

Consultant Project Proposal

Wednesday, August 21, 2024

Mrs. Darlin Perez, PE
Chief of Engineering
City of Doral
8401 NW 53rd Terrace
Doral, FL 33166

RE: Civil Engineering Related Services – City of Doral Entrance Gateway Improvements

Dear Mrs. Perez:

Calvin, Giordano & Associates, Inc. (CGA) proposes to provide the services identified below for the project entitled City of Doral Entrance Gateway Improvements, pursuant to the Professional Service Agreement with the City of Doral for Civil Engineering Related Services.

I. General

CGA appreciates the opportunity to submit this proposal for providing CEI Services associated with the above-referenced project. Herein, CGA provides a general discussion of services that is understood will be required for this project and present a Schedule of Fees for such services. In addition to inspection and coordination, the Consultant will coordinate and provide all the required information to ensure compliance with the City of Doral. Construction contract time established for this project is 180 calendar days from the issuance of the Notice to Proceed to Final Construction Completion. The CEI contract time will be based on 187 calendar days, which includes seven days for pre-construction services, limited to preliminary coordination meetings prior to start of work, photo documentation of the pre-construction conditions of the jobsite, plans review, project set-up, project management, final closeout, and final certification.

II. Scope of Work

The Consultant shall provide the CEI services, on a full-time basis, sufficiently required for contract administration and inspection for the City of Doral Entrance Gateway Improvements. The Consultant shall perform the services necessary to coordinate the activities of all parties involved in completing the Project, which includes maintaining complete and accurate records of the project; documenting all significant project changes; assisting the City with interpreting plans, specifications, and construction contract provisions; making recommendations to the City to resolve disputes; and coordinating with City staff and requirements.

Task 1. Construction

1.1 Pre-Construction Phase

- a. Pre- Construction Inspection/ Document Review: Familiarization with the Project. Construction Documents Review to ensure materials comply with the Plans and Specifications.
- b. Pre-Construction Meeting: Schedule and attend a pre- construction meeting for the Project in accordance with City procedures. The Consultant shall provide appropriate staff to attend and participate in the pre-construction meeting.

1.2 Construction Phase – Document contractor's activities and verify quantities for payment.

- a. Monitoring: Prepare and submit progress reports(s), provide contract documents, payment applications,

- change orders, and related documents to the City's Project Manager. Maintain project documents and files up to date and current, and in accordance with the City requirements and final submittals. Field monitoring inspections are based on an average of 40 hours per week. Onsite inspections may vary based on actual construction activities. Material Delivery Ticket collection and Submittal to City.
- b. Project Journal: Maintain a detailed electronic diary with records of the Contractor's operations, quantities, testing data, and significant events that affect the work while the inspector is on site.
 - c. Project Meetings: Administer project pre-construction and progress meetings, as needed with appropriate team members in attendance. Prepare and distribute meeting agenda and minutes to attendees. Progress meetings will be scheduled as needed.
 - d. Traffic Control: Responsible for review of Work Zone traffic control plan implementation, and inspection of maintenance of traffic schemes and devices in work zones to assure they are in accordance with the City's requirements.
 - e. Environmental Control Monitoring: Monitor Contractor's work and assure that the Contractor is conducting stormwater inspections, preparing reports, and monitoring all Stormwater pollution prevention measures associated with the project.
 - f. Review and Process Contractor's Applications for Payment: Receive and review draft application for payment prepared by the Contractor, reconcile any discrepancies between Engineer's estimate of progress and Contractor's application. Review draft application for payment in comparison to measured or estimated quantities. Make notations of deficient work not recommended for payment until corrected; deletion of payment for stored materials and/or equipment which do not have approved shop drawings and/or proper invoices; reduction of value for partially completed items claimed as complete. Return a copy of the reviewed draft to the Contractor. Review revised application for payment and, if appropriate, advise the Contractor to submit the required number of copies. Forward copies to the City's Project Manger for processing. This task is based on six (6) or fewer Pay Applications.
 - g. Contract Interpretations and Modifications: Receive, log, and coordinate reviews and responses to Contractor's Requests for Information/Interpretations (RFI's) from the Engineer of Record (EOR), following the City's approval and concurrence. This task is based on ten (10) or fewer RFI's.
 - h. Problem Resolution: Analyze problems that arise on a project and proposals submitted by the Contractor, prepare, and submit recommendations to the City's Project Manager, and process the necessary paperwork.
 - i. Administration of Changed Work: Track changes from initiation through completion. Estimate cost and time impacts and assist with negotiation of changes in contract time and cost. Prepare change orders to incorporate changes within Contract Documents. Evaluate the Project on a continual basis to determine when changes are required. Review costs presented by Contractor on Change Proposal Requests. Assist with negotiation of final pricing as required. Assemble approved Change Proposal Requests periodically into Change Orders. Include justification documents with each Change Order. Review as-built drawings to verify changes in work are reflected as applicable. Provide Change Order documents for concurrent review. Review pay requests to verify Change Order items are broken out and that payment is not made until work is complete. This task is based on five (5) or fewer Change Orders.
 - j. Notification of Accident Damage/Injury: Document any inspections made of property damage or personal injury accidents on site and provide a written report to the City's Project Manager.
- 1.3 Closeout Phase –**
- a. Substantial Completion: Receive and review Contractor's required substantial completion submittal and determine if Project is ready for substantial completion inspection. Develop substantial completion submittal checklist and perform the following activities: verify submittal of all required documents; review Contractor Record Drawings; review other substantial completion submittal documents for completeness and compliance with Contract provisions; and schedule substantial completion inspection.
 - b. Conduct Substantial Completion Inspection: Coordinate, conduct, and document the substantial completion inspection. Prepare and distribute the punch list format to the parties conducting the inspection. Review progress of corrective action on punch list items, periodically updates, and re-issue. Prepare and

- issue Certificate of Substantial Completion with a list of stated qualifications (punch list).
- c. Final As-Built Record Drawing Review: Review as-built drawings to verify that the Contract Drawings are properly noted to reflect actual construction; notify the Contractor of deficiencies noted; provide follow up to verify if corrections were made and that the as-built drawings are up to date.
 - d. Final Completion: Receive and review the Contractor's required final completion submittal. Develop final completion submittal checklist. Verify submittal of all required documents and review for completeness and compliance with Contract provisions. Notify City Project Manager, Contractor, and other affected parties of date of final inspection. Coordinate, attend and conduct the final inspection meeting and physical walk-through of the Project.
 - e. Final Payment: Collect all documents required and forward to the City Project Manager for processing along with the Contractor's Final Application and Certificate of Payment; finalize all project costs and determine the final adjusted amounts for construction; obtain the Contractor's signature on any required Contractor's Certification of Affidavits; process and sign Final Application for Payment; prepare transmittal letter indicating recommendation for Final Payment.

III. Subconsultants

No subconsultants are anticipated to assist on this project.

IV. Schedule of Work – Time for Performance

Consultant will submit the deliverable and perform the Services as stated in the table below:

Schedule of Deliverables			
Task, Sub-Task or Activity ID #	Major Task, Sub-Task Activity, or Deliverable	Duration (Specify weeks or calendar days)	Delivery (Cumulative weeks or calendar days)
1.1	Pre-Construction Phase	1 week	NTP + 1 week
1.2	Construction Phase	25 weeks	NTP + 26 weeks
1.3	Closeout Phase	1 week	NTP + 27 weeks

V. Compensation

Consultant shall perform the Work detailed in this Proposal for a total not to exceed One hundred fifty-five thousand five hundred thirty-nine dollars and fifty cents, (\$ 155,539.50). The Consultant will be paid based on an hourly not to exceed basis. The City shall not be liable for any fee, cost, expense or reimbursable expense or other compensation beyond this amount unless approved with a Change Order. The fee may include an allowance for Reimbursable Expenses required in connection with the Work, in an amount not to exceed that stated in the table below. Reimbursable Expenses will be used and compensated for in accordance with the Agreement and must conform to the limitations of Florida Statutes § 112.061. The following is a summary of the method and amount of compensation to be paid for each Task or Activity as identified in Section IV above.

Schedule of Deliverables			
Task, Sub-Task or Activity ID #	Major Task, Sub-Task Activity, or Deliverable	Fee Amount	Fee Basis
1.1	Pre-Construction Phase	\$ 4,064.00	Hourly not to exceed
1.2	Construction Phase	\$ 137,021.50	Hourly not to exceed
1.3	Closeout Phase	\$ 14,454.00	Hourly not to exceed
Total Professional Fees		\$ 155,539.50	

VI. Exclusions from Basic Services

The following services are not included in the Basic Services to be performed under this Work Order.

- Surveying Services
- Engineering and/or Design Services
- Material, Sampling and Laboratory Testing
- Performance of Maintenance of Traffic

VII. City Furnished Documents & Data

- Approved Permitted Construction Plans
- Contractor's Invitation to Bid Documents
- Executed Contract between the Contractor and City of Doral
- Contract Specifications
- Technical Special Provisions, if any
- Applicable Permits
- Approved Schedule

VIII. Addition Services

The City may include an allowance account under the approved Work Order for Additional Services that may be requested by the City, which will be used at the sole discretion of the City.

Calvin, Giordano & Associates, Inc.

 Signature

David Stambaugh/ VP of Professional Services

 Name/Title

06/10/2024

 Date

City of Doral*

Dept. Approval: _____
Signature Name/Title

Procurement: _____
Signature Name/Title

City Manager: _____
Signature Name/Title

Work Order No.: _____
(Assigned by the City upon approval, if applicable)

*The City may at its sole discretion approve this Proposal by signing below for the Services.