



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
Mayra P. Lindsay, *Mayor*
Franklin H. Caplan, *Vice Mayor*
Luis F. de La Cruz
Theodore Holloway
Michael E. Kelly
Edward London
James Taintor

DATE: May 26, 2015
TO: Honorable Mayor and Members of the Village Council
FROM: John C. Gilbert, Village Manager
RE: Dog Park at the North Village Green

Village Manager
John C. Gilbert

RECOMMENDATION

It is recommended that the Village Council approve the attached Resolution approving an amendment to the Contract with Stantec (Attached as Exhibit "A") to complete the design of the dog park at the Village Green, authorizing the Village Manager to execute the contract amendment for Bid and Construction Services and to advertise for the construction. Funding for the project is in the Capital Improvements Plan (CIP).

BACKGROUND

- October 28, 2014 The Village Council selected Stantec to provide consultant services for the design of a Multi-Purpose Civic Center Park at 530 Crandon Boulevard and a Dog Park at the North Village Green.
- January 13, 2015 The Village Council authorized the Village Manager to execute an Agreement with Stantec for the preparation of Conceptual Site Plans for both parks (attached as Exhibit "B").
- March 10, 2015 The Village Council reviewed five (5) site plans for the North Village Green and selected Option "E" in the amount of \$993,803.
- April 14, 2015 Village Council modified the Dog Park to provide a ten (10) foot buffer from the adjacent multifamily building located at 325 Fernwood Road.
- May 12, 2015 Village Council approved the Final Site Plan for the Dog Park including the artificial grass component.

Reviewed by Mr. Terence McKinley from Weiss Serota Helfman Pastoriza Cole & Boniske as to form and legal sufficiency.

RESOLUTION NO. 2015-

A RESOLUTION BY THE VILLAGE COUNCIL OF THE VILLAGE OF KEY BISCAYNE, FLORIDA, APPROVING AN AMENDMENT TO THE CONTRACT WITH STANTEC ASSOCIATES, INC., AWARDED PURSUANT TO RFP 2014-01, TO COMPLETE THE DESIGN OF A DOG PARK AT THE VILLAGE GREEN; AUTHORIZING THE VILLAGE MANAGER TO EXECUTE THE CONTRACT AMENDMENT; AUTHORIZING THE VILLAGE MANAGER TO ADVERTISE FOR THE CONSTRUCTION OF THE DOG PARK UPON COMPLETION OF THE DESIGN; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Village of Key Biscayne (the “Village”) had competitively solicited a contract for the design of a Dog Park at Village Green (the “Dog Park”) through RFP 2014-01, and

WHEREAS, the Village awarded a contract to Stantec Associates Inc. (“Stantec”) to perform, in part and as Phase 1 of the design, a Conceptual Site Plan for the Dog Park, and

WHEREAS, Stantec has completed the conceptual Site Plan for the Dog Park and presented it to the Village Council, and

WHEREAS, the Village Council has approved the Conceptual Site Plan for the Dog Park at its meeting of March 10, 2015 and expressed its desire to complete the design and construction of the Dog Park in accordance with the approved Site Plan, and

WHEREAS, Stantec has submitted a proposal to perform Phase 2 of its contract to complete the design of the Dog Park in accordance with the approved Conceptual Site Plan, develop construction documents, develop construction bid documents, assist with the construction bid process and perform construction administration and other efforts as presented in its proposal (Exhibit “A”), and

WHEREAS, the Village Council finds that it is in the best interest of the Village to approve the Proposal of Consultant, authorize the Contract Amendment for the Services, and proceed as indicated in this Resolution.

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 above stated recitals is hereby adopted and confirmed.

Section 2. **Proposal Accepted.** That the proposal presented by Stantec to complete the design of the Dog Park in accordance with the approved Conceptual Site Plan, develop construction documents, develop construction bid documents, assist with permitting, assist with the construction bid process and perform construction administration and other enumerated efforts be accepted by the Village Council.

Section 3. **Contract Amended.** That the Village Manager be authorized to execute the Contract Amendment with Stantec to design the Dog Park to complete the design of the Dog Park in accordance with the approved site plan, develop construction documents, develop construction bid documents, assist with permitting, assist with the construction bid process and perform construction administration and other enumerated efforts for the not-to-exceed price of \$153,896.00 and with a 100% design completion duration of nine (9) weeks from the effective date of the Contract Amendment, all in accordance with Stantec's proposal.

Section 4. **Authorization to Advertise for Construction.** That the Village Manager is authorized to advertise the construction of the Dog Park upon completion of the 100% construction drawings and specifications by Stantec.

Section 5. **Effective Date.** That this Resolution shall become effective upon the adoption hereof.

PASSED AND ADOPTED this _____ day of May, 2015.

MAYOR MAYRA PEÑA LINDSAY

ATTEST:

CONCHITA H. ALVAREZ, MMC, VILLAGE CLERK

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY

VILLAGE ATTORNEY

CONTRACT AMENDMENT

TO CONTRACT BETWEEN THE VILLAGE OF KEY BISCAYNE AND STANTEC ASSOCIATES FOR THE DESIGN OF A DOG PARK AT VILLAGE GREEN

WHEREAS, the Village awarded a contract to Stantec Associates Inc. ("Stantec") to perform, in part and as Phase 1 of the design, a Conceptual Site Plan for the Dog Park, and

WHEREAS, Stantec has completed the Conceptual Site Plan for the Dog Park and presented it to the Village Council, and

WHEREAS, the Village Council has approved the Conceptual Site Plan for the Dog Park at its meeting of March 10, 2015 and expressed its desire to complete the design and construction of the Dog Park in accordance with the approved Site Plan, and

WHEREAS, Stantec has submitted a proposal to perform Phase 2 of its contract to complete the design of the Dog Park in accordance with the approved site plan, develop construction documents, develop construction bid documents, assist with permitting assist with the construction bid process and perform construction administration and other efforts enumerated in its proposal (Exhibit "A");

NOW, THEREFORE, in consideration of the mutual covenants set forth in this Contract Amendment, the parties agree as follows:

1. The Village Council has accepted Stantec's proposal, dated March 19, 2015, as amended. To complete the design of the Dog Park in accordance with the approved site plan, develop construction documents, develop construction bid documents, assist with permitting assist with the construction bid process and perform construction administration and other efforts enumerated in its proposal for a not-to-exceed price of \$153,896.00.
2. Upon signatures of both parties, the contract with Stantec for the design of, among other things, a Dog Park at the Village Green is hereby amended to include the additional professional efforts identified in the referenced proposal, attached hereto as Exhibit "1".
3. All other terms, conditions and provisions of the original contract shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have accepted, made and executed this Agreement upon the terms and conditions above stated on the day and year first above written.

For the CONTRACTOR:
Stantec Associates, Inc.
901 Ponce de Leon Blvd. Suite 900
Coral Gables, Florida 33134

By: 
Title: 05.19.15

For the VILLAGE:
Village of Key Biscayne
88 West McIntyre Street
Key Biscayne, Florida 33149

By: _____
Village Manager



901 Ponce de Leon Boulevard, Suite 900
Coral Gables, Florida 33134

March 19, 2015
File: 177901946

Village of Key Biscayne
88 W. McIntyre Street
Key Biscayne, Florida 33149

Attention: **Jud Kurlancheek, AICP**

Reference: **Design of a Dog Park at the Village Green**
RFQ 2014-01

Dear Mr. Kurlancheek,

We are pleased to submit this proposal of professional services for your consideration.

Scope of Project

The Dog Park Design shall consist of the development of the conceptual drawings for the 24,000 SF ± Dog Park at the north end of the Village Green as presented and approved by the Village Council on March 10, 2015. Our services will include construction drawings for the dog park.

Construction Documents

The construction documents phase shall include:

1. Preparation of architectural, electrical, civil (geometry, demolition, grading and drainage), structural, landscape and irrigation construction documents and specifications for the work to be performed and furnished by the contractor selected. Specifications will be prepared in general conformance with the 16-division Masterspec format of the American Institute of Architects (AIA).
2. Complete the design phase documents to the approximately 50% completion stage and submit to the Village for review, comment and approval before proceeding forward with the completion of the final design phase. The 50% progress submittal will generally consist of: above mentioned construction documents, outline specifications and estimate of probable construction cost.
3. Present finish materials at the 50% progress submittal to the Village for final selection, approval and incorporation into the design and construction documents.
4. After acceptance by the Village of the 50% submittal drawings and upon written authorization, Stantec will provide 100% construction documents for permitting. The 100% progress submittal will generally consist of: above mentioned construction



Reference: Design of a Multi-Purpose Civic Center Park and Dog Park

documents, and specifications incorporating comments received from the Village on the 50% submittal.

5. Prepare and furnish a master set of the Bidding documents, contract forms and conditions of the contract documents for review and approval by the Village, its legal counsel, and other advisors, as appropriate. Construction Contract to be based on one Prime Contractor.
6. The civil drawings will include the required water connections but sewer connections are not required and therefore will not be provided as part of this scope of work.

Deliverables:

- 50% submittal drawings
- 100% submittal drawings

Schedule:

- 4 weeks after NTP
- 4 weeks after approval of 50% drawings

Permitting Assistance

1. Stantec will submit the drawings to the Village building department and authorities having jurisdiction. Stantec will revise drawings accordingly to respond to permit comments, if required. The permit fees are to be paid by the selected Contractor or Village.

Bidding Assistance

After acceptance by the Village of the Bidding documents and the final estimate of probable construction cost, Stantec shall:

1. Provide the Village one (1) electronic copy (pdf) Contract Documents for bidding purposes. Contract Documents will be copied and distributed to prospective bidders by the City's Procurement Department. The Village will be responsible for the cost of advertising and distribution of Bidding Documents to prospective bidders.
2. Attend and conduct one (1) pre-bid conference as well as respond to bidder's reasonable questions in writing and prepare and distribute the necessary Addenda to the Contract Documents (if required for clarification of approved final scope).



Reference: Design of a Multi-Purpose Civic Center Park and Dog Park

Construction Administration

Stantec services for the project as described above and included in this scope of services include:

1. Attend and conduct one (1) pre-construction meeting and respond to contractor's reasonable questions in writing.
2. Review shop drawings as required in the Contract Documents.
3. Periodic inspections (4 hours per week for 20 weeks).
4. Monthly construction meetings for a total of 6.
5. Review and sign off of payment applications and change order requests.
6. Preparation of punch list of substantial and final completion inspections.
7. Respond to reasonable RFI's from contractor.
8. Review close out documentation and provide as-built drawings based on annotated record documents received from the Contractor.
9. One year warranty site review to be done 11 months after substantial completion.
10. Services are assumed to span a total construction period of 6 months.

COMPENSATION:

Compensation for each phase is based on the following breakdown and will be invoiced on a percentage basis in accordance with completion at time of billing:

• Construction Documents 50%/100%	\$102,094.00
• Permitting Assistance	\$ 5,322.00
• Bidding Assistance	\$ 4,522.00
• Construction Administration	\$ 37,958.00
<i>Sub-Total:</i>	<i>\$149,896.00</i>
<i>Printing/Reimbursement Budget</i>	<i>\$ 4,000.00</i>
Total compensation for this work order:	\$153,896.00



March 19, 2015
Jud Kurlancheek, AICP
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Reference: Design of a Multi-Purpose Civic Center Park and Dog Park

All terms and conditions shall be per our Continuing Services Agreement for Engineering. We are ready to begin working on this assignment. If acceptable to you, we will accept a signed copy of this Professional Services Proposal as your written authorization to proceed with this assignment.

Thank you for the opportunity to be of service to the Village of Key Biscayne.

Sincerely,

javier.salman@stantec.com

VILLAGE OF KEY BISCAYNE

Approved by:

Signature

Date

Title

Stantec Consulting Services, Inc. 901 Ponce de Leon Blvd Suite 900 Coral Gables, FL 33134 Phone:305-445-2900 Fax 305-774-6277		MAN-HOUR ESTIMATE FORM							Date: March 19, 2015		Project No.: 177901946
		Description: Dog Park Cd's and Construction Administration							TOTAL		Task Totals
Basis of Estimate		Principal	Project Manager	Architect (RA) Engineer PE	Architect (AI) Engineer(EI)	Senior Technician	Inspector	Clerical	Hours	Cost For Activity	Task Totals
Hourly Rate of:		\$211.00	\$121.00	\$165.00	\$157.00	\$88.00	\$82.00	\$61.00			
1.0 Construction Documents											
1.01	Architectural CD's		24		37	40			96	\$13,528.00	
1.02	Civil CD's		40		52	130			192	\$25,604.00	
1.03	Civil Site Investigation & Utility Coordination		16		10	14	12		52	\$7,174.00	
1.04	Landscape CD's								0	\$24,000.00	
1.05	Electrical CD's								0	\$6,000.00	
1.06	Structural CD's								0	\$9,000.00	
1.07	Project Specifications		4	8				12	24	\$3,040.00	
1.08	Project Coordination	4	20	16		12		8	60	\$9,096.00	
1.09	Client Meetings	4	8						12	\$2,372.00	
1.10	QA/QC	4		4		8			16	\$2,280.00	
									Sub-Total	452	\$102,094.00
2.0 Permitting Assistance											
2.01	Submit drawings to Building Dept		4	8		8			20	\$2,852.00	
2.02	Revise drawings as per permit comments		2	8		8			18	\$2,470.00	
									Sub-Total	38	\$5,322.00
3.0 Bidding Assistance											
3.01	Attend Pre-bid meeting		4						4	\$764.00	
3.02	Respond to contractor RFIs		8			8		4	20	\$2,636.00	
3.03	Assist with RFP with Attendee		4			2		2	8	\$1,122.00	
									Sub-Total	32	\$4,522.00
4.0 Construction Administration (3 months construction)											
4.01	Attend pre-construction meeting		4				4		8	\$1,156.00	
4.02	Monthly Meetings (6 meetings)		24					24	48	\$6,528.00	
4.03	Coordination & Management		4			4			8	\$1,156.00	
4.04	Shop drawing review		4	24		12			40	\$5,852.00	
4.05	Payment application review		6			6	12		24	\$2,910.00	
4.06	Respond to RFIs		8			16			24	\$3,096.00	
4.07	Periodic Inspections (4 hours per week for 20 weeks)						80		80	\$7,840.00	
4.08	Structural Construction Administration (2 site visits - shop drawing review, respond to RFIs)								0	\$1,000.00	
4.09	Electrical Construction Administration (2 site visits - shop drawing review, respond to RFIs)								0	\$1,000.00	
4.10	Landscape Site Visits (3)								0	\$5,500.00	
4.11	Close-out/Certification		8			4			12	\$1,920.00	
									Sub-Total	244	\$37,958.00
Grand Total										\$149,896.00	

DOG PARK REVISED ESTIMATE OF PROBABLE COST OF CONSTRUCTION

5/13/2015

COMPONENT DESCRIPTION		QUANTITY	UNIT	UNIT PRICE	SUBTOTAL	TOTAL
General						
1	Mobilization	1	2.5%		\$17,800	
2	Demolition including clearing & grubbing	1	LS	8,000.00	\$8,000	
3	Tree Removal & Relocation (by Village)	1	allow	15,000.00	\$0	
4	Construction Fencing (assumes 3 months construc. time)	530	LF	10.00	\$5,300	
	Sub Total					\$31,100.00
Sitework						
5	Grading	1	LS	15,000.00	\$15,000	
6	Drainage Well including precast weir structure	1	allow	35,000.00	\$35,000	
7	Sod restoration (just south of project area)	1	allow	5,000.00	\$5,000	
8	12" concrete curb edging for sidewalk	1,600	LF	18.50	\$29,600	
9	Bonded Mulch sidewalk surface upgrade (incl. install & subgrade)	3,600	SF	8.70	\$31,320	
10	12" concrete curb edging for fencing	570	LF	18.50	\$10,545	
11	Concrete footings for fence and light poles	1	allow	10,000.00	\$10,000	
12	Additional Vinyl Coated Fencing (beyond 500 l.f. of owner provided)	70	LF	22.00	\$1,540	
13	Installation of owner provided fence	1	LS	3,000.00	\$3,000	
14	Additional gates (beyond 5 provided by owner)	5	EA	500.00	\$2,500	
15	Installation of owner provided gates	1	LS	800.00	\$800	
16	New Sidewalk / Paving (external)	2,925	SF	12.00	\$35,100	
17	Entry Plazas	1,100	SF	18.00	\$19,800	
18	Landscaping	1	allow	40,000.00	\$40,000	
19	Irrigation for landscpaping and artificial lawn	1	allow	50,000.00	\$50,000	
	Sub Total					\$289,205.00
Concrete						
20	Entry Feature	1	LS	48,000.00	\$48,000	
	Sub Total					\$48,000.00
Optional Improvements						
21	Trash Receptacles (village standard)	5	EA	500.00	\$2,500	
22	New Dog Waste Stations	4	EA	250.00	\$1,000	
23	New Benches	8	EA	2,000.00	\$16,000	
24	New Picnic Tables with umbrellas	4	EA	3,370.00	\$13,480	
25	Drinking Fountain (beyond 2 provided by owner)	2	EA	3,800.00	\$7,600	
26	Installation of park furniture	1	LS	5,000.00	\$5,000	
27	Dog Park Spray fire hydrant	3	EA	1,500.00	\$4,500	
28	Tensile Shade Structure (8'x8')	3	EA	15,000.00	\$45,000	
	Sub Total					\$95,080.00
Plumbing						
29	Connect to existing water meter and distribute water service to equipment (approx. 300')	1	allow	12,500.00	\$12,500	
30	Hose Station	3	EA	500.00	\$1,500	
	Sub Total					\$14,000.00
Electrical						
31	Light fixtures and poles	1	allow	18,000.00	\$18,000	
32	Miscellaneous Electrical	1	allow	7,500.00	\$7,500	
33	LED Rope lighting for Fence	570	LF	5.00	\$2,850	
	Sub Total					\$28,350.00
	Sub Total Direct Costs					\$505,735.00

DOG PARK REVISED ESTIMATE OF PROBABLE COST OF CONSTRUCTION

5/13/2015

COMPONENT DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	SUBTOTAL	TOTAL
Subtotal					\$505,735.00
General Conditions		10%			\$50,573.50
Subtotal					\$556,308.50
CM Fee Mark ups		10%			\$55,630.85
Subtotal					\$611,939.35
Owners Contingency		5%			\$30,596.97
TOTAL PROBABLE CONSTRUCTION COST - CONTRACTOR					\$642,536.32

ARTIFICIAL TURF COSTS

Artificial Turf Material Cost	21160	SF	\$ 7.50	\$158,700.00	
Artificial Turf Installation (sub base and compaction)	21160	SF	\$ 2.50	\$ 52,900.00	
Subtotal				\$211,600.00	\$ 211,600.00
General Conditions		10%			\$21,160.00
Subtotal					\$232,760.00
CM Fee Mark ups		10%			\$23,276.00
Subtotal					\$256,036.00
Owners Contingency		5%			\$12,801.80
					\$268,837.80

Items to be supplied by Village

1 Tree Removal & Relocation (by Village)	1	allow	15,000.00	\$15,000	
2 Additional Vinyl Coated Fencing (beyond 500 l.f. of owner provided)	430	LF	22.00	\$9,460	
3 Additional gates (beyond 5 provided by owner)	2	EA	500.00	\$1,000	
4 Drinking Fountain (beyond 2 provided by owner)	1	EA	3,800.00	\$3,800	
					\$29,260

Professional Services (summary as per proposal attached)

Construction Documents	\$102,094.00
Permitting Assistance - Building department MD-DERM	\$5,322.00
Bidding Assistance	\$4,522.00
Construction Administration (6 Months)	\$37,958.00
Printing / Reimbursables Allowance	\$4,000.00
Total Professional Services Fees	\$153,896.00