



# 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

*Village Manager*  
John C. Gilbert

**DATE:** June 28, 2016  
**TO:** Honorable Mayor and Members of the Village Council  
**FROM:** John C. Gilbert, Village Manager  
**RE:** Traffic Calming Repair and Restoration Project  
Harbor Drive, West Mashta Drive and Intersection of West  
Wood Road and Fernwood Road

### RECOMMENDATION

It is recommended that the Village Council approve the attached Resolution authorizing the Village Manager to issue a work order consistent with the proposal (attached as Exhibit "A") to The Corradino Group, Inc. for engineering services relating to the Traffic Calming Repair and Restoration Project. The amount of the work order is not to exceed \$40,058.81. Funding for this project is in the FY2016 Capital Improvements Plan.

### BACKGROUND

The engineering service proposal is for the preparation of construction documents based on as-built drawings for the repair and restoration of nine (9) existing traffic circles and three (3) existing median dividers at Harbor Drive, West Mashta Drive and the intersection of West Wood Drive and Fernwood Road. These devices were constructed in the year 2000. Due to heavy traffic and construction vehicles (concrete trucks), the brick pavers, concrete bands and curbs have cracked (see attached photographs, as Exhibit B). Project Management for this project will be done by Public Works.

The statement of work for the engineering services includes the following:

- Filed Data Collection
- Meetings
- Preparation of construction, bidding and award documents
- Estimated construction estimate

Reviewed by Mr. Chad Friedman from Weiss Serota Helfman Pastoriza Cole & Bierman as to form and legal sufficiency.

**RESOLUTION NO. 2016-**

**A RESOLUTION OF THE VILLAGE COUNCIL OF THE VILLAGE OF KEY BISCAIYNE, FLORIDA, AUTHORIZING THE VILLAGE MANAGER TO ISSUE A WORK ORDER, CONSISTENT WITH THE PROPOSAL ATTACHED AS EXHIBIT “A,” TO THE CORRADINO GROUP, INC. FOR ENGINEERING SERVICES RELATING TO THE VILLAGE’S TRAFFIC CALMING REPAIR & RESTORATION PROJECT; AND PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, the Village of Key Biscayne (“Village”) issued Request for Qualifications No. 2016-02-09 (“RFQ”) for continuing professional engineering services; and

WHEREAS, pursuant to the RFQ, the Village Council selected the Corradino Group, Inc. (the “Corradino”) as one of the consultants to provide continuing professional engineering services and authorized the Village Manager to execute an agreement with Corradino; and

WHEREAS, Corradino has provided a proposal, attached as Exhibit “A,” for engineering services relating to the Village’s Traffic Calming Repair & Restoration Project (the “Project”); and

WHEREAS, the Village Council desires to authorize the Village Manager to issue a work order for the Project consistent with the proposal attached as Exhibit “A” and the professional services agreement entered into between the Village and Corradino; and

WHEREAS, the Village Council finds that this Resolution is in the best interest and welfare of the residents of the Village.

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

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

**Section 2. Village Manager Authorized.** The Village Manager is hereby authorized to issue a work order to Corradino for the Project that is consistent with the proposal attached hereto as Exhibit "A" in an amount not to exceed \$40,058.81.

**Section 3. Effective Date.** That this Resolution shall be effective immediately upon adoption hereof.

PASSED AND ADOPTED this \_\_\_\_ day of \_\_\_\_, 2016.

\_\_\_\_\_  
MAYOR MAYRA PEÑA LINDSAY

ATTEST:

\_\_\_\_\_  
CONCHITA H. ALVAREZ, MMC, VILLAGE CLERK

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY

\_\_\_\_\_  
VILLAGE ATTORNEY

**WORK AUTHORIZATION PURSUANT TO THE AGREEMENT FOR PROFESSIONAL SERVICES BETWEEN  
VILLAGE OF KEY BISCAYNE AND CONSULTANT**

**DATE:** June 20, 2016

**WORK AUTHORIZATION FOR PROFESSIONAL SERVICES – DESIGN**

**TITLE:** TRAFFIC CALMING REPAIR AND RESTORATION

**I. PROJECT DESCRIPTION**

The Corradino Group, Inc. (Consultant) is pleased to provide this work authorization for professional engineering services for the above referenced project. This project involves the preparation of construction documents, based on existing as-builts, for the repair and restoration of 9 existing traffic circles and 3 existing median dividers within the Village of Key Biscayne. These traffic calming devices are located at the following locations:

- Traffic Circle at Harbor Drive and Woodcrest Road
- Median Divider at Harbor Drive and Cypress Road/Harbor Court
- Traffic Circle at Harbor Drive and W. Heather Drive
- Median Divider at Harbor Drive and W. McIntyre Street/W. Enid Drive
- Traffic Circle at Harbor Drive and Westwood Drive
- Traffic Circle at Harbor Drive and W. Mashta Drive
- Traffic Circle at W. Mashta Drive and Myrtlewood Lane
- Median Divider on W. Mashta Drive just east of Myrtlewood Lane
- Traffic Circle at W. Mashta Drive and Allendale Road
- Traffic Circle at W. Mashta Drive and Woodcrest Road
- Traffic Circle at W. Mashta Drive and Fernwood Road
- Traffic Circle at Westwood Drive and Fernwood Road

The damaged existing raised concrete curbs and header curbs will be replaced with higher strength concrete. Existing paver areas which are experiencing settlement or other damage will be restored on a case by case basis and the intent will be to re-use the existing pavers as much as possible. Any new pavers that may be necessary will be coordinated with VILLAGE staff specifically regarding the colors, patterns and type. If the as-builts show that a concrete slab is not present below the existing pavers, a concrete slab will be analyzed to determine if it is the best solution on a case-by-case basis. If installed, the concrete slabs will be similar to what currently exists under the pavers on Crandon Blvd. The VILLAGE is to provide as-built information for the paver areas along Crandon Blvd. so that the CONSULTANT can provide a consistent design.

The purpose of this scope of work is for the CONSULTANT to conduct field data collection, preparation of construction documents, prepare bid schedule, and opinion of probable construction cost services for the Traffic Calming Repair and Restoration project.

**II. SCOPE OF SERVICES**

The services generally include the following:

- Field Data Collection
- Meetings
- Preparation of construction documents
- Preparation of opinion of probable construction costs (OOPC)

Below is a detailed summary of the services to be provided:

**TASK 1. FIELD DATA COLLECTION**

- a. CONSULTANT will conduct a field visit to document the existing condition of the traffic calming device curbs and header curbs which require removal and replacement.
- b. The CONSULTANT will gather available existing plans and specifications of traffic calming devices for use as base files during plans preparation.

**TASK 2. MEETINGS**

- a. For the purpose of this proposal, CONSULTANT has budgeted to attend two (2) review/coordination meetings with the VILLAGE during the course of preparing the design plans.
- b. One (1) coordination meeting with Miami-Dade County Transit will be included in this proposal to discuss the bus route maintenance of traffic along Harbor Drive.
- c. Should the VILLAGE request any further meetings, CONSULTANT will amend this agreement as needed to cover the additional time.

**TASK 3. CONSTRUCTION DOCUMENTS**

- a. The CONSULTANT will prepare the construction drawings indicating the areas needing removal and restoration/replacement of concrete curb and pavers.
- b. A preliminary list of the drawings are anticipated to be as follows:
  - i. Cover Sheet, Index of Drawing (1 Sheet)
  - ii. General Notes (1 Sheet)
  - iii. Existing Condition and Demolition (4 Sheets)
  - iv. Rehabilitation Plan (12 Sheets)
  - v. Curb, Concrete, Drainage, and Paver Details (4 Sheets)
  - vi. Maintenance of Traffic Plans (3 Sheets)
- c. CONSULTANT will submit the rehabilitation drawings to the VILLAGE at the 60% and 100% completion milestones for review and comment.
- d. CONSULTANT will prepare technical specifications which will be submitted to the VILLAGE for review at the milestone completions in item c. above.
- e. CONSULTANT will submit engineer's opinion of probable construction costs per location specified in the project description above to the VILLAGE for review at the milestone completions in item c. above.
- f. CONSULTANT will review shop drawings during construction phase to ensure adherence of materials to project plans and specifications.

**TASK 4. BIDDING AND AWARD**

- a. CONSULTANT will facilitate a pre-bid conference and prepare minutes.
- b. CONSULTANT will prepare and transmit Addenda accordingly.
- c. CONSULTANT will attend bid opening.
- d. CONSULTANT will assist the VILLAGE in evaluating the Bids and recommending a bidder to the Village including presentation to the VILLAGE Council.

**TASK 5. REIMBURSABLE EXPENSES AND DIRECT COSTS**

- a. Reproduction Expenses for preparation of construction drawings and specifications.
- b. Field Supplies and travel to site/meetings by CONSULTANT.

Services proposed herein **do not include** any geotechnical, surveying, utility verification, ecological services, construction administration, inspections, audits or water quality sampling/testing/monitoring, mitigation, permitting and fees. Whenever these or other services are required that are not included in this Scope, they will be billed for directly to the VILLAGE under a separate work authorization.

### III. COMPENSATION

CONSULTANT will provide the above described services on a Lump Sum basis for a fee of \$40,058.81 (forty thousand fifty-eight dollars and 81 cents). A breakdown of the fee is included below. Services will be invoiced monthly in accordance with percent of work product complete.

Task 1 – Data Collection	\$1,042.80
Task 2 – Meetings	\$1,895.13
Task 3 – Construction Documents	\$33,211.68
Task 4 – Bidding and Award	\$3,409.20
Task 5 – Reimbursables & ODC's	<u>\$500</u>
TOTAL	\$40,058.81

### IV. SCHEDULE AND COMPLETION

Our work will begin upon execution of Work Authorization. A preliminary schedule per task is summarized below.

	<u>From Acceptance</u>
Task 1 – Field Data Collection	7 days
Task 2 – Meetings	TBD
Task 3 – Construction Documents	60 days

### V. DELIVERABLES

1. 60% Design Plans, Specifications, OOPC and Bid Schedule
2. 100% Design Plans, Specifications, OOPC and Bid Schedule

**IN WITNESS WHEREOF**, the VILLAGE of Key Biscayne, represented by signature of the VILLAGE of Key Biscayne Manager and CONSULTANT has executed this Work Authorization as of the day and year written below:

VILLAGE OF KEY BISCAZYNE

CONSULTANT – THE CORRADINO GROUP

By: \_\_\_\_\_

**John C. Gilbert**  
Village Manager  
Village of Key Biscayne  
88 West McIntyre Street, Suite 230  
Key Biscayne, FL 33149

By: Carlos Alcantara

Carlos Alcantara, PE  
Engineering Division Manager  
The Corradino Group, Inc.  
4055 NW 97<sup>th</sup> Avenue, Suite 200  
Miami, FL 33178

Date: \_\_\_\_\_

Date: June 20, 2016

Exhibit B

