

**AMENDMENT NO. 1 TO TASK ORDER 01 (C&A PROJECT NO. 107.001)
PURSUANT TO MSA RESOLUTION 10-352
FOR PROFESSIONAL SERVICES BETWEEN
THE CITY OF KEY WEST AND
CHEN AND ASSOCIATES CONSULTING ENGINEERS, INC. (C&A)**

DATE: MARCH 8, 2012

AMENDMENT NO: 01
TASK ORDER: 01
C&A PROJECT NO: 107.001

TITLE: ENGINEERING AND ARCHITECTURAL SERVICES FOR THE
PLANNING, DESIGN, PERMITTING AND CONSTRUCTION OF THE
BUS TRANSIT FACILITIES AT STOCK ISLAND

I. PROJECT DESCRIPTION

The City of Key West (CITY) plans to relocate their existing Key West Department of Transportation building and facilities to the former Solid Waste to Energy Facility (SWEF) site located at Stock Island (5701 College Road Key West, FL).

The project will be funded in part by the Federal Transit Administration (FTA) and the Florida Department of Transportation (FDOT). Compliance with the National Environmental Policy Act (NEPA) for the proposed site improvements will be a requirement for the federal funding aspects for the project. The City has received a Documented Categorical Exclusion from FTA and currently has a Consultant preparing closeout documents for the previous solid waste use of the site.

The proposed City transit bus facility will include maintenance capabilities, administrative offices, bus wash and fueling facility.

~~C&A has based the fee proposal on a new facility which would have 20,000 SF of vehicle (bus) maintenance space and 5,000 SF of administrative space including locker rooms, toilets, storage, etc. We feel this should be a single building rather than two separate buildings as shown on the existing site plan. The building will be one story and will need to meet the Florida Building Code (FBC) criteria, including hurricane requirements. Landscaping will primarily be used to screen the site along the road.~~

On May 4, 2010, the City Commission approved the Major Development Permit Application for the proposed new transportation facility and C&A commenced to proceed with preparation of a Design/Build (D/B) package for the new facility. C&A has based the fee proposal on the supporting documents approved for the Major Development Permit Application. The new facility will have a ±7,386 sq. ft administrative area, a ±9,289 sq. ft. service/maintenance area, a ±2,087 bus wash facility and a fueling area as approved by the City Commission. The building will be two story and will be required to meet the Florida Building Code (FBC) criteria, including hurricane requirements.

II. BASIS OF SCOPE

- This *amended* task order assumes that the proposed improvements (i.e. bus transit facility) are in compliance with NEPA and has received approval from FTA, FDOT, and Federal Highway Administration (FHWA).

Task Order No. 1 Amendment – Bus Transit Facility

- *The proposed project has met concurrency requirements per City of Key West code.*
- ~~This site is not subject to traffic concurrency.~~
- Existing water main and sanitary sewer utilities of sufficient size, depth, pressure and capacity are available and accessible to the site and will serve as the source for accommodating this Project.
- Off-site force main and on-site lift station improvements will be required as part of this project. Other off-site improvements not depicted on the approved site plan such as roadway improvements, signalization upgrades, and utility adjustments are excluded. ~~If required, additional off-site improvements will be provided as an additional service.~~
- ~~The task order excludes the possibility of any unknown or special site conditions, the use of deep foundations and fuel facilities, if required.~~
- The site's existing solid waste management permit will be closed-out.
- Waste from the temporary transfer station and recyclable materials will be completely removed from the site by the City. *This has been done by the City and is a part of the D/B package*
- Complete demolition *plans* of existing facilities shall be finished by City. *Plans have been developed by the City under a separate task order and have been included in the D/B package*
- All previous environmental, asbestos, soil, and groundwater reports and regulatory enforcement documents *have* been provided by the City.
- Soil samples have been conducted by other consultant.
- Sediment sample has been conducted by other consultant.
- Monitoring wells have been installed or designed by other consultant.
- Historical LFG monitoring will be evaluated by other consultant.

Topographic Survey:

- ~~A boundary survey is not included within survey scope.~~
- ~~A search of public records for ownership or easements that may encumber the property is not included, unless specified otherwise in "SCOPE OF SERVICES".~~
- ~~Review of a title commitment and/or title search is not included, unless specified otherwise in "SCOPE OF SERVICES".~~
- ~~Coordination with attorneys, title companies, consultants and others is not included within survey scope.~~
- ~~Trees, shrubs, hedges and other vegetation will not be located or shown on the survey, unless specified otherwise in "SCOPE OF SERVICES".~~

The following services are not included under basic Scope of Service but can be provided as additional services:

- Land use planning, land use plan amendment or rezoning services;
- Asbestos survey;
- *Topographic and boundary survey;*
- Environmental site assessments or remediation;
- Traffic studies, traffic control devices or signalization design;
- Wetland delineation and mitigation permitting;
- Protected species permitting; and/or
- Services for materials testing during construction.

III. INFORMATION TO BE PROVIDED BY CLIENT

Task Order No. 1 Amendment – Bus Transit Facility

1. Facilitate access to any required facilities such as, existing bus facilities and Stock Island Waste to Energy site;
2. Attendance of key personnel at meetings as requested;
3. A copy of Preliminary Environmental Assessment Report, Preliminary Geotechnical Report, and any other existing reports and or other documents relative to the site; and
4. Electronic copies of existing surveys of the site.

IV. SCOPE OF SERVICES

~~C&A shall provide Architectural and Engineering design services for the preparation of the schematic design, design development, and construction document phases of the project. C&A shall also assist the City during the construction procurement phase and with administration of the contract during construction.~~

C&A shall provide Architectural and Engineering design services for the preparation of Design/Build criteria package for bidding and selection of a Design/Build contractor. The original Task Order was to develop and deliver a set of fully developed Plans and Specifications. This scope was modified to develop a “Design/Build” Document in an effort to offset additional Planning Services required during Task 1: Planning Services. C&A shall also assist the CITY during the procurement phase and with the administration of the Design/Build contract during construction as described under Task 4 and under Task 10.

TASK 1. PLANNING SERVICES

This Task is completed per the original scope of work.

TASK 1A: ADDITIONAL PLANNING SERVICES

Work under this Task includes development of alternative site plans, space allocation studies, building elevations and attendance at additional meetings with the CITY, Commission presentations and tree permit documentation. Activities under this task are outlined in Attachment A and Attachment B. After review by the City during negotiations on 7 March 2012, the CITY and C&A agreed to a cost of \$107,768 dollars for these services.

TASK 2. DESIGN SERVICES

In May 2010, C&A was directed to proceed with a Design Build Program. Work under this task was terminated. As of the date of termination, \$14,996 dollars was expended.

TASK 3. PERMITTING SERVICES

The Consultant shall prepare applications and such documents and design data as may be required to procure approvals from the identified governmental authorities that have jurisdiction over the Project. The CITY will pay all permit fees. It is the intent of this scope of services that the Consultant be the responsible party for formally transmitting and receiving permits to and from the respective jurisdictional authorities. The Consultant shall copy the CITY on all permit related correspondence.

- South Florida Water Management District (SFWMD)

Task Order No. 1 Amendment – Bus Transit Facility

- U.S. Army Corps of Engineers (USACOE):
- *City of Key West Major Development Permit*
- Florida Department of Environmental Protection (FDEP)
- Florida Keys Aqueduct Authority (FKAA)
- Federal Transit Authority (FTA)
- Florida Department of Transportation (FDOT)
- City of Key West
- Monroe County

Deliverables:

- Correspond with noted jurisdictional authorities to establish permitting requirements.
- Revise documents and respond to permitting inquiries as required.

TASK 3A. ADDITIONAL PERMITTING SERVICES

Work under Task 3a included the re-submission of the Categorical Exclusion Permit and Project Coordination on College Road. The breakdown of this work is a part of Attachment A and Attachment B

TASK 4. BIDDING AND AWARD SERVICES

~~The Consultant shall assist the City in bidding and awarding the construction project and in the preparation, negotiation and execution of contracts for the work on the project. Services shall include bid document delivery; attending one (1) pre-bid conference and one (1) bid opening; addenda issuance; bid evaluation; and preparing eight (8) as-bid contract documents.~~

C&A shall assist the CITY in bidding and awarding the construction project and in the preparation, negotiation and execution of contracts for the work on the project. Services shall include RFP document delivery; attending pre-submittal conference and bid opening; addenda issuance; RFP evaluation; and preparing as-bid contract documents.

4.1 Bidding Services

C&A will assist the CITY with the preparation of a Notice to Proposers and will answer questions from proposers, provide written clarifications, and issue addenda, as required, during the advertisement period.

4.2 Pre-Submittal Conference

C&A will attend a Pre-Submittal Conference to meet with prospective proposers and discuss the proposed D/B project. Questions regarding the proposed D/B project will be addressed at the meeting. C&A will provide written answers to technical questions raised by prospective proposers during the meeting via addendum.

4.3 Proposal Evaluation and Recommendation of Award

C&A will coordinate with the CITY during the proposal evaluation process, receive a copy of all Proposal Documents, and perform an evaluation of proposals for the Public Transportation Facility project.

The proposal evaluation will include a review of the proposal package from the proposers and a tabulation of bid prices. The review of the proposals will include an inspection of the package for responsiveness,

completeness, error and omissions, evaluation of the listed experience on similar projects, contacting references, and evaluation of other submitted data.

C&A will assist the CITY with the development of a recommendation of award for City Commission. C&A will attend meeting with CITY staff to discuss the evaluation process and the development a recommendation of award. C&A will evaluate all proposals in accordance with the RFP criteria and provide to the panel their findings. This information may be use by the Evaluation Panel as they deem necessary.

TASK 5. CONSTRUCTION ADMINISTRATION SERVICES

This task is terminated and the services under this Task have been re-scoped under Task 10.

TASK 6. OTHER SERVICES

6.1 Topographic Survey

This Task will be performed by the selected Design/Build contractor. This allowance shall be credited back to the CITY.

6.2 Geotechnical Evaluation

This Task has been previously completed. The geotechnical evaluation conducted will be incorporated into the Design/Build criteria package. This is the only item required under this task and is valued at \$7,640

6.3 Underground Utility Investigation

This Task will be performed by the selected Design/Build contractor. This allowance shall be credited back to the CITY.

6.4 FDEP Reasonable Assurance

This Task will not be required. This allowance shall be credited back to the CITY.

TASK 7. DIRECT COSTS

The following tasks have been partially completed. The remaining budget Task 7: Direct Costs, will remain available for continuation of the services and specific tasks described below. Any unused amounts in this allowance shall be credited back to the CITY at the completion of the project.

7.1 Reproduction Service

The Consultant shall be reimbursed at the usual and customary rate for reproduction of reports, contract documents and miscellaneous items, as may be requested by the CITY.

7.2 Travel

The Consultant shall be reimbursed for travel and subsistence as per Master Service Agreement (MSA).

7.3 Lodging

The consultant shall be reimbursed for lodging expenses as per MSA.

TASK 8. OTHER PROFESSIONAL SERVICES

8.1 Development of plan to remove any metal contaminants at the pond

This Task will not be required. This allowance shall be credited back to the CITY.

8.2 Additional A&E services for optional concrete administration facility

This Task will not be required. This allowance shall be credited back to the CITY.

TASK 9. PREPARATION OF REQUEST FOR PROPOSALS FOR PUBLIC TRANSPORTATION FACILITY DESIGN/BUILD CONTRACTOR

The CITY has requested that C&A provide engineering assistance with the preparation of a Request for Proposals (RFP) for selection of a Design/Build (D/B) Firm for the Public Transportation Facility. This Task describes C&A's Scope of Services for these services. Specific activities to be performed under this Task include: After review of C&A's proposal (see Attachment A and Attachment B), the City negotiated an actual cost of \$113,139 dollars for this work.

9.1 Kick-off Meeting with the CITY and Confirmation of Design Concepts

C&A will schedule and conduct a kick-off meeting with CITY staff to identify and discuss the following:

- Confirm project scope of work, schedule and budget*
- Confirm roles and responsibilities for C&A and CITY staff on project team*
- Determine basis of selection (price, qualifications, or price and qualifications)*
- Discuss and develop format for RFP and preliminary bid breakdown*
- Define design and operational concepts for the Public Transportation Facility including facility layout, site plan, and functional and operating procedures*

C&A team representatives will attend meeting in Key West. Following the meeting, C&A will issue a written meeting summary documenting the discussions and decisions made during the meeting.

9.2 Preparation of a Performance Based Procurement Document

C&A will prepare an RFP for the final design and construction of the Public Transportation Facility. The RFP will include drawings, technical specifications for the equipment and other operational systems, and front-end contract documents and proposal forms.

9.2.1 RFP Documents

The RFP Documents will consist of procurement documents from other projects performed by C&A modified to address the specific requirements of this procurement process. C&A will review the standard general and supplemental conditions for design /build projects, as well as the Division 1 Specifications based on Construction Specifications Institute (CSI) format. The general conditions and Division 1 specifications will be modified, as necessary.

The RFP document will contain the proposal and contractual documents related to the project. Specific sections will contain the following information:

1. *Bidding Requirements, including Request for Proposal, Instruction to Proposers, Proposal Form, Bid Bond Form, Proposal Checklist, Evaluation Criteria, Proposers Qualifications, and FTA Governing Documents.*
2. *Contract Forms, including Agreement Form and Performance and Payment Bond.*
3. *Conditions of the Contract.*

9.2.2 Design Criteria Package

The Design Criteria Package will consist of two major sections, the design/build specifications and the conceptual level drawings.

The specifications will include performance-based criteria for the design and construction of the Public Transportation Facility. The document will consist of the following sections:

1. *Section 1 – Project Description*
2. *Section 2 – Contracts*
3. *Section 3 – Scope of Services*
4. *Section 4 – Technical Requirements*
5. *Section 5 – Specific Design Criteria*

C&A will adjust the conceptual construction plans for the Public Transportation Facility based on the results of above tasks. The conceptual construction plans will be equivalent to 30% completion level construction plans and will consist of the following:

- *Existing conditions*
- *Proposed site plan*
- *Proposed stormwater management plan*
- *Proposed utility plan*
- *Proposed landscaping plan*
- *Conceptual elevations and floor plans*

9.2.3 Preparation of an Opinion of Probable Construction Cost

C&A will prepare an opinion of probable construction cost for the Public Transportation Facility based on the draft RFP. The opinion will be a Budget Level Cost Estimate as defined by the American Association of Cost Engineers (AACE), and will be summarized in the same format as the Bid Form.

C&A will attend meeting with the CITY to receive comments regarding the opinion of probable construction cost. Review comments received during the meeting will be incorporated into the opinion as appropriate.

9.2.4 Preparation of RFP for the Procurement Process, Meeting and Document Production

C&A will submit a draft design criteria and conceptual plans for the facility along with a budgetary cost estimate to the CITY for review and comments. C&A will attend one (1) meeting during preparation of the RFP to discuss the documents and receive directions from the CITY. Review comments received

during the meeting will be incorporated into the revised RFP as appropriate. Once the CITY has approved the RFP, C&A will distribute the RFP to CITY staff, plan rooms and prospective bidders.

TASK 10. SERVICES DURING DESIGN AND CONSTRUCTION FOR THE PUBLIC TRANSPORTATION FACILITY DESIGN/BUILD CONTRACT

C&A will perform the following work for a negotiated cost of \$297,519 dollars as broken down in Attachment A and Attachment B

10.1 Project Coordination and Technical Assistance

C&A will act as the CITY's representative providing engineering review, engineering interpretation, and administrative services required for the project during the design/build period. Under this task, C&A will:

- Review the Project Management Plan (PMP) and Quality Control/Quality Assurance Plan prepared by the D/B Firm and provide comments to the CITY.*
- Coordinate communications with the D/B Firm and the CITY. C&A will assist the CITY with the administration of the D/B contract including the preparation of correspondence and issuing instructions to the D/B Firm.*
- Prepare and submit monthly progress reports to the CITY describing the status of the D/B project. The report will address work completed during the previous month, work planned to be accomplished during the coming month, issues requiring CITY's attention, and other project related information. The progress reports will include a review of the D/B Firms updated construction schedule showing the status of individual components of the construction project, and indicating whether the D/B Firm is on time and the project is proceeding as planned.*
- Maintenance of document control files with correspondences, reports, progress reports, etc., pertaining to the D/B contract.*

C&A will prepare for and attend project initiation meeting with the D/B Firm, their subcontractors and CITY representatives to coordinate critical stages or milestones of the project.

C&A will provide clarifications and response to Requests for Information (RFIs) from the D/B Firm. This may include general information to the D/B Firm to resolve unforeseen conditions encountered during design and construction, and clarifications and interpretations of the Contract Documents.

10.2 Design Review Services

C&A will conduct Design Reviews at the 60% and 90% level. C&A will review draft design documents to confirm that the project is proceeding in accordance with the Contract Documents. Contract Documents as referenced herein refer to the conformed and executed RFP and associated legal documents. Comments will be provided in the form of a Design Review Checklist. C&A's Project Manager will attend meetings at the 60% level and 90% level.

Deliverables:

- Provide review comments.*
- Attend design review meetings.*

10.3 Construction Management Services

C&A will attend pre-construction conference for the Public Transportation Facility. C&A will review and comment on the agenda prior to the conference. C&A will review the meeting minutes prepared by the D/B Firm and provide comments to the CITY and the D/B Firm. C&A will review the D/B Firm's

preliminary submittal log and will note any corrections or modifications necessary and return to the D/B Firm for finalization

C&A will attend progress meetings, with the D/B Firm and CITY representatives at a designated location in the City of Key West or at the project site.

C&A will review submittals including shop drawings and/or O&M manuals that are submitted by the D/B Firm (following review and acceptance from the designer). C&A will distribute shop drawings to the CITY.

C&A will receive, log and review all requests for project cost and/or schedule changes from the Contractor(s). Such requests may be the result of unforeseen conditions, interferences identified by the Contractor(s) during the routine progress of work, inadvertent omissions (betterment) issues in the contract documents, permitting requirements that arise after the contract award, and/or additional improvements requested by the CITY. Regardless of the source, C&A will evaluate the general merit of the request, as well as perform a cursory review of the potential impact of the change in terms of project cost and schedule. C&A will also forward the request to the CIT for their review. It is understood that no legal claims assistance or support services are inferred by the work effort noted under this Task.

In this effort, C&A level of effort shall be based upon a period of up to twelve (12) months of construction management support. Should this level of effort be exceeded or decreased, an equitable adjustment shall be made accordingly.

Deliverables:

- Review submittals including shop drawings and O&M manuals.*
- Perform independent review of request for cost increase and/or time extension.*
- Coordinate and participate in meetings, as required, with the CITY and Contractor to resolve and/or negotiate the equitable resolution of request. Provide written opinion and / or recommendation upon request.*
- Transmit copies of reviewed shop drawings and O&M manuals to the CITY.*

10.4 Resident Project Representative Services:

C&A shall provide qualified, resident project representative to provide an adequate quantity and quality of observation as required to reasonably verify that critical elements of the construction project are being complied with, and that the general intent of the contract documents is being met. In this effort, C&A level of effort shall be based upon a period of up to twelve (12) months of field representation and office construction administration support. Should this level of effort be exceeded or decreased, an equitable adjustment shall be made accordingly.

C&A field staff shall be on-site at times when the Contractor is on the job, as practicable.

In general, the C&A's resident project representative shall observe the construction of the work and;

- (a) Conduct on-site observations of the work in progress to assist in determining if the provisions of the Contract Documents and permit conditions are being fulfilled and to reasonably protect the CITY against defects and deficiencies in the work of the Contractor. C&A shall report, to the CITY in writing, whenever it is believed that work is unsatisfactory, faulty or defective and / or does not conform to the contract documents, does not meet the requirements of inspections, tests, or has been damaged prior to final payment. CITY would issue any non-compliance correspondence.*

- (b) Maintain a daily log of work performed. The daily notes shall include records of when the Contractor is on the job-site, weather conditions, changed conditions, list of job site visitors, Quality Control tests and inspections, daily drilling and testing activities, observations in general, and specific observations in more detail as in the case of observing test procedures. Record, in writing, the outcome of these inspections.*
- (c) Verify that tests, equipment and systems start-up are conducted in the presence of appropriate personnel and that the Contractor maintains adequate records thereof; and observe, record, and report appropriate details relative to the test procedures and start-up.*
- (d) Provide a photographic record of the construction, beginning with pre-construction documentation and completing with post-construction photographs. Photographs shall be digital snapshot type taken to define the progress of the project.*
- (e) Review materials and workmanship of the projects and report to CITY any deviations from the Contract Documents that may come to C&A's attention. Determine the acceptability of the work and materials and make recommendation to CITY to reject items not meeting the requirements of the contract documents. CITY would issue any non-compliance correspondence.*
- (f) Check Contractors' material certifications and samples, verifying that delivered materials match approved shop drawings.*
- (g) Document the sampling and testing of materials to be performed by independent testing laboratories. This task includes the receipt, review and processing of invoices from the independent testing laboratories.*
- (h) C&A shall review schedule of values against actual work completed in the field. In this effort C&A shall advise the CITY of quantities being approved for concurrence.*
- (i) Monitor that record drawing mark-ups are properly maintained by the Contractor, including progressive record drawings.*
- (j) Resident project representative shall coordinate with its office staff as necessary to resolve / address Requests for Information / Contract Document Clarifications / Field Orders, Change Orders other and such project related correspondence as may be forwarded by the Contractor.*

Deliverables:

- Provide resident project representation on the project.*
- Prepare Daily Construction Observation Forms and distribute to the CITY.*
- Review and recommend payment for monthly contractor pay requests.*
- Provide photographic records.*
- Prepare responses up to RFI's and prepare Field Orders.*

10.5 Project Closeout:

Upon receiving notice from the Contractor(s) advising C&A that the project is substantially complete, C&A, in conjunction with appropriate CITY staff shall schedule and conduct an overview of the project. The overview shall include C&A's development of a "punch list" of items needing completion or correction prior to consideration of final acceptance. The list shall be forwarded to the Contractor. For the purposes of this provision, substantial completion shall be deemed to be the stage in construction of the project where the project can be utilized for the purposes for which it was intended, and where

minor items not be fully completed, but all items that affect the operational integrity and function of the project are capable of continuous use. Substantial Completion criteria shall be as specified by the contract documents, and shall also address the startup of warranties accordingly.

Upon notification from Contractor(s) that all remaining “punch list” items have been resolved, C&A, in conjunction with appropriate CITY staff, shall perform a final review of the finished project. Based on successful completion of all outstanding work items by the Contractor, C&A shall assist CITY in closing out the construction contract. This shall include, but not limited to, providing recommendations concerning acceptance of the project and preparing / collecting necessary documentation, including but not limited to, lien waivers, Contractor's final affidavit, close-out change orders, consent of surety to final payment, and processing of the final payment application.

Deliverables:

- Receive Contractor substantial completion notification.*
- Coordinate and attend field meetings to review Substantial Completion.*
- Prepare and verify that punch lists are completed.*
- Certify project completion to appropriate agencies.*

V. DELIVERABLES AND COMPLETION

Deliverables are described in the Scope of Services.

VI. FEE

The fee summary for this Task Order Amendment 01 is shown on Attachment A and Attachment B.

~~The fee summary for this work order is shown on attachment A.~~

ATTACHMENT A

PUBLIC TRANSPORTATION FACILITIES AT STOCK ISLAND

FEE SUMMARY

TASK NUMBER	DESCRIPTION	Original Task Order Value	AMENDMENT 01 Negotiated Value
1	PLANNING SERVICES	\$201,465	\$201,465
1a	ADDITIONAL PLANNING SERVICES (70% of \$153,954)	\$0	\$107,768
2	DESIGN SERVICES	\$222,994	\$14,996
3	PERMITTING SERVICES	\$51,834	\$51,834
3a	ADDITIONAL PERMITTING SERVICES	\$0	\$10,454
4 ⁽¹⁾	BIDDING AND AWARD SERVICES ⁽¹⁾	\$38,744	\$38,744
5	CONSTRUCTION ADMINISTRATION SERVICES	\$360,895	\$0
6	OTHER SERVICES	\$34,500	\$7,640
7	DIRECT COSTS	\$56,000	\$56,000
8	OTHER PROFESSIONAL SERVICES	\$2,000	\$0
9 ⁽¹⁾	PREPARATION OF RFPs FOR PUBLIC TRANSPORTATION FACILITY DESIGN/BUILD CONTRACTOR (80% of \$141,424)	NC	\$113,139
10 ^(1 2)	SERVICES DURING DESIGN AND CONSTRUCTION FOR THE PUBLIC TRANSPORTATION FACILITY DESIGN/BUILD CONTRACT ^(1 2)	NC	\$297,533
		\$968,432	\$899,573

¹ Lump Sum Fee

² City reserves the right to award the Construction Management Services/Senior Inspector and delete from this Task the amount of 1424*\$123.33 = \$175,622 dollars

CITY OF KEY WEST
PUBLIC TRANSPORTATION FACILITY PROJECT
Attachment B

TASK NO.	TASK DESCRIPTION	DATE	PROJECT DIRECTOR	PROJECT MANAGER	MEP ENGINEERS	ARCHITECT	SR. ENGINEER	PROJECT ENGINEER	ENGINEER INTERN	CADD DESIGNER	DRAFTPERSON	CLERICAL	SENIOR INSPECTOR	INSPECTOR	TOTAL HOURS	TOTAL COST
1	PLANNING SERVICES															
	TOTAL PLANNING PHASE															\$201,465
1A	PLANNING SERVICES (FY '06)															
	DEVELOPED (2) ALTERNATE SITE PLANS, BLDG & COST ESTIMATES	Nov-06		26		24	32	24		41					147	\$16,797
	ZONING ANALYSIS	Jan-07		8		16	12								36	\$4,902
	SITE APPRAISAL COORDINATION	Apr-07		7			6								13	\$1,884
	PLANNING REQUESTED COST ANALYSIS MEMO	Aug-07		2			3	2							7	\$902
	FUEL ASST PERFORMANCE CRITERIA	Mar-08		2			5								7	\$981
	BIOFUEL GRANT ANALYSIS	Apr-08		1			3								4	\$558
	CONCURRENCY REPORT	Jun-08		9			37	29							75	\$9,123
	ADDITIONAL MEETINGS WITH CITY			24		16	24								64	\$8,977
	TREE COMMISSION - FIELD MEETING	Jul-08					8								8	\$1,078
	TREE COMMISSION MEETING	Aug-08		20			16								36	\$5,229
	PROJECT REVIEW COORDINATION	Jun-08		8			8								16	\$2,307
	DRC MEETING	Jun-08		8			6								14	\$2,038
	COMMISSION PRESENTATION	Jun-09		8		16	8								32	\$4,363
	PROJECT COORDINATION MEETING PRESENTATION	Sep-10		8		4	8								20	\$2,821
	SCALE BACK BUILDING	Feb-09		8		32	18	24		45					127	\$13,478
	REVIEW FOR ARRA FUNDING OPPORTUNITIES	Mar-09		4			6								10	\$1,423
	PREPARE COST ESTIMATE AND MEMO FOR (3) -OPTIONS	Mar-09		12		32	42	24		32					142	\$19,835
	LEED CERT. SITE CHANGES	Apr-09		4			12			16					32	\$3,452
	COMMISSION PRESENTATION NO.1 - PRESENTATION DOCUMENTS	May-09		24		32	32	24							112	\$14,391
	SPACE PROGRAM REDO	Dec-09		26		83	32	20		42					203	\$24,074
	TPR COORDINATION	Feb-10		2			6								8	\$1,116
	SPACE PROGRAM COMPARISON SUMMARY	Mar-10		3			5	6							14	\$1,705
	DRC MEETING REDO	Mar-10		12		6	33								51	\$7,061
	COMMISSION MEETING REDO	Apr-10		4		12	16								32	\$4,313
	TREE PERMIT RE-APPROVAL	May-10					4			8					12	\$1,149
	TOTAL PLANNING PHASE		0	230		273	382	153	0	184	0	0	0	0	1,222	\$153,954
2	DESIGN SERVICES															
2.1	DESIGN DEVELOPMENT															
	LA PLANS	Aug-08		2		8				32					42	\$3,889
	CIVIL SITE PLANS			8			16			39	24				87	\$8,308
	CIVIL REGRADING	Aug-10				1		8		24					33	\$2,800
	TOTAL DESIGN PHASE		0	10		9	16	8	0	95	24	0	0	0	162	\$14,996
3	PERMITTING SERVICES															
	TOTAL PERMITTING PHASE															\$51,834
3a	ADDITIONAL PLANNING SERVICES															
	CATEGORICAL EXCLUSION INVOLVEMENT	7/15/10 THRU 8/30/10		14			28	32							74	\$9,233
	PROJECT COORDINATION - COLLEGE ROAD PROJECT			2			4			4					10	\$1,221
	Total Additional Planning Services		0	16		0	32	32	0	4	0	0	0	0	84	\$10,454
4	BIDDING AND AWARD SERVICES															
4.1	BID DOCUMENT DELIVERY		8		8	8	8								32	\$3,591
4.2	PRE-BID CONFERENCE AND RFP PACKAGE REVIEW		10	16	10	10	8								54	\$6,490
4.3	ADDENDA ISSUANCE		24	24			34					5			87	\$12,478
4.4	BID EVALUATION		16	8	8	8	28								68	\$8,898
4.5	CONTRACT AWARD		8					18							26	\$3,118
4.6	AS-BID CONTRACT DOCUMENTS		8					24				8			40	\$4,163
	TOTAL BIDDING PHASE	0	74	48	26	26	78	42	0	0	0	13	0	0	307	\$38,743
6	OTHER SERVICES															
	TOTAL DIRECT COSTS															\$7,640
7	DIRECT COSTS															
	TOTAL DIRECT COSTS															\$56,000
8	OTHER PROFESSIONAL SERVICES															
	TOTAL OTHER PROFESSIONAL SERVICES															\$2,000
9	PREPARATION OF DB PACKAGE															
9.1	DESIGN BUILD CRITERIA PREPARATION															
	PLANS PREPARATION		16	65			50			80	120				331	\$34,578
	60% SUBMITTAL		24	85	140	140	120	65		24		17			615	\$82,659
	90% SUBMITTAL		12	65	60	60	80	60		16		24			377	\$39,925
	100% SUBMITTAL		6	4			16					8			34	\$4,278
	TOTAL DB PACKAGE PHASE	0	58	219	252	200	266	125	0	120	120	49	0	0	1357	\$141,425
10	CONSTRUCTION ADM. SERVICES															
10.1	PROJECT COORDINATION AND TECHNICAL ASSISTANCE		24	32	80	80	60	50				26	80		432	\$44,833
10.2	DESIGN REVIEW SERVICES		34	44	96	96	34	55				25			384	\$37,336
10.3	CONSTRUCTION MANAGEMENT SERVICES		144	24	38	38	84	40				24	1,344		1,736	\$215,364
	TOTAL CONSTRUCTION PHASE	0	202	100	214	214	178	145	0	0	0	75	1,424	0	2,552	\$297,533
	Hourly Rates (FY 2006)		\$173.13	\$153.63	\$134.75	\$128.50	\$134.75	\$95.00	\$51.13	\$76.25	\$71.13	\$51.88	\$116.25	\$96.75		
	Hourly Rates (FY 2007)		\$178.32	\$158.23	\$138.79	\$132.36	\$138.79	\$97.85	\$52.66	\$78.54	\$73.26	\$53.43	\$119.74	\$99.65		
	Hourly Rates (FY 2008)		\$183.67	\$162.98	\$142.96	\$136.33	\$142.96	\$100.79	\$54.24	\$80.89	\$75.46	\$55.03	\$123.33	\$102.64		
	Hourly Rates (FY 2009)		\$189.18	\$167.87	\$147.24	\$140.42	\$147.24	\$103.81	\$55.87	\$83.32	\$77.72	\$56.69	\$127.03	\$105.72		
	Average hourly rate		181.08	160.68	140.94	134.40	140.94	99.36	53.47	79.75	74.39	54.26	121.59	101.19		