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**PROPOSAL FOR PROFESSIONAL SERVICES**

**Task Order 20-08**  
**Engineering Design and Technical Services**  
**Clinton Square Park**  
**Civil/Site Design**

**Prepared for**  
**City of Key West**

**August 20, 2020**



**PEREZ ENGINEERING**  
**& DEVELOPMENT, INC**

**1010 Kennedy Drive, Suite 202**  
**Key West, Florida 33040**  
**305-293-9440**

## **BACKGROUND AND OBJECTIVES**

The City of Key West would like to make improvements to Clinton Square Park. The project is located adjacent to Whitehead Street and Sunset Lane.

### **SCOPE OF WORK**

#### **TASK 1 – PRELIMINARY DESIGN PHASE**

- 1.1 Collect and review available as-built documents within the area.
- 1.2 Perform project area inspection to determine and confirm existing physical conditions pertaining existing sidewalks, drainage elements, patterns and characteristics.
- 1.3 Prepare Preliminary Design documents consisting of final design criteria, preliminary drawings, and outline specifications
- 1.4 These drawings shall consist of site geometry plan, paving, grading, and drainage plan, and all the appropriate details. These drawings will be of presentation quality intended to reflect the final product.
- 1.5 Furnish copies of the Preliminary Design documents and present and review them with the City.

#### **TASK 2 – FINAL DESIGN PHASE**

- 2.1 Prepare a final on-site Geometry Plan for location of site improvements, including:
  - Edge of pavement signature indicating curb type, edge type, etc...with supporting details.
  - Roadway Striping and Signage information with supporting details.
- 2.2 Prepare a Grading and Drainage Plans including:
  - Delineate all drainage basins, swales, and sub-surface conveyance systems including piping, structures, injection wells, etc...
  - Provide proposed contours or spot elevations for all drainage improvements.
  - Provide all inverts, pipe sizes, pipe slopes, and other data relative to sub-surface conveyance systems.
- 2.3 Prepare construction documents which shall include but not be limited to drawings and technical specifications, and descriptions and design data necessary for permitting by governmental authorities.

- 2.4 Make available all design calculations and associated Data.
- 2.5 Furnish copies of the 100% Complete Design documents and present and review them with the City for final comments and revisions.

### ITEMS NOT INCLUDED

1. Topographic survey,
2. Traffic studies/evaluations,
3. Landscape and irrigation design,
4. Lighting design,
5. Design of architectural features such as bench seating

### COMPENSATION

The proposed total lump sum fee compensation for this scope of work is **\$16,120**. A summary of compensation is shown below.

Task 1 – Preliminary Design	\$8,280
Task 2 – Final Design	<u>\$7,840</u>
Total	\$16,120



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**Gregory W. Veliz**  
**City Manager**

**Date**

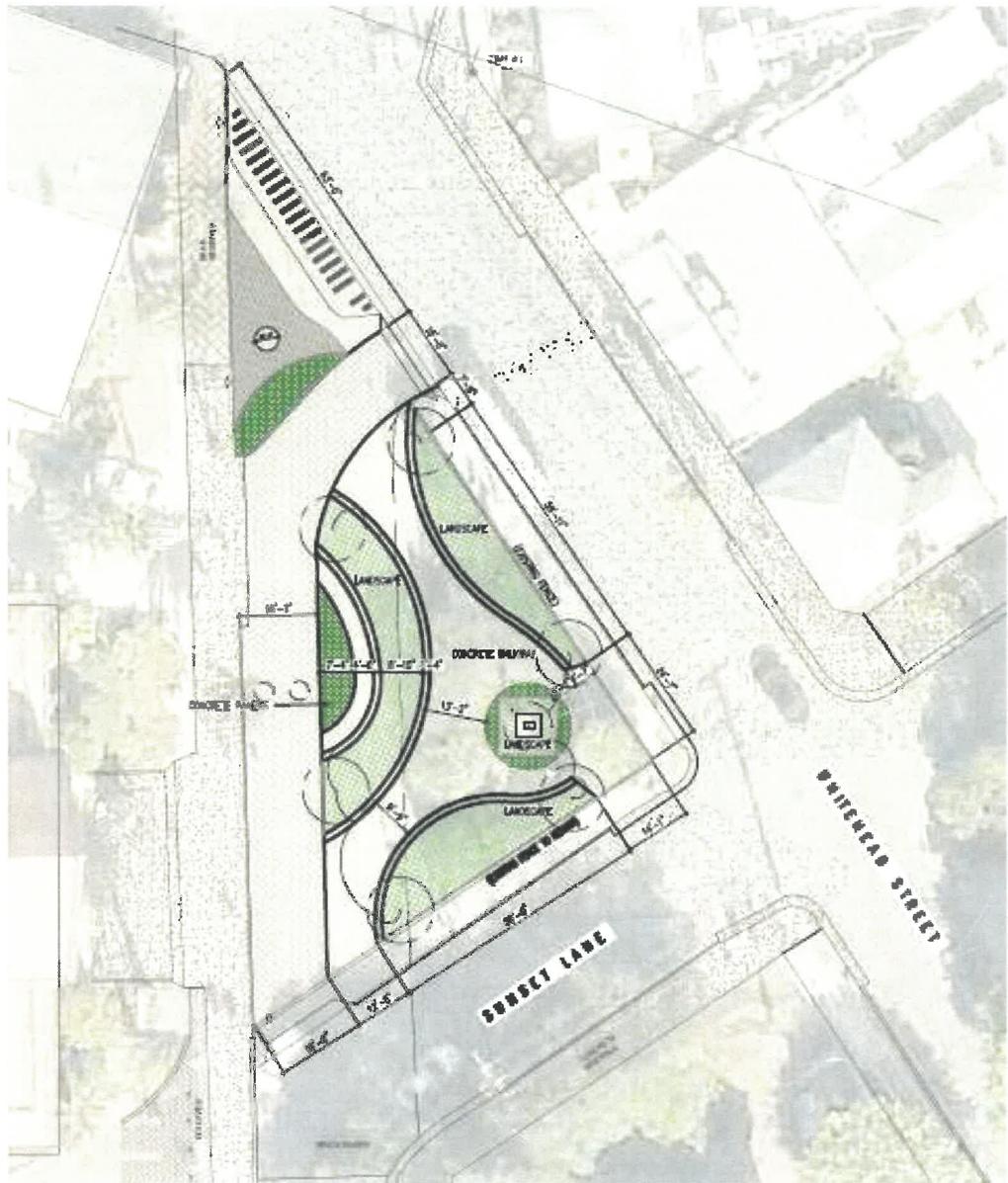


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**Allen E. Perez, P.E.**  
**President**

**Date**

# Clinton Square Park Concept Plan





**KW CLINTON SQUARE PARK**

**FEE SUMMARY**

Summary of Billable Costs										
Sub-Task Description	Principal		Senior Engineer	Project Engineer	Senior CADD Designer	Clerical	Const. Inspector		TOTAL HOURS	TOTAL BILLABLE COSTS
<b>Hourly Rate</b>	<b>210.00</b>	<b>0.00</b>	<b>165.00</b>	<b>130.00</b>	<b>85.00</b>	<b>55.00</b>	<b>90.00</b>	<b>1.00</b>	<b>1.00</b>	
A. Preliminary Design Phase	6	0	0	20	52	0	0		78	\$8,280.00
B. Final Design	8	0	0	16	48	0	0		72	\$7,840.00
									0	\$0.00
									0	\$0.00
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<b>SUBTOTAL LABOR</b>	<b>14</b>	<b>0</b>	<b>0</b>	<b>36</b>	<b>100</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>	<b>150</b>	
<b>TOTAL BILLABLE COSTS</b>	<b>\$2,940.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,680.00</b>	<b>\$8,500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$16,120.00</b>	<b>\$16,120.00</b>



March 15, 2022

Ms. Albi Balliu  
Senior Project Manager  
City of Key West  
1300 White Street  
Key West, Fl. 33040

**RE: Professional Services Agreement – Amendment to Clinton Square  
Purchase Order No. 092331**

Dear Albi:

Per our recent design coordination meeting, this is a request to amend the purchase order (092331) for the Clinton Square project. We understand we will be revising the preliminary plan to account for additional sidewalk/paver improvements along Front Street.

The request is to amend the purchase order from \$16,120 to \$19,360.

The following is a summary of the additional fee:

• Principal	2hrs@\$210	\$ 420
• Project Engineer	6hrs@\$130	\$ 780
• CAD/Designer	24hrs@\$85	<u>\$2,040</u>
	Total	<u>\$3,240</u>

If you have any questions, please do not hesitate to contact us.

Sincerely,

A handwritten signature in blue ink, appearing to read "Allen E. Perez".

Allen E. Perez, P.E.  
President



Wood Environment & Infrastructure Solutions, Inc.  
5015 S. Florida Avenue  
Suite 301  
Lakeland, FL 33813  
USA  
T: 863-667-2345

[www.woodplc.com](http://www.woodplc.com)

April 12, 2022

Ms. Albi Balliu  
Senior Project Manager  
City of Key West  
1300 White Street  
Key West, FL 33040

Via email: [aballiu@cityofkeywest-fl.gov](mailto:aballiu@cityofkeywest-fl.gov)

Subject: Proposal for Professional Engineering Services  
Clinton Square Park Structural and Electrical Services  
Wood Project No.: 600846

Ms. Balliu:

Wood Environment & Infrastructure Solutions, Inc. (Wood) is pleased to submit this proposal to the City of Key West (City) for the Clinton Square Park Structural and Electrical Services. The following sections describe the proposed scope of services and proposed fees.

## **SCOPE OF SERVICES**

### **Task 1: Data Collection and Assessment**

Wood will visit the site and document existing power and lighting, as well as existing electrical services that serve the park or nearby areas. Lighting and power to be demolished will be noted and areas, where new lighting and power will be installed, will be documented for coordination with other disciplines.

### **Task 2: Design Plans and Final Documents**

#### **Structural**

Wood will provide structural engineering services to include the design and detailing of earth retaining structures to support the improvements to Clinton Square Park. It is our understanding that these structures will be less than 3 feet in retained height and will serve as seating and aesthetic features. Although we typically recommend review by a geotechnical engineer or the performance of a subsurface investigation to obtain site-specific geotechnical

data, our fee is based on a design that assumes the acceptable use of presumptive design values for soil characteristics of shallow foundations, per the Florida Building Code 7<sup>th</sup> Edition (FBC).

Our structural services will include providing design plans indicating the layout and details providing instructions for the construction of the structure.

### Electrical

Wood will provide electrical engineering services that will include a detailed demolition plan for existing lighting to be removed. New electrical plans will provide the locations of new site lighting fixtures and note existing power and lighting to be removed. A new lighting design will be provided for the park along with photometric showing illumination levels of public rights-of-way in compliance with the latest IESNA recommendations. Controls schematics (e.g., timeclocks, photocells) will be provided along with a booklet containing cut sheets and catalog numbers for all lighting fixtures that are specified as part of the project.

### **Task 3:           Permitting**

Wood will provide electronic copies of the structural and electrical plans to the City for permitting coordination. We will address up to one (1) Request for Additional information associated with the structural and electrical plans.

### **Task 4:           Procurement Support**

Wood will respond to Respond to applicable Proposers' Requests for Information (RFI's) and assist in the preparation of Addenda, including revising the Request for Proposal Documents, as required.

### **PROPOSED BUDGET**

Based on our experience and our understanding of the project requirements, we propose to perform the outlined scope of services on a lump sum basis of **\$19,954.80**.

This proposal is valid for 30 days. The Terms and Conditions of the General Engineering Services (#17-207) between The City of Key West and Wood Environment & Infrastructure Solutions, Inc. dated April 16, 2018, are incorporated by reference.

### **COVID-19**

Notwithstanding anything mentioned in this proposal, the attached documents or any terms or conditions applicable to Wood's work, if Wood's work is delayed, disrupted, suspended, or otherwise impacted as a direct or indirect result of COVID-19 (coronavirus), including, but not limited to, by (1) disruptions to material and/or equipment supply; (2) illness of Wood's or Subcontractors' workforce and/or unavailability of labor; (3) government quarantines, closures, or other mandates, restrictions, and/or directives; (4) Wood's or Subcontractors' restrictions and/or directives; and/or (5) fulfillment of Wood's or Subcontractors' contractual or legal health and safety obligations associated with COVID-19; then, Wood shall be entitled to a reasonable adjustment to the schedule and duration to account for such delays, disruptions, suspensions, and impacts.

To the extent the causes identified herein result in an increase in the price of labor, materials, or equipment used in the performance of these services, Wood may be entitled to a mutually agreed-upon equitable adjustment to the price for such increases, provided Wood presents documentation of such increases (including the original prices).

**ASSUMPTIONS**

- Site development plans and demolition plans of any existing structures are not a part of our services. We can provide these services for an additional fee per your request.
- All site work and planning will be provided by others.
- A site survey is not included as part of this proposal; however, this information will be needed to perform our services. We can provide these services for an additional fee upon your request.
- Permit application preparation, submittal, and fees are not included.
- Geotechnical investigation and recommendations are not part of this proposal.
- Our fee assumes we will be provided details from the City regarding locations and availability of existing utilities on site which will serve the project. Utility design shall terminate at the Clinton Square perimeter.

**CLOSING**

We appreciate this opportunity to offer our professional services to the community on this project. If you have any questions or comments regarding this proposal, please contact Greg Corning by email at [Greg.Corning@woodplc.com](mailto:Greg.Corning@woodplc.com) or by telephone at (314) 920-8359.

Sincerely,

**Wood Environment & Infrastructure Solutions, Inc.**



Greg Corning, P.E.  
Florida Civil Design Team Lead



Christine Mehle, P.E.  
Water & Infrastructure Service Line Lead

GC/CM/tjm

  
Signature *Asst. City manager*

4-26-2022  
Date



**PEREZ ENGINEERING**  
& DEVELOPMENT, INC

August 3, 2023

Mr. Gary Volenec, P.E.  
Interim Director/City Engineer  
City of Key West  
1300 White Street  
Key West, Fl. 33040

**RE: Professional Services Agreement – Amendment to Clinton Square**

Dear Gary:

Per our recent design coordination meeting, this is a request for a new purchase order to cover new tasks for the Clinton Square Project. We understand we will be assisting the City with finalizing bid documents and providing construction phase assistance during construction of the project.

The following is a summary of the new fees: 

Bid Documents

• Principal	2hrs@\$225	\$ 450
• CAD/Designer	15hrs@\$90	<u>\$1,350</u>
	Total	\$1,800

Construction Phase

• Principal	10hrs@\$225	\$2,250
• CAD/Designer	8hrs@\$90	<u>\$ 720</u>
	Total	\$2,970

If you have any questions, please do not hesitate to contact us.

Sincerely,



Allen E. Perez, P.E.  
President

Key West Office:  
1010 Kennedy Dr. Suite 202 • Key West, Florida 33040  
tel: (305) 293-9440 Fax: (305) 296-0243