

**RESOLUTION NO. 2023-**

**A RESOLUTION OF THE VILLAGE OF PINECREST, FLORIDA, AUTHORIZING THE VILLAGE MANAGER TO EXECUTE AN AGREEMENT FOR AN EXTENSION TO THE STANTEC AGREEMENT FOR THE POTABLE WATER DISTRIBUTION NETWORK CONSTRUCTION PROJECT ADMINISTRATION; PROVIDING FOR AN EFFECTIVE DATE.**

BE IT RESOLVED BY THE VILLAGE COUNCIL OF PINECREST, FLORIDA, AS FOLLOWS:

Section 1. That the Village Council hereby authorizes the Village Manager to extend the Stantec agreement for distribution network construction administration for the *potable water project*.

Section 2. This resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 18th day of July, 2023.

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Joseph M. Corradino, Mayor

Attest:

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Priscilla Torres, MMC  
Village Clerk

Approved as to Form and Legal Sufficiency:

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Mitchell Bierman  
Village Attorney

Motion by:  
Second by:

Vote:



Yocelyn Galiano, ICMA-CM  
Village Manager  
manager@pinecrest-fl.gov

VILLAGE OF PINECREST  
Office of the Village Manager

DATE: July 10, 2023  
TO: The Honorable Mayor and Members of the Village Council  
FROM: Yocelyn Galiano, ICMA CM, Village Manager  
RE: Resolution for Agreement for Extension of Construction Administration (CA) Services – Potable Water Project

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Attached for your consideration, please find a professional services proposal dated June 27, 2023 from Stantec to extend Construction Administration Services through the end of July for the subject project. The subject consultant is one of several firms that have been selected by the Village based on an RFQ for Civil Engineering Services.

I hereby respectfully recommend the Village Council adopt the attached resolution authorizing the Village Manager to execute an agreement for an extension of Construction Administration Services for the Potable Water Project in the amount of \$88,819.





Ponce de Leon Boulevard, Suite 900  
Coral Gables, Florida 33134  
Tel: (305) 445-2900

June 27, 2023

Village of Pinecrest  
10800 Red Road  
Pinecrest, FL 33156  
305-669-6916

**Attention: Mr. David Mendez, P.E.  
Public Works Director**

**Reference: Potable Water Distribution Network  
Additional Extended Construction Administration Phase**

**Dear Mr. Mendez:**

We are pleased to present this proposal for professional engineering services during construction. Stantec was previously authorized to complete construction administration services under the proposal signed and authorized December 8, 2021. The construction administration phase in that agreement was based on a duration of 9 months. Stantec was also authorized for additional construction administration services through March 2023 under the proposal signed September 16, 2022. This proposal extends our services another 4 months to an anticipated completion date of July 2023.

**SCOPE OF SERVICES:**

**Construction Administration Phase**

Stantec will assist the Village during the construction phase and will perform the following tasks:

- a. Payment application review and recommendation (one per month; 4 total).
- b. Attend bi-weekly progress meetings.
- c. Observe and inspect contractor operations with one full-time inspector. It is anticipated that multiple crews will be required to complete this work. We expect that our inspector will be split to ensure proper coverage of the work areas. If work progresses quickly or is spread out to different areas, a second inspector may be warranted, thus requiring an additional service. Our fee is based on a standard 40-hour work week. No overtime or weekend hours are included.
- d. Answer contractors request for information and clarifications.
- e. Document daily activities.
- f. Collect required close-out documents from contractor and coordinate with M-DWASD for final conveyance documents. Execution of documents is by contractor/Village.

The following tasks were authorized under the original agreement and will be completed as part of that authorization: attendance at pre-construction meeting, as-built review, punch list inspection, and final inspection. If the construction phase extends beyond the anticipated additional 4 months, a fee for this additional service will be provided.



**Assumptions**

1. Existing conditions have not substantially changed, and existing surveys will be used.
2. Village staff will remain the primary point of contact for public inquiries and public request for information.
3. Scheduling of material testing is a contractor responsibility. Stantec to observe tests and review results.
4. Inspector's standard work week is 40 hours; night or weekend work will require overtime charges.

**Exclusions**

1. Overtime or weekend inspection work.
2. Public Involvement Services

**Terms and Conditions:**

All terms and conditions shall be per our Professional Services Agreement dated February 12, 2021. Our fees shall be lump sums as follows:

**Extended Construction Administration Phase ..... \$88,819**

We are ready to begin working on this assignment upon your authorization to proceed. If acceptable to you, we will accept a signed copy of this form as your written authorization to proceed.

Thank you,

**Stantec Consulting Services Inc.**

Sean Compel, P.E., LEED AP  
Principal  
Tel: 305-445-2900  
sean.compel@stantec.com

**Village of Pinecrest**

Approved by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**FEE WORKSHEET**

**DATE:** June 27, 2023

**PROJECT:** Village of Pinecrest  
Villagewide Watermain - Extended CA Phase

| <b>Construction Administration Phase<br/>(4 months)</b> | Principal           | Project<br>Manager<br>(P.E.) | Engineer<br>(E.I.) | CAD Tech. | Inspector | Clerical        |
|---|---------------------|------------------------------|--------------------|-----------|-----------|-----------------|
| Prepare for and attend Pre-construction meeting         | Previously included |                              |                    |           |           |                 |
| Submittal reviews                                       | Previously included |                              |                    |           |           |                 |
| Daily Coordination, Management, ebuilder coordination   |                     | 33                           | 24                 |           |           |                 |
| RFIs and Clarifications                                 |                     | 12                           | 20                 | 20        |           |                 |
| EOR Site visits   |                     | 4                            |                    |           |           |                 |
| Full-time Inspector                                     |                     |                              |                    |           | 640       |                 |
| Bi-Weekly progress meetings                             |                     | 12                           |                    |           |           |                 |
| Review Applications for Payment - 4 Total               |                     | 8                            |                    |           | 4         |                 |
| As-built Review   | Previously included |                              |                    |           |           |                 |
| Assistance with MDWASD Conveyance                       | Previously included |                              |                    |           |           |                 |
| Punch List and Final Inspection                         | Previously included |                              |                    |           |           |                 |
| Sub-Total Hours   | 0                   | 69                           | 44                 | 20        | 644       | 0               |
| Billing Rate  | \$ 225.00           | \$ 191.00                    | \$ 130.00          | \$ 115.00 | \$ 105.00 | \$ 75.00        |
| Labor Cost  | \$0                 | \$13,179                     | \$5,720            | \$2,300   | \$67,620  | \$0             |
| <b>Construction Administration Total</b>                |                     |                              |                    |           |           | <b>\$88,819</b> |