VILLAGE OF KEY BISCAYNE

Office of the Village Manager

MEMORANDUM

Village Council
Robert L. Vernon, *Mayor*
Enrique Garcia, *Vice Mayor*
Michael W. Davey
Robert Gusman
Michael E. Kelly
Jorge E. Mendia
Thomas Thornton

Village Manager
Genaro "Chip" Iglesias

DATE: August 30, 2010

TO: Honorable Mayor and Members of the Village Council

FROM: Genaro "Chip" Iglesias, Village Manager

RE: Approving work authorization to Corzo Castella Carballo Thompson Salman, PA (C3TS) for services relating to the bidding, construction management, and administration of the seating/barrier wall project.

RECOMMENDATION

It is recommended that the Village Council consider authorizing C3TS to conduct the work specified for the seating/barrier wall project on the Village Green playground not to exceed $14,000.

BACKGROUND

The Village Council directed the Village Manager to investigate the feasibility of placing a barrier around the Village Green tot lot due to the safety issues created by the proximity of the adjacent roadways and sidewalk.

On April 27, 2010 this issue was brought before the Council. There were comments from residents who attended the meeting regarding the different options and a possible alternative approach. It was determined that a public meeting should be held to discuss the project. This meeting was conducted on May 18, 2010.

On June 8, 2010 staff reported to the Village Council regarding the meeting and provided the following recommendation:

> "A barrier around the playground would not only help to prevent children from quickly reaching Village Green Way and Fernwood Road but also help separate the playground from the traffic on the sidewalk adjacent to the playground. A seating wall would address the barrier concern while also providing the additional seating around the playground frequently requested by residents. Therefore, it is recommended that first option be selected over the fence option included as Exhibit "B"."

The Village Council directed staff to return with plans to proceed with the seating/barrier wall project as described in the recommendation and support documentation.

This resolution would permit the Village to enter into an agreement with C3TS to perform owner representation, construction project management, administration, and inspection services for the barrier/seating wall project. If approved the Village and C3TS would proceed with the design, permitting and bidding phase of the proposal totaling $9,500. Once this phase is completed, staff would bring the bid results back to the Village Council with a recommended bidder and construction cost before proceeding to the construction phase of this agreement for $4,500. This agreement would be funded by the CIP line item "Tot Lot Landscape Barrier" with a balance of $10,000 with the remainder of the project being funded by the CIP Surplus line item.

Exhibits:

Exhibit "A": Work Authorization from C3TS
Exhibit "B": Preliminary Cost Estimate: Option 1
Exhibit "C": Preliminary Site Plan

RESOLUTION NO. 2010-_____

A RESOLUTION OF THE VILLAGE COUNCIL OF THE VILLAGE OF KEY BISCAYNE, FLORIDA, APPROVING WORK AUTHORIZATION FOR THE SERVICES OF THE FIRM OF CORZO CASTELLA CARBALLO THOMPSON SALMAN, P.A. ("C3TS"); PROVIDING FOR C3TS TO PERFORM OWNER REPRESENTATION, CONSTRUCTION PROJECT MANAGEMENT, ADMINISTRATION AND INSPECTION SERVICES FOR CONSTRUCTION OF 30" HIGH SEATING WALLS ALONG THE NORTHWEST AND SOUTH PERIMETERS OF THE EXISTING PLAYGROUND TO SERVE AS BARRIERS; PROVIDING FOR IMPLEMENTATION; PROVIDING FOR EFFECTIVE DATE.

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

WHEREAS, the engineering, architecture and planning 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 has provided professional services to the Village on several projects in a timely and efficient manner; and

WHEREAS, the Village finds that it is in the best interest of the Village to utilize C3TS for the purpose of performing owner representation, construction project management, administration and inspection services for construction of 30" high seating walls along the northwest and south perimeters of the existing playground to serve as barriers (the "Project") in accordance with the attached Work Authorization and with the Village Manager's memorandum, which accompanies 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 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 and related services (the "Engineering Services"), as described above and as described in the attached Work Authorization, dated July 2, 2010, is hereby approved and authorized for the Project, subject to the funding source and any other limitations which are set forth in the above referenced Village Manager's memorandum.

Section 3. Work Authorization Approved.

A. That the Village Manager is hereby authorized to execute the Work Authorization, in substantially the form attached hereto, for the accomplishment of the Engineering Services which are authorized hereunder, once approved by the Village Attorney as to form and legal sufficiency.

B. That the total fees payable pursuant to the Work Authorization shall not exceed Fourteen Thousand Dollars ($14,000.00), unless further authorized by the Village Council.

Section 4. Implementation. That the Village Manager is hereby authorized to take any and all action which is necessary 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 and shall be applied retroactively to any Engineering Services which are authorized herein.

PASSED AND ADOPTED this ____ day of September, 2010.

_____
ROBERT VERNON
MAYOR

ATTEST:

_____
Conchita H .Alvarez, CMC
Village Clerk

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

_____
Village Attorney

Exhibit “A”

C3TS
CORZO CASTELLA CARBALLO THOMPSON SALMAN
Engineers
Architects
Planners

WORK ORDER FOR PROFESSIONAL SERVICES

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

DATE: 07/02/10
FILE: 1108-00

ATTENTION: **Todd Hofferberth, Director**
Parks & Recreation Department

PROJECT NAME: **Village Green Playground Barriers**
Key Biscayne, Florida

Dear Mr. Hofferberth:

We are pleased to submit this proposal for professional services for the above referenced project.

DESCRIPTION OF SERVICES:

EB0005022

AAC002142

SCOPE OF PROJECT

Construction of 30" high seating walls along the northwest and south perimeters of the existing playground to serve as barriers. These walls will have ornamental features, landscaping and irrigation, and will be configured as shown on the attached sketch. No electrical or lighting work is anticipated.

DESIGN AND PERMITTING

Layout, design and preparation of construction plans and specifications for the proposed improvements as described above. For the purposes of this proposal, we are assuming that the service connection points for the proposed irrigation systems are available immediately adjacent to the site from the existing Village Green system.

During the preliminary design phase, we will produce a preliminary site layout plan for review and approval of the general layout by the Parks & Recreation and Public Works Department. No presentations or preparation of presentation graphics are included in this project. Upon approval of preliminary site plan, we will proceed to finalize the design and the construction plans. We will process the construction plans for approval through the Village Building & Zoning Department.

Village shall provide us with current project site survey in AutoCad electronic format.

BIDDING/NEGOTIATION PHASE

During the bidding or negotiation phase, we shall attend pre-bid conference, answer contractor inquiries, prepare any addendums, review bid proposals and contractor qualifications, prepare bid tabulation, and prepare recommendation for Village Council award.

CONSTRUCTION PHASE

During the construction phase, we will provide limited services as described below.

1. Attend pre-construction conference.

901 Ponce de Leon Blvd., Suite 900, Coral Gables, Florida 33134 305.445.2900 1.800.448.0227 Facsimile 305.445.3366
Web Site: www.c3ts.com
Equal Opportunity Employer

1. Attend pre-construction conference.
2. Shop drawing review.
3. Respond to Contractor request for information and clarifications/interpretation of contract documents.
4. Provide project inspection, as determined by us to be necessary to check for general conformance with contract documents and to certify the project upon completion.
5. Review of Contractor payment requisitions.
6. Preparation of project punch list and contract close-out.

TERMS AND CONDITIONS:

Our fees for the above services shall be as follows:

Design & Permitting	$8,500
Bidding Phase	$1,000
Construction Phase	$4,500
Total	$14,000

All terms and conditions shall be per our current Agreement for Professional Services. 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: _____

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Exhibit “B”

Apr 14, 2010

Key Biscayne Village Green
Playground Barrier

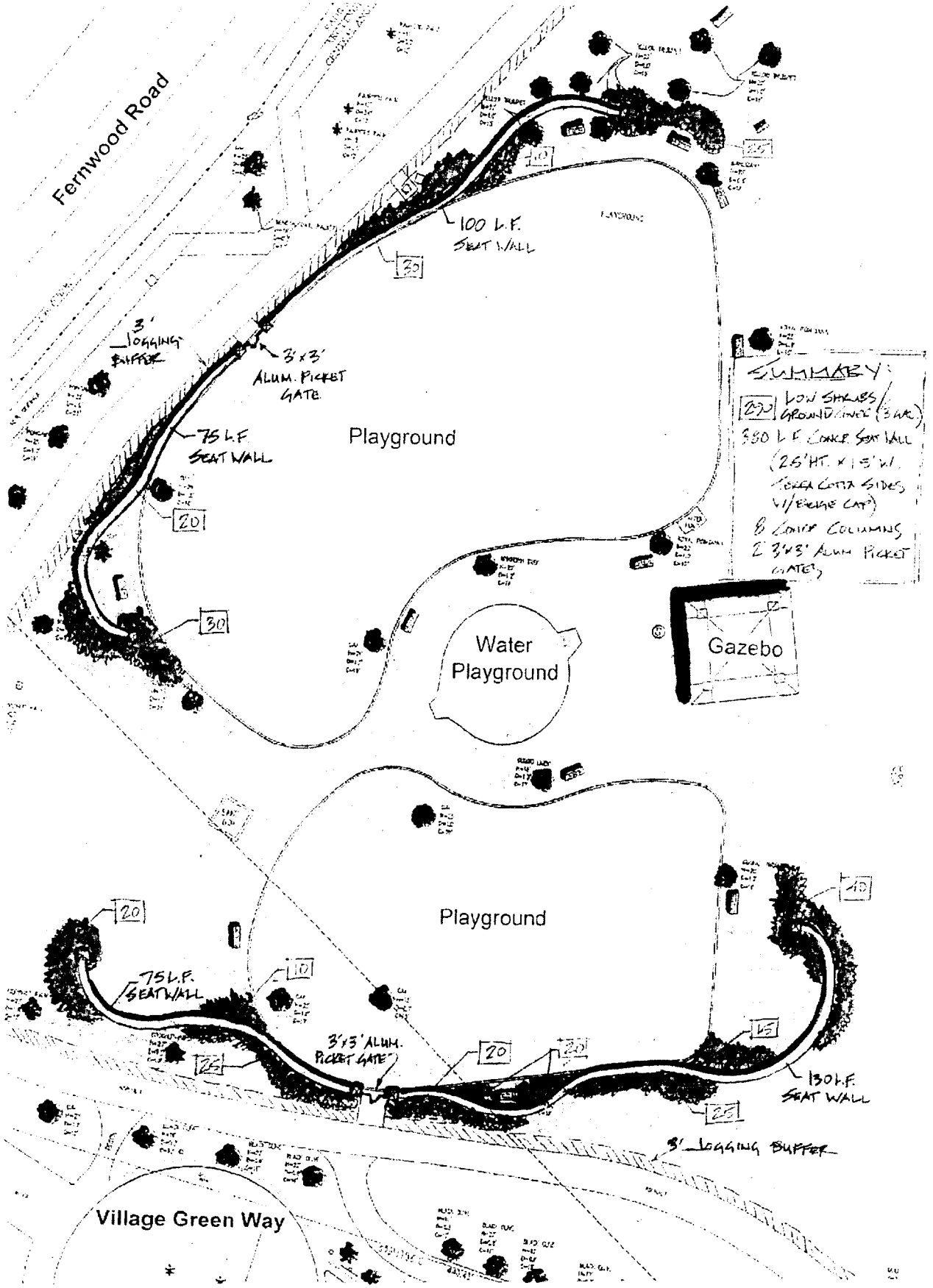
OPTION 1

Clearing & grubbing			$1,500
Irrigation system extension & connection			$3,750
Three gallon Shrubs (incl mulch, fertilizer, etc)	290 @	15	$4,350
30" high curved masonry seat wall, with cap	380 @	140	$53,200
Masonry columns with cap	8 @	750	$6,000
3 x 3 alum picket gates	2 @	500	$1,000
Sub-total			$69,800
Contractors general conditions, overhead & profi	35%		$24,430
Design, permits, management, inspections	15%		$14,135
TOTAL			$108,365

OPTION 2

Clearing & grubbing			$1,500
Irrigation system extension & connection			$3,750
Three gallon Shrubs (incl mulch, fertilizer, etc)	540 @	15	$8,100
3 ft aluminum picket fence	380 @	65	$24,700
3 x 3 alum picket gates	2 @	500	$1,000
Sub-total			$39,050
Contractors general conditions, overhead & profi	35%		$13,668
Design, permits, management, inspections	15%		$7,908
TOTAL			$60,625

Exhibit “C”



Key Biscayne Village Green Playground Barrier Option 1

N

Scale

0 10 20 30 FEET

Prepared by. WGF, VKB BZP Dept. (04/06/10)