



VILLAGE OF KEY BISCAINE

Office of the Village Manager

Village Council

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

Village Manager

Genaro "Chip" Iglesias

DT: April 23, 2008

TO: Honorable Mayor and Council Members

FR: Genaro "Chip" Iglesias, Village Manager

RE: APPROVAL OF C3TS WORK AUTHORIZATION
FOR ZONE 2/3 RECLAIMED WATER AND
WATER MAIN REPLACEMENT, SANITARY
SEWER SYSTEM, AND PROPOSED PUMP
STATION OWNER REPRESENTATIVE AND
CONSTRUCTION PROJECT MANAGEMENT
SERVICES

RECOMMENDATION

It is recommended that the Village Council approve C3TS Work Authorization (dated April 17, 2008) for owner representative and construction project management services for the Zone 2/3 Reclaimed Water and Water main Replacement, Sanitary Sewer System, and Proposed Pump Station, in the amount of \$698,400.

BACKGROUND

C3TS is under a continuing professional services contract with the Village as authorized by Resolution No. 98-34. The Firm, and its sub-consultant Jose Lopez, P.E., has provided bid phase and pre-construction services for the Zone 2/3 project, and has been providing owner's representation and project management services for the Village on the Zone 1/4 on-going construction project.

RESOLUTION NO. 2008-

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 ZONE 2/3 OF THE VILLAGE’S RECLAIMED WATER, WATER MAIN REPLACEMENT, SANITARY SEWER SYSTEM AND PROPOSED PUMP STATION PROJECT ; 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 zone 2/3 of the Village’s reclaimed water, water main replacement, sanitary sewer system and proposed pump station project (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 April 17, 2008, 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 Six Hundred Ninety-Eight Thousand, Four Hundred (\$ 698,400) Dollars, 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 30th day of April , 2008.

MAYOR ROBERT L. VERNON

ATTEST:

CONCHITA H. ALVAREZ, CMC, VILLAGE CLERK

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

VILLAGE ATTORNEY

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WORK AUTHORIZATION

April 17, 2008

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

Attention: Mr. Chip Iglesias
Village Manager

Reference: Zone 2 and Zone 3
Sanitary Sewer, Potable Water and Reclaimed Water Main Improvements
Owner Representative and Construction Project Management Services
Village of Key Biscayne, Florida

Dear Mr. Iglesias:

EB0005022
AAC002142

The firm of Corzo Castella Carballo Thompson Salman, P.A. (C3TS) together with our sub-consultant Jose G. Lopez, P.E., are pleased to submit this proposal for professional services to the Village of Key Biscayne to perform owner representation, construction project management, administration and inspection services for Zones 2 and 3 of the Village-wide Sanitary Sewer, Potable Water and Reuse Water Improvements.

I. Project Scope

The proposed improvements in Zone 2 and Zone 3 consist of the installation of new PVC-C900 gravity sanitary sewer systems in both zones, a new wastewater pumping station, the installation of new DIP water mains throughout, and the installation of PVC-C900 Purple Pipe reclaimed water mains on Fernwood Road, W. Wood Drive, W. Mashta Drive and around the K.B. Community School.

The project was designed permitted by PBSJ under prior contract with the Village. The project has recently been authorized by the Village Council to be advertised for construction bids. It is our understanding that PBSJ will be retained by the Village to provide limited post-design services (shop drawing review and technical assistance in answering contractor inquiries) in support of our Project Management, Administration and Inspection Services.

II. Scope of Services

Task A - Bid Phase & Pre-Construction Services

During the bidding phase for Zones 2 and 3 (main package + separate reclaimed water main package), C3TS will perform an independent bid item and quantity take off from PBSJ construction documents. Review and revise PBSJ front-end bid documents, coordinate early utility installation by MDWASD around KB Community School, (including general inspection and resident notifications), attend pre-bid conferences, provide assistance in responding to bidder inquiries, coordinate issuance of addenda, reviewing bids and make recommendations for award.

Task B - Construction Phase Services – Zone 2/3 Main Package

This proposal is based on an anticipated construction contract duration for Zones 2 and 3 of fifteen (15) months. During the construction phase, C3TS will provide Owner Representation and Construction Project Management, Administration and Inspection services as follows:

- Serve as Owner's representative in dealing with Village residents and the public with regards to this project.
- Prepare Contract Documents, Notice of Award and Notice to Proceed.
- Attend pre-construction conference and prepare minutes for distribution.
- Shop drawing processing.
- Attend weekly progress meetings and prepare minutes for distribution.
- Respond to Contractor request for information (RFI) and clarification/ interpretation of contract documents.
- Coordinate utility concerns and issues with regard to conflicts.
- Process all Construction correspondence and maintain files.
- Review and Make Recommendations for Contractor payment requisitions.
- Review and Make Recommendations for Contractor change order requests.
- Provide full-time resident inspector (approximately 40 hours per week).
- Provide final inspection, punch-list, and contract close-out.
- Provide system certification upon completion, and assist in securing final releases from regulatory agencies.
- Provide assistance in facility conveyance to MDWASD.
- Coordinate materials and density testing.
- Provide photographic history of project in digital format.

Task C - Construction Phase Services – Reclaimed Water Distribution System

This proposal is based on an anticipated construction contract duration for Reclaimed Water Main Distribution System of three (3) months. During the construction phase, C3TS will provide Owner Representation and Construction Project Management, Administration and Inspection services as follows:

- Serve as Owner's representative in dealing with Village residents and the public with regards to this project.
- Prepare Contract Documents, Notice of Award and Notice to Proceed.
- Attend pre-construction conference and prepare minutes for distribution.
- Shop drawing processing.
- Attend weekly progress meetings and prepare minutes for distribution.
- Respond to Contractor request for information (RFI) and clarification/ interpretation of contract documents.
- Coordinate utility concerns and issues with regard to conflicts.
- Process all Construction correspondence and maintain files.
- Review and Make Recommendations for Contractor payment requisitions.
- Review and Make Recommendations for Contractor change order requests.
- Provide full-time resident inspector (approximately 40 hours per week).
- Provide final inspection, punch-list, and contract close-out.

**Work Authorization
Zone 2 and Zone 3
Village of Key Biscayne
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- Provide system certification upon completion, and assist in securing final releases from regulatory agencies.
- Provide assistance in facility conveyance to MDWASD.
- Coordinate materials and density testing.
- Provide photographic history of project in digital format.

III. Fees

The total fees for this project have been calculated in the attached Manhour Estimates spreadsheet. The fee for these services is broken down as follows:

Task A – Bid Phase & Pre-Construction Services	\$38,750
Task B – Construction Phase Services-Zone 2/3 Main Package.....	\$564,780
Task C – Construction Phase Services – Reclaimed Water Dist. System .	<u>\$94,870</u>

Fee Total	<u>Lump Sum</u>	\$698,400
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IV. Insurance; Indemnification

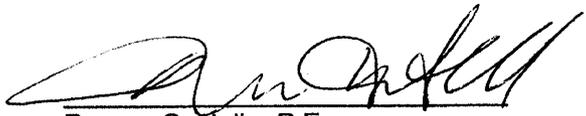
C3TS and Jose G. Lopez, P.E. shall maintain project specific professional liability insurance related to the work undertaken hereunder, including the Village as Certificate Holder and additional insured for this work. Further, C3TS shall indemnify and hold harmless Village, its officers and employees in accordance with and as authorized by Section 725.08, as if said statute was incorporated herein verbatim.

This proposal will be subject to the terms of the signed Agreement between the Village of Key Biscayne and C3TS, PA., for Professional Services dated 07/15/98.

If you have any questions, please do not hesitate to give me a call at (305) 445-2900 or e-mail at rcastella@c3ts.com. We thank you for the opportunity to offer these services, and look forward to our continued working relationship with the Village.

If this proposal is deemed acceptable to all parties, please sign in spaces provided.

Chip Iglesias
Village Manager
Village of Key Biscayne


Ramon Castella, P.E.
Principal/Vice President
C3TS, P.A.

FEE WORKSHEET

DATE: April 17, 2008

PROJECT: Zone 2 and 3 Sanitary Sewer, Potable Water and Reclaimed Water
 Main Improvements- Construction Project Management,
 Administration and Inspection Services
 Key Biscayne, Florida

Bid & Pre-Construction Phase:

Task	Prin	PE	EI	Sr. Tech.	Tech./Insp.	Clerical
Independent Quantity Take-off	10	36	48	24	8	4
Coordination of Up-front MDWASD installation at KB School	36	6	6		60	
Review of PBSJ Front-end Documents	16	16	4			6
Pre-Bid Conferences	8	8	4			4
Contractor Inquiries and Addendum	12	16	4	4		16
Review of Bids and documentation	12	16	6			6
Bid Tabulation & Recomm. For Award	6	12	12	4		2
Bid Phase Sub-Total Hours	100	110	84	32	68	38
Billing Rate	135	100	80	65	55	45
Labor Cost	\$13,500	\$11,000	\$6,720	\$2,080	\$3,740	\$1,710
Labor Sub-Total						\$38,750

Total \$38,750

Construction Phase - Zone 2/3 Main Package: (Assumes 15 month continuous construction period)

Task	Prin	PE/RA/CM	EI/AI	Insp.	Clerical
Pre-construction Conference & Activities	12	24	16	12	12
Shop Drawing Processing		24	80		24
Weekly Meetings	120	560	120		120
Owner Representation with Residents/Public/Agencies	120	480	160	24	48
Contractor RFI and Clarifications	60	700	260		16
Contractor Payment Requisitions	16	120	160	80	24
Contractor Change Order & Requests	24	60	60		16
Full-time Resident Inspection (40 hrs/wk)	16	380	190	2780	192
Final Inspection/Close-out/Certification/Releases	24	48	36	32	16
Construction Phase Sub-Total Hours	392	2396	1082	2928	468
Billing Rate	135	100	80	55	45
Labor Cost	\$52,920	\$239,600	\$86,560	\$161,040	\$21,060
Labor Sub-Total					\$561,180

Materials and Supplies - Field

\$3,600

Total \$564,780

Construction Phase - Reclaimed Water Distribution System: (Assumes 3 month continuous construction period)

Task	Prin	PE/RA/CM	EI/AI	Insp.	Clerical
Pre-construction Conference & Activities	12	16	16	12	12
Shop Drawing Processing		8	12		6
Weekly Meetings	24	40	24		24
Owner Representation with Residents/Public/Agencies	24	60	32	6	10
Contractor RFI and Clarifications	10	60	40		4
Contractor Payment Requisitions	4	20	30	16	6
Contractor Change Order & Requests	6	12	12		4
Full-time Resident Inspection (40 hrs/wk)	4	40	30	520	38
Final Inspection/Close-out/Certification/Releases	12	16	18	16	8
Construction Phase Sub-Total Hours	96	272	214	570	112
Billing Rate	135	100	80	55	45
Labor Cost	\$12,960	\$27,200	\$17,120	\$31,350	\$5,040
			Labor Sub-Total		\$93,670

Materials and Supplies - Field

\$1,200

Total

\$94,870