submittals based on the scope of CEI services for SRTS

improvements for HD and CR as a Federal requirement for consultant acquisition and selection process for Federal funded projects; and,

WHEREAS, after a thorough analysis by Village Administration of the submittals, the second highest ranking firm, Stantec Consulting, Inc. was the most responsive, qualified and responsible proposer; and

WHEREAS, the Department of Public Works recommended and FDOT concurs with the recommendation of award to Stantec Consulting, Inc. as they submitted the most responsive, qualified and responsible proposer for CEI services of priority 1 infrastructure improvements for HD and CR in the amount of \$26,960; and,

WHEREAS, CEI services will be funded with Federal Aid Funds that are provided through FDOT for SRTS projects in the amount of \$8,045; and,

WHEREAS, the balance of the contract in an amount of \$18,915 will be funded with CITT Transportation revenue; and,

WHEREAS, Stantec Consulting Services, Inc. is currently under contract with the Village of Palmetto Bay to provide continuing professional services in Civil Engineering until June 20, 2015; and

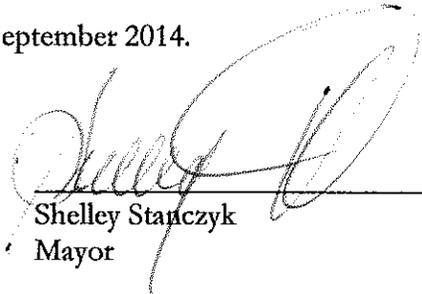
NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, AS FOLLOWS:

Section 1. The Village Manager is authorized to enter into an agreement with Stantec Consulting Services, Inc. for CEI services of priority 1 infrastructure improvements for HD and CR in the amount not to exceed \$26,960.

Section 2: This resolution shall take effect immediately upon approval.

PASSED and ADOPTED this 8th day of September 2014.

Attest: 
Meighan J. Alexander
Village Clerk


Shelley Stanczyk
Mayor

APPROVED AS TO FORM AND LEGAL SUFFICIENCY FOR THE USE AND RELIANCE OF THE VILLAGE OF PALMETTO BAY, FLORIDA ONLY:


Dexter W. Lehtinen
Village Attorney

FINAL VOTE AT ADOPTION:

Council Member Patrick Fiore YES

Council Member Tim Schaffer YES

Council Member Joan Lindsay YES

Vice-Mayor John DuBois YES

Mayor Shelley Stanczyk YES

Village of Palmetto Bay
 Finance Department Procurement Action
 AWARD RECOMMENDATION



To: Corrice E. Patterson, Public Works Director

From: Kristy Bada, Procurement Specialist

Date: August 15th, 2014

RFP/ITB#: Request for Quote Item/Service: CEI Services SRTS Infrastructure Priority 1 Howard Drive & Coral Reef Elementary School Improvements

Attached are apparent low bid(s) and a tabulation for subject items/services requisitioned by your department. Please complete the applicable portion(s) of this form for proper presentation and recommendations by your department for Council approval. Please return this form to the Procurement Specialist as soon as possible. An executed copy of this form will be returned to your department for resolution memo/item preparation.

I. Procurement Comments:

The Village's prequalified Civil Engineering consultants proposal submittals were evaluated/shortlisted based on the scope for CEI Services SRTS Infrastructure Priority 1 Howard Drive & Coral Reef Elementary School Improvements. During the evaluation/shortlisting phase it was found that the second highest ranked firm, Stantec Consulting Inc. was the most responsive, qualified and responsible proposer. The firm has all insurances, licenses, references and expertises required for the scope of this project.

II. Recommendation:

- a. Which bid is being recommended? Stantec Consulting, Inc.
- b. Does the response being recommended for award meet the specifications as per the request and as advertised? Yes No
 If No, is the variance considered: Minor Major
 Explain:
- c. Is the recommendation the lowest bid received? Yes No
 List the bids that are low but which you believe DO NOT meet specifications and list reasons why each does not meet specifications; please attach a memorandum of explanation tho this form if necessary:

(attach an additional sheet if further comment or explanation is required)

III. Procurement Action/Recommendation(s):

The review committee, comprised of Danny Casals, Public Works Field Operations Supervisor; Fanny Carmona, Parks and Recreation Director; Darby Delsalle, Planning and Zoning Director; and Travis Kendall, Zoning Administrator evaluated the five (5) prequalified Civil Engineering Firms proposal submittals. The review committee ranked Kimley-Horn and Associates as the highest ranked firm, however Kimley-Horn and Associates do not have the personnel required to provide CEI Services. Kristy Bada, Procurement Specialist, further reviewed all proposal submittals and the evaluations completed by the review committee, which resulted in Stantec Consulting, Inc. as the second highest ranked Consultant. Kristy Bada concurs with the results of the review committee evaluations, therefore it is recommended for award to the most responsive, qualified and responsible proposer, which is Stantec Consulting, Inc. in the amount of \$26,960.00 (\$2,690.00 for Howard Drive Elementary and \$24,270.00 for Coral Reef Elementary).

IV. Recommendation Approval:

Signature/Date [Signature] 8/15/14
 Kristy Bada, Procurement Specialist

Signature/Date [Signature]
 Corrice E. Patterson, Public Works Director

Signature/Date [Signature] 8/19/14
 Desmond Chin, Finance Director

Signature/Date [Signature]
 Ron E. Williams, Village Manager

V. FDOT Concurrence:

Signature/Date See Attached

Name/Title -



Florida Department of Transportation

RICK SCOTT
GOVERNOR

1000 NW 111 Avenue
Miami, Florida 33172-5800

ANANTH PRASAD, P.E.
SECRETARY

August 21, 2014

Ms. Corrice E Patterson, Director
Public Works Department
Village of Palmetto Bay
9495 SW 180th Street
Palmetto Bay, Florida 33157

Subject: **Concurrence Letter**

Safe Routes to School Infrastructure Priority 1 Howard Drive Elementary School
FM# 431502-1
Contract: AQL19
Federal ID: SRTS-297-A
County: Miami-Dade
And
Safe Routes to School Infrastructure Priority 1 Coral Reef Elementary School
FM# 431500-1
Contract: AQQ45
Federal ID: SRTS-283-A
County: Miami-Dade

The Florida Department of Transportation has received your CEI consultant selection recommendation and request for concurrence on the subject LAP projects (431502-1 and 431500-1). Based on the records submitted by your agency following the Federal requirements for the consultant acquisition and selection process, this letter serves as a concurrence from the Florida Department of Transportation for the Village of Palmetto Bay to proceed with the recommendation of award to: STAMTEC Consulting, Inc.

For further reference, please contact District VI LAP Project Manager, Alfredo Reyna, at (305) 470-5288.

Sincerely,

Aiah Yassin,
District LAP Administrator

Cc: Alfredo Reyna, File



Ponce de Leon Boulevard, Suite 900
 Coral Gables, Florida 33134
 Tel: (305) 445-2900

July 14, 2014

Village of Palmetto Bay
 9705 E. Hibiscus Street
 Palmetto Bay, FL 33157
 (305) 259-1234

Attention: Kristy Bada

Reference: Safe Route to School CEI Proposal

Dear Mrs. Bada,

We are pleased to present this proposal for professional engineering and construction engineering inspections for your review. We understand that the Village has two Local Agency Program (LAP) agreements in place in order to implement Priority 1 improvements as part of the Safe Routes to School (SRTS) Program. Below are the scope of services and fee schedule for each of these projects. The fees noted are based on being awarded both projects.

SCOPE OF SERVICES:

Construction Phase

Coordinate and attend pre-construction conference and prepare minutes, review shop drawings, respond to Contractor's requests for information (RFI), attend weekly progress meetings and provide meeting summary, perform limited Construction Engineering Inspections (approximately 8 hrs/wk) and submit reports, serve as liaison between contractor and Village/permitting agencies/residents including public information, review the Contractor's Application for Payment and submit recommendation to the Village, perform project closeout with Contractor including punch list, final inspection, final Application for Payment review, submit Letter of Completion and all required LAP documentation. Our scope does not include any permitting services, notably public works permit or tree removal permit. We also have not included any materials testing in our scope.

Terms and Conditions:

All terms and conditions shall be per our Continuing Services Agreement for Engineering Services. Our fees for the above services shall be as per the following lump sum fee schedule:

CEI for Howard Drive Contract AQL19	\$2,690
CEI for Coral Reef Elementary Contract AQQ45	\$24,270
TOTAL:	\$26,960

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 as your written authorization to proceed with the assignment.



July 14, 2014
Kristy Bada
Page 2 of 2

Thank you,

Stantec Consulting Services Inc.

A handwritten signature in black ink that reads "Sean Compel". The signature is written in a cursive, flowing style.

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

Village of Palmetto Bay

Approved by:

Signature

Print Name

Date

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Design with community in mind