

CITY OF CORAL GABLES - OLD SPANISH VILLAGE DEVELOPMENT

Client Name: *Ponce Circle Developers, LLC*

Type of Service: *Design, Permitting & Construction Administration Civil Engineering Services*

Milian, Swain & Associates, Inc. (MSA) was retained by Ponce Circle Developers, LLC to provide Permitting & Construction Administration Civil Engineering Services for the development of Old Spanish Village, which will be located in Coral Gables, FL. The following were MSA's scope of services:

Schematic Design

- MSA coordinated with the existing utilities providing service in the project area and requested as-built plans of the utility lines in the vicinity of the project.
- MSA coordinated with the client's surveyor and geotechnical testing consultant. MSA prepared an exhibit identifying the critical survey data required for the civil infrastructure design of the project and also prepared a percolation test location map for use by the geotechnical testing consultant.
- MSA attended meetings with the City of Coral Gables Public Works Department, City of Coral Gables Fire Department, Miami Dade Water and Sewer Department, Miami Dade County Public Works Department and Miami Dade County DERM to discuss and obtain requirements related to Paving, Grading and Drainage, Traffic Signage, Water Distribution and Sewage Collection).
- MSA prepared a letter report to Ponce Circle Developers, LLC accompanied by schematic exhibits, summarizing the project requirements related to civil infrastructure including a preliminary Engineer's Statement of Probable Construction Costs.
- Assisted Ponce Circle Developers, LLC in preparation of the Project Development Schedule from a civil infrastructure perspective.
- MSA presented three copies of the letter report to Ponce circle Developers, LLC.



Design Development

Based on the approved Schematic Design concept, MSA participated during the Design Development phase of the project as follows:

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- Prepared Design Development documents that delineated and described the character of the entire project with respect to the civil infrastructure including responses to pertinent Schematic Design review comments received from Ponce Circle Developers, LLC.
- Prepared outline specifications for the proposed civil components of the project.
- Prepared an updated Engineer's Statement of Probable Construction Costs.
- Assisted Ponce Circle Developers, LLC in updating the Project Development Schedule from a Civil Engineering perspective.
- MSA presented three copies of the Design Development documents to Ponce Circle Developers, LLC.

Construction Documents Development

From the approved Design Development documents, MSA prepared the final Construction Documents setting forth in detail the requirements for the construction of the civil infrastructure for the project as follows:

- Prepared demolition plans for civil infrastructure.
- Designed Water Distribution and Sewage Collection Systems in conformance with the requirements of the Miami Dade Water and Sewer Department (MDWASD), the City of Coral Gables Fire Department, Miami Dade County DERM Water Supply and Wastewater Sections Miami Dade County Public Works Department (MDPWD) and Miami Dade County Health Department.
- Prepared Paving, Grading and Drainage System plans and pertinent engineering calculations for the proposed development.
- Prepared Technical Specifications for the applicable Civil infrastructure systems following the format developed and recommended by the Construction Specifications Institute (CSI).
- Prepared an updated Engineer's Opinion of Probable Construction Costs for the applicable improvements.
- MSA assisted Ponce Circle Developers, LLC in updating the Project Development Schedule from a Civil infrastructure perspective.
- Assisted Ponce Circle Developers, LLC in obtaining approvals from the regulatory agencies having jurisdiction over the civil, infrastructure systems.

Construction Administration

MSA assisted Ponce Circle Developers, LLC during the Bidding Phase of the project as follows:

- Attended Pre-Bid Meetings with prospective bidders.
- Provided responses to Bidders' RFI's and clarifications of civil construction drawings and specifications.
- Prepared addenda related to the construction documents, when needed.
- Assisted in the evaluation of received bids with respect to civil engineering components.

MSA assisted during the Construction Phase of the project as follows:

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- Attended pre-construction conference with the selected contractor(s).
- Reviewed civil shop drawings.
- Performed periodic construction observations of the proposed civil infrastructure work on a bi-weekly basis based on a 6-month construction period.
- Wrote and distributed construction observation reports after each site visit.
- Reviewed Contractor's monthly payment requests and made recommendations to Ponce Circle Developers, LLC as to the requested payment based on MSA's opinion of the actual status and progress of the work.
- Reviewed request for Change Orders submitted by the Contractor and submit to Ponce Circle Developers, LLC, MSA's recommendation(s) on said Change Order request(s).
- Performed a Substantial Completion inspection of the proposed improvements.
- Performed a Final Construction Observation of the proposed civil improvements, to ensure satisfactory completion of all items in the Punch List.
- Reviewed As-built water and sewer drawings prepared by the Contractor.
- Prepared and submitted Water System Completion of Construction Certifications to Miami Dade County Health Department and Miami Dade County DERM.
- Prepared and submitted Sewer System Completion of Construction Certifications to MDWASD and DERM.