



Stantec Consulting Services Inc.
901 Ponce de Leon Boulevard, Suite 900, Coral Gables FL 33134-3070

January 4, 2017

City of Key West
3140 Flagler Avenue
Key West, Florida 33040

Attention: Karen Olson, Deputy Director, Port & Marine Services

Reference: New Floating Docks at Dolphin Pier, Garrison Bight Marina

Dear Ms. Olson,

We are pleased to present this proposal of professional engineering and inspection services for your consideration.

Scope of Project:

The proposed improvements consist of a new floating dock, approximately 160 feet in length, with new finger piers, to replace an existing concrete pier. The pier is the west most pier of Garrison Bight located north of Palm Avenue Causeway. The floating dock facility will be similar to that completed at Tarpon Pier and Sailfish Pier, and will include a 12' wide aluminum framed pier and ADA compliant ramp connecting at the same location as existing pier. New utility lines will be provided including HDPE piping for water, sewer and fire protection. No upland improvements are included; existing utility connections and sanitary pump-out will remain. All new piles will be epoxy coated tubular steel. The design work for this project is nearing completion by our office; we are providing this proposal for post-design services as detailed below.

Scope of Services:

Bid Phase:

Prepare bid package including general and supplemental conditions (to be provided by City in electronic format), standard specifications, and bid form. Attend pre-bid meeting with potential contractors, answer bidder questions, prepare addendums if necessary, and review of submitted bids. These services will be provided only to the extent requested by the City.

Construction Phase:

Attend preconstruction meeting, answer Contractor's RFIs, attend weekly meeting via phone conference, develop and maintain submittal register, review shop drawings, periodic site observation visits (bi-monthly at a minimum; for each visit we will prepare a written observation report with photos), review construction progress, final inspection and project certification. Our scope also includes closing all environmental permits. These services will be provided only to the extent requested by the City.

Terms and Conditions:

All terms and conditions shall be per our Agreement for General Engineering Services (dated 11/7/12) and all fees shall be as follows:

Bid Phase (Hourly not to exceed)	\$6,724
Construction Phase (Hourly not to exceed)	\$24,013

Total \$30,737



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New Floating Docks at Dolphin Pier, Garrison Bight Marina

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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, PE, LEED AP

Senior Associate

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sean.compel@stantec.com

City of Key West

Approved by:

Name

Signature

Date

FEE WORKSHEET**DATE:** 4-Jan-17**PROJECT:** Floating Docks at Dolphin Pier**Bid Phase Services (Hourly not to Exceed):**

Task	Prin.	Prjt Mngr	Prjt Engr	Sr. Tech.	Tech	Clerical
Prepare Bid package (front end & bid form)		2	10			8
Attend Prebid meeting		10				
Answer bidder questions		4	4			2
Prepare addendums		6				4
Review of bids submitted	2	2				
Sub-Total Hours	2	24	14	0	0	14
Billing Rate	193.5	146.5	141	88.5	77.5	60.5
Labor Cost	\$387	\$3,516	\$1,974	\$0	\$0	\$847
Bid Phase Sub-Total						\$6,724

Construction Phase Services (Hourly not to Exceed):

Task	Prin.	Prjt Mngr	Prjt Engr	Sr. Tech.	Tech	Clerical
Attend Preconstruction meeting		8				
Attend via phone weekly meetings		6				
Answer contractor RFIs	2	8	10			2
Review shop drawings / submittal register	2	12	12			10
Review payment requisitions & recommend payment						2
Periodic Site Observations (incl reports)	6	24	18			10
Final Inspection & certification	6	8				2
Environmental Permit Close-out	2	4	20			4
Sub-Total Hours	18	70	60	0	0	30
Billing Rate	193.5	146.5	141	88.5	77.5	60.5
Labor Cost	\$3,483	\$10,255	\$8,460	\$0	\$0	\$1,815
Construction Phase Sub-Total						\$24,013

Grand Total \$30,737