



VILLAGE OF KEY BISCAINE

Office of the Village Manager

Village Council
Mayra P. Lindsay, Mayor
Franklin H. Caplan, Vice Mayor
Luis E. de la Cruz
Theodore Holloway
Michael E. Kelly
Edward London
James S. Taintor

DATE: June 9, 2015
TO: Honorable Mayor and Members of the Village Council
FROM: John C. Gilbert, Village Manager
RE: Dog Park at the North Village Green: Stantec Contract

Village Manager
John C. Gilbert

RECOMMENDATION

It is recommended that the Village Council approve the attached Resolution approving a new amendment to the contract with Stantec (attached as Exhibit "A") to complete the design of the dog park at the Village Green, authorizing the Village Manager to execute the contract amendment for Bid and Construction Services and to advertise for the construction. Funding for the project is in the Capital Improvements Plan (CIP).

On May 23, 2015, the Village Council rejected (3-2) a motion to approve an amendment to the Stantec contract. The Council also requested Stantec to review their fees as shown in the attached revised proposal dated May 29, 2015.

BACKGROUND

The estimated cost of constructing the Dog Park is \$911,374. Separately, below is a comparison of the May 23 and May 29 proposals from Stantec for professional engineering services:

	May 23	May 29
Construction Documents	\$102,094	\$99,054
Permitting Assistance (DERM and VKB Building Permits)	\$ 5,322	\$ 3,514
Bidding Assistance	\$ 4,522	Village will perform
Construction Administration	\$ 37,958	\$23,554
Printing/Reimbursable Allowance	\$ 4,000	Village will perform
TOTAL	\$153,896	\$126,122

The following summarizes the changes from the May 23, 2015 proposal to the May 29, 2015 revised proposal:

1. The Public Works Division will be fully responsible for the bidding process.
2. The Public Works Division and Stantec will share the tasks associated with the Construction Administration process.
3. The permitting assistance was reduced to \$3,500 which covers the cost of obtaining permits from the Regulatory and Economic Resources Department which is the County agency that succeeded DERM.
4. The Printing allowance was removed.

October 28, 2014 The Village Council selected Stantec to provide consultant services for the design of a Multi-Purpose Civic Center Park at 530 Crandon Boulevard and a Dog Park at the North Village Green.

January 13, 2015 The Village Council authorized the Village Manager to execute an Agreement with Stantec for the preparation of Conceptual Site.

March 10, 2015 The Village Council reviewed five (5) site plans for the North Village Green and selected Option "E" in the amount of \$993,803.

April 14, 2015 Village Council modified the Dog Park to provide a ten (10) foot buffer from the adjacent multi-family building located at 325 Fernwood Road.

May 12, 2015 The Village Council approved the Final Site Plan for the Dog Park including the artificial grass component.

May 23, 2015 The Village Council rejected (3-2) a motion to approve an amendment to the Stantec contract. The Council requested Stantec to review their fees.

Reviewed by Mr. Terence McKinley from Weiss Serota Helfman Cole & Bierman as to form and legal sufficiency.

RESOLUTION NO. 2015-__

A RESOLUTION BY THE VILLAGE COUNCIL OF THE VILLAGE OF KEY BISCAYNE, FLORIDA, APPROVING AN AMENDMENT TO THE CONTRACT WITH STANTEC ASSOCIATES, INC., AWARDED PURSUANT TO RFP 2014-01, TO COMPLETE THE DESIGN OF A DOG PARK AT THE VILLAGE GREEN; AUTHORIZING THE VILLAGE MANAGER TO EXECUTE THE CONTRACT AMENDMENT; AUTHORIZING THE VILLAGE MANAGER TO ADVERTISE FOR THE CONSTRUCTION OF THE DOG PARK UPON COMPLETION OF THE DESIGN; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Village of Key Biscayne (the “Village”) had competitively solicited a contract for the design of a Dog Park at Village Green (the “Dog Park”) through RFP 2014-01, and

WHEREAS, the Village awarded a contract to Stantec Associates Inc. (“Stantec”) to perform, in part and as Phase 1 of the design, a Conceptual Site Plan for the Dog Park, and

WHEREAS, Stantec has completed the conceptual Site Plan for the Dog Park and presented it to the Village Council, and

WHEREAS, the Village Council has approved the Conceptual Site Plan for the Dog Park at its meeting of March 10, 2015 and expressed its desire to complete the design and construction of the Dog Park in accordance with the approved Site Plan, and

WHEREAS, Stantec has submitted a proposal to perform Phase 2 of its contract to complete the design of the Dog Park in accordance with the approved Conceptual Site Plan, develop construction documents, develop construction bid documents, assist with the construction

bid process and perform construction administration and other efforts as presented in its proposal (Exhibit “A”), and

WHEREAS, the Village Council finds that it is in the best interest of the Village to approve the Proposal of Consultant, authorize the Contract Amendment for the Services, and proceed as indicated in this Resolution.

NOW, THEREFORE BE IT RESOLVED BY THE COUNCIL OF THE VILLAGE OF KEY BISCAYNE, FLORIDA, AS FOLLOWS:

Section 1. Recitals Adopted. That each of the above stated recitals is hereby adopted and confirmed.

Section 2. Proposal Accepted. That the proposal presented by Stantec to complete the design of the Dog Park in accordance with the approved Conceptual Site Plan, develop construction documents, develop construction bid documents, assist with permitting, assist with the construction bid process and perform construction administration and other enumerated efforts be accepted by the Village Council.

Section 3. Contract Amended. That the Village Manager be authorized to execute the Contract Amendment with Stantec to design the Dog Park to complete the design of the Dog Park in accordance with the approved site plan, develop construction documents, develop construction bid documents, assist with permitting, assist with the construction bid process and perform construction administration and other enumerated efforts for the not-to-exceed price of \$126,122 and with a 100% design completion duration of nine (9) weeks from the effective date of the Contract Amendment, all in accordance with Stantec’s proposal.

Section 4. Authorization to Advertise for Construction. That the Village Manager is authorized to advertise the construction of the Dog Park upon completion of the 100% construction drawings and specifications by Stantec.

Section 5. Effective Date. That this Resolution shall become effective upon the adoption hereof.

PASSED AND ADOPTED this ____ day of May, 2015.

MAYRA PEÑA LINDSAY, MAYOR

ATTEST:

CONCHITA H. ALVAREZ, MMC
VILLAGE CLERK

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

VILLAGE ATTORNEY



901 Ponce de Leon Boulevard, Suite 900
Coral Gables, Florida 33134

May 29, 2015
File: 177901946

Village of Key Biscayne
88 W. McIntyre Street
Key Biscayne, Florida 33149

Attention: Jud Kurlancheek, AICP

Reference: Design of a Dog Park at the Village Green
RFQ 2014-01

Dear Mr. Kurlancheek,

We are pleased to submit this revised proposal of professional services for your consideration.

Scope of Project

The Dog Park Design shall consist of the development of the conceptual drawings for the 24,000 SF ± Dog Park at the north end of the Village Green as presented and approved by the Village Council on March 10, 2015. Our services will include construction drawings for the dog park.

Construction Documents

The construction documents phase shall include:

1. Preparation of architectural, electrical, civil (geometry, demolition, grading and drainage), structural, landscape and irrigation construction drawings. Product specifications will be indicated on the drawings
2. Complete the design phase drawings to approximately 50% completion and submit to the Village for review (digital format), comment and approval before proceeding forward with the completion of the final design phase.
3. Present finish materials at the 50% progress submittal to the Village for final selection, approval and incorporation into the design and construction documents.
4. After acceptance by the Village of the 50% submittal drawings and upon written authorization, Stantec will provide 100% construction drawings for permitting.
5. Prepare and furnish a master set of the Bidding drawings to be submitted digitally to the Village. Contract forms and conditions of the contract documents and up-front documents to be provided by the Village. Construction Contract to be based on one Prime Contractor.



Reference: **Design of a Multi-Purpose Civic Center Park and Dog Park**

6. The civil drawings will include the required water connections but sewer connections are not required and therefore will not be provided as part of this scope of work.

Deliverables:

- 50% submittal drawings
- 100% submittal drawings

Schedule:

- 4 weeks after NTP
- 4 weeks after approval of 50% drawings

Permitting Assistance

1. Stantec will submit the drawings to DERM and authorities having jurisdiction. The Village will submit and process the drawings through the Village Building Department. Stantec will revise drawings accordingly to respond to permit comments, if required. The permit fees are to be paid by the selected Contractor or Village.
2. It is understood that bidding will be handled by the Village.

Construction Administration

Stantec services for the project as described above and included in this scope of services include:

1. Attend and conduct one (1) pre-construction meeting and respond to contractor's reasonable questions in writing. The pre-construction meeting will be the first of the monthly meetings as per item 4 below.
2. Review shop drawings as required in the Contract Documents.
3. Civil and structural inspections as required for certification.
4. Monthly construction meetings for a total of 6.
5. Review and sign off of payment applications and change order requests.
6. Preparation of punch list of substantial and final completion inspections.
7. Respond to reasonable RFI's from contractor.
8. Review close out documentation and provide as-built drawings based on annotated record documents received from the Contractor.



May 29, 2015
Jud Kurlancheek, AICP
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Reference: Design of a Multi-Purpose Civic Center Park and Dog Park

- 9. One year warranty site review to be done 11 months after substantial completion.
- 10. Services are assumed to span a total construction period of 6 months.

COMPENSATION:

Compensation for each phase is based on the following breakdown and will be invoiced on a percentage basis in accordance with completion at time of billing:

• Construction Documents 50%/100%	\$ 99,054.00
• Permitting Assistance	\$ 3,514.00
• Construction Administration	\$ 23,554.00
Total compensation for this work order:	\$126,122.00

All terms and conditions shall be per our Continuing Services Agreement for Engineering. We are ready to begin working on this assignment. If acceptable to you, we will accept a signed copy of this Professional Services Proposal as your written authorization to proceed with this assignment.

Thank you for the opportunity to be of service to the Village of Key Biscayne.

Sincerely,

Stantec Consulting Services Inc.

Javier F. Salman, AIA
Principal
javier.salman@stantec.com

VILLAGE OF KEY BISCAIYNE

Approved by:

Signature

Date

Basis of Estimate	MAN-HOUR ESTIMATE FORM								TOTAL		Task Totals
	Description: Dog Park Cd's and Construction Administration								Date: May 29, 2015 rev Project No.: 177901946		
	Principal	Project Manager	Architect (RA) Engineer PE	Architect (AI) Engineer(EI)	Senior Technician	Inspector	Clerical	Hourly Rate of	Hours	Cost For Activity	
Hourly Rate of	\$211.00	\$191.00	\$163.00	\$157.00	\$98.00	\$98.00	\$81.00				
1.0 Construction Documents											
1.01 Architectural CD's		24		32	40				96	\$13,528.00	
1.02 Civil CD's		40		52	100				192	\$25,604.00	
1.03 Civil Site Investigation & Utility Coordination		16		10	14	12			52	\$7,174.00	
1.04 Landscape CD's									0	\$24,000.00	
1.05 Electrical CD's									0	\$6,000.00	
1.06 Structural CD's									0	\$9,000.00	
1.07 Project Specifications to be on drawings									0	\$0.00	
1.08 Project Coordination	4	20	16		12		8		60	\$9,096.00	
1.09 Client Meetings	4	8							12	\$2,372.00	
1.10 QA/QC	4		4		8				16	\$2,280.00	
									Sub-Total	428	\$99,054.00
2.0 Permitting Assistance											
2.01 Submit drawings to DERM & outside AHJ			4		4				8	\$1,044.00	
2.02 Revise drawings as per permit comments		2	8		8				18	\$2,470.00	
									Sub-Total	26	\$3,514.00
3.0 Bidding Assistance											
3.01 Pre-bid meeting by Village									0	\$0.00	
3.02 Respond to contractor RFI's by Village									0	\$0.00	
3.03 Addenda by Village									0	\$0.00	
									Sub-Total	0	\$0.00
4.0 Construction Administration (6 months construction)											
4.01 Attend pre-construction meeting (to be first construction meeting as per 4.02)									0	\$0.00	
4.02 Monthly Meetings (6 meetings)		18					6		24	\$3,924.00	
4.03 Coordination & Management		4			4				8	\$1,166.00	
4.04 Shop drawing review		4	24		12				40	\$5,852.00	
4.05 Payment application review (inspection at same time as progress meeting, 6 applications)		6							6	\$1,146.00	
4.06 Respond to RFI's		8			16				24	\$3,096.00	
4.07 Civil Inspections for Certification (5 total)						20			20	\$1,960.00	
4.08 Structural Construction Administration (2 site visits shop drawing review, respond to RFI's)									0	\$1,000.00	
4.09 Electrical Construction Administration (2 site visits - shop drawing review, respond to RFI's)									0	\$1,000.00	
4.10 Landscape Site Visit at the end for certification - shop drawing review included									0	\$2,500.00	
4.11 Close-out / Certification		8			4				12	\$1,920.00	
									Sub-Total	134	\$23,554.00
										Grand Total	\$126,122.00

DOG PARK REVISED ESTIMATE OF PROBABLE COST OF CONSTRUCTION

5/29/2015

COMPONENT DESCRIPTION		QUANTITY	UNIT	UNIT PRICE	SUBTOTAL	TOTAL
General						
1	Mobilization	1	2.5%		\$17,800	
2	Demolition including clearing & grubbing	1	LS	8,000.00	\$8,000	
3	Tree Removal & Relocation (by Village)	1	allow	15,000.00	\$0	
4	Construction Fencing (assumes 3 months construc. time)	530	LF	10.00	\$5,300	
	Sub Total					\$31,100.00
Sitework						
5	Grading	1	LS	15,000.00	\$15,000	
6	Drainage Well including precast weir structure	1	allow	35,000.00	\$35,000	
7	Sod restoration (just south of project area)	1	allow	5,000.00	\$5,000	
8	12" concrete curb edging for sidewalk	1,600	LF	18.50	\$29,600	
9	Bonded Mulch sidewalk surface upgrade (incl. install & subgrade)	3,600	SF	8.70	\$31,320	
10	12" concrete curb edging for fencing	570	LF	18.50	\$10,545	
11	Concrete footings for fence and light poles	1	allow	10,000.00	\$10,000	
12	Additional Vinyl Coated Fencing (beyond 500 l.f. of owner provided)	70	LF	22.00	\$1,540	
13	Installation of owner provided fence	1	LS	3,000.00	\$3,000	
14	Additional gates (beyond 5 provided by owner)	5	EA	500.00	\$2,500	
15	Installation of owner provided gates	1	LS	800.00	\$800	
16	New Sidewalk / Paving (external)	2,925	SF	12.00	\$35,100	
17	Entry Plazas	1,100	SF	18.00	\$19,800	
18	Landscaping	1	allow	40,000.00	\$40,000	
19	Irrigation for landscapng and artificial lawn	1	allow	50,000.00	\$50,000	
	Sub Total					\$289,205.00
Concrete						
20	Entry Feature	1	LS	48,000.00	\$48,000	
	Sub Total					\$48,000.00
Optional Improvements						
21	Trash Receptacles (village standard)	5	EA	500.00	\$2,500	
22	New Dog Waste Stations	4	EA	250.00	\$1,000	
23	New Benches	8	EA	2,000.00	\$16,000	
24	New Picnic Tables with umbrellas	4	EA	3,370.00	\$13,480	
25	Drinking Fountain (beyond 2 provided by owner)	2	EA	3,800.00	\$7,600	
26	Installation of park furniture	1	LS	5,000.00	\$5,000	
27	Dog Park Spray fire hydrant	3	EA	1,500.00	\$4,500	
28	Tensile Shade Structure (8'x8')	3	EA	15,000.00	\$45,000	
	Sub Total					\$95,080.00
Plumbing						
29	Connect to existing water meter and distribute water service to equipment (approx. 300')	1	allow	12,500.00	\$12,500	
30	Hose Station	3	EA	500.00	\$1,500	
	Sub Total					\$14,000.00
Electrical						
31	Light fixtures and poles	1	allow	18,000.00	\$18,000	
32	Miscellaneous Electrical	1	allow	7,500.00	\$7,500	
33	LED Rope lighting for Fence	570	LF	5.00	\$2,850	
	Sub Total					\$28,350.00
	Sub Total Direct Costs					\$505,735.00

DOG PARK REVISED ESTIMATE OF PROBABLE COST OF CONSTRUCTION

5/29/2015

COMPONENT DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	SUBTOTAL	TOTAL
Subtotal					\$505,735.00
General Conditions		10%			\$50,573.50
Subtotal					\$556,308.50
CM Fee Mark ups		10%			\$55,630.85
Subtotal					\$611,939.35
Owners Contingency		5%			\$30,596.97
TOTAL PROBABLE CONSTRUCTION COST - CONTRACTOR					\$642,536.32

ARTIFICIAL TURF COSTS

Artificial Turf Material Cost	21160	SF	\$ 7.50	\$158,700.00	
Artificial Turf Installation (sub base and compaction)	21160	SF	\$ 2.50	\$ 52,900.00	
Subtotal				\$211,600.00	\$ 211,600.00
General Conditions		10%			\$21,160.00
Subtotal					\$232,760.00
CM Fee Mark ups		10%			\$23,276.00
Subtotal					\$256,036.00
Owners Contingency		5%			\$12,801.80
					\$268,837.80

Items to be supplied by Village

1 Tree Removal & Relocation (by Village)	1	allow	15,000.00	\$15,000	
2 Additional Vinyl Coated Fencing (beyond 500 l.f. of owner provided)	430	LF	22.00	\$9,460	
3 Additional gates (beyond 5 provided by owner)	2	EA	500.00	\$1,000	
4 Drinking Fountain (beyond 2 provided by owner)	1	EA	3,800.00	\$3,800	
					\$29,260

Professional Services (summary as per proposal attached)

Construction Documents	\$99,054.00
Permitting Assistance - Building department MD-DERM	\$3,514.00
Bidding by Village	\$0.00
Construction Administration (6 Months)	\$23,554.00

Total Professional Services Fees

\$126,122.00