



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

January 31, 2018 – Revised February 5, 2018

City of Key West  
1300 White St  
Key West, Florida 33040

**Attention: John Paul Castro, Utilities Director**

**Reference: Waste Transfer Stations**

Dear Mr. Castro,

We are pleased to present this proposal of professional engineering for your consideration. We look forward to the opportunity to continue to be of service to the City of Key West.

**Scope of Project:**

Our understanding is that the City would like to plan and design areas to accept permanent above ground tank(s) for waste oil and gas to be collected by a private contractor. One area will be located at Garrison Bight, one at Key West Bight, and one at Stock Island. The exact location will be designated by the City. It is our understanding that currently a small area approximately 10'x6' is used to handle the waste oil and gas. New areas may include shelves for collection of used batteries or other similar products. For the purposes of this proposal, we are not including any structure or roof covering of the area. We understand that a Spill Prevention & Response Plan exists for the first two locations, but the third location at Stock Island will require one.

**Scope of Services:**

**Feasibility Phase:**

During the feasibility phase, Stantec will research permitting requirements for the desired type of waste to be transferred and coordinate with the applicable permitting agencies. We will also perform one (1) site visit to each of the 3 locations with City of Key West representative to coordinate proposed location of the facilities. A preliminary location and layout on a recent aerial photograph will be provided for City review and acceptance. We will complete this phase with a summary of findings.

**Design Phase:**

For the design phase, we have included an allowance for a topographic and boundary survey for the selected locations. We will then produce construction plans including demolition, geometry, grading, sections, and details. Specifications will be provided on the plans (not CSI format) and we will provide a construction cost estimate.

**Permit Assistance Phase:**

For the permit assistance phase, we will prepare permit forms for City signature. These permit forms along with the plans will be prepared and submitted to FDEP and City of Key West for permits. Upon receipt of reasonable comments, we will address and revise plans to address these comments and obtain final approval.

**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



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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.

**Exclusions:**

- Environmental coordination or permitting.
- Lighting or Electrical Design
- Landscaping or irrigation design
- Structural design.

**Terms and Conditions:**

All terms and conditions shall be per our Agreement for General Engineering Services (dated October 13<sup>th</sup>, 2017) and all fees shall be as follows:

Feasibility Phase (Lump Sum) .....	\$10,640
Design Phase (Lump Sum) .....	\$32,506
Permit Assistance Phase (Lump Sum) .....	\$7,450
Bid Phase (Hourly not to Exceed) .....	\$7,781
Construction Phase (Hourly not to Exceed) .....	\$29,102
Reimbursable (Allowance) .....	\$2,500

**Total \$89,979**

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  
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City of Key West

Approved by:

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Signature

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Print Name

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Date

**FEE WORKSHEET****DATE:**

5-Feb-18

**PROJECT:**

Waste Transfer Stations

**Feasibility Phase Services:**

Task	Prin.	Prjt Mngr	Prjt Engr	Sr. Tech.	Tech	Clerical
Permitting research & coordination		4	22			
Site meeting with City of Key West Representative		8				
Preliminary location and facility layout on aerial		6	2	20		
Summary of Findings		4	2			
Sub-Total Hours	0	22	26	20	0	0
Billing Rate	\$ 212	\$ 175	\$ 165	\$ 125	\$ 93	\$ 75
Labor Cost	\$0	\$3,850	\$4,290	\$2,500	\$0	\$0
<b>Feasibility Phase Sub-Total</b>						<b>\$10,640</b>

**Design Phase Services:**

Task	Prin.	Prjt Mngr	Prjt Engr	Sr. Tech.	Tech	Clerical
Coordination with survey		2				
Geometry & Site plan		6	10	16	8	
Plan view and sections	1	6	10	12	14	2
Grading plan, notes, details	1	8	8	16	8	
Specifications on plans		2	6			12
Cost Estimate		2	2	4		
Spill Prevention & Response Plan	1	6	6			
Sub-Total Hours	3	32	42	48	30	14
Billing Rate	\$ 212	\$ 175	\$ 165	\$ 125	\$ 93	\$ 75
Labor Cost	\$636	\$5,600	\$6,930	\$6,000	\$2,790	\$1,050
<b>Labor Sub-Total</b>						<b>\$23,006</b>
Survey Sub-consultant (Fl. Keys Land Surveying) Allowance						\$9,500
<b>Design Phase Sub-Total</b>						<b>\$32,506</b>

**Permit Assistance Phase Services (Lump Sum):**

Task	Prin.	Prjt Mngr	Prjt Engr	Sr. Tech.	Tech	Clerical
Coordination and submittal for permits		8	8	4		
Complete permit applications		4	8	4		
Address permit comments and re-submit		4	2			
Final permits		2	2			
Sub-Total Hours	0	18	20	8	0	0
Billing Rate	\$ 212	\$ 175	\$ 165	\$ 125	\$ 93	\$ 75
Labor Cost	\$0	\$3,150	\$3,300	\$1,000	\$0	\$0
<b>Labor Sub-Total</b>						<b>\$7,450</b>
<b>Permit Assistance Phase Sub-Total</b>						<b>\$7,450</b>

**Bid Phase Services (Hourly not to Exceed):**

Task	Prin.	Prjt Mngr	Prjt Engr	Sr. Tech.	Tech	Clerical
Prepare Bid package (front end & bid form)		10	4			8
Attend Prebid meeting		8				
Answer bidder questions		4	4			
Prepare addendums		6				4
Review of bids submitted		4	1			
Sub-Total Hours	0	32	9	0	0	12
Billing Rate	212	175	165	125	93	58
Labor Cost	\$0	\$5,600	\$1,485	\$0	\$0	\$696
<b>Bid Phase Sub-Total</b>						<b>\$7,781</b>

**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		16				
Answer contractor RFIs	2	12				4
Review shop drawings / submittal register		14	8			2
Review payment requisitions and recommend payment						
Periodic Site Observations (incl reports)		40	40			4
Final Inspection & certification		8				2
Permit Close-out		4	12			4
Sub-Total Hours	2	102	60	0	0	16
Billing Rate	212	175	165	125	93	58
Labor Cost	\$424	\$17,850	\$9,900	\$0	\$0	\$928
<b>Construction Phase Sub-Total</b>						<b>\$29,102</b>

Reimbursables \$2,500

**Grand Total \$89,979**