

<b>Department:</b>		Street Maintenance	<b>Date:</b>		7/15/2024
<b>Fund(s) to be changed:</b>		Street Maintenance/General Fund			
GL Account	Project	GL Line Item	Transfer to:	Transfer from:	
112.18.541.6308	SMF24-03	Streets & Roads Improvements	\$ 53,911		
112.00.381.3801		Transfer in from General Fund		\$	53,911
		Transfer to Street Maintenance	\$ 53,911		
		Community Contribution Fee		\$	53,911
<b>TOTAL (Columns must be equal)</b>			<b>\$ 107,822.00</b>	<b>\$</b>	<b>107,822.00</b>

**Description:**  
 Allocate \$53,931 of SunBeam's \$400,000 Community Contribution Fee for the West Entry Sign Design & Permitting - Increasing Project #SMF24-03 in the Street Maintenance Fund from \$25,000 to \$78,911.

**RESOLUTION NO. 2024-069**

**A RESOLUTION OF THE MAYOR AND COMMISSION OF NORTH BAY VILLAGE, FLORIDA, AUTHORIZING THE ISSUANCE OF A WORK ORDER TO STANTEC CONSULTING SERVICES, INC. FOR DESIGN, PERMITTING, BID ASSISTANCE, AND CONSTRUCTION REVIEW SERVICES FOR THE WEST ENTRYWAY SIGN PROJECT IN AN AMOUNT NOT TO EXCEED \$78,911; 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 30, 2024 with Stantec Consulting Services, Inc. (the "Consultant"), as one of the selected firms (the "Agreement"); and

**WHEREAS**, on September 15, 2022, the Village Commission adopted Resolution No. 2022-076 approving the appropriation of funds for the installation of an entry sign at the east end of Kennedy Causeway / NE 79th Street intended to serve westbound traffic; and

**WHEREAS**, the Village desires to install a complementary west entryway sign along Kennedy Causeway / NE 79<sup>th</sup> Street (the "Project"); and

**WHEREAS**, in accordance with the terms of the Agreement, the Village solicited and the Consultant submitted a proposal for design, permitting, bid assistance, and construction review services for the Project (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 \$78,911 (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.

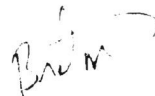
**Section 4. Implementation.** That the Village Manager and Village Attorney are hereby authorized to take such further action as may be necessary to implement the purpose and provisions of this Resolution.

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

The foregoing Resolution was offered by Commissioner Rotondaro who moved its adoption. The motion was seconded by Commissioner Streitfeld 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>

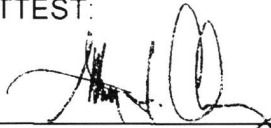
**PASSED AND ADOPTED** on this 15<sup>th</sup> day of July 2024.



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Brent Latham, Mayor

ATTEST:



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Alba L. Chang, CMC  
Village Clerk

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

---

Weiss Serota Helfman Cole & Bierman, PL  
Village Attorney



North Bay Village  
Recommendation Memorandum

**DATE:** July 15, 2024

**TO:** Honorable Mayor, Vice Mayor and Members of the Village Commission

**FROM:** Ralph Rosado, PhD, AICP, Village Manager

**SPONSORED BY:**

**SUBJECT:** A Resolution Approving a Budget Amendment and Authorizing a Work Order in the Amount of \$78,911.00 for Stantec Consulting Services, Inc. to Design the West Entry Sign on the Kennedy Causeway - *Village Manager Dr. Ralph Rosado (Public Works Director Marlon Lobban, PE)*

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**RECOMMENDATION**

**A RESOLUTION OF THE MAYOR AND COMMISSION OF NORTH BAY VILLAGE, FLORIDA, AUTHORIZING THE ISSUANCE OF A WORK ORDER TO STANTEC CONSULTING SERVICES, INC. FOR DESIGN, PERMITTING, BID ASSISTANCE, AND CONSTRUCTION REVIEW SERVICES FOR THE WEST ENTRYWAY SIGN PROJECT IN AN AMOUNT NOT TO EXCEED \$78,911; AMENDING THE BUDGET FOR FISCAL YEAR 2023-2024; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.**

It is recommended that the Village Commission approve the Work Order to Stantec Consulting Services, In. for design, permitting, bid assistance and construction review services for the West Entryway sign.

**BACKGROUND AND ANALYSIS**

In 2022, the North Bay Village Commission approved the NBV Brand Guide, which serves as a blueprint for developing design concepts for an entry sign along Kennedy Causeway / NE 79th Street. Initial efforts focused on designing a sign at the east end of Treasure Island, adjacent to the Florida Department of Transportation (FDOT) East Bridge, as part of planned improvements for the Island Walk North Plaza.

Currently, the east entry sign is progressing through design and permit review. However, the Village now seeks to initiate a new phase of this branding and signage initiative for the development and installation of a west entry sign. In alignment with the NBV Brand Guide, plans for an eastbound sign at the southeast corner of 79th Street and Pelican Harbor Drive are set to be realized within FDOT right-of-way, requiring proper permitting following the Village's recently-approved Memorandum of Understanding with the City of Miami, which authorizes improvements in this area technically within Miami's municipal boundaries.

Stantec Consulting has submitted a Work Order amounting to \$78,911.00 to proceed with design and related activities. Collaborating closely with the Village and FDOT, designers will determine wording and design options that meet state and local government expectations, reflecting the aesthetic of the east entry sign. Initial plans included bilingual signage (English/Spanish), but guidance from FDOT, aligned with federal design standards, necessitates a revision. The Village and FDOT are working to determine an acceptable language approach to ensure timely design, permit approval, and installation. At this time, it appears that bilingual wording will not be permitted, and the Village will most likely proceed with an English-only sign.

Funding for the design and subsequent fabrication/installation will come from the \$400,000 already collected from Sunbeam Corporation for causeway-related improvements. Following design completion, procurement staff will solicit bids via Invitation to Bid for fabrication/installation, estimated at \$85,000-\$100,000. A subsequent Commission meeting will seek approval for the contract agreement.

It is recommended the Village Commission approve a resolution to fund the design, permitting, and associated work in the amount of \$78,911.

**BUDGETARY/FINANCIAL IMPACT (Finance Dept.)**

In the General Fund - Allocate \$53,931 from the Sunbeam Community Contribution Fees (001.33.329.3294) and Transfer to the Street Maintenance Fund increasing Project#SMF24-03 (112.18.541.6308)

**PERSONNEL IMPACT**

None

**ATTACHMENTS**

Resolution-Stantec Work Order For West Entryway Sign  
Exhibit A-Stantec Draft Work Order for West Entry Sign  
Exhibit B-Budget Amendment -- SunBeam CCF West Entry Sign.pdf

In 2022, the North Bay Village Commission approved the NBV Brand Guide, which serves as a blueprint for developing design concepts for an entry sign along Kennedy Causeway / NE 79th Street. Initial efforts focused on designing a sign at the east end of Treasure Island, adjacent to the Florida Department of Transportation (FDOT) East Bridge, as part of planned improvements for the Island Walk North Plaza.

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**PERSONNEL IMPACT**

None

**ATTACHMENTS**

Resolution-Stantec Work Order For West Entryway Sign  
Exhibit A-Stantec Draft Work Order for West Entry Sign  
Exhibit B-Budget Amendment - SunBeam CCF West Entry Sign.pdf

**WORK ORDER No. STN24-01**

**Dated this 14th day of August, 2024**

**NORTH BAY VILLAGE PUBLIC WORKS DEPARTMENT**

**ENTRANCE WAY SIGN WEST**

**PROFESSIONAL SERVICES**

This Work Order between North Bay Village, a Florida municipal corporation ("VILLAGE"), and Stantec Consulting Services Inc ("CONSULTANT"), is made pursuant to the Continuing General Professional Engineering and Architectural Services Agreement (the "Agreement") dated April 30, 2024 and expiring on April 30, 2029.

**PROJECT DESCRIPTION**

*Describe why the project was initiated and the problems and needs that will be addressed once the project has been implemented).*

*In previous efforts, the Village adopted the new NBV Brand Guide and developed plans for the installation of an entry sign at the east end of Kennedy Causeway / NE 79<sup>th</sup> Street meant to serve westbound traffic. The Village would like to continue this program by developing a sign to the west where Kennedy Causeway / NE 79<sup>th</sup> Street enters the Village. This phase of work will include one sign for Eastbound traffic located at the Southeast corner of 79<sup>th</sup> Street and Pelican Harbor Drive. The proposed location is within FDOT RW and will require permitting accordingly.*

**GENERAL REQUIREMENTS**

**Design Standards**

The CONSULTANT shall be solely responsible for determining the standards the work shall meet and obtain all the requisite regulatory approvals. The design shall include, but is not limited to, the plans and specifications, which describe all systems, elements, details, components, materials, equipment, and any other information necessary for construction. The design shall be accurate, coordinated between disciplines, and in all respects, adequate for construction, and shall be in conformity, and compliance, with all applicable laws, codes, permits, and regulations.

**Quality Control**

The CONSULTANT is responsible for the quality control (QC) of their work and of its sub-consultants. The CONSULTANT shall provide to the VILLAGE the list of sub-consultants which shall 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 for the professional quality, technical accuracy, and coordination of all pre-design services, designs, drawings, specifications, and other services

furnished by the CONSULTANT and their sub-consultant(s). It is the CONSULTANT's responsibility to independently and continually QC their plans, specifications, reports, electronic files, progress payment applications, schedules, and all project deliverables required by this task order. The CONSULTANT shall provide the VILLAGE with a marked up set of plans and/or specifications showing the CONSULTANT's QC review. Such mark-ups shall accompany the CONSULTANT's scheduled deliverables. The submittal shall include the names of the CONSULTANT's staff that performed the QC review for each component (structures, roadway, drainage, etc.).

### **Project Schedule**

The CONSULTANT shall submit a preliminary project schedule as an exhibit to this Work Order. The schedule shall be prepared in Microsoft Project and shall include the Consultant's best estimate as to the project start date.

Within 10 business days after receiving the Notice to Proceed and prior to beginning work, the CONSULTANT shall submit a final project schedule to the VILLAGE for approval. No work shall commence without an approved schedule. The final schedule shall include design, permitting activities, submittal review timeframes, and other project activities as required to complete the work. The CONSULTANT shall submit updated project schedules as required in the specific scope of services.

### **Permitting**

The CONSULTANT shall coordinate with the VILLAGE, regulatory agencies, and any other government entity having an interest or jurisdiction, which may require permits for this project. The CONSULTANT shall provide an estimate of fees and duration associated with the permitting process. Some of the regulatory or permitting agencies associated with this project include, but are not limited to:

- South Florida Water Management District (SFWMD)
- U.S. Army Corps of Engineers (USACE)
- U.S. Coast Guard (USCG)
- Miami Dade County Department of Regulatory & Economic Resources (RER)
- North Bay Village Building Permit
- Florida Department of Health Miami Dade County

### **Task 1 –Design Development Phase**

During the design development phase, Stantec and its sub-consultants, will complete the following scope of work:

1. The CONSULTANT will provide surveying services through the use of a sub-consultant to produce a special purpose survey to include topographic information and property lines.
2. The CONSULTANT will provide utility location services through the use of a sub-consultant to produce identify potential conflicts at the sign location.
3. The CONSULTANT will provide geotechnical services through the use of a sub-consultant to produce a geotechnical report with a single boring and soil characteristics for the design of the sign foundation.

4. CONSULTANT will provide preliminary drawings to include the projected sign design and its location at the project site. For the purpose of this proposal, the sign is assumed to be of the same size and design as the previously developed sign at the east location
5. CONSULTANT will submit the preliminary package to the VILLAGE for approval prior to proceeding with final design plans

### **Task 2 – 60% Design Phase**

During the 60% design phase, Stantec will complete the following scope of work

1. Coordinate the proposed work with the other planned improvements in the immediate area.
2. Stantec will coordinate with the Village's geotechnical engineer to amend the previous soil report to include foundation recommendations for the proposed entry sign.
3. Civil layout plans will be completed to include geometry and a basic grading plan indicating top of footing.
4. Electrical service for the internally lit sign will be coordinated with basic panel schedules
5. Structural design will be completed for the foundation only.
6. Elevation view/exhibit will be provided to demonstrate it doesn't conflict with other signs.

### **Task 3 – Final Design Phase**

During the final design phase, Stantec will complete the following scope of work

1. Coordinate the proposed work with the other planned improvements in the immediate area.
2. Civil layout plans will be completed.
3. Electrical engineer design plans will be completed.
4. Structural design will be completed for the foundation only. Plans, details, and calculations will be provided.

### **Task 4 – Permitting Phase**

1. During the permitting phase, we will coordinate and submit plans to FDOT for permit approvals.
2. Comments will be addressed, and revised plans will be re-submitted for approval.
3. The selected contractor will be required to provide a fully engineered sign feature including plans and calculations signed and sealed by a professional engineer.

### **Task 5 – Bid Assistance Phase**

During the construction phase, Stantec will assist with the following tasks:

1. Compile plans and specifications for complete bid package
2. Attend one pre-bid meeting
3. Assist Village with answering bidders' questions
4. Assistance with Addendums

### **Task 6 – Construction Phase**

During the construction phase, Stantec will assist with the following tasks:

1. Attend one pre-construction meeting
2. Review contractor's submittals and shop drawings
3. Answer contractor's requests for information
4. Perform up to 10 Site visits/inspections.
5. Review contractor's as-builts and provide record drawings.
6. Permit closeout

### **Exclusions:**

- Irrigation design
- Landscape Architecture design
- Permitting fees
- Drainage Calculations or modeling
- Maintenance of traffic plan.
- Environmental assessments or engineering

### **PROJECT ASSUMPTIONS**

- VILLAGE shall provide access to site.
- It is assumed that the sign design will not change from the version developed for the east location
- The location of the sign is within the City of Miami. Since the sign location is within the FDOT R/W, this proposal assumes that there are no permits required from the City of Miami

### **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 - 4 within 120 days of the written Notice to Proceed. Task 5 and 6 schedules shall be determined based on the bid dates and construction award period.

### **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.

**TERMS OF COMPENSATION**

Services will be provided for the following Not-to-Exceed amounts:

Task 1 - Design Development Phase	\$2,708.00
Task 2 - 60% Submission	\$10,892.00
Task 3 - Final Submission	\$10,600.00
Task 4 - Permitting	\$2,808.00
Task 5 – Bidding Services	\$2,808.00
Task 6 – Construction Phase Services	\$11,940.00
Permit Allowance	\$
Sign Sub Contractor TGA	\$14,000.00
Surveying / Sue Contractor	\$8,955.00
Geotechnical Field Investigation	\$7,200.00
Reimbursable Expenses	\$7,000.00
<b>Grand Total</b>	<b>\$78,911.00</b>



**VILLAGE CONTACTS**

Requests for payments should be directed to North Bay Village Accounts Payable via e-mail to \_\_\_\_\_ 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**  
Project Manager  
Public Works  
North Bay Village  
Village Hall, 3<sup>rd</sup> Floor Public Works  
1666 Kennedy Causeway  
North Bay Village, FL 33141  
(305) 756-7171 Ext. 29

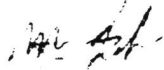
**Marlon Lobban, PE**  
Director of Public Works  
North Bay Village  
Village Hall, 3<sup>rd</sup> Floor Public Works  
1666 Kennedy Causeway  
North Bay Village, FL 33141  
(305) 756-7171 ext. 66

**CONSULTANT CONTACTS**

**Jeffrey Crews, PE**  
Stantec Consulting Services Inc.  
901 Ponce de Leon Blvd, Suite 900  
Coral Gables, FL 33134  
Email: jeff.crews@stantec.com  
Phone: (954) 481-2815  
Fax: (954) 804-2713

**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]:

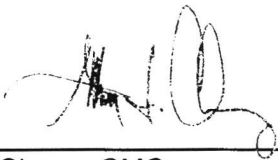
\_\_\_ Manager Purchasing Authority (§36.25 Village Code)

\_\_\_ Resolution No. 2021-069

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

**SIGNATURE PAGE**  
**CONSULTANT/CONTRACTOR**

WITNESSES

[Signature]  
\_\_\_\_\_

SEAN GORRER  
[Witness print/type name]

\_\_\_\_\_  
[Witness print/type name]

(CORPORATE SEAL)

STANTEC CONSULTING SERVICES  
INC

Jeffrey S Crews  
2024.07.18  
18.35.24-04\*CO

Jeffrey Crews, Senior Principal  
[Print Name check title]

President  Vice President  
 Authorized Signatory (Please provide  
corporate authorization)

ATTEST

[Signature]  
Secretary  
Christopher O. Heisler  
[Print Name]



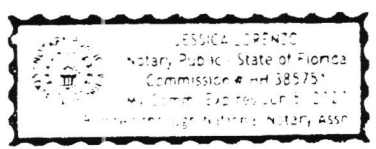
**ACKNOWLEDGMENT**

State of Florida  
County of Orange

The foregoing instrument was acknowledged before me by means of  physical presence  
or  online notarization, this 15 day of July, 2024, by Jeffrey Crews (name of  
person) as Senior Principal (type of authority) for Stantec (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



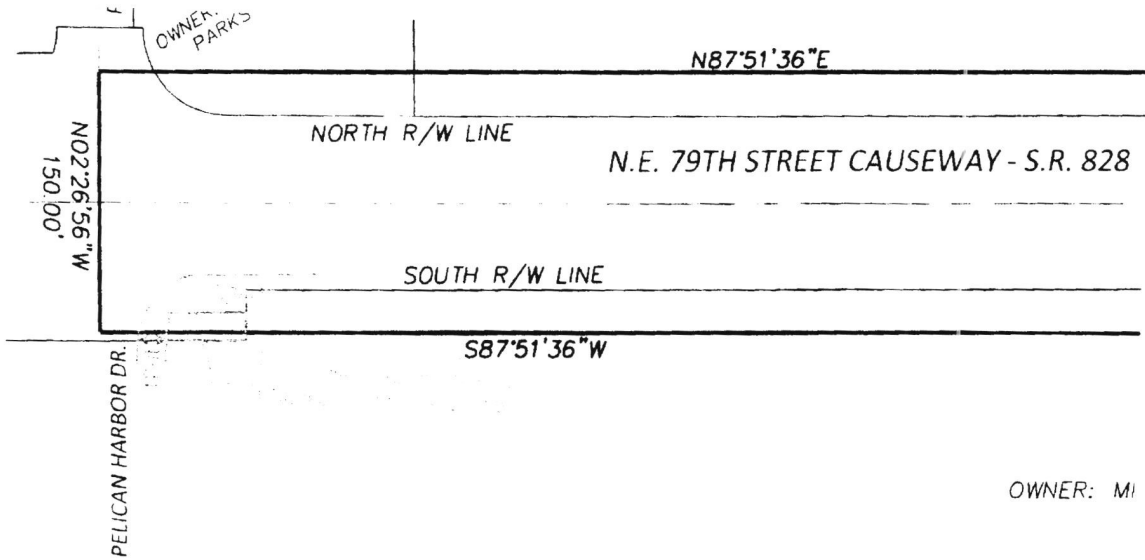
Work Order No.: STN24-01  
Project No.: SMF24-03  
Project Name: Entrance Way Sign West  
Consultant: Stantec Consulting  
Contract No.: RFQ 2023-005

**Exhibit A – Work Break Down Fee Schedule**



Work Order No.: STN24-01  
Project No.: SMF24-03  
Project Name: Entrance Way Sign West  
Consultant: Stantec Consulting  
Contract No.: RFQ 2023-005

**Exhibit B – Location Map**



OWNER: MI

Work Order No.: STN24-01  
Project No.: SMF24-03  
Project Name: Entrance Way Sign West  
Consultant: Stantec Consulting  
Contract No.: RFQ 2023-005

**Exhibit C – Project Tentative Schedule**