



# VILLAGE OF KEY BISCAYNE

Office of the Village Manager

*Village Council*

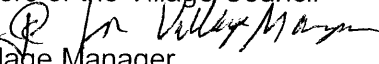
Robert L. Vernon, *Mayor*  
Jorge E. Mendia, *Vice Mayor*  
Michael Davey  
Enrique Garcia  
Steve Liedman  
Thomas Thornton  
Patricia Weinman

*Village Manager*

Jacqueline R. Menendez

DATE: May 8, 2007

TO: Honorable Mayor and Members of the Village Council

FROM: Jacqueline R. Menéndez, Village Manager 

RE: Zone 1 and Zone 4 Sanitary Sewer, Portable Water and Reuse Water Improvements – Owner Representative and Construction Project Management Services

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## RECOMMENDATION

It is recommended that the Village Council approve the work authorization for Owner Representative and Construction Project Management Services for Zone 1 and Zone 4 Sanitary Sewer, Portable Water and Reuse Water Improvements Project, submitted by C3TS in the amount not to exceed \$439,980.00 pursuant to their attached analysis.

## BACKGROUND

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. Mr. José López, P.E. has been appointed to be the Village's Project Manager under the C3TS contract. C3TS has reviewed the four bids submitted to the Village and recommended that the Project be awarded to the lowest bidder, Metro Equipment, Inc.

The scope of services includes construction project management, administration and inspection services for the Zone 1 and Zone 4 Sanitary Sewer, Portable Water and Reuse Water Improvements Project as well as owner representation.

The funding for this project will come from the Sanitary Sewer Project.

**RESOLUTION NO. 2007-**

**A RESOLUTION OF THE VILLAGE COUNCIL OF THE VILLAGE OF KEY BISCAIYNE, 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 ZONES 1 AND 4 OF THE VILLAGE’S SANITARY SEWER, POTABLE WATER, AND REUSE WATER PROJECT, AND CERTAIN LIMITED PRE-BID SERVICES FOR ZONES 2 AND 3 OF THE 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 zones 1 and 4 of the pending Village sanitary sewer, potable water and reuse water project (the “Project”), and for certain pre-bid services related to zones 2 and 3 of 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 BISCAWAYNE, 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 March 21, 2007, 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 Four Hundred Thirty-Nine Thousand, Nine Hundred Eighty (\$439,980.00) Dollars, unless further authorized by the Village Council.

C. That further Village Council authorization shall be required for additional construction project management and related service fees for C3TS upon the water reuse component being added to the work of the Project construction contractor.

**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 15th day of May, 2007.

\_\_\_\_\_  
MAYOR ROBERT L. VERNON

ATTEST:

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

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

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



Engineers  
Architects  
Planners

## WORK AUTHORIZATION

March 21, 2007

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

**Attention:** Ms. Jacqueline R. Menendez  
Village Manager

**Reference:** Zone 1 and Zone 4  
Sanitary Sewer, Potable Water and Reuse Water Improvements  
Owner Representative and Construction Project Management Services  
Village of Key Biscayne, Florida

Dear Ms. Menendez:

EB0005022  
AAC002142

The firm of Corzo Castella Carballo Thompson Salzman, 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 1 and 4 of the Village-wide Sanitary Sewer, Potable Water and Reuse Water Improvements.

### **I. Project Scope**

The proposed improvements in Zone 1 and Zone 4 consist of the installation of new PVC-C900 gravity sanitary sewer systems in both zones, a new wastewater pumping station to serve Zone 1, the installation of new 8" DIP water mains throughout, and the possible installation of PVC-Purple Pipe reuse water mains in Zone 1 only.

The project was designed and is currently being 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 – Pre-Bid Services**

Note: The following pre-bid services pertain to zones 1 and 4 which are scheduled to be bid and constructed first, and also for zones 2 and 3 which are to follow shortly thereafter:

- Review status of existing contracts with PBSJ, WASD, SFWMD and others.
- Review financing commitments.
- Identify major deadlines for the project.
- Review approach for the integrated water, sewer and reuse project.

**Work Authorization  
Zone 1 and Zone 4  
Village of Key Biscayne  
March 21, 2007  
Page 2**

- Monitor the permitting process to assist in expediting it.
- Review at least biweekly the progress of all permits.
- Maintain a chronology of related events.
- Participate in all permitting meetings with regulatory agencies.
- Review Construction Documents, including specifications and bidding package.

The Village of Key Biscayne will obtain from PBSJ and provide to C3TS construction documents, copies of permits and permit drawings, copies of bid package and latest detailed construction cost estimates.

**Task B - Bid Phase Services**

During the bidding phase for zones 1 and 4, C3TS will attend pre-bid conference, provide assistance in responding to bidder inquiries, coordinate issuance of addenda, reviewing bids and make recommendation for award.

**Task C - Construction Phase Services**

This proposal is based on an anticipated construction contract duration for Zones 1 and 4 of ten (10) 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.

**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 – Pre-Bid Services (Zones 1 and 4) .....	\$15,430	
Task A – Pre-Bid Services (Zones 2 and 3) .....	\$20,000	
Task B – Bid Phase Services.....	\$10,510	
Task C – Construction Phase Services .....	<u>\$394,040</u>	
<b>Fee Total</b>	<b><u>Lump Sum</u></b>	<b>\$439,980</b>

**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](mailto: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.

\_\_\_\_\_  
Jacqueline Menendez  
Village Manager  
Village of Key Biscayne

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

**FEE WORKSHEET**

DATE: March 21, 2007

PROJECT: Zone 1 and Zone 4 Sanitary Sewer, Potable Water and Reuse Water  
Improvements- Construction Project Management,  
Administration and Inspection Services  
Key Biscayne, Florida**Pre-Bid Services:**

Task	Prin	PE	EI	Sr. Tech.	Tech.	Clerical
Review Project Contracts, Construction Documents and Commitments	40	64	16	12	12	6
Identify Project Approach and Critical Schedules	24	24	8			2
Monitor Permitting Process and Maintain Chronology	12	48	20			8
Participate in Permitting Meetings with Regulatory Agencies	12	24	20			6
Pre-Bid Services Sub-Total Hours	88	160	64	12	12	22
Billing Rate	135	100	80	65	55	45
Labor Cost	\$11,880	\$16,000	\$5,120	\$780	\$660	\$990
<b>Labor Sub-Total</b>						<b>\$35,430</b>

Total \$35,430

**Bid Phase:**

Task	Prin	PE	EI	Sr. Tech.	Tech.	Clerical
Pre-Bid Conference	4	8	4			2
Contractor Inquiries and Addendum	8	16	4	4		6
Review of Bids and documentation	12	12	6			6
Bid Tabulation & Recomm. For Award	2	4	8	4		2
Bid Phase Sub-Total Hours	26	40	22	8	0	16
Billing Rate	135	100	80	65	55	45
Labor Cost	\$3,510	\$4,000	\$1,760	\$520	\$0	\$720
<b>Labor Sub-Total</b>						<b>\$10,510</b>

Total \$10,510



**Construction Phase: (Assumes 10 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		12	36		16
Weekly Meetings	80	360	100		80
Owner Representation with Residents and Public	120	240	80	24	48
Contractor RFI and Clarifications	36	640	240		12
Contractor Payment Requisitions	16	80	120	64	12
Contractor Change Order & Requests	12	48	48		12
Full-time Resident Inspection (40 hrs/wk)	12	240	120	1740	120
Final Inspection/Close-out/Certification/Releases	16	48	36	32	16
Construction Phase Sub-Total Hours	304	1692	796	1872	328
Billing Rate	135	100	80	55	45
Labor Cost	\$41,040	\$169,200	\$63,680	\$102,960	\$14,760
<b>Labor Sub-Total</b>					<b>\$391,640</b>

Materials and Supplies - Field

\$2,400

**Total**

**\$394,040**

# Jose G. Lopez, P.E.

607 Ocean Drive 8J  
(305) 361-7400  
(786) 786-351-2383 (mobile)  
FAX (305) 361-7400  
l\_joseg@bellsouth.net

**Education:** B.S. in Chemical Engineering, Louisiana State University, 1961  
M.S. in Chemical Engineering, Newark College of Engineering, 1973  
M.S. in Civil/ Environmental Engineering, Florida International University, 1992

**Professional:** State of Florida Licensed Professional Engineer in Chemical and Civil/Sanitary.

## **Work Experience:**

**2007- Present:** Associate Real Estate Agent with Tarafa & Iriondo Corporation Realtors.

**2001-2006:** Utility Regulation Division Supervisor (Exempt) at Miami-Dade County Department of Environmental Resources Management (DERM) responsible of all water and sewer facilities construction and operation permitting, monitoring and enforcement. Supervised three sections with 40 employees.

**1987- 2001:** Chief of Wastewater Section at Miami-Dade County Department of Environmental Resources Management (DERM) responsible of the State delegated domestic wastewater operating and construction permitting programs and the Federal Industrial Pretreatment Program. Supervised over 30 employees, also responsible of oversight and approval of sanitary sewer improvements required by the USEPA Consent Decrees, its monitoring and compliance.

**1984-1987:** Chief of the Wastewater Section in charge of wastewater programs in Broward County. Responsible of the County's environmental plan review functions. Supervised 5 employees.

**1981-1983:** Senior Process Engineer in design of chemical and metallurgical industries with Davy McKee in Lakeland, Florida.

**1976-1980:** Chief Process Engineer in the development of the extraction of Uranium from phosphates with Westinghouse, Lakeland, Florida.

**1967-1976:** Process Engineer in the production of polyester film for photographic applications with E. I. Dupont, Parlin, New Jersey.

**1961-1967:** Engineering, production, and design of chemical and metallurgical industries in Cuba and Spain.

**Thesis:** Separation of Gas Mixtures Via Batch Parametric Pumping – A Theoretical Study

**Patents:** Pretreatment of phosphoric acid for uranium extraction.

**Associations:** Founding Board Member of the South Florida Chapter of Florida Association of Environmental Professionals, a member of the American Institute of Chemical Engineers, and the Water Environment Federation.

# ACORD CERTIFICATE OF LIABILITY INSURANCE

OP ID GT  
C3TS-01

DATE (MM/DD/YYYY)  
03/22/07

**PRODUCER**  
Combined Underwriters of Miami  
8240 N.W. 52 Terr, Suite 408  
Miami FL 33166  
Phone: 305-477-0444 Fax: 305-599-2343

**INSURED**  
CORZO, CASTELLA, CARBALLO  
THOMPSON SALMAN, P.A.  
C3TS  
901 PONCE DE LEON BLVD. #900  
CORAL GABLES FL 33134

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE		NAIC #
INSURER A:	HARTFORD FIRE INSURANCE CO.	
INSURER B:	AMERICAN HOME ASSURANCE CO.	
INSURER C:	TRAVELERS INDEMNITY COMPANY	
INSURER D:	CNA INSURANCE COMPANY	
INSURER E:		

**COVERAGES**

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR INSRG	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> \$500 BI & PD DED PER CLAIM	PPS 41235574	09/22/06	09/22/07	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJ <input type="checkbox"/> LOC				DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
C	EMPLOYMENT PRACTICES LIAB		10/16/06	10/16/07	MED EXP (Any one person) \$ 10,000
					PERSONAL & ADV INJURY \$ 1,000,000
					GENERAL AGGREGATE \$ 1,000,000
					PRODUCTS - COM/OP AGG \$ 1,000,000
					EMPL PRAC 1,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$
					BODILY INJURY (Per person) \$
					BODILY INJURY (Per accident) \$
					PROPERTY DAMAGE (Per accident) \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$
					OTHER THAN AUTO ONLY: EA ACC \$
					AGG \$
A	EXCESS/UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> DEDUCTIBLE RETENTION \$ 0	PPS41235574	09/22/06	09/22/07	EACH OCCURRENCE \$ 4,000,000
					AGGREGATE \$ 4,000,000
					\$
					\$
					\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below OTHER	WC6551288	01/01/07	01/01/08	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER
					E.L. EACH ACCIDENT \$ 1000000
					E.L. DISEASE - EA EMPLOYEE \$ 1000000
					E.L. DISEASE - POLICY LIMIT \$ 1000000
D	PROFESSIONAL LIAB	TBD DED. 50,000	10/31/06	10/31/07	PER OCC. 1,000,000 AGGREGATE 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS  
 LOC#1 901 PONCE DE LEON BLVD #900-400-200 C. GABLES. CONTENTS 281,200  
 LOC#2 3996 NW 9 AVE. FT LAUD. CONTENTS \$75,000 RC/SPECIAL COVERAGE/ 1,000 DED  
 BLANKET COMPUTERS EDP 200,000 9/22/05-06  
 RE: CERTIFICATE HOLDER IS LISTED AS ADDITIONAL INSURED. JOSE LOPEZ IS COVERED UNDER C3TS INSURANCE. THESE INSURANCES ARE PROFESSIONAL LIABILITY & WC.

**CERTIFICATE HOLDER**

**CANCELLATION**

VILLAGE OF KEY BISCAIYNE  
88 WEST MCINTYRE STREET  
MIAMI FL 33149

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT ~~THE INSURER~~ SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

*[Signature]*