



**NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE OF PALMETTO BAY, FLORIDA, THAT:**

**Section 1.** The Village Manager is hereby authorized to enter into contract with Stantec Consulting Services, Inc., in the amount not to exceed \$95,298.00, for design and permitting services required for the Thalatta Estate Pier and Shoreline Stabilization Project (Exhibit A).

**Section 2.** Funding in the amount up to \$100,000 has been allocated from the FY2016-2017 Capital Improvement Program to cover the cost of required project services provided by Stantec Consulting Services, Inc.; of which up to 50% or \$47,649 shall be reimbursed to the Village through the grant award from the Florida Inland Navigation District Assistance Program 2016 upon completion of the design and permitting process.

**Section 3.** This Resolution shall take effect immediately upon its adoption.

**PASSED and ADOPTED** this 12<sup>th</sup> day of September 2018.

Attest:

DocuSigned by:  
*Missy Arocha*  
Missy Arocha  
Village Clerk

DocuSigned by:  
*Eugene Flinn*  
Eugene Flinn  
Mayor

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

DocuSigned by:  
*Dexter W. Lehtinen*  
Dexter W. Lehtinen  
Village Attorney

1	<b>FINAL VOTE AT ADOPTION:</b>	
2		
3	Council Member Karyn Cunningham	<u>YES</u>
4		
5	Council Member David Singer	<u>YES</u>
6		
7	Council Member Larissa Siegel Lara	<u>YES</u>
8		
9	Vice-Mayor John DuBois	<u>YES</u>
10		
11	Mayor Eugene Flinn	<u>YES</u>



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

July 11, 2018

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

**Attention: Fanny Carmona, Director Parks and Recreation Department**

**Reference: Pier and Upland Improvements at Thalatta Park**

Dear Mrs. Carmona,

We are pleased to present this proposal for professional engineering and construction engineering inspections for your review. We understand that the Village has a grant award from the Florida Inland Navigation District (FIND) to develop a pier on Biscayne Bay at Thalatta Park. Below is the scope of services and fee schedule for this project. The services shall include design, permitting and construction administration for the project.

**SCOPE OF SERVICES:**

**Due Diligence Phase**

Consultant shall review existing documents such as as-built drawings, property records, permit history and Village information to serve as a benchmark for existing site conditions. Any documentation regarding the property that is available to the Village shall be submitted to us for review of that data.

Consultant shall provide field services and document review for the purpose of gathering sufficient data for the design and permitting of the pier. We shall provide the location of the existing boat launch relative to the property line, elevations of the existing boat launch, seawall cap, location of existing vegetation, the water's edge and depth of water at the wall, and bathymetric survey of the project area, within 50 feet of the proposed pier. Survey shall also provide topographic data and elevations for the upland areas for the improvements in those areas.

A geotechnical investigation shall be included for the purpose of obtaining soil data needed for the pile installation of the pier. It shall include one (1) standard penetration test boring to a depth of 30 feet for the pier area and one (1) auger test boring to a depth of 10 feet in the area of the pathway extension. An engineering report will be provided and will include the results of testing and recommendations for boat launch and pile design as well as for foundation/slab design for the picnic shelters.

A biological study shall be performed to determine the impacts involving construction on the environment. This will include an uplands review of the vegetation along the bank as well as a benthic study in the water to determine the presence of seagrasses and other potential aquatic life, such as corals and sponges, which are protected by State and Federal Statute. The results of the study will be published in a report which shall be included in the application package to the jurisdictional agencies during the permitting phase.

At the conclusion of the field work and document review a concept drawing will be developed outlining the basic design concepts and shall be submitted to the Village for review, comment and approval. This concept design shall serve as the basis for the permit sketches and the construction drawings that are developed in the following tasks.



July 11, 2018  
Fanny Carmona  
Page 2 of 4

### **Environmental Permitting Phase**

The Consultant shall prepare and process permit applications, plans and any associate documentation in accordance with all permitting agency requirements, including, but not limited to, electronic permitting when applicable. These shall include but not be limited to the following agencies:

- USACOE Permit - It is assumed that specific endangered or listed species surveys will be required which will be performed during the Due Diligence phase. These shall be addressed during the permitting process. However, mitigation coordination, if required, is not included.
- Miami Dade County Dept. of Environmental Resource (DERM) License
- Village of Palmetto Bay Building Department

The consultant will respond to as many as two (2) rounds of reasonable requests for additional information from each of the above referenced agencies regarding the application submittal packages. These services include pre-application meetings with some of the agencies, coordination with agencies having multiple jurisdictions and coordination with FIND to insure we are keeping within the requirements of the grant.

Any significant plan revisions caused by changing agency criteria after our initial design is reviewed with each appropriate agency and similar factors outside the Consultant's control, additional meetings or coordination will be considered as Additional Services.

Permitting feeds are not included in this scope and shall be the responsibility of the Village to procure. However, we shall compile the application packages, along with the check, and submit them to the agencies when appropriate.

### **Design and Plan Production Phase**

Once the concept plans have been approved by the Village and the permit sketches submitted and reviewed sufficiently to ensure that no significant changes will occur, the construction document plan production will commence. Plans shall be developed in the most current version of AutoCAD Civil 3D. Two rendering sketches from landside will be prepared. The Consultant shall provide phase development plans at preliminary (permit sketches), final and construction phases to the Village for review. A maximum total of 5 sets of plans and documents will be delivered for review. The consultant will meet once with Village staff after each submittal to review and discuss Village comments. The purpose of the meetings will be to review the comments, discuss revisions and potential recommendations associated with the project. Specifications shall be provided with the final phase and Construction phase submittals. The preliminary set of plans shall be used for environmental permitting and whatever required number of plan sets for those submittals shall be included in our services.

An Engineer's Estimate of Probable Cost (EPC) shall be developed for the purposes of establishing the budget for the projects using local, recent unit costs for similar work. In addition, a proposed estimate of construction time shall also be submitted at the final and CD phase submittals. Upon completion of all phase submittals and approvals, we shall submit a bid package that includes the plans, specifications, permits, the EPC in Excel format for use also as a bid blank, the estimate of construction time and CAD files for use in the bid. One complete set of hard copies, along with a CD of all documents in pdf format shall be delivered.



**Bid Assistance Phase**

Once the bid package has been assembled and the project advertised, the consultant will assist the Village by helping set up and attend a pre-bid meeting. We shall respond to contractor RFI's and issue as many as two (2) addendums to the bid in response to contractor questions that require plan and/or specification changes. Once the bids are received, The consultant will review the bids, prepare a bid tabulation sheet and check references of the three (3) lowest bidders to determine the most responsive and responsible bidder. The consultant will provide the Village with a letter of recommendation based upon its findings.

**Construction Administration and Inspection 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. We have not included any materials testing in our scope and assume that the contractor will be required to supply the testing laboratory services.

**Reimbursable Phase**

The reimbursable phase can be used to pay permit fees on the Village's behalf and be reimbursed at cost.

**Terms and Conditions:**

All terms and conditions shall be per the RFQ document. Our fees for the above services shall be as per the following lump sum fee schedule:

<b>Due Diligence Phase .....</b>	<b>\$29,108</b>
<b>Environmental Permitting Phase .....</b>	<b>\$16,620</b>
<b>Design / Plan Production Phase .....</b>	<b>\$23,174</b>
<b>Bid Assistance Phase .....</b>	<b>\$3,192</b>
<b>Construction Administration Phase .....</b>	<b>\$19,704</b>
<b>Reimbursable .....</b>	<b>\$3,500</b>

**TOTAL: \$95,298**

A Schedule of Values is attached for the above referenced fees for your review and consideration.

**Schedule**

Stantec will provide its services in an expeditious and orderly manner to meet the formal written schedule mutually agreed to by the Village and the Consultant for the various elements of the project. An anticipated schedule of deliverables will be delivered upon request. It is assumed that the project is of major importance to the Village and the service shall be provided in an extremely expeditious manner in order to meet the deadline for completion required in the FIND Grant Funding Agreement.



July 11, 2018  
Fanny Carmona  
Page 4 of 4

### **Additional Services**

Any services not specifically provided for in the above scope will be considered additional services and can be performed at our then current hourly rates. Additional services we can provide include, but are not limited to, the following:

1. Attendance at public hearings.
2. Design drawings or permitting services for any elements not identified herein.
3. Landscape or irrigation Design services.
4. Electrical Design services for lighting.
5. Plumbing or Water service/extension design
6. Any services not specifically identified and described in the above Scope of Services.

### **To Be Provided By Village**

The following items are to be provided to Stantec by the Village:

- 1) As-built (record) drawings of all existing facilities within the project limits.
- 2) Coordination with staff, park users and/or residents will be handled by the Village.
- 3) Access to the property as needed during performance of scope of services.
- 4) Permit Fees to any and all agencies.

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.

Thank you,

**Stantec Consulting Services Inc.**

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

Village of Palmetto Bay

Approved by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**FEE WORKSHEET****DATE:** July 11, 2018**PROJECT:** Village of Palmetto Bay  
Thalatta Park Pier

<b>Due Diligence Phase</b>	Prin	Project Manager	Sr Biol PE/RA	EI	Field Biologist	Technician
Kick off meeting	2	2	2			
Review Historical Documents		2	2			
Field Recon			4	4		
Coordination of Survey and Geotech subs		2	4			
Environmental Survey			8		16	
Prepare Biological Report		1	8		16	
Develop Design Concept		2	8	6		8
Meetings & Coordination with Village		4	2	2		
Architectural Schematic Design	2	2	16	6		
Sub-Total Hours	4	15	54	18	32	8
Billing Rate	\$ 202.00	\$ 165.00	\$ 157.00	\$ 112.00	\$ 112.00	\$ 104.00
Labor Cost	\$808	\$2,475	\$8,478	\$2,016	\$3,584	\$832
<b>Labor Sub-total</b>						<b>\$18,193</b>
<b>Geotechnical Fee</b>						<b>\$4,100</b>
<b>Survey Fee</b>						<b>\$6,815</b>
<b>Due Diligence Phase Total</b>						<b>\$29,108</b>

<b>Environmental Permitting Phase</b>	Prin	Project Manager	Sr Biol PE/RA	EI	Field Biologist	Technician
DERM Pre-Appl Meeting		2	2		2	
Preliminary Permit Sketches	2		8			16
Prepare DERM Application Package			8		8	
DERM Submittal Meeting			2		2	
Response To Comments			2		2	
Final Permit Sketches		2	8			12
Resubmittal Package			2		2	
In House Permit Meetings		2	4	2	2	2
FDEP and USACOE Permit Coordination			6		10	2
Prepare Village Permit Applications			4	4		
Village Dry Run		2	2	2		
Sub-Total Hours	2	8	48	8	28	32
Billing Rate	\$ 202.00	\$ 165.00	\$ 157.00	\$ 112.00	\$ 112.00	\$ 104.00
Labor Cost	\$404	\$1,320	\$7,536	\$896	\$3,136	\$3,328
<b>Final Design Sub-Total</b>						<b>\$16,620</b>

<b>Design / Plan Production Phase</b>	Prin	PM	PE/RA	EI	Senior Inspector	Technician
Review Field Conditions	2	2	2	2		
Design Analysis			8	8		2
Preliminary Structural Plans			4			28
Preliminary Site and Civil Plans		2	2	2		12
Cover, Notes and Details			2	4		8
Plan Review and QC	2	2	4			
Final Structural Plans		2	4	6		8
Final Site and Civil Plans		2	4	4		8
SWPPP and NPDES Plans			2	2		4
Specifications		2	2	4		4
Quantities & EPC	1		2	4		4
Assemble Construction Documents						4
Preapre Bid Forms		2	2	2		
Project Management		6				
Sub-Total Hours	5	20	38	38	0	82
Billing Rate	\$ 202.00	\$ 165.00	\$ 157.00	\$ 115.00	\$ 112.00	\$ 104.00
Labor Cost	\$1,010	\$3,300	\$5,966	\$4,370	\$0	\$8,528
<b>Final Design Sub-Total</b>						<b>\$23,174</b>

<b>Bid Assistance Phase</b>	Prin	PM	PE/RA	EI	Senior Inspector	Technician
Provide Bid Docs to Contractors		2				2
Prebid Meeting and Field Visit		2		2		
Assist with Bid Review		4	2			
Provide General Recommendation		2				
Answer RFI's/issue Responses or Addenda		2		4		
Sub-Total Hours	0	12	2	6	0	2
Billing Rate	\$ 202.00	\$ 165.00	\$ 157.00	\$ 115.00	\$ 112.00	\$ 104.00
Labor Cost	\$0	\$1,980	\$314	\$690	\$0	\$208
<b>Bid Assistance Sub-Total</b>						<b>\$3,192</b>

<b>Construction Assistance Phase</b>	Prin	PM	PE/RA	EI	Senior Inspector	Biologist
Prepare for and attend Pre-construction mtg	2	2	2			
Management and Coordination		4	4	2		
Field Insp - Pier Piles (Full time)					36	
Field Insp - Dock Framing (Part time)		2	2	4	16	
Field Insp - Biological		2	2			20
Progress Meetings		4	4	2	8	
Answer RFI's, CO Requests		4	6	4		
Review Shop Drawings		2	2	8		
Review and Approve Pay Applications			2	4		
Punch List and Final Inspection		2	2		4	
Final Certifications			4			
Sub-Total Hours	0	20	28	24	64	20
Billing Rate	\$ 202.00	\$ 165.00	\$ 157.00	\$ 115.00	\$ 112.00	\$ 104.00
Labor Cost	\$0	\$3,300	\$4,396	\$2,760	\$7,168	\$2,080
<b>Construction Assistance Sub-Total</b>						<b>\$19,704</b>

<b>Reimbursable</b>	<b>\$3,500</b>
---------------------	----------------

<b>Total Fees</b>	<b>\$95,298</b>
-------------------	-----------------