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May 6, 2022

City of Miami Beach
1700 Convention Center Drive
Miami Beach, FL 33139

WORK ORDER FOR PROFESSIONAL SERVICES
Miami Beach Contract – 2017-028-KB

ATTENTION: Paola Vega
Capital Projects Coordinator

PROJECT NAME: **Middle Beach Recreational Corridor (MBRC) Phase III
CEI Services**

Stantec Consulting Services has been providing CEI services for the Middle Beach Recreational Corridor (MBRC) Phase III under our current continuing services contract with the City of Miami Beach. As you know, the project timeline has been extended due to unforeseen conditions and the addition of scope to the Contractor's contract. Our initial contract was coordinated to match the original timeframe, therefore, funding for our services is nearing depletion. This proposal seeks to extend our services to match the proposed construction schedule of the Contractor.

These services will include a full time Senior Inspector for 40 hours per week and a Project Manager for 10 hours per week. The services will also include a Resident Compliance Specialist (provided through HNTB Corp as a sub-consultant) for an average of 16 hours per week. The City will contract separately for required material testing for monitoring of earthwork and concrete operations. A list of the anticipated services beyond typical inspection is attached as an addendum to this proposal. At this time, the services are proposed to be extended for an additional 2.5 months based on the Contractor's anticipated schedule for completion of field work around June 27, 2022. At that time, PM and RCS staff will be extended for an additional 4 weeks for closeout of the FDOT documentation. This contract amendment will extend the approximated end of services until August 8, 2022.

The attached spreadsheet details hours and costs for the outlined scope. Our total fee to extend these services is an **Hourly Not-To-Exceed Amount of \$82,177.60**



April 1, 2022
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Terms and Conditions shall be in accordance with the executed Miami Beach Contract #2017-028-KB as per agreement under Resolution 2017-29881. We are ready to begin working on this assignment upon your authorization to proceed. We await a copy of the Purchase Order as authorization to proceed.

Thank you.

Stantec Consulting Services Inc.

Jeffrey Crews, P.E., LEED AP
Principal



APPENDIX A – SCOPE OF SERVICES

Pre-Construction Activities:

- Review Contract to make sure the correct Prevailing Wage Rate Tables were entered in the Contract.
- Review all Subcontracts (as well as Prime Contractor's Contract) include FHWA 1273.
- Attending Pre-Construction Meeting – assist City in preparing Pre-Construction meeting agenda
- Attending EEO Pre-Construction meeting with FDOT staff
- Provide one un-executed Contract to Construction LAP Compliance Auditor, to review for inclusion of FHWA 1273 and Title VI provisions.
- Request Access to FDOT's EOC System, in order to enter "Bid Opportunity List" and "DBE Anticipated Commitments"- Needs to be done prior to the Pre-Construction Meeting.
- Verify that the proposed staging area is approved by all parties, and that the executed contract is submitted to the City by the Contractor
- Review Contractor and Sub-Contractor FDOT Qualification letters
- Review and approve Contractor's Storm Water Pollution Prevention Plan
- Review and approve Contractor's Site Specific Safety Plan
- Pre-construction site visit with detailed photographic records of pre-construction conditions

During Construction:

- Ensuring that FDOT LAP off-system "Big 4" Specifications (attached) are followed throughout the project as applicable
- Project documentation scanned and uploaded into the LAPIT program monthly (not sure if Stantec or City will do it, but FDOT will not close the project if there are documents missing and this could become a very time consuming activity)
- Provide a Resident Compliance Specialist (RCS) to oversee the Contractor's compliance with Construction Contract requirements. These functions include (but are not limited to):
- The Resident Compliance Specialist is responsible for reviewing, monitoring, evaluating and acting upon documentation required for Construction Contract compliance.
- The RCS maintains the appropriate files, such as : Required Labor Interviews, Commercial Useful Function (CUFs) for DBE during their first 3 months on the project site.
- verifying that the Contractor submits the Certification of Sublets, Weekly Certified Payrolls for Prime and Subs.
- Submit Bulletin Board Inspection Report before Contractor comes on site and anytime a change is made, such as a new Subcontractor starting to work, or a change in an additional classification.
- Maintain a file with the Contractor's "Supervisory and Office Personnel EEO Meeting"- required at the beginning of the project and every six months thereafter.
- Must submit the "Contractor's Annual July Report" by notification date given by FDOT (August of every year).
- If Contract meets "On-the-Job Training" requirements (more than \$2 million and over 275 days), RCS must follow FDOT District requirements, which will be discussed



at Pre-Construction Meeting (OJT Evaluation Meeting, OJT Schedule approval, submittal of OJT application and Proficiencies for approval by District Construction Compliance Office, OJT tracking/site Observation,

- OJT Monthly Time Reports and graduation).
- Prepare and submit Daily Work Reports and keep daily photographic records of construction activities
- Write-up, coordination, documentation and support to process Change Orders and Work Orders for the project (tracking FDOT participating/Non-Participating dollar amount).
- Review of monthly quantities and processing monthly estimate for the City.
- Maintaining site source records for all quantities, including material tickets, lot packages, density log books, field books, etc. as applicable
- PIO and Stakeholder coordination
- Utility coordination activities if applicable
- Preparation of Monthly Progress Reports required by FDOT
- Keep contract time tracking spreadsheet, reviewing requests to grant additional contract time, and preparing monthly contract time letters.
- Materials testing, coordination and verification of samples and tests if applicable (this includes verifying types and frequency of tests required per FDOT Specs).
- Reviewing and resolving any potential Claims from the contractor
- Assisting the City and the inspection staff in making any Engineering field decisions required per site conditions in accordance with standards and specifications (FDOT requires documenting approved field changes).
- Coordinating with the EOR for RFIs
- Verifying monthly Contractor Certifications such as Compliance with Plans and Specs, and certified monthly quantities if applicable

Project Closeout:

- Filling out all Final LAP Close-out forms required
- Provide Materials Certification for the project for the Local Agency
- Submit ADA Compliance Certification (if ADA ramps are part of the project construction scope).
- Reviewing final As-Builts
- Preparing report of quantity overruns/underruns with explanations for each item
- Filling out LAP Project Close-out Checklist with its corresponding documentation and forms
- Assisting the City in putting together the "LAP Blue Folder" for submittal to FDOT

**ESTIMATE OF WORK EFFORT AND COST
SCHEDULE B -1**

Name of Project: CEI Services - Construction Phase
 Middle Beach Recreational Corridor (MBRC) Phase III
 County: Miami-Dade
 Miami Beach Contract

Stantec Consulting Services Inc.

5/6/2022
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		Project Principal	Project Manager	Senior Engineer	Engineer	RCS Specialist	Senior CEI Inspector	CEI Inspector	Labor Cost By Activity	Testing Allowance	Total Per Phase
		\$182.60	\$156.51	\$135.65	\$114.78	\$70.00	\$104.34	\$78.26			
Construction Phase - Resident Project Representative											
Task 1	Field Inspections & Daily Reports		160				400		\$66,777.60		\$66,777.60
Task 2	Resident Compliance Specialist					220			\$15,400.00		\$15,400.00
Task 3	Material Testing Allowance								\$0.00	By City	
Total Staff Hours		0	160	0	0	220	400	0			
Total Staff Cost		\$0.00	\$25,041.60	\$0.00	\$0.00	\$15,400.00	\$41,736.00	\$0.00	\$82,177.60	\$0.00	\$82,177.60

SUB-TOTAL: \$82,177.60

Schedule

Original Anticipated Construction Duration	70 Weeks (16 Months)	NTP	11/18/2019
Additional Services Extension	30 Weeks (7 Months)	End date	3/22/2021
Additional Services Extension	18 Weeks (4 Months)	Extended End	10/18/2021
Reevaluate for actual usage	8 Weeks	Extended End	2/21/2022
Additional Field Work Services Extension	10 Weeks (2.5 Months)	Extended End	4/18/2022
Extended FDOT Coord (PM and RCS only)	6 Weeks	Extended End	6/27/2022
		Extended End	8/8/2022

TOTAL FEE: \$82,177.60

Staffing

Senior Inspector	40 Hours/week
Project Manager	10 Hours/week
Resident Compliance Specialist (RCS)	16 Hours/week

Notes

- The RCS is to be provided by HNTB Corp as a subconsultant providing an FDOT qualified person for the position.
- The city contract does not have a position for RCS. The rate identified is consistent with FDOT rates.
- Material testing is to be provided by an FDOT certified lab directly through the City.
- Project funds lasted longer than originally targeted due to lower usage, holidays, vacations etc. This represents an extension to the timeline to reflect the actual date that funds would run out