



May 18, 2022

Mr. Gary Volenec, P.E.  
Project Manager - Engineering  
City of Key West  
1300 White Street  
Key West, Fl. 33040

**RE: Professional Services Agreement – Staples Avenue Pedestrian Bridge Replacement, Task Order 22-03**

Dear Gary:

Perez Engineering & Development, Inc. is pleased to submit this proposal to assist the City with professional civil engineering services for the replacement of the Staples Avenue pedestrian bridge. We understand the proposed project will include the removal and replacement of a pre-manufactured pedestrian bridge along with potential upgrades to the access points on both sides of the bridge. In general, our services will include the preparation of a civil site plan, a paving/grading plan, a bridge foundation plan, retaining walls/elevated walkways (as required) for the bridge approach, and the appropriate details.

This task order includes the following components pertaining to the bridge replacement:

- Data Collection and Project Management – Design
- Land Surveying (Exhibit A)
- Geotechnical/Subsurface Investigation (Exhibit B)
- Coordination With the Bridge Manufacturer
- Structural Foundation Design and General Civil Engineering
- Limited Construction Phase Services

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

## **ITEM 1 – SCOPE OF SERVICES**

Our professional engineering services shall consist of the following:

### ***Preliminary Design Phase (60%)***

1. Prepare Preliminary Design documents consisting of final design criteria and preliminary drawings.
2. These drawings shall consist of site geometry plan, paving/grading plan, structural plan(s), and all the appropriate details. These drawings will be of presentation quality intended to reflect the final product.
3. Structural Design shall include:
  - Coordination with the geotechnical engineer
  - Determination of flood, wind, and live load requirements
  - Coordination with the bridge manufacturer
  - Determination of foundation loading and geometry (bridge plans shall be signed and sealed by a Florida licensed engineer and submitted for approval)
  - Preliminary concrete foundation design
  - Preliminary design of concrete retaining walls and elevated walkways, as required for bridge approaches
  - Schematic railing design (Railing on the bridge shall be provided by the bridge manufacturer. Railing on approaches shall be designed by the railing manufacturer and may be separate from the bridge manufacturer. The design shall be signed and sealed by a Florida licensed engineer and submitted for approval.)
4. Furnish copies of the Preliminary Design documents and present and review them with the City.
5. Upon receipt of comments, we shall address the comments, provide the necessary revisions, and prepare final drawings

### ***Final Design Phase (100%)***

1. Prepare final construction drawings and furnish copies and present and review them with the City.
2. Structural Design shall include:
  - Final concrete foundation design
  - Final design of concrete retaining walls and elevated walkways, as required for bridge approaches
  - Schematic railing design (Railing on the bridge shall be provided by the bridge manufacturer. Railing on approaches shall be designed by the railing manufacturer and may be separate from the bridge manufacturer. The design shall be signed and sealed by a Florida licensed engineer and

submitted for approval.)

3. Make available all design calculations and associated Data.
4. Upon receipt of comments, address the comments and provide 100% complete construction drawings to the City.

### ***Bid Phase Services***

1. We shall assist the CLIENT in obtaining bids or negotiated proposals, attend pre-bid conferences, and prepare addenda.
2. We shall issue addenda as appropriate to interpret, clarify or expand the Bidding Documents.

### ***Construction Phase Services***

1. Shop Drawing Review – We shall review sets of shop drawings supplied by Contractor for conformance with the engineering design concept of the project and information given in the contract documents. Review of any shop drawing is limited to general design concepts and general compliance with the information in the construction plans and specifications.
2. Limited Construction Observation – We shall provide limited construction observation services as shown below:
  - We shall provide project representation by staff to provide construction observation to determine, in general, if it is proceeding in accordance with the contract documents and permit conditions.
  - We shall conduct at least one (1) walk through at the end of construction to determine if the project is substantially complete and one (1) final construction observation visit to determine if the project has been completed in substantial accordance with the contract documents.

## **ITEM 2 – COMPENSATION**

Compensation shall be billed monthly as a percent complete as follows:

Preliminary Design Phase	\$10,440
Final Design Phase	\$12,320
Bid Phase Services	\$ 1,370
Construction Phase Services	\$ 6,960
Survey (Exhibit A)	\$ 8,960
Geotechnical Investigation (Exhibit B)	<u>\$ 4,800</u>
<b>Total Fee</b>	<b>\$44,850</b>

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed and approved as of the date written below, by their duly authorized officers and/or representatives.

**PEREZ ENGINEERING  
& DEVELOPMENT, INC.**

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

Allen E. Perez, P.E.  
President

A handwritten signature in blue ink, appearing to read "Patti McLauchlin".

Patti McLauchlin  
City Manager