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November 5, 2019

City of Coral Gables, Florida  
Public Works Department  
2800 SW 72<sup>nd</sup> Avenue  
Coral Gables, Florida 33155

Attn: Mr. Ernesto Pino, R.A., Senior Project Manager

Re: New Trolley Maintenance Building & Fire Station No. 2 Addition & Renovation – Design-Build

Dear Mr. Pino:

As a result of the delays encountered by the Design Builder in obtaining the building permits required to commence construction, the duration of the Construction Phase of the project will extend beyond the agreed upon time as stipulated in our fee proposal. AECOM Technical Services, Inc. (AECOM) is pleased to submit this proposal for the extended Administration of the Contract for construction of the above captioned Design-Build project for the City of Coral Gables through its Public Works department (PWD).

**PROJECT SCOPE OF WORK:**

The Project consists of the design and construction by a selected Design-Builder (DB) of a new Trolley Maintenance Building and the addition to and remodeling of Fire Station No. 2, located at 525 South Dixie Highway (US-1), in Coral Gables.

**SCOPE OF SERVICES**

AECOM will provide extended administration of the construction phase of the contract as described herein. The original duration for the construction of the project was set by the contract between the City and the Design Builder at ten (10) months, commencing on the date the Design Builder mobilized and commenced demolition in Fire Station 2 in December, 2018, with Substantial Completion scheduled for October, 2019. However, as you know, the duration as scheduled now will stretch out for an additional 6 months (Nov. 2019 – Apr. 2020) resulting in additional management, meetings, review of schedules, pay applications, and RFI's. A portion of this time extension is due to difficulties in the negotiations by the DB with FPL to finalize the routing of the utility service for the project. The scope of work for this proposal is as follows:

**Task 1 - Project Management**

This task includes project management activities such as scheduling work activities, monitoring project progress, coordination with the City of Coral Gables Project Manager, and preparation of progress reports/invoices for a period of six (6) months

### **Task 2 - Meetings**

As part of the extended administration, AECOM will conduct up to twelve (12) bi-weekly progress meetings with the City and the DB. In addition, AECOM will participate in up to four (4) additional meetings, to discuss any topic that requires resolution. It is assumed that all these meetings will be held at either the construction site or 427 Biltmore Way. AECOM will prepare notes of the meetings in this task.

### **Task 3 - Reviews**

Review monthly pay requisitions and schedule updates, review Change Proposals and RFI's.

- Review six (6) monthly pay requisitions;
- Review RCO's for validity;
- Review and respond to RFI's for compliance with the DCP;
- Six (6) monthly schedule updates;

### **Task 4 – Site Visits & Reports**

We based our original fee on a construction duration of ten (10) months or forty two (42) weeks. Since the actual start of construction was delayed by four (4) months, we anticipate an additional four (4) site visits will be needed. In addition, the Substantial Completion and Final Completion inspections will not require additional effort on the part of AECOM.

### **Fee Proposal Assumptions**

- AECOM services during this phase are assumed to be for six (6) consecutive months commencing with the City's approval of this proposal,
- Any item(s) not specifically addressed in the Task above are not included in the scope of these services,
- Any and all required testing is excluded and assumed to be performed by others,
- Office space rental specific to this work is not included,
- Public Meeting rental of venue, food, drinks and rental of AV equipment are excluded,
- Media relations support and assistance in the development of a Crisis Communications Plan is excluded,
- Briefings and updates of the project with elected officials, and the public are excluded,
- Managing media inquiries and coordinating responses are excluded,
- Develop and monitor informational Facebook, Twitter pages or project webpage to include project updates, news, pictures, videos, and/or comments is excluded.

### **COMPENSATION**

AECOM proposes to work with the City for this effort based on an hourly rate with a Not to Exceed amount of Thirty Six Thousand Six Hundred Sixty Dollars (\$36,660.00). The attached shows the hourly breakdown for this proposal.

### **TERMS**

AECOM will perform these professional services in accordance with terms and conditions of the Professional Services Agreement between the City of Coral Gables and AECOM dated June 9, 2016. If additional work beyond this proposal is requested by the client, then AECOM shall be entitled to compensation for additional services in accordance with the Agreement.



We are excited about this project and greatly appreciate the opportunity to work with you on this commission and look forward to continuing our relationship with the City of Coral Gables. If you are in agreement with this Proposal, kindly issue a Purchase order authorizing these services.

Very truly yours,  
**AECOM TECHNICAL SERVICES, INC.**

A handwritten signature in blue ink, appearing to read 'James Koepp', with a long horizontal flourish extending to the right.

James Koepp,  
Project Manager

A handwritten signature in blue ink, appearing to read 'Randy Mejeur', with a long horizontal flourish extending to the right.

Randy Mejeur  
Authorized Signatory

cc: Tim Blair

## TROLLEY MAINTENANCE - FIRE STATION NO. 2: COST BREAKDOWN

**ADDITIONAL SCOPE:** Extend the Administration of the Construction Phase of the Design-Build Contract: Administer the construction phase by periodic progress meetings with the DB, reviewing Submittals, responding to RFI's, reviewing Change Proposals, Review monthly pay applications.

October 29, 2019

TASK		Unit	Unit Cost	Number of Units	Costs	Costs
1.	Project Management:	Months	\$ 720.00	6	\$4,320.00	See Note 1
2.	Periodic Progress Meetings	Meetings	\$ 750.00	12	\$9,000.00	
3.	Specific Topic Meetings	Meetings	\$ 750.00	2	\$1,500.00	
4.	Review of Submittals	Months	\$ 1,605.60	6	\$9,633.60	
5.	Review & process Pay Applications	Months	\$ 946.80	6	\$5,680.80	
6.	Review of RCO's, RFI's, & Schedules	Months	\$ 979.00	6	\$5,874.00	
7.	Site Visits	Visits	\$ 266.00	2	\$532.00	
8.	Expenses	Months	\$ 20.00	6	\$ 120.00	
<b>TOTAL</b>					<b>\$36,660.40</b>	

**NOTES:**

(1.) Includes scheduling work activities, monitoring project progress, coordination with the City of Coral Gables Project Manager, and preparation of progress reports/invoices for 6 months