



Bermello Ajamil & Partners, Inc.

Architecture
Engineering
Planning
Interior Design
Landscape Architecture

October 26, 2015

Page 1 of 8

SCOPE OF SERVICES

Truman Waterfront Park Task II

Construction Administration Services

City of Key West, Florida

Bermello Ajamil & Partners Inc. (B&A) is pleased to provide this Scope of Services to the City of Key West, Florida (Client) for construction services associated with the Truman Waterfront Park.

PART I - PROJECT BACKGROUND & DESCRIPTION

The Truman Waterfront Park site is located at the western end of the island of Key West, north of Fort Zackary Taylor and is approximately 28 acre site. Under previous authorizations, B&A has prepared a master plan, Development Application and construction drawings for all or parts of the project site. For costing reasons the initial construction activity has been refined to the three NTP's (Notice to Proceed) shown below. The Client would like the B&A team to provide Construction Services for 18 months from the notice to proceed to the contractor. The construction for this Phase consists of utility work, surface and underground drainage improvements, roadway and curbing, sidewalks, site furniture, signage, landscape and irrigation.

This scope of services and fee budget are based on an 18 month timeframe. Increases in the length of construction which require the B&A team to provide additional time, input or consultations shall be provided as an additional service on an hourly time and materials basis.



Sub-Consultants – Additional Professionals working on the project as sub-consultants to BA:

Perez Engineering & Development, Inc.	Civil Engineering
HNGS	Electrical and Plumbing Engineering
Aquadynamics	Aquatic Engineering
DDA	Structural Engineering
E Sciences, Incorporated	Environmental Engineering
TGA Design	Signage & Wayfinding
Ken DiDonato, Inc.	Irrigation

PART II - SCOPE OF SERVICES

Activity 1 – Preconstruction Meeting:

Preconstruction Meeting - Upon award of a construction contract to a contractor, B&A shall attend one (1) preconstruction meeting with the Client and selected contractor. B&A shall be present and prepared to answer questions, provide clarifications and contribute to a discussion on how the project is going to be run. B&A shall prepare and distribute minutes of the meeting. Present for the meeting shall include the following personnel:

Bermello Ajamil & Partners, Inc.	Project Manager, Landscape Architect and Architect
Perez Engineering & Development	Civil Engineer
HNGS	Electrical Engineer and Plumbing Engineer
E Sciences	Environmental Engineer

Deliverables for Activity 1 Preconstruction Meeting – As a result of this Activity, B&A shall produce the following:

- *One (1) 8 ½" X 11" black and white copy of Preconstruction Meeting Minutes; distributed via e-mail in PDF format*

Activity 2 – Request's for Information (RFI's) and Clarifications

Responses to RFI's – The B&A Team shall respond to and provide clarifications and interpretations of the Contract Documents as needed and requested by the Contractor or Client. It is assumed that RFI's shall be handled through digital means such as e-mail or a contractor managed/initiated third party construction management web site (such as Submittal Exchange). It shall be the Contractor's responsibility, and at his expense, to train the design team on how to use any third-party management and or software tools.

Deliverables for Activity 2 RFI's and Clarifications – As a result of this Activity, B&A shall produce the following:

- *Written responses to RFI's in digital format*
- *Written clarifications in digital format*

Activity 3 – Submittal and Substitution Review

Submittal Review – The B&A Team shall prepare a list of submittals/shop drawings and product samples that represent the minimum that the Contractor shall prepare and provide throughout the construction process. The B&A Team shall review and comment on shop drawings, product samples, and other data and reports, which the selected contractor is required to submit for review. Reviews shall only be for conformance with the design concept of the project and compliance with the information provided in the Contract Documents. Such review shall not extend to methods, means, techniques, construction sequence(s), procedures, or to safety precautions and related programs. It is assumed that the shop drawings shall be handled through digital means such as e-mail or contractor managed/initiated third party construction management web site (such as Submittal Exchange). B&A nor its subconsultants shall be responsible for managing or tracking the submittals for the Contractor.

Substitution Review – The B&A Team shall review and consider substitutions suggested by the Contractor. Considerations shall be made based on the substituted item being of equal or greater value to what is specified in the Contract Documents. It shall be the Contractor's responsibility to provide detailed information on any suggested substitution so that a comprehensive review can be performed by B&A.

Deliverables for Activity 3 Submittal and Substitution Review – As a result of this Activity, B&A shall produce the following:

- One (1) 8 ½" X 11" black and white Submittal Review List
- Stamped and reviewed submittals via digital format
- 8 ½" X 11" black and white substitution review(s)

Activity 4 – Site Visits and Construction Meetings

Site Visits and Meetings – The B&A Team shall attend site visits and construction meetings during construction as outlined below. During these site visits, B&A Team Members shall become familiar with the progress and quality of the Contractor's work and determine if said work is generally proceeding in accordance with the Contract Documents and also be present to discuss issues or topics on site. Each site visit shall be summarized by a detailed field report that outlines observations, activities, and any work determined to be in non-conformance with the Contract Documents. Field Reports shall be delivered to the Client within forty-eight (48) hours after completion of visit. B&A shall not be responsible for scheduling or coordinating meetings with the contractor or for producing minutes afterwards.

The environmental engineer shall observe exposed soil for evidence of contamination based on the obvious presence of soil staining or odor. On an as needed basis, utilize an Organic Vapor Analyzer (OVA) instrument to evaluate the potential presence of petroleum contamination. If de-watering activities are conducted during scheduled environmental engineer site visits, engineer shall confirm that the required Treatment Unit is present and in use. Environmental Engineer shall request and review documentation of contractor's effluent monitoring results and review contractor documentation of soil and groundwater disposal practices, soil re-use activities, health and safety protocols and routine briefings.

Frequency of site visits by discipline are as follows:

<u>Classification/Discipline</u>	<u>Estimated Visits (In Total)</u>
Project Manager	6
Landscape Architect*	27
Civil Engineer*	52
Architect	3
Electrical Engineer	1
Plumbing Engineer	1
Structural Engineer	2
Environmental Engineer	10
Graphic Designer	2
<i>*Denotes visits will be conducted before or after attendance to the Contractor construction meetings. All other visits will be strictly visits.</i>	

Deliverables for Activity 4 Site Visits and Construction Meetings – As a result of this Activity, B&A shall produce the following:

- *One (1) Field Report for each site visit in 8 ½" X 11" PDF format*

Activity 5 – Pay Applications

Pay Application Review – The B&A Team shall review monthly Contractor Pay Applications and confirm completion percentages for given tasks/line items. It is assumed that the pay applications will be in an AIA Form G702 or similar. Pay applications shall be signed by the Project Manager or Landscape Architect.

Deliverables for Activity 5 Pay Applications – As a result of this Activity, B&A shall produce the following:

- *Twelve (12) 8 ½" X 11" black and white pay applications*

Activity 6 – Substantial Completion Walkthrough

Substantial Completion Walkthrough – The B&A Team shall visit the site one (1) time to conduct a Substantial Completion Walkthrough Inspection to determine if the completed work by the Contractor is in general accordance with Contract Documents and shall provide a punch list of outstanding issues that need to be completed/corrected. This service shall be completed in addition to Site Visits and Meetings (Activity 4). The separation of NTP1 into multiple or phased Substantial Completions will be completed as an additional service on a time and material basis. Present for the Substantial Completion Walkthrough shall include the following personnel:

Bermello Ajamil & Partners, Inc.	Project Manager, Landscape Architect and Architect
Perez Engineering & Development	Civil Engineer
HNGS	Electrical Engineer and Plumbing Engineer

Deliverables for Activity 6 Substantial Completion Walkthrough – As a result of this Activity, B&A shall produce the following:

- *One (1) 8 ½" X11" black and white Substantial Completion Punch List distributed via e-mail in PDF format*

Activity 7 – Final Completion Walkthrough

Final Completion Walkthrough – The B&A Team shall visit the site two (2) times to conduct/complete a Final Completion Inspection to determine if the completed work by the Contractor is in general accordance with Contract Documents and that all punch list items have been resolved. B&A shall provide a Final Completion Notice to the Client once the project is deemed to be in full accordance with the Contract Documents. This service shall be completed in addition to Site Visits and Construction Meetings (Activity 4). Additional inspections or walk-throughs required due to contractor's inability to complete all punch list items the first time shall be billed to the Client on an hourly basis.

Deliverables for Activity 7 Final Completion Walkthrough – As a result of this Activity, B&A shall produce the following:

- *One (1) 8 ½" X 11" black and white Final Completion Letter distributed via e-mail in PDF format*

Activity 8 – Certifications to Regulatory Agencies and Permit Close Out

Final Engineering Certification – The Civil Engineer shall review the record drawings provided by the Contractor and provide comments, required corrections or changes. This scope includes preparation of record drawings for NTP1 only. Upon satisfactory review of the record drawings, B&A shall prepare and submit to the appropriate regulatory agencies partial certification. Complete/Final certification for the potable water, sanitary and storm water management systems cannot be submitted for final certification until NTP3 is constructed and complete. However, should the Client elect to substantially delay an NTP, the Civil Engineer shall closeout permits as requested by the Client. If closing out a permit prior to completion of all three NTP's requires a permit modification and or redesign, it shall be provided as an additional service. These services shall be completed in addition to Site Visits and Construction Meetings (Activity 4).

Upon completion of the construction activities, if requested, E Sciences shall review the environmental documentation package to be submitted by the Contractor to the Client, the Navy and FDEP for completeness and accuracy based on the field observations documented. If dewatering permits are required, upon request E Sciences shall review the dewatering permit application to check that the known contamination within Parcel E3 and the Truman Waterfront Park site are considered in the terms and requirements of the dewatering permit.

Deliverables for Activity 8 Certifications to Regulatory Agencies and Permit Close Out – As a result of this Activity, B&A shall produce the following:

- *Partial certification to FDEP for Potable Water System*
- *Partial Certification to FDEP for Sanitary Sewer System*
- *Comments on Contractor's Environmental Documentation Package*
- *Comments on Contractor's Dewatering Permit Application*
- *One (1) 24" X 36" black and white set of Record Drawings.*

Activity 9 – Contaminated Groundwater & Soil Contingency

In the event that unanticipated contamination impacts are identified during construction activities, E Sciences will mobilize to the site as needed to provide assistance regarding the contamination management protocols. During field visits, E Sciences will observe the work conducted within the contaminated area and document field observations and activities for submittal of a summary report to the regulatory agencies. If petroleum contamination is discovered, E Sciences will attempt to delineate the contamination impacts based on OVA soil screening activities to be conducted within the readily accessible and exposed soil areas. E Sciences will consult with the Client regarding regulatory closure options so that the Client can make informed decisions on how to manage the contaminated media at the time. Should the Client implement the installation of an engineering control or conduct source removal to address the contamination impacts during construction activities, E Sciences will document the corrective actions implemented. Contingency efforts may also include notification of the contamination impacts to the pertinent regulatory agencies and submittal of a summary report describing field activities and observations. No additional regulatory coordination has been included beyond this notification and submittal.

This contingency cost does not contemplate conducting a full assessment and delineation or remediation of the impacts discovered. If the Client elects to fully remediate the newly discovered contamination impacts, they shall be provided as an additional service. These contingency efforts may also include drilling services to collect soil or groundwater samples or install monitoring wells as deemed necessary. Please note that it cannot anticipate the size number, or nature of unknown contaminated areas, additional fees shall be provided based on field observations at the time of discovery. This contingency may include participating in conference calls as needed during the construction activities at NTP-1 in order to discuss the discovery of noncompliance issues or unknown contamination at the Site or as request by the Client.

PART III – COMPENSATION

Activities 1 through 9 – B&A shall bill the Client hourly not to exceed time and materials fee for Activities 1 through 9 from the Scope of Services listed below.

Reimbursable – Reimbursable expenses shall be billed in addition to the fee and billed at actual costs and include, but not be limited to, photocopies and printing, postage and shipping, long distance telephone calls, faxes and all travel related expenses. Expenses and trips associated with travel to the project site shall be billed as reimbursable expenses. B&A shall provide back up for time billed in the format of time sheets or a brief description.

Activity 1	Pre-construction Meeting	\$ 2,940.00
Activity 2	RFI's and Clarifications	\$ 24,992.00
Activity 3	Submittal & Substitution Review	\$ 36,696.00
Activity 4	Site Visits & Construction Meetings	\$ 153,173.00
Activity 5	Pay Applications	\$ 2,010.00
Activity 6	Substantial Completion Walkthrough(s)	\$ 14,426.00
Activity 7	Final Completion Walkthrough(s)	\$ 8,000.00
Activity 8	Certification to Regulatory Agencies and Permit Close Out	\$ 23,300.00
Activity 9	Contaminated Groundwater & Soil Contingency	\$ 24,960.00
Total:		\$ 256,645.00
Reimbursable Expenses (estimated)		\$ 41,695.00

PART IV – SCHEDULE

B&A is prepared to provide these services upon issuance of a building permit issued by the City of Key West Building Department. B&A, in consultation with the Client, shall perform its work in such a manner as to comply with an agreed upon schedule.

PART V – ADDITIONAL SERVICES

B&A shall provide Additional Services to the Client at an agreed upon fee. Items specifically not included in this scope:

1. Plan View or Perspective Renderings
2. Illustrative Drawings
3. Presentation graphics
4. Additional Meetings
5. Public Meetings
6. Additional Site Visits
7. Additional Concepts
8. Additional Revisions
9. Construction Management
10. Contractor Management
11. Conduct further environmental research or evaluation beyond what has been conducted to develop the current Soil and Groundwater Management Plan

FEE BUDGET

Truman Waterfront Park Construction Services

City of Key West, Florida

October 26, 2015

		PRIME CONSULTING, PROJECT MANAGEMENT AND CIVIL ENGINEERING										
TASKS		B&A										Perez Engineering
		Project Manager		Landscape Architect		Landscape Designer/Planner		Clerical				Civil Engineering
		HRS	\$170 RATE/HR	HRS	\$150 RATE/HR	HRS	\$105 RATE/HR	HRS	\$50 RATE/HR	HOURS SUBTOTAL	FEE SUBTOTAL	Time and Materials Fee
ACTIVITY 1	Preconstruction Meeting											
	Preconstruction Meeting	0	\$0	8	\$1,200	2	\$210	1	\$50	11	\$1,460	\$1,480
ACTIVITY 2	RFI's & Clarifications											
	Responses to RFI's	4	\$680	24	\$3,600	8	\$840	8	\$400	44	\$5,520	\$7,500
ACTIVITY 3	Submittal and Substitution Review											
	Submittal Review	2	\$340	40	\$6,000	8	\$840	2	\$100	52	\$7,280	\$3,500
	Substitution Review	2	\$340	8	\$1,200	0	\$0	1	\$50	11	\$1,590	\$1,480
ACTIVITY 4	Site Visits & Construction Meetings											
	Site Visits and Construction Meetings	48	\$8,160	240	\$36,000	8	\$840	40	\$2,000	336	\$47,000	\$62,400
ACTIVITY 5	Pay Applications											
	Pay Applications	0	\$0	12	\$1,800	2	\$210	0	\$0	14	\$2,010	\$0
ACTIVITY 6	Substantial Completion Walkthrough(s)											
	Substantial Completion Walkthrough(s)	8	\$1,360	8	\$1,200	2	\$210	4	\$200	22	\$2,970	\$5,040
ACTIVITY 7	Final Completion Walkthrough(s)											
	Final Completion Walkthrough(s)	0	\$0	16	\$2,400	0	\$0	2	\$100	18	\$2,500	\$3,000
ACTIVITY 8	Certifications to Regulatory Agencies and Permit Closeout											
	Engineering Certifications/Record Drawings	8	\$1,360	24	\$3,600	8	\$840	0	\$0	40	\$5,800	\$14,640
ACTIVITY 9	Contaminated Groundwater and Soil Contingency											
		8	\$1,360	24	\$3,600	0	\$0	0	\$0	32	\$4,960	\$0
BASE SCOPE OF SERVICES SUBTOTAL		80	\$13,600	404	\$60,600	38	\$3,990	58	\$2,900	580	\$81,090	\$99,040
TOTAL		\$180,130.00										
ESTIMATED EXPENSES		\$41,695 ***										
		*** INCLUDES \$10,000 FOR UNKNOWN ENVIRONMENTAL TESTING AND ASSOCIATED EXPENSES.										
EXPENSES BY DISCIPLINE		\$14,745										\$5,000

FEE BUDGET											
Truman Waterfront Park Construction Services											
City of Key West, Florida											
October 26, 2015											
		ARCHITECTURE				DDA	ENVIRONMENTAL, MEP, SIGNAGE & IRRIGATION				
TASKS		Senior Architect		B&A TOTAL Hours and Fees		DDA	E Sciences	HNGS	TGA Design	Ken DiDonato	TOTALS
						Structural	Environmental Engineering	MEP	Signage and Wayfinding	Irrigation Design	
		HRS	\$150 RATE/HR	HOURS SUBTOTAL	FEE SUBTOTAL	Lump Sum Fee	Time and Materials Fee	Time and Materials Fee	Time and Materials Fee	Time and Materials Fee	FEE BY TASK
ACTIVITY 1	Preconstruction Meeting										
	Preconstruction Meeting	0	\$0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,940
ACTIVITY 2	RFI's & Clarifications										
	Responses to RFI's	16	\$2,400	16	\$2,400	\$2,000	\$1,090	\$1,800	\$2,000	\$250	\$24,992
ACTIVITY 3	Submittal and Substitution Review										
	Submittal Review	24	\$3,600	24	\$3,600	\$6,000	\$1,090	\$1,300	\$2,000	\$400	\$28,818
	Substitution Review	4	\$600	4	\$600	\$500		\$500	\$2,500	\$100	\$7,878
ACTIVITY 4	Site Visits & Construction Meetings										
	Site Visits and Construction Meetings	24	\$3,600	24	\$3,600	\$2,400	\$27,025	\$5,600	\$0	\$1,500	\$153,173
ACTIVITY 5	Pay Applications										
	Pay Applications	0	\$0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,010
ACTIVITY 6	Substantial Completion Walkthrough(s)										
	Substantial Completion Walkthrough(s)	8	\$1,200	8	\$1,200	\$0	\$0	\$2,500	\$0	\$1,500	\$14,426
ACTIVITY 7	Final Completion Walkthrough(s)										
	Final Completion Walkthrough(s)	0	\$0	0	\$0	\$0	\$0	\$2,500	\$0	\$0	\$8,000
ACTIVITY 8	Certifications to Regulatory Agencies and Permit Closeout										
	Engineering Certifications/Record Drawings	0	\$0	0	\$0	\$0	\$1,860	\$1,000	\$0	\$0	\$23,300
ACTIVITY 9	Contaminated Groundwater and Soil Contingency										
		0	\$0	0	\$0	\$0	\$20,000	\$0	\$0	\$0	\$24,960
BASE SCOPE OF SERVICES SUBTOTAL		76	\$11,400	76	\$11,400	\$10,900	\$51,065	\$15,200	\$6,500	\$3,750	
TOTAL							\$76,515.00				\$256,645
ESTIMATED EXPENSES											\$41,695
EXPENSES BY DISCIPLINE		\$1,200				\$1,000	\$15,000	\$1,500	\$2,500	\$750	