
PROPOSAL FOR PROFESSIONAL SERVICES

Task Order 11-007
Engineering Design and Technical Services
Truman Annex Road

Prepared for
City of Key West

April 8, 2011



1010 Kennedy Drive, Suite 400
Key West, Florida 33040
305-293-9440

BACKGROUND AND OBJECTIVES

This project provides for improved road ingress/egress to be utilized by Naval Air Station Key West through property conveyed to the City of Key West as part of 1995 BRAC. In addition, the new roadway will be used by the public to access the Truman Waterfront and Fort Zachary Taylor State Park. The City will require an extensive roadway system across the City's Truman Waterfront to support the vast increase in traffic anticipated for the site. The City of Key West has estimated 1,350 linear feet of new internal Truman Waterfront new roadway and roadway improvements will be needed.

In September 1995, the Department of the Navy, pursuant to the 1995 BRAC action, declared approximately 50-acres of land (eventually reduced to 33-acres), commonly referred to as the "Truman Waterfront", as excess property. The City of Key West acquired the 33-acres on November 22, 2002 through an Economic Development Conveyance. Approximately 16 acres commonly referred to as the "Mole Pier Property" were retained by the Navy.

The Truman Waterfront is bordered by NAS KW property on both the west and south sides. NAS KW utilizes the Truman Waterfront extensively for ingress and egress to these properties on the south side of the Truman waterfront and exclusively for ingress and egress to the Mole Pier property. The Mole Pier property is the Navy's only deepwater port docking facility in Key West. Additionally, the City is continuing to work with the Navy in allowing the use of the City owned East Quay seawall for the docking of Navy and Allied Nation ships.

This task order includes the following components pertaining to the proposed roadway construction and improvements within the Truman Waterfront:

- Project management,
- Civil Engineering Services,
- Paving, Grading, and Drainage Design,
- Street Lighting Design,
- Final construction plans and specifications,
- Bid phase services,
- Construction phase services.

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 and from the City.
- 1.2 Perform project area inspection to confirm existing physical conditions pertaining to current stormwater drainage elements, patterns and characteristics.

TASK 2 – PRELIMINARY DESIGN

- 2.1 Coordinate with the City to determine the staff's vision and goals of the project.
- 2.2 Prepare Preliminary Design documents consisting of final design criteria, preliminary drawings, outline specifications and written descriptions of the Project.
- 2.3 These drawings shall consist of a cover sheet, overall site plan/key map, plan and profile sheets, and details. These drawings will be of presentation quality intended to reflect the final product.
- 2.4 Prepare a preliminary estimate of construction costs based on current area, volume or other unit costs, which shall be updated throughout the design development phase.
- 2.5 Make available all design calculations and associated data.
- 2.6 Furnish five (5) copies of the Preliminary Design documents and present and review them with the City.
- 2.7 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 3 – FINAL DESIGN

- 3.1 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.
- 3.2 Prepare a detailed opinion of probable cost which shall be reviewed by the City prior to going out for bids.
- 3.3 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.
- 3.4 Make available all design calculations and associated Data.
- 3.5 Furnish five (5) copies of the 95% Complete Design documents and present and review them with the City for final comments and revisions.
- 3.6 Provide 100% complete contract documents for bidding purposes (hardcopies and electronic format).

TASK 4 – BID PHASE SERVICES

- 4.1 We shall assist the CLIENT in obtaining bids or negotiated proposals, assist in awarding and preparing contracts for construction, attend pre-bid conferences, and prepare addenda.
- 4.2 We shall issue addenda as appropriate to interpret, clarify or expand the Bidding Documents.
- 4.3 We shall consult with and advise the CLIENT as to the acceptability of subcontractors, suppliers and other persons and organizations proposed by the prime contractor(s) (herein called CONTRACTOR(S)) for those portions of the work as to which such acceptability is required by the Bidding Documents.

TASK 5 – CONSTRUCTION PHASE SERVICES

- 5.1 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.
- 5.2 Limited Construction Observation – We shall provide limited construction observation services as shown below:
 - We shall provide project representation by staff to inspect water, sanitary sewer, and storm sewer in order to provide construction observation to determine, in general, if it is proceeding in accordance with the contract documents and permit conditions. Project representation in the field shall be as required in order to complete agency certifications.
 - 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 and permit conditions.
 - Our representatives will attend the appropriate utility system tests (water main pressure test), as required to make engineering certifications to appropriate governmental agencies.
- 5.3 Record Drawings – We shall prepare record drawings based on “as-built” drawings to be provided to the engineer by the contractor. The “as-built” drawings must be signed and sealed by a Professional Land Surveyor registered in the State of Florida. The contractor shall also provide the ACAD files of the survey for our use in development of the record drawings. The record drawings prepared by us shall be submitted to the Client and to the applicable municipal/regulatory agencies.

- 5.4 Final Certifications - If, after the final construction observation visit, it is determined that the project has been completed in substantial accordance with the contract documents and permit conditions, we shall provide final certifications to FDEP and all other applicable governmental agencies for acceptance of the site work.

DELIVERABLES

1. Minutes of PE&D team and City meetings to all participants and designees
2. Task 2 Preliminary Design / Const. Drawings & Specifications (5 copies)
3. Task 3 Final Design / Const. Drawings & Specifications (5 copies)
4. Final Construction Bid documents (5 copies)

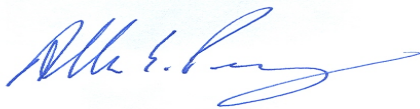
ASSUMPTIONS

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, and storm sewer system maps.
2. City will bring to attention in a timely matter other consultants under contract having information pertinent to PE&D scope of work and complete its review of draft/progress deliverables in a timely manner.

COMPENSATION

The proposed total lump sum fee compensation for this scope of work is **\$62,700**. A summary of compensation per task is shown below.

Task 1 – Site Evaluation and Data Collection	\$ 3,780
Task 2 – Preliminary Design	\$13,420
Task 3 – Final Design and Permitting	\$22,580
Task 4 – Bid Phase Services	\$ 3,620
Task 5 – Construction Phase Services	<u>\$19,300</u>
Total	\$62,700



Allen E. Perez, P.E.
President

Date

Jim Scholl
City Manager

Date

EXHIBIT No. 1



Truman Annex Road

Summary of Billable Costs								
Sub-Task Description	Principal	Senior Engineer	Design Engineer	Senior CADD Designer	Clerical	Const. Manager	TOTAL HOURS	TOTAL BILLABLE COSTS
Hourly Rate	150.00	110.00	80.00	70.00	35.00	75.00		
A. Site Evaluation and Data Collection	8	4	16	8	0	4	40	\$3,780.00
B. Preliminary Design	20	30	40	48	16	0	154	\$13,420.00
C. Final Design	24	44	84	102	8	0	262	\$22,580.00
D. Bid Phase Services	4	4	12	4	4	16	44	\$3,620.00
E. Construction Phase Services	8	24	0	24	8	180	244	\$19,300.00
SUBTOTAL LABOR	64	106	152	186	36	200	744	
TOTAL BILLABLE COSTS	\$9,600.00	\$11,660.00	\$12,160.00	\$13,020.00	\$1,260.00	\$15,000.00	\$62,700.00	\$62,700.00