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August 9, 2018

Mr. James K. Scholl
City Manager
City of Key West
1300 White Street
Key West, FL 33040

RE: Quay Road Corridor Traffic Analysis
CGA Proposal No. 18-1392

Dear Mr. Scholl,

Calvin, Giordano & Associates, Inc. is pleased to submit this task order proposal for Professional Services on the above-referenced project located in Monroe County. This Task Order, when executed, shall be incorporated in and become an integral part of the Agreement for professional services between the City of Key West (CITY), Florida and Calvin, Giordano & Associates, Inc. (CONSULTANT), the Continuing Contract, hereafter referred to as the Agreement. Calvin, Giordano & Associates, Inc. (CGA) will provide professional traffic engineering services related to the Key West Quay Road Corridor Traffic Analysis near Fort Zachary Taylor State Park. The specific traffic engineering services offered herein are outlined below.

I. Professional Engineering Services

A. Traffic Engineering

1. Traffic Volume Data Collection- CGA traffic engineers will collect 4 hour manual turning movement counts during one weekend day (Saturday or Sunday) between 10:00 a.m. and 2:00 p.m. at the following two intersections:
 - Quay Road and Fort Zachary State Park Entrance Roundabout
 - The traffic data collection will delineate the number of trips observed to Fort Zachary State Park entrance and the United States Navy entry control point location.
 - Quay Road Boat Ramp intersection

2. Vehicle Queue/Delay Data Collection- CGA traffic engineers will collect 12 hour vehicle queuing/delay data (7:00 a.m. to 7:00 p.m.) at the Fort Zachary State Park entrance on Quay Road during one weekend day (Saturday or Sunday).
3. Existing Conditions Analysis- CGA traffic engineers will evaluate the existing traffic operational conditions at the one roundabout location and one stop controlled intersection location along Quay Road using Synchro 10 modeling software. The existing conditions analysis will be based on the peak traffic conditions per the traffic data collected on a weekend day. CGA traffic engineers will evaluate the peak vehicle queue stacking at the Fort Zachary State Park entrance and its impact to the Navy Outer Mole Entry Control Point at the Quay Road Roundabout.
4. Future Conditions Analysis- CGA traffic engineers will evaluate the future traffic operational conditions at the one roundabout location and one stop controlled intersection location along Quay Road based on the peak traffic conditions per the traffic data collected on a weekend day using Synchro 10 modeling software. CGA traffic engineers will evaluate the peak vehicle queue stacking at the Fort Zachary State Park entrance and its impact to the Navy Outer Mole Entry Control Point at the Quay Road Roundabout based on the relocation of the Park gatehouse to a new location south of the current location.
5. Research and Coordination- CGA traffic engineers will coordinate with the City of Key West, the United States Navy and the Florida Department of Environmental Protection (Division of Recreation and Parks) to gather existing information related to the existing Fort Zachary Taylor State Park entrance. This information includes the following information:
 - Available Fort Zachary Taylor State Park entry vehicle counts for establishment of peak season ingress flow versus offseason ingress flow into the park.
 - Available Navy Outer Mole Entry Control Point entry vehicle counts for establishment of peak season ingress egress flow versus offseason flow into and out of this United States Navy Control Point.
 - Available gatehouse processing rates per vehicle
 - Confirmation of the historical peak entry volumes at the park gatehouse
6. Traffic Study Memorandum- CGA traffic engineers will summarize the traffic volume data collection, vehicle queue/delay data collection, field investigations, staff interviews, existing conditions analysis based on current Fort Zachary Taylor State Park gatehouse and Navy Entry Control Point Location and future conditions analysis based on alternative location of the Fort Zachary Taylor State Park gatehouse location using necessary tables and figures. The traffic study memorandum will summarize average and peak traffic impacts under the current roadway corridor layout and the future corridor layout based on the feasibility of the Park Gatehouse being relocated south of the current location. The traffic study memorandum will provide recommendations (based on field data and observations) for improvements to the gatehouse processing for ingress vehicles.

7. Meeting Attendance- CGA traffic engineers will attend one kickoff meeting with the City of Key West Public Works Department, United States Navy and the Florida Department of Environmental Protection (Division of Recreation and Parks) to discuss traffic study methodology and additional traffic corridor analysis details. CGA traffic engineers will complete two field visits including conducting interviews with City of Key West, United States Navy and the Florida Department of Environmental Protection (Division of Recreation and Parks) representatives to understand impacts and required security and ingress/egress requirements. Estimated travel expenses of \$1,800.00 have been included within the budget for two site visits and one kickoff meeting.
8. Note: The scope of services will be completed within 45 days of the issuance of a Notice to Proceed.
9. Note: Work will be performed in accordance with the Professional Traffic Engineering Services Agreement between the City of Key West and CGA as outlined in the Professional Services Agreement dated 05/29/2018 and per City of Key West Resolution 18-143.
10. Note: This scope of services is based on information depicted on the Exhibit A Google Earth Map provided as part of the 07/25/18 task work order request letter from the City of Key West. The intent of this traffic analysis is to provide the data necessary to support concept development. The concept development should consider if the realignment of the road will be sufficient to separate United States Navy traffic from the Fort Zachary Taylor State Park traffic. This scope of services assumes that the Fort Zachary Taylor State Park entrance guardhouse will remain in its current location.
11. Note: This scope of services is based on collecting peak hour manual turning movement counts at the two subject roundabouts via video camera technology. This scope of services will need to be amended if video camera technology is not allowed to be used for this task.

ADDITIONAL FEES

The following services are NOT included in this proposal and will be considered Additional Services, which will be addressed in a separate contractual agreement. The services include but are not limited to:

- Architectural, structural (i.e., retaining walls, bridges, docks), mechanical (i.e., fire pumps), fire protection, geotechnical and testing, environmental assessment, power, gas, telephone, cable television, site lighting services.
- Calculations for needed fire flow for site demands, based on building type use and size, if required.
- Calculations of off-site flood stages.
- Construction quality control inspections.

- Off-site engineering and negotiations for off-site easements, if required (other than as specified in the Scope of Services).
- Permit application or negotiation with permitting authorities other than those specifically listed herein.
- Preparation of construction contract documents, other than drawings and technical specifications (e.g., bid schedule, project manual);
- Professional land surveying not included in the scope of services (i.e., buried utility investigation, easement research, condominium documents, project stake-out and as-built drawings).
- Professional services required due to conditions different from those itemized under the Scope of Services or due to events beyond the control of Calvin, Giordano & Associates, Inc.
- Professional services required, due to changes in the site plan initiated by the CLIENT, their representatives or other consultants (e.g., architects, landscape architects, etc.) after either design or preparation of the construction drawings has commenced.
- Re-review of rejected shop drawings.
- Review and approval of Contractor pay requests.
- Review of Data supplied by the CLIENT (i.e. GIS data sets, databases, aerial images, etc.) required for integration into this project.
- Review of shop drawings for contractor or Client selected alternatives, materials, products, etc.
- Special shop drawing annotation and modification to expedite shop drawing approval process.
- Updated boundary survey, site evaluation or closing assistance work, unless specified above.

REIMBURSABLE EXPENSES

Calvin, Giordano & Associates, Inc. and its consultants will be reimbursed for the printing of drawings and specifications, deliveries, Federal Express services, required travel time and travel expenses, long distance telephone calls, fax transmittals, postage, fees paid for securing approval of authorities having jurisdiction over the project, renderings, models and mock-ups required by CLIENT, as required.

MEETING ATTENDANCE

Due to the difficulties of predicting the number or duration of meetings, no meetings other than those listed above, are included in the Schedule of Fees shown below. Preparation for and meeting attendance, as necessary, will be provided on a time and materials basis and will be billed at the standard hourly rates in accordance with the attached Hourly Rate Schedule.

SCHEDULE OF FEES

Calvin, Giordano & Associates, Inc. will perform the Scope of Services for a lump sum fee as shown in the proposed Schedule of Fees:

PROPOSED SCHEDULE OF FEES		
I	Professional Engineering Services	
A	Professional Traffic Engineering Services	\$29,100.00
	Project Administration	\$1,800.00
	Corridor Planning Studies	\$22,900.00
	Sub-Consultant	\$4,400.00
II	Meetings not included in I thru I	Hourly
TOTAL Lump Sum (Plus Hourly Services)		\$29,100.00

We appreciate the opportunity to submit this proposal. Calvin, Giordano & Associates, Inc. is prepared with the necessary manpower to proceed with the proposed scope of services upon receipt of the executed authorization. Our personnel are committed to completing the project in a timely manner. Please indicate your acceptance of this proposal by signing below and returning one executed copy of the contract to this office. We look forward to working with you in making this project a success.

Sincerely,

CALVIN, GIORDANO & ASSOCIATES, INC.




Chris Giordano
Vice President

Cost of these services are \$29,100.00 plus hourly as noted in fee breakdown.

ACCEPTANCE OF CONTRACT

CALVIN, GIORDANO & ASSOCIATES, INC.

By:  _____ Date: 8/9/18
Name: Chris Giordano
Title: Vice President

By: _____ Date: _____
Name: Mr. James K. Scholl
Title: City Manager