

July 29, 2016

Mr. Devon Steckly  
Project Manager  
City of Key West  
Engineering Services  
3140 Flagler Avenue  
Key West, FL 33040

**Re: Project TS1102-Bus Aprons (Lower Keys)  
Master Agreement Additional Services – Plans Processing and Permitting**

Dear Mr. Steckly,

We appreciate this opportunity to prepare this Notice of Intent to provide additional services for the referenced project in accordance with our professional services contract. These extra services consist of additional engineering design and plans processing and permitting services that were required due to extensive regulatory agencies requirements above and beyond original anticipated service level. During this period, SRS made multiple revisions to design drawings and multiple submittals to the regulatory agencies. Plans were first submitted for permit review 10 November 2015 and final approvals were obtained in July 2016. Municipal and regulatory agency permits or approvals have been obtained from City of Marathon, FDOT, SFWMD, and FDEP. The following is a summary of Key Milestones during the design revisions and permitting process.

**11/17/2015** - SRS submitted 100% design to Carlos Solis City of Marathon for approval

**12/01/2015** - SRS received Carlos Solis (City of Marathon Engineer) approval

**12/03/2015** - SRS submitted 100% design to FDOT (Marathon)

**12/21/2015** - SRS received 1<sup>st</sup> round of FDOT reviewer comments

**12/29/2015** – SRS received additional 1<sup>st</sup> round comments from FDOT Reviewers

**3/4/2016** - SRS revise design and submitted the 100% FDOT recommended design for review (FDEP)

**3/4/2016** - SRS submitted 100% FDOT recommended design to SFWMD for review

**3/7/2016** - SRS received 1<sup>st</sup> round of FDEP reviewer comments

**3/9/2016** - SRS received additional 1<sup>st</sup> round comments from FDEP reviewer

**3/21/2016** - SRS received 2<sup>nd</sup> round of FDOT reviewer comments

**3/22/2016** - SRS received clearance from FDOT as to completion of FDOT reviewer comments

**3/31/2016** - SRS met with SFWMD per their request to discuss and submit the 100% Design Plan Submittal

**4/11/2016** - SRS revised design and submitted comments response to the FDEP 1<sup>st</sup> round of comments and negotiate FDEP approval.

**4/11/2016** - SRS received 2<sup>nd</sup> round of comments from FDEP reviewer

**4/25/2016** – SRS revised design and submitted (4 sets of design and city manager authorized construction agreement) hard copies to FDOT for processing and signing of Construction Agreement

**5/2/2016** - SRS submitted the SFWMD “Request for Verification of an Exemption” Application along with application fee payment.

**5/13/2016** - SRS was notified by FDOT representative (Permit Coordinator) that the 100% Design Plans were not accepted at the FDOT District VI office in Miami.

**5/20/2016**- Permit package was sent from the Marathon FDOT office to the City of Key West and marked as VOID.

**6/8/2016**- SRS revised design and submitted comments response to the 2<sup>nd</sup> round of FDEP comments

**6/13/2016**- Conference call with SRS, City of Key West Engineering and FDEP to discuss final comments.

**6/15/2016**- SRS received FDEP Approval Letter.

**6/21/2016**- Conference call with SRS, City of Key West Engineering and FDOT Project Manager to discuss submittal of Design to FDOT District VI

**6/30/2016**- SRS received the SFWMD Exemption Approval letter

**6/30/2016**- SRS resubmits Design to FDOT for processing permit application.

**7/21/2016**- SRS received approved FDOT Permit 2016-C-692-1.

- These additional services were provided between March and July of 2016.
- Total additional time staff engaged during this period:  
(72 hrs x Sr.Mgr (\$138/hr) + 116 hrs x Sr.Eng (\$108/hr) + 64 hrs x CAD (\$70/hr) = \$26,944.00)



**Additionally**, since the FDOT construction agreement must be renewed in 6 months without activity and it is possible that the pre-construction meeting for the project will not take place within the next 6 months due to the time that it will take the FTA to review 100% Design Plans, advertising bid and the City Commission for awarding construction contract, the FDOT permit will expire and SRS will be required to resubmit a permit application to FDOT for re-issuance of the permit. The following is our additional services requested to re-process the plans if required.

- Total additional time staff was engaged to reprocess FDOT permit:  
(8 hrs x Sr.Mgr (\$138/hr) + 16 hrs x Sr.Eng (\$108/hr) + 4 hrs x CAD (\$70/hr) =  
\$3,112.00)

### **Compensation**

Our Engineering Fees for the above described Additional Services would be per Article 2 compensation hourly schedule of the Master Services Agreement, in the amount of **(\$26,944.00 + \$3,112.00) = \$30,056.00**

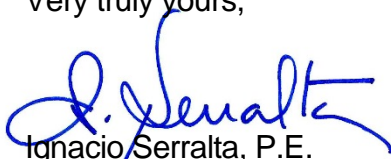
### **Acceptance of Proposal**

We would expect to commence our services promptly after receipt of your acceptance of this proposal.

This Proposal for Additional Services and our previously executed Master Services Agreement represents the entire understanding between City of Key West and SRS Engineering, Inc. in respect to the Project and may only be modified in writing when signed by both of us.

If the foregoing is agreeable to you, please execute the original of this Agreement where indicated below and return to our office.

Very truly yours,

  
Ignacio Serralta, P.E.  
President

City of Key West

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Jim Scholl  
City Manager

