



## **Consultant Project Proposal**

Wednesday, August 21, 2024

Ms. Darlin Perez, PE  
Chief of Engineering  
City of Doral  
8401 NW 53<sup>rd</sup> Terrace  
Doral, FL 33166

RE: Project Name – Sub-Basin D-3-1 (NW 29<sup>th</sup> Street and NW 79<sup>th</sup> Avenue) Construction Engineering and Inspection (CEI) Services

Dear Ms. Perez:

EXP US Services, Inc (“Consultant”) proposes to provide the services identified below for the project entitled “Sub-Basin D-3-1 CEI Services” (Work Order No. 2 (EXP), pursuant to the Continuing Professional Services Agreement with the City of Doral (“City”) for 2023-08, General Engineering and Architectural Services, dated June 3<sup>rd</sup>, 2024.

### **I. General**

EXP US Services, Inc (EXP) appreciates the opportunity to submit this proposal for providing CEI Services associated with the above-referenced project. Herein, the Consultant provides a general discussion of services that is understood will be required for this project and presents 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 contract 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 194 calendar days, which includes an additional 14 calendar days needed for pre-construction services, which includes but is not limited to preliminary coordination meetings prior to start of work, plans review, project set-up, final closeout, and certification before the construction is completed.

### **II. Scope of Work**

The Consultant shall provide the CEI services, on a full-time basis as requested by the City, required for contract administration and inspection for Sub Basin D-3-1. 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 the City for requirement compliance.

**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, within ten (10) days after the Notice to Proceed, 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 report(s), provide contract documents, payment applications, change orders, and related documents to the City's Project Manager. Field monitoring inspections based on an average 40 hours per week. Onsite inspections may vary based on actual construction activities. Maintain project documents and files up to date and current, and in accordance with the City's requirements and final submittals. Material delivery ticket collection and submittal to the 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. Progress Meetings: Administer project construction 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. Based on eight progress meetings.
- 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. Preparation of DEP Progress Reports: Prepare progress reports in accordance with Exhibit A from the standard Grant Agreement. Progress reports shall be prepared on a quarterly basis.
- g. 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 Manager for processing. Based on six contractor's applications for payments.
- h. 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. Based on six contractor's requests for Information/RFI's.

- i. 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.
- j. 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. Based on six Change Orders.
- k. 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 payment documents required and forward to the City Project Manager for processing along with the Contractor's Final Application and Certificate for 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

The following Subconsultants will assist in the performance of the Services under the Agreement.

Subconsultant's Name	Specialty of Expertise
N/A	N/A

### 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	2 weeks	NTP + 2 weeks
1.2	Construction Phase	26 weeks	NTP + 28 weeks
1.3	Closeout Phase	4 weeks	NTP + 32 weeks

### V. Compensation

Consultant shall perform the Work detailed in this Proposal for a total not to exceed One Hundred Sixty Two Thousand, Eight Hundred Fifty Seven and 03/100 dollars. The Consultant will be paid based on an hourly not to exceed. The City shall not be liable for any fee, cost, expense or reimbursable expense or other compensation beyond this amount unless approved in a supplemental Work 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	\$ 10,092.00	Hourly not to exceed
1.2	Construction Phase	\$ 144,013.63	Hourly not to exceed
1.3	Closeout Phase	\$ 7,808.00	Hourly not to exceed
	Subtotal – Professional Fees	\$161,913.63	
	Principal's Fee	\$ 943.40	
	Allowance for Reimbursable Expenses	\$ 0	
	TOTAL	\$ 162,857.03	

#### **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 Testing

#### **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

#### **VIII. Additional 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.

**EXP US Services, Inc**



\_\_\_\_\_  
Signature

Jose Santiago/Municipal Senior Manager

\_\_\_\_\_  
Name/Title

\_\_\_\_\_  
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 Work Order Proposal by signing below of the City may issue a separate Work Order for the Services.

CITY OF DORAL

Project: Sub Basin D-3-1 CEI Services  
Project No.:

Description: CEI Services

Consultant Fee Proposal Worksheet

Consultant Name: EXP  
Contract No.: 2023-08  
Date: 8/21/2024  
Work Order No: No. 2 (EXP)

Job Classification Assigned Staff Approved Rate	STAFF CLASSIFICATION															Staff Hours	Salary	Average
	Const. Sr. Engineer		CEI Inspector														By	
	Rate:	\$166.29	Rate:	\$119.27	Rate:	rate	Rate:	rate	Rate:	rate	Rate:	rate	Rate:	rate	Rate:	rate	Cost By	Rate Per
Task	Man hours	Cost/ Task	Man hours	Cost/ Task	Man hours	Cost/ Task	Man hours	Cost/ Task	Man hours	Cost/ Task	Man hours	Cost/ Task	Man hours	Cost/ Task	Man hours	Cost/ Task	Task	Task
1 Task 1.1- Pre-Construction Phase																		
2 Pre-Construction Inspection/Doc. Review	24	\$3,991	16	\$1,908													40	\$5,899
3 Pre-Construction Meeting	8	\$1,330	24	\$2,862													32	\$4,193
4 Task 1.2- Construction Phase																		
5 Progress Meetings	24	\$3,991															24	\$3,991
6 Stakeholder Meetings	6	\$998															6	\$998
7 Pay App Review and Approval	18	\$2,993															18	\$2,993
7 RCO/Change Orders Review and Processing	24	\$3,991															24	\$3,991
8 Submittal Review and Processing	16	\$2,661															16	\$2,661
9 RFI Review and Processing	24	\$3,991															24	\$3,991
10 Inspections			1,029	\$122,729													1,029	\$122,729
DEP Reports	16	\$2,661															16	\$2,661
11 Task 1.3- Close Out Phase																		
12 Substantial Completion/Inspection	8	\$1,330	16	\$1,908													24	\$3,239
13 As-Built Review	8	\$1,330															8	\$1,330
14 Final Completion/ Inspection	8	\$1,330	16	\$1,908													24	\$3,239
Total Staff Hours	184		1101														1,285	
Total Staff Cost		\$30,597.36		\$131,316.27														\$161,913.63

Total % of Work by Position

14.3%

85.7%

Note: Fee for the Principal(s) of the firm are not to be included above as the multiplier is not applicable to their hours. The fee is to be shown below and entered as a separately

Estimate of Principal's Fee

4 Total hours \$235.85 / hour = \$ 943.40

Notes:

1. This sheet is to be used by Prime Consultant to calculate the Grand Total Fee and one is to be used for each Subconsultant
2. Manually enter fee from each subconsultant. Unused subconsultant rows may be hidden
3. Where applicable the basis for work activity descriptions shall be the FICE/FDOT Standard Scope and Staff Hour Estimation Handbook.

Town of Miami Lakes: Revised 9/02/2021

1 - SUBTOTAL ESTIMATED FEE:

multiplier 1.00

\$161,913.63

Subconsultant:

Subconsultant:

Subconsultant:

Subconsultant:

Principal's Fee

\$ 943.40

2 - SUBTOTAL ESTIMATED FEE:

\$162,857.03

Geotechnical Field/Lab Testing:

Survey Fee (or Survey Crew Fee):

Other Misc. Fee:

3 - SUBTOTAL ESTIMATED FEE:

\$162,857.03

Additional Services (Allowance)

Reimbursables (Allowance)

GRAND TOTAL ESTIMATED FEE:

\$162,857.03