



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

Village Council

Robert Oldakowski, *Mayor*
Robert L. Vernon, *Vice Mayor*
Enrique Garcia
Steve Liedman
Jorge E. Mendia
Thomas Thornton
Patricia Weinman

Village Manager

Jacqueline R. Menendez

DATE: August 21, 2006
TO: Honorable Mayor and Members of the Village Council
FROM: Jacqueline R. Menendez, Village Manager
RE: Drainage Improvement Project

RECOMMENDATION

It is recommended that the Village Council approves the proposal submitted by Tetra Tech, Inc. for the Drainage Improvement Project for Woodcrest Road, Glenridge Road and Buttonwood Drive (East and West) in the Village of Key Biscayne, as per their analysis attached hereto.

BACKGROUND

Tetra Tech, Inc. (formerly known as Williams Hatfield & Stoner) is the engineering firm who developed, designed and administered the construction of the VKB Stormwater Master Plan.

The engineering fee for this project is sixty one thousand dollars (\$61,000.00). The drainage improvements will consist of installing a series of inlets and pipes that connect to an existing deep drainage well, installed under a previous project. The services provided will be the following:

- Surveying the areas
- Permitting
- Design
- Bid/Award Process
- Construction Administration/Inspection

The funding for this project is a matching state grant, covering fifty (50%) percent of the costs incurred during this project. The remaining funds will come from the capital outlay fund.

cc: Randy White, Village Finance Director
David M. Wolpin, Esq., Village Attorney

RESOLUTION NO. 2006-

A RESOLUTION OF THE VILLAGE COUNCIL OF THE VILLAGE OF KEY BISCAYNE, FLORIDA, AUTHORIZING THE FURTHER PROCUREMENT OF ENGINEERING SERVICES INCLUDING SURVEY, DESIGN, PERMITTING, BIDDING AND CONSTRUCTION ADMINISTRATION ENGINEERING SERVICES FOR DRAINAGE IMPROVEMENT PROJECT (THE "PROJECT") FOR WOODCREST ROAD, GLENRIDGE ROAD AND BUTTONWOOD DRIVE (EAST AND WEST), FROM THE FIRM OF TETRA TECH, INC. (FORMERLY KNOWN AS WILLIAMS HATFIELD & STONER); PROVIDING FOR APPROVAL OF WORK AUTHORIZATION PURSUANT TO CONTINUING CONTRACT; PROVIDING FOR IMPLEMENTATION; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, pursuant to Resolution No. 98-34, the Village of Key Biscayne entered into a series of continuing contracts with engineering firms for necessary services; and

WHEREAS, the engineering firm of Williams Hatfield & Stoner, now known as Tetra Tech, Inc. (the "Engineer") is under a continuing contract to the Village as authorized by Resolution No. 98-34; and

WHEREAS, the Village finds that it is in the best interest of the Village to utilize the Engineer for the purpose of performing all necessary engineering services for the drainage improvement project, which includes Woodcrest Road, Glenridge Road and Buttonwood Drive (East and West), (the "Project"), in accordance with the attached Work Authorization and with the Village Manager's Memorandum, which accompanies this Resolution.

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE VILLAGE 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. Work Authorized, Specification of Funds. That pursuant to the existing continuing contract between the Village and the Engineer, the performance of additional engineering services for survey, design, permitting, bidding and construction administration services for the Project is hereby authorized, subject to the funding source and any limitation set forth in the above-referenced Village Manager's Memorandum.

Section 3. Agreement Approved. That the Village Manager is hereby authorized to execute the Work Authorization in substantially the form attached hereto, for the Engineering work authorized hereunder between the Village and the Engineer, once approved by the Village Attorney as to form and legal sufficiency.

Section 4. Implementation.

That the Village Manager is hereby authorized to take any and all action which is necessary to fully implement the purposes of this Resolution and the Work Authorization.

Section 5. Effective Date. That this Resolution shall be effective immediately upon adoption hereof.

PASSED AND ADOPTED this 5th day of September, 2006.

MAYOR ROBERT OLDAKOWSKI

ATTEST:

CONCHITA H. ALVAREZ, CMC, VILLAGE CLERK

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

VILLAGE ATTORNEY



TETRA TECH, INC.

June 16, 2006

Mr. Armando Nunez
Public Works Director
Village of Key Biscayne
85 West McIntyre Street
Key Biscayne, FL 33149

Mr. Nunez:

**Village of Key Biscayne
Drainage Improvements For:
Woodcrest Road, Glenridge Road, and Buttonwood Drive (East and West)
Professional Services Fee Proposal**

Tetra Tech, Inc. is pleased to present this professional services fee for the Drainage Improvements Project for Woodcrest Road, Glenridge Road, and Buttonwood Drive (East and West). TetraTech, Inc. (formerly known as Williams Hatfield & Stoner) has been providing professional engineering services for the Village of Key Biscayne (VKB) for over ten (10) years. We developed the VKB Stormwater Master Plan and designed and administered the construction for virtually all of the drainage improvements that exist within the VKB city limits today.

The drainage improvements for Woodcrest Road and Glenridge Road areas will consist of installing a series of inlets and pipes that connect to an existing deep drainage well installed under a previous project. The drainage improvements for Buttonwood Drive (East and West) will consist of similar components, except a new deep drainage well will need to be installed for this portion of the project. Our Fee includes surveying the areas, permitting the new drainage system at Buttonwood Drive, developing construction documents for the drainage improvements, assisting with the Bidding, and providing construction services. We have attached our Proposed Schedule to perform this work, and have included duration of time estimated for bidding, award and construction.

Our proposed fee for professional services is detailed below:

Topographic Survey	\$6,000
Permitting	\$2,500
Design	\$26,000
Bid/Award	\$1,500
Construction Administration/ Inspection	<u>\$25,000</u>
Fee Total	\$61,000

We look forward to working with the Village on the Project. Geotechnical and Soils Testing will be billed directly to the Village on a pass through basis.

Respectfully,

Andrew Kacer, P.E.
Senior Project Manager

TetraTech, Inc.
201 West Canton Avenue, Suite 125
Winter Park, Florida 32789
Voice: 407.644.0857
Fax: 407.644.7544
Cell: 352.279.4979



TETRA TECH, INC.

VILLAGE OF KEY BISCAYNE

*FOR: DRAINAGE IMPROVEMENTS AT WOODCREST ROAD,
GLENRIDGE ROAD, AND BUTTONWOOD DRIVE*

PROJECT SCHEDULE

<u>TASK</u>	<u>DAYS</u>	<u>DATES</u>
DESIGN NTP	1	TBD
SURVEY	21	
DESIGN	60	
BIDDING	30	
AWARD	30	
CONSTRUCTION	120	

Prepared By:

Andrew Kacer, FL PE No. 44720

TetraTech, Inc.
201 West Canton Avenue, Suite 125
Winter Park, Florida 32789
Voice: 407.644.0857
Fax: 407.644.7544
Cell: 352.279.4979