

December 3, 2020

Kelly M. Crowe, P.E., City Engineer City of Key West City Hall 1300 White Street Key West FL 33040

Re: 435497-2-58-01 Southard Street Milling & Resurfacing Project – Review of LAP Procurement Documents

EAC Project No. 17078.HW01-100

Dear Mr. Crowe:

Pursuant to your request, **EAC Consulting, Inc.** respectfully submits this supplemental professional services fee proposal for the review, revision, and coordination of the City's procurement package for the subject project to ensure it is in conformance with LAP requirements.

Scope of Work

Our scope of work comprises of tasks as follows:

- 1. Review the latest LAP requirements.
- 2. Populate Parts 3, 4, and 5 of the City's blank/incomplete procurement package (the LAP Agreement).
- 3. Submit draft version of Parts 3, 4, and 5 to the City for review on or before December 17, 2020 (draft).
- 4. Incorporate the City's comments (if any) and submit the package to the FDOT for review on or before December 21, 2020 (initial version).
- 5. Respond to 1 round of comments by FDOT reviewers and coordinate with reviewers and LAP officers as may be required.
- 6. Incorporate the FDOT's comments and submit final package (final version).

Compensation

Our **cost-plus** services fee proposal covers the above described effort to perform the requisite work as well as including additional funding to cover minor scope creep. Employee timesheets will be made available for the City's review and verification upon request.

Total cost-plus fee: \$20,172.10

Exclusions

- 1. Review, revision, and/or coordination of Parts 1 and 2 of the City's procurement package.
- 2. Review of the project's plans or other construction documents.
- 3. Impacts to the review, revision, and/or coordination as relating to historically and/or culturally significant/protected resources.

Schedule

We estimate completion of the first draft on or before December 17, 2020 and submittal of the initial version to the FDOT on or before December 21, 2020. Assuming a 30-day review period by FDOT, the final version will be completed within two weeks after all comments have been received. If the need for extension of completion of time becomes necessary, we will notify the City.

Notice to Proceed (NTP)

The following information will be required for us complete our services:

Signed approval of this supplement proposal or written authorization to proceed with services.

This proposal is based on our understanding of the services to perform on these tasks. Accordingly, we reserve the right to modify this proposal due to any changes in scope.

If the above fee proposal and the terms above are acceptable to you, please provide us with a work authorization.

Sincerely.

Harold Desdunes, PE Senior Vice President

THESE CONDITIONS ARE ACCEPTABLE AND I HEREBY AUTHORIZE YOU TO PROCEED.

Mr. Gregory W. Veliz

City Manager City of Key West

5959 BLUE LAGOON DRIVE - SUITE 410 - MIAMI, FL 33126 - 305.265,5400

ESTEMATE OF WORK EFFORT AND COST - PRIME CONSULTANT

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Notice:

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Project Activity 3: General Tasks

Estimator:

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