



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

Office of the Village Manager

Village Council

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October 17, 2006

Village Manager

Jacqueline R. Menendez

MEMORANDUM

TO: Honorable Mayor and Members of the Village Council

FROM: Jacqueline R. Menendez, Village Manager *JRM/CDW*

RE: Conversion of Overhead Utilities

RECOMMENDATION

It is recommended that the Village Council approve the Work Order for Professional Services between Corzo Castella Carballo Thompson Salman, P.A. ("C3TS") and the Village for the purpose of performing all necessary engineering services for the conversion of overhead power, telephone, and cable utilities to underground facilities.

BACKGROUND

The engineering firm of Corzo Castella Carballo Thompson Salman, P.A. ("C3TS") is under a continuing contract to the Village as authorized by Resolution No. 98-34. At the direction of the Village Council on October 10th, 2006, C3TS has prepared a Work Order for Professional Services for the performance of engineering services for design, permitting, bidding and construction administration services for the conversion of overhead utilities. C3TS will coordinate on behalf of the Village with FPL, Bellsouth and Adelphia Cable to coordinate and review the utility conversion plans.

Funding for these services will be taken from the Capital Outlay's line item for Vision Projects. See attached proposal.

RESOLUTION NO. 2006-

A RESOLUTION OF THE VILLAGE COUNCIL OF THE VILLAGE OF KEY BISCAYNE, FLORIDA, AUTHORIZING THE FURTHER PROCUREMENT OF ENGINEERING SERVICES INCLUDING DESIGN, PERMITTING, BIDDING AND CONSTRUCTION ADMINISTRATION ENGINEERING SERVICES FOR THE CONVERSION OF OVERHEAD POWER-TELEPHONE-CABLE UTILITIES TO UNDERGROUND FACILITIES FOR THE VILLAGE OF KEY BISCAYNE, FROM THE FIRM OF CORZO CASTELLA CARBALLO THOMPSON SALMAN, P.A. ("C3TS"); PROVIDING FOR APPROVAL OF WORK AUTHORIZATION PURSUANT TO CONTINUING CONTRACT; PROVIDING FOR IMPLEMENTATION; PROVIDING FOR 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 Corzo Castella Carballo Thompson Salman, P.A. ("C3TS") 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 C3TS for the purpose of performing all necessary engineering services for the conversion of overhead power – telephone-cable utilities to underground facilities (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 recitals stated above is hereby adopted and confirmed.

Section 2. Work Authorized, Specification of Funds. That pursuant to the existing continuing contract between C3TS and the Village, the performance of additional engineering services for design, permitting, bidding and construction administration services for the Project, is hereby authorized, subject to the funding source and any limitations 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 C3TS, 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 necessary action to 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 24th day of October, 2006.

MAYOR ROBERT OLDAKOWSKI

ATTEST:

CONCHITA H. ALVAREZ, CMC, VILLAGE CLERK

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

VILLAGE ATTORNEY



Engineers
Architects
Planners

WORK ORDER FOR PROFESSIONAL SERVICES

TO: Village of Key Biscayne
88 West McIntyre Street
Key Biscayne, Florida 33149

DATE: 10/16/06
FILE: 1108

ATTENTION: Ms. Jacqueline Menendez
Village Manager

PROJECT NAME: Conversion of Overhead Power/Telephone/Cable
Utilities to Underground Facilities
Village of Biscayne, Florida

SCOPE OF SERVICES:

Initial Coordination

- A) Coordinate with FPL, BellSouth and Adelphia Cable to develop a phasing plan for the proposed conversion in coordination with sewer project. We will obtain revised ball park estimates, and initiate engineering design on behalf of the Village. During this phase, we will consult with and update the Village Council on proposed phasing, costs and schedules.

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Utility Planning & Design Coordination

- A) Coordination on behalf of the Village with FPL, BellSouth, and Adelphia Cable to coordinate and review preliminary utility conversion plans. This includes review of existing and proposed systems, utility conflicts, establishment of preferred routes and locations for the new facilities. This effort also involves meeting with affected homeowners in up to three public meetings per phase.
- B) Assist Village in obtaining required easements as needed by utilities for conversion work. Our services do not include the preparation of survey sketches and legal descriptions or recording of easements, but we will have these prepared by surveyors as needed, and invoice the Village for these services as a reimbursable expense.
- C) Coordination on behalf of the Village with FPL, BellSouth, and Adelphia to obtain from each a final design for the new underground facilities, along with a firm proposal for the conversion work. Coordination on behalf of the Village with FPL, BellSouth and Adelphia to initiate the work.

Restoration Planning, Design and Bidding

- A) Establish scope and extent of restoration needs for proposed utility work including roadways, driveways, sidewalks and landscaping. Develop a set of restoration plans, details and specifications and a set of general restoration guidelines to be included in a unit-price restoration package for bid.
- B) Assist Village in bidding the restoration package, reviewing bids obtained and providing recommendation for award.

Utility Construction Monitoring

- A) Monitor and coordinate on behalf of the Village the phased utility conversion work to be performed by FPL, BellSouth, and Adelphia Cable or their designated contractors.

Restoration Construction Administration

- A) Prepare Contract Documents, Notice of Award and Notice to Proceed.
- B) Attend pre-construction conference and periodic progress meetings and prepare minutes for distribution.
- C) Respond to Contractor request for information (RFI) and clarification/interpretation of contract documents.
- D) Process all Construction correspondence and maintain files.
- E) Field measurement of completed restoration items.
- F) Review and make Recommendations for Contractor payment requisitions.
- G) Provide periodic inspection services.
- H) Provide final inspection, punch-list, and contract close-out.

FEES

Our fee for the above described services shall be as follows:

Initial Coordination	\$6,500
Utility Planning & Design Coordination (assuming 4 phases)	\$18,500 per phase
Restoration Planning, Design and Bidding	\$35,000
Utility Construction Monitoring	1.0% of construction cost for each phase
Restoration Construction Administration	3.0% of construction cost

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We are ready to begin working on this assignment upon your authorization to proceed. If acceptable to you, we will accept a signed copy of this form as your written authorization to proceed with the assignment.

Thank you.

Corzo Castella Carballo Thompson Salman, P.A.



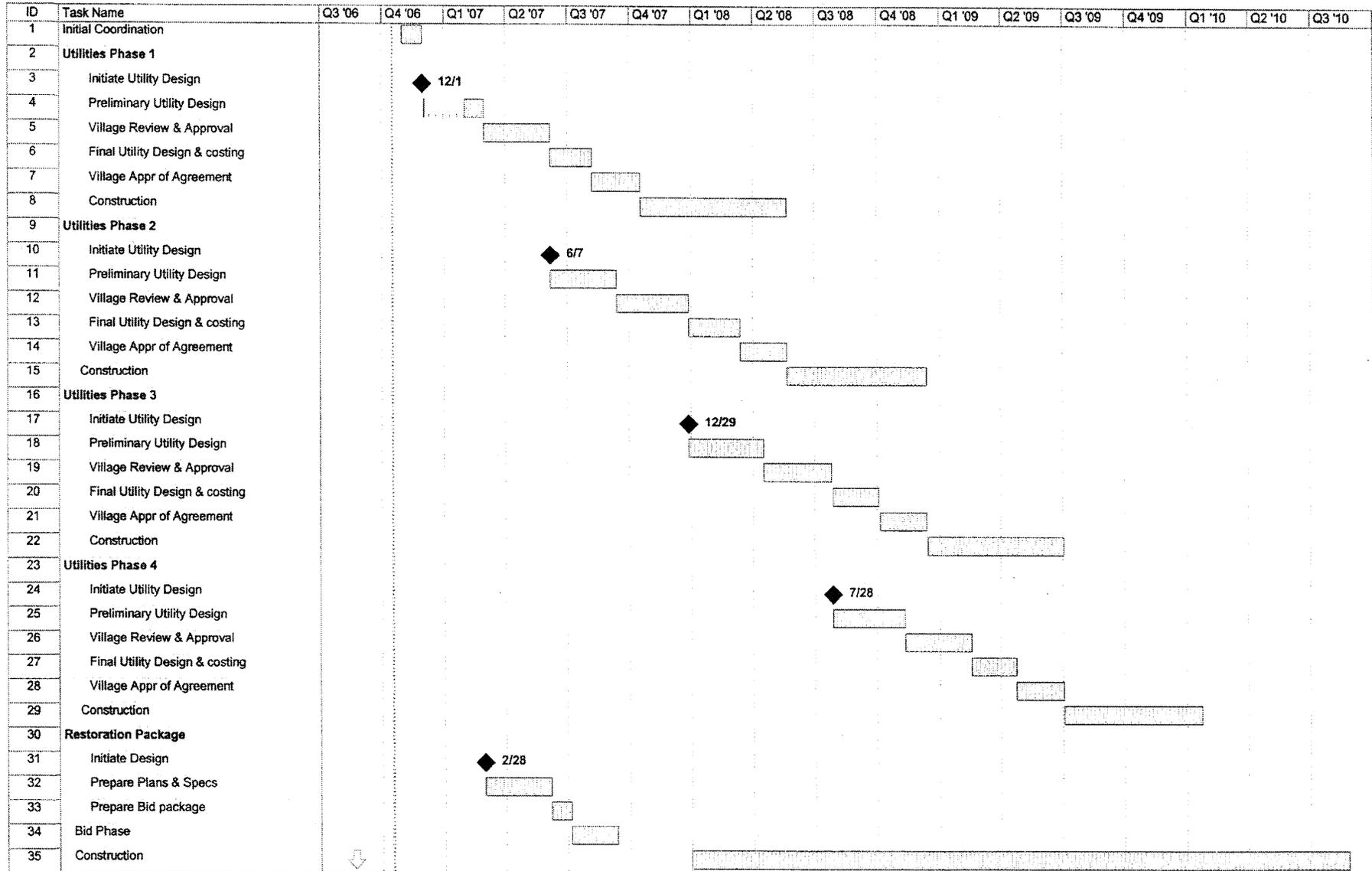
Ramon Castella, P.E.
Principal

RC/er

Village of Key Biscayne
Approved by:

Date: _____

Village of Key Biscayne Utilities UG Relocation



Project: Key Biscayne UG Utilities
Date: Mon 10/16/06



Total Duration: 41.1 mons?