
PROPOSAL FOR PROFESSIONAL SERVICES

Task Order 20-09
Engineering Design and Technical Services
Harris Avenue and 10th Street Drainage
FEMA Hazard Mitigation Grant Program (HMGP) DR-4337-386-R

Prepared for
City of Key West Utilities Department

January 11, 2021



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

BACKGROUND AND OBJECTIVES

The purpose of this scope of work is to improve drainage of the Harris Avenue and 10th Street neighborhood in Key West, Florida. This will help protect structures and reduce loss of use of roads, business, and other associated response costs. The City has been awarded a Hazard Mitigation Grant (FEMA Project 4337-386-R) for Phase I of this project. The Phase I deliverables include, but are not limited to the following:

- Hydrologic and hydraulic studies.
- Construction plans and bid documents.
- Construction cost estimates.
- Color maps/photographs of the areas of ground disturbance.

This task order includes the following components pertaining to the storm water improvements including installation of storm inlets, storm pipes, tide valves, and a new outfall pipe to serve the neighborhood (approximately 12 intersections):

- Data Collection and Project management - Design,
- Land surveying,
- Final construction plans and specifications,
- Detailed construction cost estimate, and
- Hydrologic and hydraulic studies.

SCOPE OF WORK

TASK 1 – SITE EVALUATION, DATA COLLECTION AND SURVEY

- 1.1 Collect and review available as-built documents and drainage basin data describing the existing land use, drainage facilities, topography, utility atlas maps and utility record drawings.
- 1.2 Review the Storm Water Master Plan with City staff to identify the specific locations and limits of the proposed improvements.
- 1.3 Perform project area inspection to determine City drainage sub-basins and confirm existing physical conditions pertaining to current stormwater drainage elements, patterns and characteristics.

TASK 2 – HYDROLOGIC AND HYDRAULIC STUDIES

- 2.1 Prepare hydrologic/hydraulic evaluations identifying the losses before and after mitigation. (Protection against 25-yr storm event)
- 2.2 Demonstrate mitigation effectiveness by showing the physical locations and elevations of the structures/infrastructure.

- 2.3 Prepare color maps/photographs for historical preservation requirements and tribal consultation.

TASK 3 – PRELIMINARY PLANS

- 3.1 Prepare Preliminary Design documents consisting of final design criteria, preliminary drawings, outline specifications and written descriptions of the Project.
- 3.2 These drawings shall consist of a cover sheet, overall site plan/key map, site plans, and details. These drawings will be of presentation quality intended to reflect the final product.
- 3.3 Make available all design calculations and associated data.
- 3.4 Furnish five (5) copies of the Preliminary Design documents and present and review them with the City.
- 3.5 Upon receipt of complete written comments from all applicable CITY departments, we shall address the comments, provide the necessary revisions and prepare final drawings.

TASK 4 – FINAL PLANS

- 4.1 Prepare construction documents which shall include but not be limited to drawings and technical specifications, general and supplementary conditions, bid forms, invitations to bid, instructions to bidders, with technical criteria, descriptions and design data necessary for permitting by governmental authorities, and shall include any further adjustments in the scope or quality of the project or in the construction budget authorized by the City.
- 4.2 Use front end bid documents provided by the City including bidding forms, conditions of the contract, and form of AGREEMENT between the City and CONTRACTOR.
- 4.3 Make available all design calculations and associated Data.
- 4.4 Provide 100% complete contract documents for bidding purposes (hardcopies and electronic format).

TASK 5 – COST ESTIMATES

- 5.1 Prepare a detailed opinion of probable construction costs identifying quantities and their associated unit costs.

TASK 6 – ENVIRONMENTAL PERMITTING

- 6.1 Research and gather existing permit data. Review the general conditions and specific conditions of the existing permit(s).
- 6.2 Conduct pre-application meetings with SFWMD and ACOE to determine the most efficient permit/permit modification approach.
- 6.3 Prepare concept level permitting plans/exhibits and review them with the City.
- 6.4 Prepare and submit the appropriate permit applications to SFWMD and ACOE.
- 6.5 Follow up on the applications and respond to RAI's to obtain permit approval.

TASK 7 – BID PHASE SERVICES

- 7.1 We shall assist the City in obtaining bids or negotiated proposals, assist in awarding and preparing contracts for construction, attend pre-bid conferences, and prepare addenda.
- 7.2 We shall issue addenda as appropriate to interpret, clarify or expand the Bidding Documents.

DELIVERABLES

1. Task 2 Hydrologic/Hydraulic studies
2. Task 3 Preliminary Plans & Specifications
3. Task 4 Final Plans & Specifications
4. Task 5 Detailed Engineer's Opinion of Construction Costs
5. Task 6 SFWMD and ACOE permits/approvals
6. Task 7 Bid phase document clarification and contract addenda

ASSUMPTIONS

1. City will furnish all pertinent documents and site-specific data in its possession regarding the project area in a timely matter, including basin lines, topographic maps, storm sewer system maps, and related information.

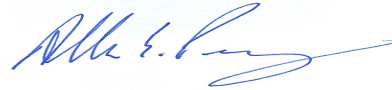
COMPENSATION

The proposed total lump sum fee compensation for this scope of work is **\$445,410**. A summary of compensation per task is shown on the attached worksheet.

Task 1 – Site Evaluation and Data Collection	\$ 29,840
Task 2 – Hydrologic/hydraulic Studies	\$ 74,350
Task 3 – Preliminary Design	\$ 84,840
Task 4 – Final Design	\$105,920
Task 5 – Cost Estimate	\$ 23,070
Task 6 – Environmental Permitting	\$ 39,240
Task 7 – Bid Phase Services	\$ 10,150
Permit Fees*	\$ 8,000*
Survey*	\$ 70,000*
Total	\$445,410

*Permit Fees and Survey line items are not lump sum values, they will be billed as needed to cover the costs of each of these items.

Mr. Gregory W. Veliz **Date**
City Manager



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



FEE SUMMARY

KW 10th Street and Harris Avenue (HMGP) DR-4337-386-R

Summary of Billable Costs											
Sub-Task Description	Principal		Senior Engineer	Project Engineer	Senior CADD Designer	Clerical	Const. Inspector	Terramar		TOTAL HOURS	TOTAL BILLABLE COSTS
Hourly Rate	210.00	0.00	165.00	130.00	85.00	55.00	90.00	1.00	1.00		
A. Site Evaluation and Data Collection	44	0	0	80	120	0	0			244	\$29,840.00
B. Hydraulics and Hydrology	163	0	0	224	88	64	0			539	\$74,350.00
C. Preliminary Plans	80	0	0	288	360	0	0			728	\$84,840.00
D. Final Plans	112	0	0	320	480	0	0			912	\$105,920.00
E. Quantities and Cost Estimate	30	0	0	60	90	24	0			204	\$23,070.00
F. Environmental Permitting	56	0	0	96	72	16	0	8000		8240	\$39,240.00
G. Bid Phase Services	24	0	0	32	6	8	0			70	\$10,150.00
G. Permit Fees*									\$8,000		\$8,000.00
H. Survey Cost*									\$70,000		\$70,000.00
SUBTOTAL LABOR	509	0	0	1100	1216	112	0			10937	
TOTAL BILLABLE COSTS	\$106,890.00	\$0.00	\$0.00	\$143,000.00	\$103,360.00	\$6,160.00	\$0.00	\$0.00	\$78,000.00	\$437,410.00	\$445,410.00

*Permit Fees and Survey Cost are not lump sum fees. They will be billed as needed to cover the costs of each of these items.