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3 **RESOLUTION NO. 2013-62**
4

5 **A RESOLUTION OF THE VILLAGE COMMISSION**
6 **OF THE VILLAGE OF BISCAYNE PARK, FLORIDA;**
7 **AUTHORIZING THE INTERIM VILLAGE MANAGER**
8 **TO EXECUTE THE AGREEMENT BETWEEN CRAIG**
9 **A. SMITH & ASSOCIATES, INC. AND THE VILLAGE**
10 **OF BISCAYNE PARK FOR PROFESSIONAL**
11 **SERVICES RELATING TO BID DOCUMENTS,**
12 **PROJECT BIDDING, CONSTRUCTION AND CLOSE-**
13 **OUT ASSOCIATED WITH THE DRAINAGE AND**
14 **ROADWAY REPAIR ON NORTHEAST 111TH STREET**
15 **AND NORTHEAST 9TH COURT; PROVIDING FOR AN**
16 **EFFECTIVE DATE.**
17

18
19 WHEREAS, on September 11th, the Village Commission authorized, through
20 Resolution 2013-41, the professional services of Craig A. Smith & Associates (hereinafter
21 referred to as "CAS") to perform an evaluation of the area of 111th street between 9th Avenue
22 and 9th Court; and,
23

24 WHEREAS, based on the exploratory findings conducted on October 15, 2013, CAS
25 has provided two options for repair; option A being a localized point repair of the drainage
26 pipe, and option B being a complete removal and replacement of the existing drainage pipe;
27 and,
28

29 WHEREAS, CAS is recommending that the Village perform option A, with an
30 estimated cost of thirty six thousand one hundred five dollars (\$36,105.00), which includes
31 professional services; and
32

33 WHEREAS, the cost of the professional services to be performed by CAS is four
34 thousand five hundred dollars (\$4,500.00), which includes providing Engineering services
35 during the preparation of bid documents, project bidding, project construction, and project
36 close-out associated with the drainage and roadway repair.
37

38
39 NOW THEREFORE BE IT RESOLVED BY THE VILLAGE COMMISSION OF THE
40 VILLAGE OF BISCAYNE PARK, FLORIDA:
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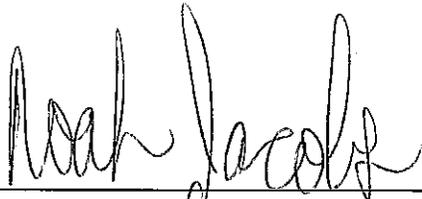
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43 **Section 1.** The foregoing "Whereas" clauses are hereby ratified and confirmed as
44 being true and correct and hereby made a specific part of this Resolution upon adoption hereof.
45

46 **Section 2.** The Village Commission of the Village of Biscayne Park hereby
47 authorizes the Interim Village Manager to execute the agreement between Craig A. Smith &
48 Associates, Inc. and the Village of Biscayne Park for Professional Services relating to bid
49 documents, project bidding, construction, and close-out associated with the drainage and

1 roadway repair on northeast 111th Street and northeast 9th Court, at a cost not to exceed four
2 thousand five hundred dollars (\$4,500.00). The agreement, in substantial form, is attached and
3 incorporated by reference into this resolution exhibit 1.
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5 **Section 3.** This Resolution shall become effective upon adoption.
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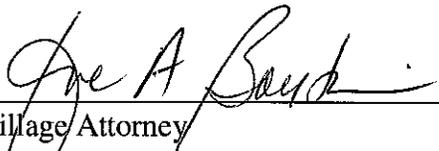
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8
9 PASSED AND ADOPTED this 14th day of November, 2013
10

11 
12 _____
13
14 Noah Jacobs, Mayor
15

16
17 Attest:

18 
19 _____
20
21 Maria C. Camara, Village Clerk
22

23 Approved as to form:

24
25 
26 _____
27
28 Village Attorney
29

**The foregoing resolution upon being
put to a vote, the vote was as follows:**

Mayor Jacobs: Yes
Vice Mayor Anderson: Yes
Commissioner Cooper: Yes
Commissioner Ross: Yes
Commissioner Watts: Yes

CRAIG A. SMITH & ASSOCIATES

PROPOSED SCOPE OF SERVICES AND PROPOSED FEE

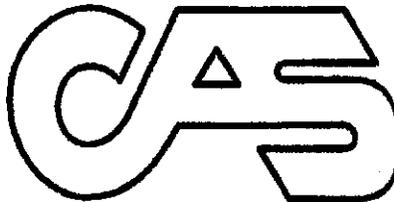
FOR

NE 111TH STREET AND NE 9TH COURT
DRAINAGE AND ROADWAY REPAIR PROJECT
(OPTION A)

CAS PROPOSAL NUMBER: P3016A

VILLAGE OF BISCAYNE PARK

DATED: October 25, 2013



CRAIG A. SMITH & ASSOCIATES

Engineers•Surveyors•Utility Locators•Grant Specialists

7777 Glades Road, Suite 410

Boca Raton, FL 33434

Tel. (954) 782-8222 Fax. (954) 786-8917



CRAIG A. SMITH & ASSOCIATES

PROPOSED SCOPE OF SERVICES AND PROPOSED FEE

**PROJECT NAME: VILLAGE OF BISCAYNE PARK
NE 111TH STREET AND NE 9TH COURT
DRAINAGE AND ROADWAY REPAIR PROJECT
(OPTION A)**

PROPOSAL NO: P3016A

PROJECT DESCRIPTION:

Craig A. Smith & Associates (CAS) is pleased to provide this proposal to the Village of Biscayne Park to provide professional Engineering services for the preparation of bid documents, bidding services, engineering services during construction, periodic site observations, and project close-outs associated with the drainage and roadway repair for NE 111th Street and NE 9th Court Project. Construction is based on preliminary findings indicated in the August 28, 2013 Roadway and Drainage Assessment Report and the subsequent findings from the televised exploratory work dated October 15, 2013.

OWNER/CLIENT:

Name: Village of Biscayne Park
Attention: Candido Sosa-Cruz – Assistant Manager
Address: 640 NE 114th Street
Biscayne Park, FL 33161
Phone: (305) 899-8000
Facsimile: (305) 891-7241

GENERAL:

Craig A. Smith & Associates will provide Engineering services during the preparation of bid documents, project bidding, project construction, and project close-out associated with the drainage and roadway repair for NE 111th Street and NE 9th Court in Biscayne Park. More specifically, the scope of work is as follows:

TASK 1: PRE-CONSTRUCTION SERVICES

Preparation of Bid Documents and Specifications required for the project scope of work, solicit Contractors, conduct and attend pre-bid meeting, respond to questions during bidding, conduct and attend bid opening, analyze bids and recommend Award of Contract.

\$2,500.00



TASK 2: ENGINEERING SERVICES DURING CONSTRUCTION

Provide, review, and process submittals from Contractor including Project Schedule, Maintenance of Traffic Plan, construction material shop drawings approvals and confirmation of material delivery. Conduct initial coordination meeting with Contractor. This fee is based on a two week construction period. Engineering Services required beyond this period will be billed at the hourly rates included in the Professional Services Agreement dated September 26th, 2013.

\$800.00

TASK 3: INSPECTION/CONSTRUCTION OBSERVATION SERVICES/ PROJECT CLOSE-OUT

Provide construction management services to include, review of pay requests, coordination with Contractor and Village, periodic site observation, resolve field conflicts and provide assistance to Village during construction. This fee is based on a two week construction period. Construction services provided beyond this period will be billed at the hourly rates included in the Professional Services Agreement dated September 26th, 2013.

Provide final engineering evaluation and project closeout. Confirm construction repair was completed in conformance with required specifications and industry standards.

\$1,200.00

SUMMARY OF COSTS

CAS proposes to accomplish the professional engineering services listed for the following total lump sum fee, which is the sum of the fees for each phase and its specific work tasks:

PRE-CONSTRUCTION SERVICES	\$2,500.00
ENGINEERING SERVICES DURING CONSTRUCTION	\$800.00
INSPECTION/CONSTRUCTION OBS. & FINAL ENGINEERING CERTIFICATION	\$1,200.00
TOTAL	\$4,500.00



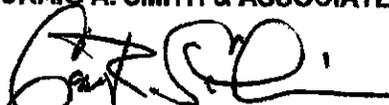
ADDITIONAL SERVICES

Any service not specifically included in the final Agreement will be considered as an Additional Service. CAS will accomplish Additional Services upon proper written authorization of the CLIENT.

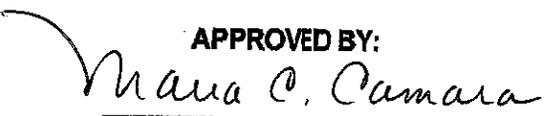
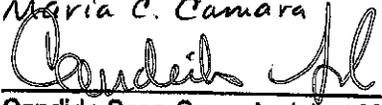
If you are in agreement with the above scope of services and the terms, please sign in the authorization space provided below and return one (1) executed copy of this proposal to our Boca Raton office at 7777 Glades Road, Suite 410, Boca Raton, FL 33434 so that we can proceed. Should you have any questions or need additional information, please do not hesitate to call.

SUBMITTED BY:

CRAIG A. SMITH & ASSOCIATES


Gene R. Schriener, P.E.
President

APPROVED BY:


Village of Biscayne Park Interim Village
Maria C. Camara Manager

Candido Sosa-Cruz – Assistant Manager