

057
BA000240



Budget Amendment Form

Department : Stormwater Capital	Date: 6/11/2024
---------------------------------	-----------------

Fund(s) to be changed: Stormwater Capital Fund

GL Account	GL Line Item	Project #:	Transfer to:	Transfer from:
340.36.538.6307	HI Project Pkg 1 (PS & Outfall)	SW24-01	\$ 3,219.90	
340.36.538.6307	NBI Project Pkg 1 (PS & Outfall)	SW24-02	\$ -	
340.36.538.6307	NBI Project Pkg 2 (PS & Outfall)	SW24-03	\$ -	
340.36.538.6307	TI Project Pkg 1 (PS & Outfall)	SW24-04	\$ 11,156.59	
340.36.538.6307	TI Project Pkg 2 (PS & Outfall)	SW24-05	\$ 11,638.33	
340.36.538.6307	TI Project Pkg 2 (PS & Outfall)	SW24-06	\$ -	
340.36.538.6307	NBI Project Pkg 3 (SW & ROAD ELEV)	SW25-01	\$ 2,370.37	
340.36.538.6307	NBI Project Pkg 4 (SW & ROAD ELEV)	SW25-02	\$ 2,649.36	
340.36.538.6307	TI Project Pkg 4 (SW & ROAD ELEV)	SW25-03	\$ 7,425.47	
340.36.538.6307	TI Project Pkg 5 (SW & ROAD ELEV)	SW25-04	\$ 6,753.72	
340.36.538.6307	TI Project Pkg 6 (SW & ROAD ELEV)	SW25-05	\$ 1,762.70	
340.36.538.6307	HI Project Pkg 3 (SW & ROAD ELEV)	SW26-01	\$ 879.38	
340.36.538.6307	HI Project Pkg 2 (SW & ROAD ELEV)	SW26-02	\$ 719.42	
340.00.384.3841	Loan/Debt Proceeds (Line of Credit)			\$ 48,575.24
			\$ 48,575.24	\$ 48,575.24

Description:

Increase Stormwater GOB Capital Project Budgets for SW24-01, SW24-04, SW24-05, SW25-01, SW25-02, SW25-02, SW25-03, SW25-04, SW25-05, SW26-01, and SW26-02 - using the SW GOB Line of Credit for BCC (total \$66,348) for Public Information, Grant Management, & Project Reporting Support Service for the Stormwater Improvement Program.

RESOLUTION NO. 2024-057

A RESOLUTION OF THE MAYOR AND COMMISSION OF NORTH BAY VILLAGE, FLORIDA, AUTHORIZING THE ISSUANCE OF A WORK ORDER TO BCC ENGINEERING, LLC FOR PUBLIC INFORMATION SUPPORT, GRANT MANAGEMENT, AND PROJECT REPORTING SERVICES RELATED TO THE STORMWATER IMPROVEMENT PROGRAM IN AN AMOUNT NOT TO EXCEED \$66,348.00; AMENDING THE BUDGET FOR FISCAL YEAR 2023-2024; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, on December 12, 2023, the North Bay Village (“Village”) Commission adopted Resolution No. 2023-155 selecting various consultants pursuant to Request for Qualifications No. 2023-005 (the “RFQ”) for continuing professional general architectural and engineering services and authorizing the Village Manager to negotiate and execute agreements with the various consultants; and

WHEREAS, pursuant to the Resolution, the Village entered into an agreement on April 26, 2024, with BCC Engineering, LLC (the “Consultant”), as one of the selected firms (the “Agreement”); and

WHEREAS, the Village has begun implementing a Stormwater Improvement Program (the “Project”) and desires to engage Consultant to provide public information support, grant management, and project reporting related to the Project (the “Services”); and

WHEREAS, in accordance with the terms of the Agreement, the Village solicited and the Consultant submitted a proposal to the Services; and

WHEREAS, the Village Commission desires to authorize the Village Manager to issue a work order to Consultant to perform the Services for the Project, in substantially the form attached hereto as Exhibit “A” consistent with the Agreement previously entered into between the Village and Consultant in an amount not to exceed \$66,348.00 (the “Work Order”); and

WHEREAS, on September 28, 2023, the Village Commission adopted Resolution No. 2023-109 approving the budget for fiscal year 2023-2024 (the “Budget”); and

WHEREAS, pursuant to Section 166.241, Florida Statutes, the Village Commission may amend a budget at any time within a fiscal year; and

WHEREAS, in order to provide the necessary funding for the Services and pursuant to Section 35.21 of the Village Code of Ordinances and Florida Law, the Village Commission desires to amend the Budget consistent with the staff memorandum accompanying this resolution by authorizing the line-item transfers as further provided in Exhibit “B” attached hereto and incorporated herein; and

WHEREAS, the Village Commission finds that this Resolution is in the best interest and welfare of the residents of the Village.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COMMISSION OF NORTH BAY VILLAGE, FLORIDA, AS FOLLOWS:

Section 1. Recitals. That each of the above-stated recitals are hereby adopted, confirmed, and incorporated herein.

Section 2. Authorization. That the Village Commission hereby authorizes the Village Manager to issue the Work Order to Consultant to perform the Services for the Project, in substantially the form attached hereto as Exhibit “A.”

Section 3. Amending Budget. That the Village Commission hereby approves an amendment to the budget by authorizing the line-item transfers as further provided in Exhibit “B” attached hereto and incorporated herein.

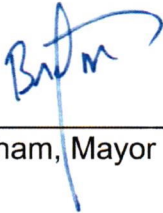
Section 4. Implementation. That the Village Manager and Village Attorney are hereby authorized to take such further action as may be necessary to implement the purpose and provisions of this Resolution.

Section 5. Effective Date. That this Resolution shall be effective immediately upon adoption.

The foregoing Resolution was offered by Vice Mayor Chervony who moved its adoption. The motion was seconded by Mayor Latham and upon being put to a vote, the vote was as follows:

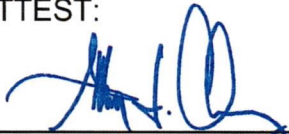
Mayor Brent Latham	<u>Yes</u>
Vice Mayor Richard Chervony	<u>Yes</u>
Commissioner Goran Cuk	<u>Yes</u>
Commissioner Andy Rotondaro	<u>Yes</u>
Commissioner Rachel Streitfeld	<u>Yes</u>

PASSED AND ADOPTED on this 11th day of June 2024.



Brent Latham, Mayor

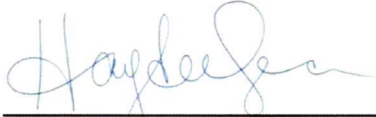
ATTEST:



Alba L. Chang, CMC
Village Clerk



APPROVED AS TO FORM AND LEGAL SUFFICIENCY:



Weiss Serota Helfman Cole & Bierman, PL
Village Attorney



EXHIBIT "A"

Work Order No.: BCC2402
Project No.: _____
Project Name: North Bay Village – PIS / Grant Management / Project Reporting
Consultant: BCC Engineering, LLC.
Contract No.: RFQ 2023-005

WORK ORDER NO. BCC2402
DATED THIS 1ST DAY OF JUNE 2024
NORTH BAY VILLAGE PUBLIC WORKS DEPARTMENT
NORTH BAY VILLAGE
PUBLIC INFORMATION SUPPORT, GRANT MANAGEMENT & PROJECT REPORTING
PROFESSIONAL SERVICES

This Work Order between North Bay Village, a Florida municipal corporation ("VILLAGE"), **BCC Engineering, LLC** authorized to transact business in Florida ("CONSULTANT"), is made pursuant to the Continuing General Professional Engineering and Architectural Services Agreement (the "Agreement") dated April 26, 2024, and expiring on April 14, 2029.

PROJECT DESCRIPTION

As part of this Work Order (WO), the CONSULTANT will support the VILLAGE with professional services in the form of Public Information Support, Grant Management, and Project reporting for the assigned Stormwater Projects for the VILLAGE.

The project will focus on developing and implementing comprehensive communication strategies to inform stakeholders, including local communities, government agencies, and media, about project goals, progress, impacts, and benefits. In-addition the project will provide comprehensive grant management and administration services for the Village, focusing on grants related to stormwater, planning, and construction projects and project reporting and updates for the Village, coordinating closely with the Village to assist in tracking ongoing projects.

This Work order will be an integral part of the Continuing Professional Engineering Services Agreement (RFQ No. 2023-005) between the VILLAGE and the CONSULTANT.

GENERAL REQUIREMENTS

Design Standards

The project does not require design plans and specifications.

Quality Control

The CONSULTANT is responsible for the quality control (QC) of their work and of its sub-consultants (BRIZAGA). The CONSULTANT shall provide to the VILLAGE the list of sub-consultants which will be used for this project. This list shall not be changed without prior approval of the VILLAGE. All sub-consultant documents and submittals shall be submitted directly to the CONSULTANT for their independent QC review. The VILLAGE shall only accept submittals for review and action from the CONSULTANT.

The CONSULTANT shall be responsible to independently and continually QC the reports, electronic files, progress payment applications, schedules, and all project deliverables required by this task order. The submittal shall include the names of the CONSULTANT's staff that performed the QC review for each component.

Project Schedule

The Project Schedule has no specific due date.

Permitting

Permitting will not be required as part of this WO.



SPECIFIC SCOPE OF SERVICES

The Scope of Services is comprised of the following essential tasks:

- Task 1: Project Coordination and Project Management
- Task 2: PIS / Grant Management / Project Reporting - Subconsultant

Task 1.0 – Project Coordination and Project Management

As part of this task BCC will provide project coordination and management activities.

In addition, BCC will prepare for and attend team meetings as necessary. Representation at recurring team meetings will be vested in the project manager, with the inclusion of team experts as deemed essential for specific disciplines.

BCC will provide support to the VILLAGE in coordinating project activities during the duration of the project with the designated consultants. BCC will facilitate effective communication channels, schedule meetings, and foster collaboration among all stakeholders involved.

Task 2.0 – PIS / Grant Management / Project Reporting – (Subconsultant)

BCC will retain Brizaga, Inc. (BRI) to perform Public Information Support, Grant Management & Project Reporting. BRI's detailed scope of work is included in **Exhibit 'B'**.

- Task 1 – Public Information Support
- Task 2 – Grant Management & Administration
- Task 3 – Project Reporting & Updates

ADDITIONAL SERVICES

If authorized in writing by the VILLAGE, as an amendment to this Work Order, the CONSULTANT shall furnish, or obtain, Additional Services of the types listed in the AGREEMENT. The VILLAGE, as indicated in the AGREEMENT, will pay for these services.

PERFORMANCE SCHEDULE

The CONSULTANT shall perform the services identified in Tasks 1.0 – 2.0 within no specific duration of the written Notice to Proceed

SCHEDULE		
Task #	Task Description	Estimated Duration per Task
1.0	Project Coordination & Project Management	No specific duration
2.0	PIS / Grant Management / Project Reporting (Subconsultant)	No specific duration

PROJECT FUNDING

Performance of this project is at the VILLAGE's discretion and may be contingent upon the VILLAGE receiving funding and work shall not begin until the VILLAGE provides a Notice to Proceed to CONSULTANT.

METHOD OF COMPENSATION

The services performed will be accomplished using the Not-to-Exceed method of compensation. The total hourly rates payable by the VILLAGE for each of CONSULTANT's employee categories, reimbursable expenses, if any, and sub-consultant fees, if any, are shown on **Exhibit 'A'** attached hereto and made a part hereof. Pay application requests shall be prepared on the VILLAGE's approved pay application request form. The CONSULTANT shall submit the pay application request to the VILLAGE's Project Manager for review and approval. Pay application requests shall be submitted monthly.



Work Order No.: BCC2402
Project No.: _____
Project Name: North Bay Village – PIS / Grant Management / Project Reporting
Consultant: BCC Engineering, LLC.
Contract No.: RFQ 2023-005

TERMS OF COMPESATION

Services will be provided for the following Not-to-Exceed amounts: Tasks 1.0 & 2.0. **Exhibit 'C'** includes a detailed man-hour estimate for work outlined in the Scope of Work.

COMPENSATION SCHEDULE			
Task #	Task Description	Fee	LS/TM
1.0	Project Coordination & Project Management	\$ 7,848.00	TM
2.0	PIS / Grant Management / Project Reporting (Subconsultant)	\$ 56,500.00	TM
	Reimbursable Expenses	\$ 2,000.00	
Total		\$ 66,348.00	



Work Order No.: BCC2402
Project No.: _____
Project Name: North Bay Village – PIS / Grant Management / Project Reporting
Consultant: BCC Engineering, LLC.
Contract No.: RFQ 2023-005

VILLAGE CONTACTS

Requests for payments should be directed to North Bay Village Accounts Payable via e-mail to Pwdocuments@nbvillage.com after getting approval from the VILLAGE's Project Manager. All other correspondence and submittals should be directed to the attention of Name of PM, Project Manager, at the address shown below. **Please be sure that all correspondence refers to the VILLAGE project number and title as stated above.**

Delroy Peters, EI
Project Manager
Public Works
North Bay Village
Village Hall, 3rd Floor Public Works
1666 Kennedy Causeway
North Bay Village, FL 33141
Phone: (305) 756-7171 Ext. 29
Email: Dpeters@nbvillage.com

Marlon Lobban, PE
Director of Public Works
North Bay Village
Village Hall, 3rd Floor Public Works
1666 Kennedy Causeway
North Bay Village, FL 33141
Phone: (305) 756-7171 ext. 66
Email: Mlobban@nbvillage.com

CONSULTANT CONTACTS

Victor H. Herrera, PE
Senior Vice President
BCC Engineering, LLC.
6401 SW 87th Avenue, Suite 200
Miami, FL 33173
Email: vherrera@bcceng.com
Phone: (305) 670-2350

Carlos Morales
Civil Division Manager
BCC Engineering, LLC.
6401 SW 87th Avenue, Suite 200
Miami, FL 33173
Email: carlos.morales@bcceng.com
Phone: (305) 670-2350



Work Order No.: BCC2402
Project No.: _____
Project Name: North Bay Village – PIS / Grant Management / Project Reporting
Consultant: BCC Engineering, LLC.
Contract No.: RFQ 2023-005

SIGNATURE PAGE
NORTH BAY VILLAGE

IN WITNESS OF THE FOREGOING, the parties have set their hands and seals the day and year first written above.

By: _____

Marlon Lobban
Village Public Works Director

This Work Order approved pursuant to [check one and initial]:

_____ Manager Purchasing Authority (§36.25 Village Code)

_____ Resolution No. _____

By: _____

Dr. Ralph Rosado, Ph.D, AICP
Village Manager

Attest:

By: _____

Alba L. Chang, CMC
Village Clerk

Approved as to form and legal sufficiency:

By: _____

Weiss Serota Helfman Cole & Bierman, P.L.
Village Attorney



Work Order No.: BCC2402

Project No.: _____

Project Name: North Bay Village – PIS / Grant Management / Project Reporting

Consultant: BCC Engineering, LLC.

Contract No : RFQ 2023-005

SIGNATURE PAGE
CONSULTANT/CONTRACTOR

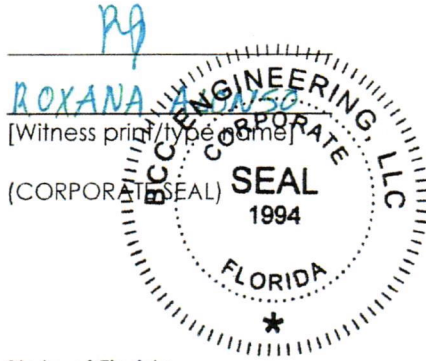
WITNESSES:

[Signature]
Estrella Ruaigip
[Witness print/type name]

BCC Engineering, LLC,
a Florida limited liability company.

[Signature]
Victor H. Herrera
[Print Name, check title]

- President Vice President
- Authorized Signatory (Please provide corporate authorization)



ATTEST:
[Signature]
Secretary
Jose A. Munoz
[Print Name]

ACKNOWLEDGMENT

State of Florida
County of Miami-Dade

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this 3rd day of June, 2024, by Victor Herrera (name of person) as Senior Vice President (type of authority) for BCC Engineering, LLC (name of party on behalf of whom instrument is executed).

[Signature]
Notary Public
(Print, Stamp, or Type as Commissioned)

- Personally known to me; or
- Produced identification (Type of Identification: _____)
- Did take an oath; or
- Did not take an oath



VANESSA AYMERICH
Notary Public
State of Florida
Comm# HH402823
Expires 5/24/2027



Work Order No.: BCC2402
Project No.: _____
Project Name: North Bay Village – PIS / Grant Management / Project Reporting
Consultant: BCC Engineering, LLC.
Contract No.: RFQ 2023-005

Exhibit A – HOURLY RATES



Work Order No.: BCC2402
Project No.: _____
Project Name: North Bay Village – PIS / Grant Management / Project Reporting
Consultant: BCC Engineering, LLC.
Contract No.: RFQ 2023-005

HOURLY RATES

Job Classification	BCC
Principal Engineer	\$276
Project Manager	\$235
Senior Project Engineer	\$205
Project Engineer	\$159
Designer	\$95
PIO/Communication Manager	\$144.82
Project Architect	\$156
Landscape Architect	\$135
Senior Planner	\$115
Construction Manager	\$156
Traffic Engineer	\$134
Environmental Specialist	\$100
CEI Inspector	\$122
GIS Specialist	\$127
Surveyor	\$195
CADD	\$90
Clerical/Admin	\$74

Standard Rate Schedule

STANDARD RATE SCHEDULE	
TITLE(S)	HOURLY RATE
Principal	\$ 250.00
Director	\$ 220.00
Project Manager	\$ 185.00
Senior Scientist	\$ 185.00
Project Engineer	\$ 150.00
Outreach Director	\$ 150.00
Senior Resilience Planner	\$145.00
Staff Scientist II	\$ 135.00
Staff Scientist	\$ 120.00
Coordinator	\$ 120.00
Junior Engineer	\$ 120.00
Resilience Planner	\$ 115.00
CADD/Designer	\$ 100.00
Graphic Designer	\$ 100.00
Senior Grant Writer & Administrator	\$ 95.00
Senior Associate	\$ 80.00
Grant Writer & Administrator	\$ 75.00
Associate	\$ 65.00
Administrative Assistant	\$ 60.00

STANDARD REIMBURSABLE EXPENSES	
ITEM	COST
Black & White Print or Copy (8.5" x 11"), per page	\$ 0.06
Color Print or Copy (8.5" x 11"), per page	\$ 0.25
Black & White Print or Copy (11" x 17"), per page	\$ 0.15
Color Print or Copy (11" x 17"), per page	\$ 0.50
Black & White CAD Drawings (24" x 36"), per page	\$ 1.50
Color CAD Drawings (24" x 36"), per page	\$ 4.50
Poster (24" x 36" with No Foam Board), per poster	\$ 25.00
Poster (24" x 36" with Foam Board), per poster	\$ 130.00
Standard Envelope with Address, per envelope	\$ 0.20

All other Standard Expenses will be billed at cost plus five percent (5%).





Work Order No.: BCC2402
Project No.: _____
Project Name: North Bay Village – PIS / Grant Management / Project Reporting
Consultant: BCC Engineering, LLC.
Contract No.: RFQ 2023-005

Exhibit B – BRIZAGA PROPOSAL



TASK ORDER

Date: 5/28/2024

Client: North Bay Village

Project Name: PIO, Grant Management, and Strategy Support

Project Number: 220028.09

Only valid under Master Service Agreement with Client.

<p>Prime Consultant: BCC Engineering</p> <p>Address: 6401 SW 87th Avenue, Suite 200 Miami, FL 33173</p> <p>Contact: Carlos Morales Phone: (305) 670-2350 Email Address: carlos.morales@bcceng.com</p>	<p>Please return signed Task Order to Brizaga:</p> <p>Brizaga, Inc. 2101 W. Commercial Boulevard, Suite 4600 Fort Lauderdale, FL 33309</p> <p>Attn: Alec Bogdanoff, Ph.D., Principal Phone: (954) 834-3533, ext. 101 Email: alec@brizaga.com</p>
<p>Project Information</p> <p>Scope of Work: See Scope of Work on follow page</p> <p>Schedule of Work: Continuing Service, No Specific Due Date</p> <p>Fee Schedule: See Scope of Work on follow page</p> <p>Other Attachments: Signed Client Work Order and Original Continuing Services Contract (TO BE ADDED)</p>	
<p>Fee Details</p> <p>Lump Sum: \$ 0</p> <p>Time and Materials: \$ 56,500</p> <p>Reimbursable Expenses: \$ 2,000</p> <p>Contingency: \$ 0</p> <p>Total Contract Value: \$ 58,500</p>	

Accepted (BCC Engineering):

Signature

Name & Title

Date

Presented and Proposed by (Brizaga):



Signature

Alec Bogdanoff, Ph.D., Principal

Name & Title

5/28/2024

Date

Scope of Work

The Scope of Work provided herein is provided based upon the billing type noted in each task.

TASK 1 – PUBLIC INFORMATION SUPPORT

Brizaga shall serve as a Public Information Officer (PIO) for the Village for assigned stormwater projects playing a critical role in managing communications and fostering positive relationships between the project team and the public. Erica Echeverri, with support from the rest of the Brizaga team, shall serve as the PIO.

Brizaga will be responsible for developing and implementing comprehensive communication strategies to inform stakeholders, including local communities, government agencies, and media, about project goals, progress, impacts, and benefits. This includes crafting clear, concise, and accessible content for various platforms such as press releases, social media, newsletters, and public meetings, as needed, and to be coordinated with the Village's Communication Director. Brizaga will also handle inquiries and concerns from the public, ensuring timely and accurate responses, and will proactively address potential issues that could affect public perception or project timelines. By maintaining open and transparent communication, this will help build trust and support for the project, ensuring that all stakeholders are well-informed and engaged throughout the construction process.

In addition to specific PIO project services, Brizaga will support website updates related to stormwater and other construction projects and be available to develop public-facing materials related to the work of the Village. Furthermore, Brizaga will complete the in-progress Stormwater Program Strategy, which is a public-facing document detailing the process of the on-going stormwater program and associated works of the Village.

Task Fee: \$35,500, Hourly Not-to-Exceed. Brizaga assumed 120 hours of support for an Outreach Coordinator, 30 hours of support for a Graphic Designer, 240 hours of support for Outreach Associate, and 10 hours of support for a Principal.

TASK 2 – GRANT MANAGEMENT & ADMINISTRATION

Brizaga will provide comprehensive grant management and administration services for the Village, focusing on grants related to stormwater, planning, and construction projects. These services will include identifying and applying for relevant grant opportunities, ensuring compliance with all grant requirements, and managing all phases of the grant lifecycle from application to closeout. Brizaga will maintain records, manage finances, and prepare required reports to ensure transparent and efficient use of funds. Additionally, Brizaga will communicate regularly with stakeholders, prepare progress reports, and facilitate audits to maintain accountability and track the success of funded projects. The objective is to maximize the benefits of grants while minimizing administrative burdens on the Village.

Task Fee: \$12,600, Hourly Not-to-Exceed. Brizaga assumed 80 hours of support for a Senior Grant Writer & Administrator and 20 hours of support for a Principal.



TASK 3 – PROJECT REPORTING AND UPDATES

Brizaga will provide comprehensive project reporting and updates for the Village, coordinating closely with the Village to assist in tracking ongoing projects. These services will include preparing regular progress reports and updates tailored to various stakeholders, as needed. Updates may include creating PowerPoint presentations for Commission meetings, posting updates to the Village’s website, and developing flyers and other designed materials to effectively communicate project status and milestones. Brizaga will ensure that all communications are clear, concise, and visually engaging, facilitating transparency and keeping all stakeholders informed of project developments. The goal is to provide timely and accurate information to support informed decision-making and maintain public engagement throughout the project lifecycle.

Should the Village desire to use it, Brizaga is including a soon-to-be-released beta version of a Project Tracking tool developed in-house at no cost to the Village for two years. A separate beta testing agreement would be provided to the Village, and the Village would not be charged for the initial input of data into the project tracking tool. Subsequent updates would fall under this Task.

Task Fee: \$8,400, Hourly Not-to-Exceed. Brizaga assumed 20 hours of support from an Outreach Coordinator and 100 hours of support from an Outreach Associate.

Fee Summary

<u>Task</u>	<u>Fee Type</u>	<u>Amount</u>
Task 1 – Public Information Support	Hourly, Not-to-Exceed	\$ 35,500
Task 2 – Grant Management & Administration	Hourly, Not-to-Exceed	\$ 12,600
Task 3 – Project Update and Reporting	Hourly, Not-to-Exceed	\$ 8,400
SERVICES SUBTOTAL		\$ 56,500
<i>Reimbursable Expenses Estimate</i>	Cost or Cost+5%	\$ 2,000
<i>Contingency</i>	Contingency	\$ 0
TOTAL		\$ 58,500



Standard Rate Schedule

STANDARD RATE SCHEDULE

TITLE(S)	HOURLY RATE
Principal	\$ 250.00
Director	\$ 220.00
Project Manager	\$ 185.00
Senior Scientist	\$ 185.00
Project Engineer	\$ 150.00
Outreach Director	\$ 150.00
Senior Resilience Planner	\$145.00
Staff Scientist II	\$ 135.00
Staff Scientist	\$ 120.00
Coordinator	\$ 120.00
Junior Engineer	\$ 120.00
Resilience Planner	\$ 115.00
CADD/Designer	\$ 100.00
Graphic Designer	\$ 100.00
Senior Grant Writer & Administrator	\$ 95.00
Senior Associate	\$ 80.00
Grant Writer & Administrator	\$ 75.00
Associate	\$ 65.00
Administrative Assistant	\$ 60.00

STANDARD REIMBURSABLE EXPENSES

ITEM	COST
Black & White Print or Copy (8.5" x 11"), per page	\$ 0.06
Color Print or Copy (8.5" x 11"), per page	\$ 0.25
Black & White Print or Copy (11" x 17"), per page	\$ 0.15
Color Print or Copy (11" x 17"), per page	\$ 0.50
Black & White CAD Drawings (24" x 36"), per page	\$ 1.50
Color CAD Drawings (24" x 36"), per page	\$ 4.50
Poster (24" x 36" with No Foam Board), per poster	\$ 25.00
Poster (24" x 36" with Foam Board), per poster	\$ 130.00
Standard Envelope with Address, per envelope	\$ 0.20

All other Standard Expenses will be billed at cost plus five percent (5%).





Work Order No.: BCC2402
Project No.: _____
Project Name: North Bay Village – PIS / Grant Management / Project Reporting
Consultant: BCC Engineering, LLC.
Contract No.: RFQ 2023-005

Exhibit C – FEE ESTIMATE



PROPOSAL FEES SCHEDULE

Project Name: Public Information Support, Grant Management & Project Reporting		BCC Staff by Category		TOTAL HOURS	TOTAL FEE
Proposal Date: 5/29/2024		Principal Engineer	Project Manager		
Task No.	Description	\$276.00	\$235.00		
1.0	Project Coordination and Project Management	8	24	32	\$ 7,848.00
2.0	PIS / Grant Management / Project Reporting (Subconsultant)				\$ 56,500.00
	Reimbursable Expenses				\$ 2,000.00
Total Hours		8	24	32	
Total Fee		\$ 2,208.00	\$ 5,640.00		\$ 66,348.00

Stormwater GOB Capital Fund

Project#	FY 24 Budget	Actual B&V	Actual B&V	Actual B&V	FY 24 Budget Balance	EXP/CHEN/RIBBECK	FY 24 Budget Balance	EXP/CHEN/RIBBECK BA 6/11	FY 24 Budget Balance
24-01	\$ 147,598.00	\$ 6,527.99	\$ 3,746.46	\$ 5,221.41	\$ 132,102.14	\$ 598,218.00	\$ (466,115.86)	\$ 466,115.86	\$ -
24-02	\$ 344,294.00	\$ 15,240.31	\$ 8,746.51	\$ 12,189.95	\$ 308,117.23		\$ 308,117.23		\$ 308,117.23
24-03	\$ 223,518.00	\$ 9,898.09	\$ 5,680.58	\$ 7,916.97	\$ 200,022.36		\$ 200,022.36		\$ 200,022.36
24-04	\$ 540,792.00	\$ 23,940.14	\$ 13,739.40	\$ 19,148.50	\$ 483,963.96	\$ 617,266.00	\$ (133,302.04)	\$ 133,302.04	\$ -
24-05	\$ 564,143.00	\$ 24,963.65	\$ 14,326.80	\$ 19,967.15	\$ 504,885.40	\$ 416,164.00	\$ 88,721.40		\$ 88,721.40
24-06	\$ 407,301.00	\$ 18,023.76	\$ 10,343.95	\$ 14,416.28	\$ 364,517.01		\$ 364,517.01		\$ 364,517.01
24-07	\$ 542,500.00	\$ 24,015.03	\$ 13,782.38	\$ 19,208.40	\$ 485,494.19		\$ 485,494.19		\$ 485,494.19
24-08	\$ 50,000.00	\$ 2,209.28	\$ 1,267.92	\$ 1,767.09	\$ 44,755.71		\$ 44,755.71		\$ 44,755.71
	\$ 2,820,146.00	\$ 124,818.25	\$ 71,634.00	\$ 99,835.75	\$ 2,523,858.00	\$ 1,631,648.00	\$ 892,210.00	\$ 599,417.90	\$ 1,491,627.90
					\$ 296,288.00				

Project#	FY 24 Budget Balance Forward	#1		#1		#2		#2		FY 24 Budget Balance
		BCC	FY 24 Budget Balance	BCC 6/11	FY 24 Budget Balance	BCC	FY 24 Budget Balance	BCC 6/11	FY 24 Budget Balance	
24-01	0.049	\$ -	\$ 30,296.82	\$ (30,296.82)	\$ 30,296.82	\$ -	\$ 38,960.05	\$ (38,960.05)	\$ 38,960.05	\$ -
24-02	0.0717	\$ 308,117.23	\$ 44,777.62	\$ 263,339.61	\$ 263,339.61	\$ 263,339.61	\$ 57,581.58	\$ 205,758.03	\$ 205,758.03	\$ 205,758.03
24-03	0.070	\$ 200,022.36	\$ 43,387.93	\$ 156,634.43	\$ 156,634.43	\$ 156,634.43	\$ 55,794.50	\$ 100,839.93	\$ 100,839.93	\$ 100,839.93
24-04	0.1682	\$ -	\$ 104,975.08	\$ (104,975.08)	\$ 104,975.08	\$ -	\$ 134,992.22	\$ (134,992.22)	\$ 134,992.22	\$ -
24-05	0.1754	\$ 88,721.40	\$ 109,507.90	\$ (20,786.50)	\$ 20,786.50	\$ -	\$ 140,821.18	\$ (140,821.18)	\$ 140,821.18	\$ -
24-06	0.1266	\$ 364,517.01	\$ 79,062.73	\$ 285,454.28	\$ 285,454.28	\$ 285,454.28	\$ 101,670.35	\$ 183,783.93	\$ 183,783.93	\$ 183,783.93
24-07	\$ 485,494.19	\$ -	\$ 485,494.19	\$ 485,494.19	\$ 485,494.19	\$ -	\$ 485,494.19	\$ -	\$ 485,494.19	\$ 485,494.19
24-08	\$ 44,755.71	\$ -	\$ 44,755.71	\$ 44,755.71	\$ 44,755.71	\$ -	\$ 44,755.71	\$ -	\$ 44,755.71	\$ 44,755.71
25-01	0.0357	\$ -	\$ 22,303.43	\$ (22,303.43)	\$ 22,303.43	\$ -	\$ 28,680.99	\$ (28,680.99)	\$ 28,680.99	\$ -
25-02	0.040	\$ -	\$ 24,928.51	\$ (24,928.51)	\$ 24,928.51	\$ -	\$ 32,056.70	\$ (32,056.70)	\$ 32,056.70	\$ -
25-03	0.1119	\$ -	\$ 69,868.12	\$ (69,868.12)	\$ 69,868.12	\$ -	\$ 89,846.58	\$ (89,846.58)	\$ 89,846.58	\$ -
25-04	0.102	\$ -	\$ 63,547.42	\$ (63,547.42)	\$ 63,547.42	\$ -	\$ 81,718.51	\$ (81,718.51)	\$ 81,718.51	\$ -
25-05	0.0266	\$ -	\$ 16,585.66	\$ (16,585.66)	\$ 16,585.66	\$ -	\$ 21,328.25	\$ (21,328.25)	\$ 21,328.25	\$ -
26-01	0.0133	\$ -	\$ 8,274.29	\$ (8,274.29)	\$ 8,274.29	\$ -	\$ 10,640.29	\$ (10,640.29)	\$ 10,640.29	\$ -
26-02	0.0108	\$ -	\$ 6,769.18	\$ (6,769.18)	\$ 6,769.18	\$ -	\$ 8,704.80	\$ (8,704.80)	\$ 8,704.80	\$ -
	\$ 1,491,627.90	\$ 624,284.68	\$ 867,343.22	\$ 368,335.01	\$ 1,235,678.22	\$ 802,796.00	\$ 432,882.22	\$ 587,749.57	\$ 1,020,631.80	\$ 1,020,631.80
		\$ 624,284.68				\$ 802,796.00		\$ (587,749.57)		

Project#	FY 24 Budget Balance Forward	#3		#3	
		BCC	FY 24 Budget Balance	BCC 6/11	FY 24 Budget Balance
24-01	0.049	\$ -	\$ 3,219.90	\$ (3,219.90)	\$ 3,219.90
24-02	0.072	\$ 205,758.03	\$ 4,758.90	\$ 200,999.13	\$ 200,999.13
24-03	0.070	\$ 100,839.93	\$ 4,611.20	\$ 96,228.73	\$ 96,228.73
24-04	0.168	\$ -	\$ 11,156.59	\$ (11,156.59)	\$ 11,156.59
24-05	0.175	\$ -	\$ 11,638.33	\$ (11,638.33)	\$ 11,638.33
24-06	0.127	\$ 183,783.93	\$ 8,402.66	\$ 175,381.27	\$ 175,381.27
24-07	\$ 485,494.19	\$ -	\$ 485,494.19	\$ 485,494.19	\$ 485,494.19
24-08	\$ 44,755.71	\$ -	\$ 44,755.71	\$ 44,755.71	\$ 44,755.71
25-01	0.036	\$ -	\$ 2,370.37	\$ (2,370.37)	\$ 2,370.37
25-02	0.040	\$ -	\$ 2,649.36	\$ (2,649.36)	\$ 2,649.36
25-03	0.112	\$ -	\$ 7,425.47	\$ (7,425.47)	\$ 7,425.47
25-04	0.102	\$ -	\$ 6,753.72	\$ (6,753.72)	\$ 6,753.72
25-05	0.027	\$ -	\$ 1,762.70	\$ (1,762.70)	\$ 1,762.70
26-01	0.013	\$ -	\$ 879.38	\$ (879.38)	\$ 879.38
26-02	0.011	\$ -	\$ 719.42	\$ (719.42)	\$ 719.42
	\$ 1,020,631.80	\$ 66,348.00	\$ 954,283.80	\$ 48,575.24	\$ 48,575.24
		\$ 66,348.00	\$ (48,575.24)		

Project#			
24-01	0.049	\$ 3,446,982.00	PROJECT-BUDGETED TOTALS 5-YEAR PLAN (SW GOB CAPITAL FUND)
24-02	0.072	\$ 5,094,517.00	USED FOR ALLOCATION
24-03	0.070	\$ 4,936,406.00	
24-04	0.168	\$ 11,943,406.00	
24-05	0.175	\$ 12,459,122.00	
24-06	0.127	\$ 8,995,261.00	
25-01	0.036	\$ 2,537,544.00	
25-02	0.040	\$ 2,836,209.00	
25-03	0.112	\$ 7,949,156.00	
25-04	0.102	\$ 7,230,027.00	
25-05	0.027	\$ 1,887,012.00	
26-01	0.013	\$ 941,397.00	
26-02	0.011	\$ 770,155.00	
	1	\$ 71,027,194.00	
		\$ 72,344,694.00	
		\$ 1,317,500.00	
24-07		\$ 542,500.00	NOT INCLUDED FOR BCC ITEMS
24-08		\$ 775,000.00	NOT INCLUDED FOR BCC ITEMS
		\$ 1,317,500.00	
DIFF		\$ -	