



December 3, 2020

Kelly M. Crowe, P.E., City Engineer
City of Key West
City Hall
1300 White Street
Key West FL 33040

Re: 435497-2-58-01 Southard Street Milling & Resurfacing Project – Review of LAP Procurement Documents

EAC Project No. 17078.HW01-100

Dear Mr. Crowe:

Pursuant to your request, **EAC Consulting, Inc.** respectfully submits this supplemental professional services fee proposal for the review, revision, and coordination of the City's procurement package for the subject project to ensure it is in conformance with LAP requirements.

Scope of Work

Our scope of work comprises of tasks as follows:

1. Review the latest LAP requirements.
2. Populate Parts 3, 4, and 5 of the City's blank/incomplete procurement package (the LAP Agreement).
3. Submit draft version of Parts 3, 4, and 5 to the City for review on or before December 17, 2020 (draft).
4. Incorporate the City's comments (if any) and submit the package to the FDOT for review on or before December 21, 2020 (initial version).
5. Respond to 1 round of comments by FDOT reviewers and coordinate with reviewers and LAP officers as may be required.
6. Incorporate the FDOT's comments and submit final package (final version).

Compensation

Our **cost-plus** services fee proposal covers the above described effort to perform the requisite work as well as including additional funding to cover minor scope creep. Employee timesheets will be made available for the City's review and verification upon request.

Total cost-plus fee: \$20,172.10

Exclusions

1. Review, revision, and/or coordination of Parts 1 and 2 of the City's procurement package.
2. Review of the project's plans or other construction documents.
3. Impacts to the review, revision, and/or coordination as relating to historically and/or culturally significant/protected resources.

Schedule

We estimate completion of the first draft on or before December 17, 2020 and submittal of the initial version to the FDOT on or before December 21, 2020. Assuming a 30-day review period by FDOT, the final version will be completed within two weeks after all comments have been received. If the need for extension of completion of time becomes necessary, we will notify the City.

Notice to Proceed (NTP)

The following information will be required for us complete our services:

Signed approval of this supplement proposal or written authorization to proceed with services.

This proposal is based on our understanding of the services to perform on these tasks. Accordingly, we reserve the right to modify this proposal due to any changes in scope.

If the above fee proposal and the terms above are acceptable to you, please provide us with a work authorization.

Sincerely,



Harold Desdunes, PE
Senior Vice President

THESE CONDITIONS ARE ACCEPTABLE AND I HEREBY AUTHORIZE YOU TO PROCEED.



Mr. Gregory W. Veliz
City Manager
City of Key West

12/4/20
Date

Project Activity 3: General Tasks

Estimator:

1st Street/Banaha Street Roadway Improvements (Adheral Work for LA Cut-outs)
441869-1-54-01

	Print Name
	Signature / Date
<p>Representing</p> <p>FDOT District</p> <p>Consultant Name</p>	

NOTE: Signature Block is optional, per District preference

Task No.	Task	Units	No of Units	Hour/ Unit	Total Hours	Comments
3.1	Public Involvement					
3.1.1	Community Awareness Plan	LS	1	0	0	
3.1.2	Notifications	LS	1	0	0	
3.1.3	Preclearing Meeting Lists	LS	1	0	0	
3.1.4	Median Modification Letters	LS	1	0	0	
3.1.5	Driveway Modification Letters	LS	1	0	0	
3.1.6	Newsletters	LS	1	0	0	
3.1.7	Renderings and Fly Throughs	LS	1	0	0	
3.1.8	PowerPoint Presentation	LS	1	0	0	
3.1.9	Public Meeting Preparations	LS	1	0	0	
3.1.10	Public Meeting Attendance/Followup	LS	1	0	0	
3.1.11	Other Agency Meetings	LS	1	0	0	
3.1.12	Web Site	LS	1	0	0	
3.1 Public Involvement Subtotal					0	
3.2	Joint Project Agreements	EA	0	0	0	
3.3	Specifications Package Preparation	LS	1	0	0	
3.4	Contract Maintenance and Project Documentation	LS	1	0	0	
3.5	Value Engineering (Multi-Discipline Team) Review	LS	1	0	0	
3.6	Prime Consultant Project Manager Meetings	LS	1	0	0	See listing below
3.7	Plans Update	LS	1	0	0	

Project Activity 3: General Tasks

Task No.	Task	Units	No of Units	Hours/ Unit	Total Hours	Comments
3.8	Post Design Services	LS	1	0	0	
3.9	Digital Delivery	LS	1	0	0	
3.10	Risk Assessment Workshop	LS	1	0	0	
3.11	Railroad, Transit, and/or Airport Coordination	LS	1	0	0	
3.11.1	Aeronautical Evaluation	LS	1	0	0	
3.12	Landscape and Existing Vegetation Coordination	LS	1	0	0	
3.13	Other Project General Tasks	LS	1	104	104	60 hours for final draft due, 24 hours for comment responses and revisions
3. Project Common and Project General Tasks Total					104	

3.5 - List of Project Manager Meetings	Units	No of Units	Hours/ Unit	Total Hours	Comments
Roadway Analysis	EA	0	0	0	
Drainage	EA	0	0	0	
Utilities	EA	0	0	0	
Environmental	EA	0	0	0	
Structures	EA	0	0	0	
Righting & Pavement Marking	EA	0	0	0	
Signalization	EA	0	0	0	
Lighting	EA	0	0	0	
Landscape Architecture	EA	0	0	0	
Survey	EA	0	0	0	
Photogrammetry	EA	0	0	0	
ROW & Mapping	EA	0	0	0	
Terristrial Mobile LIDAR	EA	0	0	0	
Architecture	EA	0	0	0	
Noise Barriers	EA	0	0	0	
ITS Analysis	EA	0	0	0	
Geotechnical	EA	0	0	0	
Progress Meetings	EA	0	0	0	
Phase Reviews	EA	0	0	0	
Field Reviews	EA	0	0	0	
Total Project Manager Meetings		0		0	Total PM Meeting Hours carries to Task 3.6 above