



# V I L L A G E   O F   K E Y   B I S C A Y N E



## Office of the Village Manager MEMORANDUM

*Village Council*  
Mayra P. Lindsay, *Mayor*  
Edward London, *Vice Mayor*  
Franklin H. Caplan  
Luis F. de la Cruz  
Gary R. Gross  
Theodore Holloway  
Michael E. Kelly

**DATE:** April 12, 2016  
**TO:** Honorable Mayor and Members of the Village Council  
**FROM:** John C. Gilbert, Village Manager  
**RE:** Update on Underground Utilities Feasibility Study

*Village Manager*  
John C. Gilbert

### RECOMMENDATION

It is recommended that the Village Council authorize the Village Manager to negotiate and draft a professional services agreement with The Wantman Group, Inc. to conduct a Feasibility Study that assesses the viability of relocating the overhead utilities to underground services for a total amount not to exceed \$75,000.

At the April 26, 2016 Zoning Meeting, the proposed professional services agreement will be brought forth for Council approval.

### BACKGROUND

On February 15, 2016, the Village submitted a Notice to Bid for an Underground Utilities Feasibility Study. The deadline to submit the proposals was March 7, 2016. The Village did not receive any responses to the bid.

After notifying the Village Council and consulting with the Village Attorney the most expeditious approach was to individually solicit firms with a revised Scope of Work (see attached Exhibit A).

The following three (3) firms were contacted and provided a proposal (see attached Exhibit B):

- Keith and Schnares Engineering - \$85,000
- Craven Thompsom Engineering - \$75,000
- The Wantman Group, Inc. - \$75,000

Funding for this project is in the FY2016 Capital Improvements Plan- Burying Power Lines line item.

## Exhibit A

### Scope of Work

The Village of Key Biscayne, Florida is considering the relocation of overhead utilities to underground services which currently serve approximately 1,100 single family homes and has therefore decided to retain a professional organization familiar with the challenges, obstacles, and tasks required to facilitate such and endeavor. **“A Feasibility Study”**

The Firms invited to respond to this study will be requested to provide the following: **NO LATER THAN APRIL 4, 2016.**

1. Credentials of the Firm and associates assigned to the Feasibility Study and their respective expertise. (Associated consulting firms may be retained by Firm at its own option)
2. The Firm needs to have a clear understanding of the uniqueness of Key Biscayne and describe the potential challenges that may be presented to residents and governmental agencies by the execution of a utility conversion project.
3. An order of magnitude cost estimate for a professional services fee proposal.
4. Identify which utility providers' currently service the residential area included in this request.
5. Identify the viability of additional infrastructure work which could/should be accomplished along with the utility conversion IE: new sidewalks, street resurfacing, establishment of bike lanes, improved pedestrian crosswalks, street lighting, etc.
6. Produce an order of magnitude cost estimate (for the undergrounding portion only) of all aspects of the project including, utility fees associated with a project of this magnitude, design and engineering fees for the conversion project and construction costs.
7. Prepare an initial schedule for the project which would include, design (both from utility companies and design consultants), preparation of composite bidding documents, bidding and award and construction activities.
8. Provide options of funding resources available to the Village to facilitate the project.
9. Identify the benefits to the community that would be derived from undertaking a conversion project.
10. Identify any potential liabilities or detriments that may result due to a conversion project.



April 5, 2016

Village of Key Biscayne  
Attn: Paul Abbott  
88 West McIntyre Street, Suite 220  
Key Biscayne, Florida 33149

**RE: EXPRESSION OF INTEREST  
UNDERGROUNDING UTILITIES FEASIBILITY STUDY**

Dear Mr. Abbott,

Wantman Group, Inc. (WGI) is pleased to submit our letter of interest to the Village of Key Biscayne. We are well qualified to provide the Village with the engineering and full service consulting services necessary to successfully complete this project. We have the qualifications, personnel and past experience essential to successfully deliver on time and within budget.

**FIRM QUALIFICATIONS**

Since our inception in 1972, WGI has a proven record of developing highly innovative solutions on infrastructure improvement projects for governmental and institutional clients in our local communities and throughout South Florida. WGI is a full service professional engineering and consulting firm offering all the requisite services for this project in-house and under one roof. Available services include; utility design engineering, utility coordination, subsurface utility locating and mapping, surveying, mobile LiDAR, right-of-way mapping, land/easement acquisition, public involvement, roadway, storm drainage, maintenance of traffic, landscape architecture, hardscape design, cure plans, planning, environmental and regulatory services. We are committed to providing the Village of Key Biscayne the highest level of service and delivering a project that exceeds the expectations of the Village of Key Biscayne and its residents.

WGI offers the Village of Key Biscayne the technical excellence, exceptional project management, reliability, responsiveness and dedication required for this project. WGI brings a forward looking group of experienced professionals and all of the necessary technical tools required to make this important project a success. The WGI Team, given its unique background in municipal, roadway and utility design and coordination is exceptionally suited for this project. WGI provides the ability to draw on the extensive technical expertise in-house. This is a great advantage for the WGI team, who is supported by over 300 WGI associates, including 60 Professional Engineers and 11 Professional Surveyor and Mappers.

**KEY PERSONNEL**

WGI has the professional resources necessary to address all scope elements of this project. We have assigned the most highly trained and qualified staff members, all of whom are familiar with Municipal projects. To lead this effort, we have selected the Contract Manager, Project Manager and several other key staff with many years of experience in the area of public works, utilities, and public engineering design, permitting and construction projects.

**Brett Oldford, PE**, Director of Municipal Services, will serve in the role of Project Manager and primary point of contact. Brett has 21 years of Municipal Engineering, Contract and Project Management experience on over 100 projects for Municipalities throughout South Florida. He is

thoroughly familiar with the management and contract administration responsibilities for Municipal contracts, and the necessary coordination and communication with Village staff and Village Council, as may be required. Brett is highly aware of the needs of a comprehensive approach and has built an exceptional support team.

**Erik Brueningsen, PE**, Director of Utility Services, will serve as Assistant Project Manager, Chief Utility Coordination Manager and secondary point of contact. Erik has over 30 years' experience and brings an in-depth understanding of the utility services related to this project, having overseen utility design, utility mapping and utility coordination services on hundreds of roadway and residential projects throughout South Florida.

**Robert Lowen** will serve as Senior Utility Design Coordinator and Utility Liaison. Mr. Lowen, formerly with AT&T (43 years), worked as a team member for the Development of the Town of Palm Beach Undergrounding Bill (initiated 2005), and was involved in the development of several projects within the Town of Palm Beach, including Ibis Isle, Nightingale/La Puerta, Lake Tower, the Flagler Bridge and the Southern Blvd Intracoastal Bridge. Further, Mr. Lowen was the AT&T Underground Coordination Representative for Jupiter Inlet Colony (completed) and the Town of Gulfstream (in progress).

**Sam Hall, PSM**, Vice President and Director of Survey Services, has over 16 years' experience and will handle all survey, right-of-way management and easement acquisition on this project. WGI proposes to utilize mobile LiDAR to accurately map and record the existing physical surface conditions within the Village rights-of-way. Mobile LiDAR in this application is non-obtrusive, provides superior accuracy while saving time and money.

**Jason Mihalovits, RLA** will serve as Project Landscape Architect. With 13 years' experience in the public sector projects, Jason is well suited to address impacts to the existing landscape and hardscape surfaces within Village rights-of-way and private properties, as may be required. Jason will be involved in the siting of the ground mounted equipment pads and associated landscaping buffers, as may be appropriate.

**Lynn Zolezzi, AICP** with over 20 years' experience will address the siting of potential ground mounted equipment pads and associated property acquisition, if needed. Lynn will also address Public Involvement aspects of the process.

**The WGI Team** has the knowledge, experience and technical capability to successfully deliver this project on schedule and within budget. The fact that WGI provides all related services in-house and under one roof is unique and ensures all services are appropriately coordinated, reducing the opportunity for miscommunication between outside team members.

#### **UNDERSTANDING OF THE PROJECT**

Having performed on several high-profile Municipal contracts similar to this, we are keenly aware of the sensitive nature of the resulting construction effort and the potential adverse impacts to the residents and guests. The Village of Key Biscayne is a relative small and close knit community, an island located approximately six miles into Biscayne Bay. The incorporated Village is flanked by two large parks: Crandon Park to the north and Bill Baggs Cape Florida Recreation Area to the south. The Village is the home to approximately 13,000 residents residing on 1.1 sq. miles. Many of the residents appear to enjoy the outdoors, walking, jogging, biking and riding their Golf Carts. As a result, public involvement and maintaining the unique outdoor aesthetic will be key to the project success.

Much of the Village is served by above ground utilities (electrical, cable and telephone). The Village of Key Biscayne is considering undergrounding the above-ground utility facilities for several important factors; standard of service, life safety, resiliency to wind and weather, reducing service outages, aesthetics and community enhancement. Critical to evaluating the potential success of an undergrounding project requires proper planning to evaluate and address methodologies, to identify impacts, and reduce the inconvenience and disruption to the residents, guests and commercial businesses, which may be inherent to the undergrounding effort. Critical components may include:

- Construction phasing, which street or adjacent streets, area or areas are addressed first
- Construction duration, how long is any area or areas impacted
- Acquisition costs, is public rights-of-way available and if not what are the options
- Service disruptions during construction, how many, how often and what duration
- Maintenance of traffic, how many adjacent streets can be impacted at once,
- The location and installation of new service points and equipment pads
- Property access and service/property restoration, private property issues
- Maintenance of the utility facilities and provisions for continued access
- Public outreach and maintaining the Village's unique outdoor aesthetic.

**Order of Magnitude Fee**

An order of magnitude estimate of the professional services fee for the Feasibility Study is \$75,000, based on the elements above.

**COMMITMENT**

The most important qualification WGI brings to the City is the commitment of the firm, at all levels, to develop successful deliverables, technically sound, on schedule and within budget. The depth of the WGI Team, with over 100 South Florida based registered professionals, will provide ample staff and experience required. Our commitment has been clearly demonstrated by WGI's superior service and professionalism over the years in providing similar services to numerous Municipalities in South Florida.

Thank you for the opportunity to submit this letter response. We look forward to demonstrating our ability and unequivocal commitment while serving the Village of Key Biscayne.

**Sincerely,  
WANTMAN GROUP, INC.**



**Brian LaMotte, PE  
Vice President / Principal-in-Charge**

April 4, 2016

Village of Key Biscayne  
c/o Mr. Paul Abbott / HPF Associates, Inc.  
88 West McIntyre Street  
Key Biscayne, Florida 33149

**RE: FEASIBILITY STUDY FOR UNDERGROUNDING OF OVERHEAD UTILITIES  
CTA PROPOSAL NO. 2016-U02.109**

Dear Selection Committee:

Craven Thompson & Associates, Inc. (CTA) is pleased to present this proposal for professional services related to a feasibility study for undergrounding of overhead utilities within the Village of Key Biscayne (VKB).

**CRAVEN THOMPSON**



**& ASSOCIATES INC.**

Engineers  
Planners  
Surveyors  
Landscape Architects

Sections within the Village are currently served by underground services. The Village intends to convert the remaining overhead services to underground. In doing so, the Village requires a feasibility study to identify project parameters so that an informed assessment can be made prior to committing to a decision. The feasibility study will identify the logistics of the conversion process including identification of stakeholders and utility providers, step by step description of undergrounding process (from concept to construction), potential benefits, disruptions, liabilities, schedule, and cost as well as funding sources.

Implementing a Village-wide undergrounding project can be complicated. The complications are not so much physical as logistical. Funding is always at the top of the list of issues; special assessments bring their own complications. As an active island community of 13,000 residents receiving over a million visitors each year, the Village has its own unique circumstances and concerns. Undergrounding programs affect residents differently from businesses; multi-family units introduce additional dynamics. In addition to the typical concerns of cost and disruption, careful planning and program management is required to address the various interest groups. Project dynamics such as phasing, public awareness, procurement of easements, and construction durations need to be addressed. A commitment to the process and full buy-in by from residents is necessary. This can only be accomplished with clear understanding of the process resulting from a free exchange of information based upon a firm plan to implement.

Founded in 1961, CTA has provided engineering, surveying, and planning services to both private and municipal clients in Palm Beach, Broward, and Miami-Dade Counties. We are a mid-sized firm with over 60 employees located in Fort Lauderdale. We provide all aspects of planning, design, and construction services for various projects from Master Plans to specific construction improvements. Within just the past 5 years, we have designed, bid, and administered construction services for more than 140 miles of utilities and right-of-way improvements for projects ranging from \$6 million to \$60 million. We are fully aware of the dynamics of design for large-scale programs.

3563 N.W. 53rd Street  
Fort Lauderdale, FL 33309-6311  
(954)739-6400  
Fax (954) 739-6409

There are unique nuances involved in undergrounding that make it unlike other infrastructure project. It is crucial to understand the process and what's needed to implement. They involve integration of separate designs from multiple entities, each with their own concerns and criteria, to form a cohesive plan that serves the community with minimal disruption. The varying interests/circumstances of residential, commercial, and multi-family customers complicate solutions. Flexibility of standards is necessary to deal with unique circumstances and individual needs. A thorough understanding of process and proven experience is required. Mr. Tim Hall, P.E. will be the Project Lead, overseeing the needs of the program. Over the past 7 years, Mr. Hall has led undergrounding efforts for both 892 homes with the City of Fort Lauderdale Neighborhood Undergrounding program and 3 miles of FDOT right-of-way and surrounding communities for the City of Sunny Isles Beach's Collins Avenue project. In addition to understanding the process, Mr. Hall's relationships with counterparts from the various utility providers, help to overcome obstacles and facilitate cooperation.

We appreciate the opportunity to present our qualifications. Our scope is as follows:

**I. CIVIL ENGINEERING SERVICES**

The attached Exhibit 'A' shall be used as a reference to project limits. A summary of findings will be prepared for the following tasks upon completion. Services for all tasks shall be billed on an hourly basis against a pre-approved budget amount using an approved fee schedule.

**1.1 Identify Stakeholders (CTA Task No. 31110)**

With reference to the project limits identified in Exhibit 'A', CTA will identify stakeholders and their involvement relative to the undergrounding process. In an effort to identify existing conditions, CTA shall summarize the make-up of existing services (residential, commercial, and multi-family) as well as solicit utility providers within the service area. In addition, CTA shall identify permit agencies and/or public agencies with jurisdictional review or physical improvements within public right-of-way (including FDOT, Miami-Dade County, WASD). Estimated fees for this service assumes up to 260 hours of effort. Services in excess of approved scope or budget require prior authorization from CLIENT.

*Estimated Fee* ..... \$37,920.00

**1.2 Identify other Infrastructure Improvements (CTA Task No. 31004)**

With undergrounding, existing improvements within the right-of-way will be disrupted. These improvements can simply be replaced or they can be upgraded with the underground project. Opportunities for street resurfacing, pedestrian improvements, landscape/hardscape enhancements, are examples the type of improvements that can be included with undergrounding. With input from the Village staff, CTA will identify other improvement programs to be considered for incorporation into the undergrounding program. In an effort to avoid conflict and/or extend disruption, other projects (anticipated or on-going) shall be identified. Unless presented as planned improvements, water, sewer, and drainage improvements will not be considered as they involve a more extensive analysis. In elimination of overhead poles, replacement of street lights will be included in analysis. Estimated fees for this service assumes up to 48 hours of effort. Services in excess of approved scope or budget require prior authorization from CLIENT.

*Estimated Fee* ..... \$6,500.00

- 1.3 Cost Estimate (CTA Task No. 31071)  
Using the information collected in Tasks 1.1 and 1.2, CTA shall prepare a conceptual cost estimate of a rough order of magnitude for budgetary purposes. Estimate shall quantify and qualify type of improvements with price for each. Cost estimate shall be itemized and categorized with base project separated from alternatives and optional components. The Cost estimate is understood to be conceptual in nature based only on general assumptions with no specific design information. Estimated fees for this service assumes up to 70 hours of effort. Services in excess of approved scope or budget require prior authorization from CLIENT.
- Estimated Fee* .....\$8,600.00
- 1.4 Prepare Schedule (CTA Task No. 31015)  
Using scope identified through previous tasks, CTA shall prepare a Schedule for presentation showing an approximate timeline of events including but not limited to utility solicitation, design, utility coordination, Village Council approvals, jurisdictional review and permits, bidding and procurement, construction and conversion. Estimated fees for this service assumes up to 55 hours of effort. Services in excess of approved scope or budget require prior authorization from CLIENT.
- Estimated Fee* .....\$8,200.00
- 1.5 Project Considerations (CTA Task No. 31001)  
Upon completion of Tasks 1.1 through 1.4, CTA shall summarize findings identifying benefits, detriments, opportunities, and liabilities attributed to undergrounding projects in general and specifically to undergrounding within the Village. Issues covered will include easement requirements and procurement, flood/wind impacts, funding sources and methods, private property services, and assessment methodology. Estimated fees for this service assumes up to 30 hours of effort. Services in excess of approved scope or budget require prior authorization from CLIENT.
- Estimated Fee* .....\$5,200.00
- 1.6 Meetings and Coordination (CTA Task No. 31100)  
At client's request, CTA shall attend meetings with Village staff and attend commission meetings as necessary to convey and coordinate information related to the project. This task includes general coordination and status updates. Estimated fees for this service assumes up to 40 hours of effort. Services in excess of approved scope or budget require prior authorization from CLIENT.
- Estimated Fee* .....\$7,700.00
- TOTAL FEES** .....\$74,120.00

**Scope of Services**

The scope of services is limited by the specific terms of this proposal. Except as stated specifically herein, no other service will be provided except as "extra work", subject to the fees hereinafter set forth.

In reviewing this proposal for professional services, it should be understood that the above proposal items and their corresponding fees do not necessarily represent the full scope of services required for the project. Rather, it represents our best effort to set forth those services which we believe to be those requested by you, the Client, and/or those we can determine to be needed to accomplish a particular objective. However, we recognize and we ask that the Client recognize that as a project progresses the scope of service as originally defined may change in content to include work not initially identified. Several factors will cause this to happen:

1. Additional requirements identified by the Client.
2. New laws or governmental agency requirements.

As these influences occur and are identified, we will advise you of same and seek your direction as to how you wish to proceed.

Work required as a result of the above will be "extra work" outside of the original scope of services. Upon your direction, we will perform the work under the "Hourly Fee Schedule" section of this proposal or we can provide you with a separate proposal should the scope so indicate.

**Hourly Fee Schedule**

**Civil Engineering Services**

Principal Engineer .....	\$195/Hour
Senior Supervising Engineer .....	\$175/Hour
Senior Engineer .....	\$130/Hour
Project Engineer .....	\$110/Hour
Engineering Senior CADD Technician .....	\$90/Hour

**Land Surveying & Mapping Services**

Principal Surveyor .....	\$155/Hour
Professional Land Surveyor .....	\$120/Hour
Project Surveyor .....	\$110/Hour
Survey CADD / GIS Tech.....	\$80/Hour
Survey Field Crew (1-Man Crew) .....	\$87/Hour
Survey Field Crew (2-Man Crew) .....	\$125/Hour
Survey Field Crew (3-Man Crew) .....	\$155/Hour
Survey Crew with Laser Scan (3-Man Crew) .....	\$250/Hour

**Landscape Architecture and Planning Services**

Principal Landscape Architect / Principal Planner .....	\$155/Hour
Senior Landscape Architect .....	\$130/Hour
Landscape Architect .....	\$120/Hour
Project Landscape Designer.....	\$110/Hour
Project Planner .....	\$110/Hour

**Construction Administration Services**

Director of Construction Management .....	\$140/Hour
Senior Field Representative.....	\$90/Hour
Field Representative .....	\$80/Hour

**Miscellaneous**

Clerical .....	\$70/Hour
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**Hourly Charges**

Hourly work will be billed at our current prevailing rates; however, these are subject to change due to increasing labor and material costs. Hourly work performed outside of normal business hours will be billed at one and a half times the current rates for overtime. No notice of change in prevailing rates shall be required. The firm's normal business hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

**Lump Sum Fees**

The Lump Sum Fees set forth above are applicable for a period of six (6) months from the date of this proposal. If the work on any item to which a lump sum fee shall apply is not commenced within said period, the firm reserves the right to terminate this Agreement as it relates to said item. If the work is initiated but not concluded within said period, regardless of the reason therefore, the balance of the fee due shall be increased at the rate of one percent (1%) per month for each month the work continues until the work is complete. No prior notice of such adjustment shall be required.

**Cost Estimates**

In that our firm does not have control over the cost of labor and materials, or over competitive bidding and marketing conditions, the estimates of construction costs provided by our firm will be made on the basis of our experience and qualifications, but our firm does not guarantee the accuracy of the estimates of probable cost as compared to the contractor's bids. The firm recommends that you consult with the other professionals which you have employed in connection with the project.

**Ownership of Documents**

All documents including, but not limited to, drawings and specifications prepared in connection with the project constitute the work product of the firm and a portion of the instruments of service with respect to the project. Such documents and/or specifications constitute a portion of the integral services provided by the firm and, as such, are not intended or represented to be suitable for reuse by you or others or for extensions of the project or in connection with any other project. The firm specifically disclaims any responsibility and/or liability for or in connection with the reuse of such documents and/or specifications or any use thereof beyond the scope of the Project as set forth herein. By your execution of this proposal, you agree to indemnify and hold the firm harmless from all claims, damages, losses and expenses including, but not limited to, attorney's fees arising out of or resulting from the reuse or extended use of such documents or specifications.

**Permits and Approvals**

The permits and agency approvals mentioned above are those known to us to be required for projects of this kind, and we will apply for them as indicated. However, our experience has shown us that agencies and regulatory authorities do not always communicate new regulations and legislation properly and that the enforcement of policies can vary. The Client is therefore cautioned that additional permits or approvals other than those presently identified may be required. Should this arise, we will notify you and respond promptly to the requirement.

**Construction Requirements**

At the time that the firm is authorized by you to perform professional engineering services involving design plans and permit requiring approval by governmental agencies, the firm will be required to provide certificates of compliance to those agencies with regard to the performance of certain aspects of the work, which performance will be rendered by others. It will be necessary, therefore, for the firm to perform full-time observation regarding some items and to make periodic site visits for other items to determine whether or not the improvements are in "substantial compliance" with the relevant contract documents.

It shall be your responsibility to notify the firm of the commencement of any work so that the firm may perform the necessary inspections and observations. The amount of time required for such inspections and observations and for the completion of the applicable certifications will be dictated by the performance of the contractor. Moreover, and in addition to the required site visits, the firm must also prepare and review the as-built drawings during and at the end of the construction period. All of the services described in this paragraph constitute "extra work", unless otherwise specifically set forth in the "Scope of Services". The cost of providing these services is not included in the Lump Sum fee, unless specifically indicated.

The firm shall not be responsible for the quality or quantity of the work, the execution thereof, the techniques or sequences of construction, the safety and security of the project or the maintenance thereof. The firm is not a guarantor or insurer of the work of others and assumes no duty in connection therewith. In performing the services required of it, the firm will use that degree of care and skill ordinarily exercised, under similar circumstances, by reputable members of its profession practicing in the same or similar locality. No other warranty, express or implied, is made or intended by the firm by virtue of the undertakings or of its performance of the service hereunder. Absent bad faith in the performance of the work hereunder, the firm shall not be liable for any damages resulting from misfeasance in the performance of any work with regard to the project. No person other than you shall have the right to rely on the expertise of the firm or the performance of the matters set forth herein. The firm reserves the right to record a memorandum hereof in the public records of the County.

The above stated services are the minimum level of services that the firm is obligated to perform. The firm currently provides a complete range of construction-related services which it will be happy to discuss with you at the time that your project is ready for construction.

**Permit Fees; Application Fees; Outside Consultant Fees**

The service fees set forth herein do not include the payment of governmental agency submittal fees, review fees or permit fees, or any other charges assessed by said agencies. Further, the service fees do not include the cost of services provided by others. These fees shall be paid for by the Client. Should our firm find it absolutely necessary to advance fees for the Client, said fees shall be reimbursed along with a service and handling fee upon receipt of the invoice for same.

**Direct Charges**

Unless otherwise specified, the above service fees do not include the following direct charges:

1. Blue prints, mylars and xeroxing will be billed at current price schedule per print copy. These prices are available upon request.
2. Postage, Federal Express, photographic services for enlargements, reductions, etc.: At Cost plus 10% handling charge.

**Assignment**

It should be expressly understood that this proposal is for the use of the executing Client and is not assignable or assumable by any third party.

**LIABILITY**

**PURSUANT TO F.S. 558.0035, AN INDIVIDUAL EMPLOYEE OR AGENT MAY NOT BE HELD INDIVIDUALLY LIABLE FOR NEGLIGENCE.**

**Invoicing and Payment**

Work will be invoiced at the end of each month based on a proration of work completed to date, with payment expected upon receipt of the invoice by the Client. Client shall notify firm within ten (10) days of receipt of invoice should invoice be found to be unacceptable. Any invoice for which firm is not so notified shall be deemed to be acceptable for purposes of payment by Client.

If payment is not received within 45 days of the invoice date, Consultant may terminate this agreement or suspend work under the agreement without further notice, and a late charge of one and one-half percent (1-1/2%) per month on outstanding balance shall accrue until delinquent balance is paid. Client agrees to pay all costs of collection, including reasonable Attorney fees, should such action be required.

**Client's Responsibilities**

1. The Client shall provide full information regarding requirements for the project including a program, which shall set forth the design objectives, constraints and expendability, special equipment and systems and site requirements.
2. The Client shall furnish the services of soil engineers or other consultants when such services are deemed necessary. Such services shall include test borings, test pits, soil bearing values, percolation tests, air and water pollution tests, ground corrosion and resistivity tests, including necessary operations for determining subsoil, air and water conditions, with reports and appropriate professional recommendations.
3. The Client shall furnish structural, mechanical, chemical and other laboratory tests, inspections and reports as required by law or the Contract Documents.
4. The Client shall furnish a Legal Description of the property and the appropriate Title Information.
5. The Client shall execute all permit applications. As "Permittee", or "applicant" or "holder", Owner shall be responsible for complying with the conditions of all permits issued. In particular, Client shall be responsible for the safety of the General Public during construction.

**Acceptance**

This proposal and fee schedules are based on acceptance within 30 days of the date of preparation. If not accepted by you within that time period, we reserve the right to re-evaluate the terms and conditions contained herein.

If the proposed work and fees contained herein are agreeable with you, please sign the enclosed copy of this letter and return same to our office. Should you have any questions regarding the above, please do not hesitate to call.

Sincerely,

**CRAVEN THOMPSON & ASSOCIATES, INC.**



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TIM J. HALL, P.E.  
Senior Supervising Engineer



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PATRICK J. GIBNEY, P.E.  
Vice President, Engineering

TJH/tg

**ACCEPTANCE OF PROPOSAL:** The above fees, terms, conditions, and specifications are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined.

**THIS PROPOSAL ACCEPTED BY:**

\_\_\_\_\_  
Name & Title

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Facsimile Number

VILLAGE OF

# Key Biscayne

Request For Proposal  
Professional Engineering Services  
For The Feasibility of Village-Wide  
Undergrounding of Utilities

April 5, 2016

Keith and Schnars  
6500 North Andrews Avenue  
Fort Lauderdale, FL 33309

Contact:  
Joshua Horning, P.E., LEED AP BD+C



KEITH and SCHNARS  
FLORIDA'S *Big* LOCAL FIRM



April 5, 2016

Paul Abbott, President  
HPF Associates  
13400 Running Water Road  
West Palm Beach, FL 33418

**RE: Request for Proposal - Professional Engineering Services for the Feasibility of Village-Wide Undergrounding of Utilities**

Dear Mr. Abbott:

Thank you for the opportunity to respond to this request. I write to you with inherent confidence that this could be the start of a very successful Study and future undergrounding project. I say that in light of our ongoing successes with projects in Sunny Isles Beach and Fort Lauderdale. With Sunny Isles Beach currently under construction and Fort Lauderdale closing in on final design we can be sure that we've encountered numerous technical and logistical situations that make us uniquely qualified to respond to this RFP. As you will see in the following section of this response, we understand the intent of this Study and are well aware of the major and minor issues that may arise during the design and construction of this type of project.

To more formally describe the qualifications of our company as a whole, this letter presents a number of reasons why Keith and Schnars (K&S) should be your choice to lead the Feasibility Study of Village-wide undergrounding of utilities.

**K&S brings strong technical and versatile expertise.** Our innate technical understanding of the project and work to be performed stems mainly from similar large-scale, multi-year municipal projects in Sunny Isles Beach and Fort Lauderdale, dating back to 2008. I, Joshua Horning, P.E., will be the designated Project Manager and will be in charge from inception to completion of this study, and Jake Ozyman, P.E., our Acting Director of Engineering, shall support my efforts. Additionally, this project will be overseen by Jose (Joe) Gomez, P.E., our Vice President of Construction Services and South Florida Operations, who has significant experience overseeing similar major municipal infrastructure studies for FDOT and Miami-Dade County. Further expertise is evident in the included resumes at the end of this response.

**K&S also brings local knowledge and versatility** in many forms as you will see in the Statement of Qualifications section of this response including our local office in Doral which has been operational for over 14 years and our extensive work with Miami-Dade County for over 9 years. We have also recently provided Surveying services for private development in the Village as recently as last year.

**The K&S Team is highly qualified for reliable and complex municipal project management.** From 40+ years of conscientious management of complex multi-million dollar public sector projects, K&S is proud of its record and awards. Among K&S' most telling accolades is ranking by the State of Florida among the best of over 200 firms surveyed for the fewest design overruns (time and money) over a 6-year period studied. No other firm completed such a high volume of work with such low overruns in cost and time.

Our track record includes new, dynamic, and repeat work for over 100 Florida public agencies (municipal, county, regional and state). Ensuring the same responsiveness we offer all municipal clients, the K&S Team is ready to get to work with Village Council and staff.

In an effort to provide an order of magnitude cost for the feasibility study we estimate our fees for these services to be Eighty-Five Thousand Dollars (\$85,000.00).

We are looking forward to performing this Feasibility Study, which will help identify the benefits of going underground including improved aesthetics, storm resiliency, and overall improvement of property value/quality of life to the Village of Key Biscayne. A long time coming, this project will allow you to join the other communities for which we have worked to reap these benefits.

Please contact me at (954) 776-1616 ext. 6799 to answer any questions and to schedule an interview at your earliest convenience.

Sincerely,

Joshua Horning, P.E., LEED AP BD+C  
Project Manager

# Village of Key Biscayne Statement of Understanding



The Village of Key Biscayne (the Village) is an island community located approximately six miles off the southeast coast of Florida. This position makes it uniquely situated as a primary target of Hurricanes and Tropical storms alike. In the context of its "Island Paradise" motto, Village Council, residents and merchants would like to preserve that way of life and see to it that impending storms do not cripple their livelihood. This most of all is the primary catalyst for the undergrounding of aerial facilities on the island and in most coastal communities. In addition to this there are several other benefits that make a project such as this advantageous. Those benefits include:

- **Improved reliability**
- **Improved public safety**
- **Improved property values**
- **Reduced maintenance and operation costs**

The Village is in the process of planning Village-Wide undergrounding of its aerial utilities, a task K&S has done successfully on comparable scale for other communities. Our "Lessons Learned" with the design and current construction of a much more dense community such as Sunny Isles Beach and our ongoing efforts in residential communities in Fort Lauderdale make us uniquely qualified to assess the feasibility of this type of project in the Village. Furthermore, we have become very familiar with key personnel from the primary utility purveyors in the area

including AT&T, Comcast and Hotwire including their contractors. As we all know however, Florida Power and Light (FPL) is the driving force behind the design and schedule. In working closely with FPL's OH/UG Conversions Manager, John Lehr, currently in Sunny Isles and Fort Lauderdale, we have been able to maintain a pleasant working relationship. This has helped facilitate a back and forth delivery of information and data which makes the entire process smoother.

K&S has conducted preliminary reconnaissance through the Village to assess and become familiar with existing conditions and constraints that may impact the project. Also, K&S observed locations of existing overhead utilities, underground utilities and infrastructure. Based on our preliminary observations we are able to prepare a list of critical issues that will need to be attacked head on as we move into the design phase and which will be addressed in more detail as part of the feasibility assessment.

## CRITICAL ISSUES

In developing a methodology for undertaking this project, there are certain aspects critical to ensuring that the overall project objectives are achieved. These may be weighted differently for commercially zoned areas and residential areas. These will be the focus of our study moving forward and have been summarized below.

# Village of Key Biscayne Statement of Understanding

- Private easements will be needed where facilities cannot be installed inside the existing Right-of-Way. Also, primary splice boxes, transformers, and switch cabinets components of the underground system need dedicated private property easements to be able to routinely access and maintain the equipment to ensure reliable service. Easement acquisition must be processed in a timely manner to eliminate project delays. Also, many property owners must agree to have green transformer boxes and pads or other switch cabinets in a secured easement on their property. Each pad mounted switch cabinet typically requires a 20 foot by 20 foot easement for installation and operations while transformers require a lesser one at 10 foot by 10 foot.
- Visual impact of required utility equipment such as FPL transformers, switch cabinets, etc., that will be permanently installed above ground must be negated by strategic positioning of equipment or extensive landscaping. In order to be successful, meetings must be held with property owners affected by the installation to provide input related to the proposed equipment.
- In undergrounding utilities, the work includes building a whole new system, while operating the existing service and then dismantling the existing service once the new one is up and running. Regardless of the type of excavation used, boring or trenching, a careful plan must be developed and adhered to in order to reduce impact to other utilities and property owners.
- The Village should consider and pursue establishing undergrounding project areas of three (3) pole miles or more. This will ensure a 25% FPL discount and the lowest possible price to residents.
- The cost of undergrounding can be financed using the following mechanisms:
  1. General obligation bonds
  2. Bank loans, or
  3. Special assessment
- The proposed undergrounding project will affect the pavement and/or Right-of-Way associated with almost every road adjacent to overhead facilities within the Village of Key Biscayne. Accordingly the undergrounding project must be coordinated with every capital improvement planned in the near future including road milling and resurfacing, potable water, sewer, drainage, street lights, sidewalks and pedestrian and bike pathway replacement programs. Close collaboration with Village staff will ensure that nothing gets missed.
- Directional boring can be used as a method of construction for underground utilities to minimize impact on other utilities which are generally buried deeper in the ground than electrical conduits and cable. Directional boring, while it may save on site restoration costs, is substantially more expensive work to perform. Open trenching is usually preferable because it is the least expensive method available. In addition, an advantage of trenching is that other underground utilities may use the same trench, reducing the collective cost of burying different facilities. This, however, requires significant coordination. A disadvantage of open trenching is the amount of surface restoration required, such as roadways, landscaping and sidewalks. Given that the locations of other utilities are not always known, there is still a risk associated with both trenching and boring that they may impact other existing subsurface utilities, such as water, sewer or drainage lines.
- A soft dig program to confirm and accurately locate existing underground services affected by proposed undergrounding design is an essential component for the successful completion of the project.

