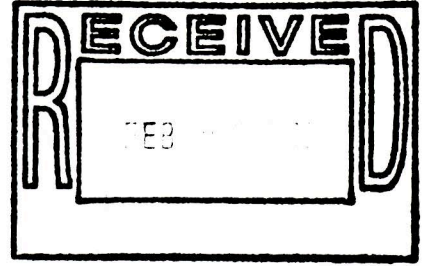


pd 2-1-02  
CH # 317907  
\$ 3400-00

A. R. TOUSSAINT & ASSOCIATES, INC.  
LAND SURVEYORS  
620 N.E. 126<sup>TH</sup> STREET  
NORTH MIAMI, FLORIDA 33161

February 1, 2002



Lynette Williams Austin, Director  
Virginia Key Trust  
444 SW 2<sup>nd</sup> Avenue, 7<sup>th</sup> Floor  
Miami, FL 33130

PO # 221843

Order No. 12874 - partial

Partial Payment: Survey Services on Virginia Key Beach for Renovations/Repairs. Under direction of Ms. Lynette Williams, Austin, Ex. Dir.

Contract Amount	\$ 34,800.00
Work Completed, Jan. 31, 2002=9.770115%	3,400.00
Balance in Contract	\$ 31,400.00
<b>NET DUE</b>	<b>\$ 3,400.00</b>

*Lynette Austin*  
Executive Director  
116004.540239.6270  
3,400-00  
2 4 02

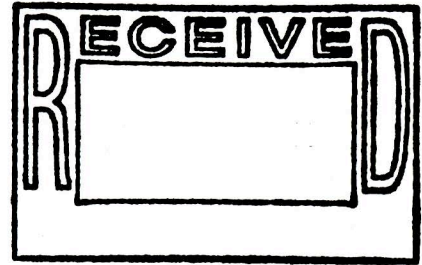
Partial payment on Survey Services  
N. MIAMI, FL 33161  
620 NE 126<sup>TH</sup> STREET

Cc: Ms. Aurora Badia  
Dept. of Public Works

*Pol - 3-15-02  
Ch # 320356  
\$6100.00*

A. R. TOUSSAINT & ASSOCIATES, INC.  
LAND SURVEYORS  
920 N.E. 126<sup>TH</sup> STREET  
NORTH MIAMI, FLORIDA 33161

March 5, 2002



Lynette Williams Austin, Director  
Virginia Key Trust  
444 SW 2<sup>nd</sup> Avenue, 7<sup>th</sup> Floor  
Miami, FL 33130

Order No. 12874 - partial *10605*

Partial Payment: Survey Services on Virginia Key Beach for Renovations/Repairs. Under direction of Ms. Lynette Williams, Austin, Ex. Dir.

Contract Amount	\$ 34,800.00
Work Completed, Feb. 28, 2002, 27.2989%	<u>9,500.00</u>
Less: Previous Payment	<u>- 3,400.00</u>
Net Due	\$ 6,100.00

**BALANCE REMAINING IN CONTRACT \$ 25,300.00**

Cc: Ms. Aurora Badia  
Dept. of Public Works

*A. R. TOUSSAINT & ASSOCIATES, INC  
620 NE 126<sup>th</sup> Street  
North Miami, FL 33161*

*Partial Payment  
Survey Services on Virginia  
Key Beach  
116004.580239.6*

*P.O. # 221843*

*6,100 / 3 5 02*

*Shauster  
Executive Director*

*Shauster  
Approved for Payment*

PHONE: (305) 891-7340

INVOICE

FAX: (305) 893-0325

*pd 11-5-02  
Ch # 322156  
\$ 3,585.00*

*P.O. #  
Per. 221843*

A. R. TOUSSAINT & ASSOCIATES, INC.  
LAND SURVEYORS  
620 N.E. 126<sup>TH</sup> STREET  
NORTH MIAMI, FLORIDA 33161

*A.R. TOUSSAINT & Assoc. Inc.*

April 1, 2002

Lynette Williams Austin, Director  
Virginia Key Trust  
444 SW 2<sup>nd</sup> Avenue, 7<sup>th</sup> Floor  
Miami, FL 33130

*116,004,530,239.6,270  
3,585.00 4/1/02  
Lynette*

Order No. 12874 – partial

Due Upon Receipt

Partial Payment: Survey Services on Virginia Key Beach for  
Renovations/Repairs. Under direction of Ms. Lynette Williams, Austin, Ex. Dir.

Contract Amount	\$ 34,800.00
Work Completed, March 31,2001+37.6007%	<u>13,085.00</u>
Less: Previous Payment	<u>- 9,500.00</u>
<b>Net Due</b>	<b>\$ 3,585.00</b>

**BALANCE REMAINING IN CONTRACT \$ 21,715.00**

Cc: Ms. Aurora Badia  
Dept. of Public Works

PHONE: (305) 891-7340

INVOICE

FAX: (305) 893-0325

A. R. TOUSSAINT & ASSOCIATES, INC.  
LAND SURVEYORS  
620 N.E. 126<sup>TH</sup> STREET  
NORTH MIAMI, FLORIDA 33161

April 30, 2002

Lynette Williams Austin, Director  
Virginia Key Trust  
444 SW 2<sup>ND</sup> Avenue, 7<sup>TH</sup> Floor  
Miami, FL 33130

*pd 4-30-02*  
*ch# 324403*  
*\$ 7340.72*

Order No. 12874 - partial

Due Upon Receipt

Partial Payment: Survey Services on Virginia Key Beach for  
Renovations/Repairs. Under direction of Ms. Lynette Williams, Austin, Ex. Dir.

Contract Amount	\$ 34,800.00
Work Completed, April 30, 2002 + 58.6946%	<u>20,425.72</u>
Less: Previous Payment	<u>- 13,085.00</u>
Net Due	\$ 7,340.72

Cc: Ms. Aurora Badia  
Dept. of Public Works

*A.R. Toussaint & Assoc., Inc*

*for PO#*  
*22/843*

*116004.580239.6, 270*  
*7,340.72 4, 30 02*  
*Trust*  
*Exec. Director*

pd 6-14-02  
PA # 3276  
\$ 11,321.07

PHONE: (305) 891-7340

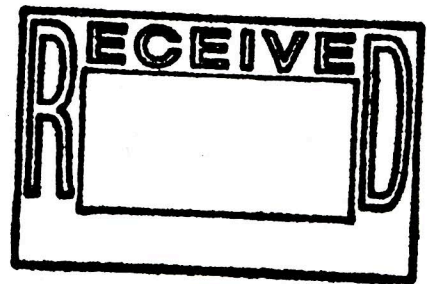
INVOICE

FAX: (305) 893-0325

A. R. TOUSSAINT & ASSOCIATES, INC.  
LAND SURVEYORS  
620 N.E. 126<sup>TH</sup> STREET  
NORTH MIAMI, FLORIDA 33161



June 3, 2002



Lynette Williams Austin, Director  
Virginia Key Trust  
444 SW 2<sup>ND</sup> Avenue, 7<sup>TH</sup> Floor  
Miami, FL 33130

Order No. 12874 – partial

Due Upon Receipt

Partial Payment: Survey Services on Virginia Key Beach for  
Renovations/Repairs. Under direction of Ms. Lynette Williams, Austin, Ex. Dir.

Contract Amount	\$ 34,800.00
Work Completed, May 31, 2002 = 91.2264%	<u>31,746.79</u>
Less: Previous Payment	<u>- 20,425.72</u>
<b>Net Due</b>	<b>\$ 11,321.07</b>

Cc: Ms. Aurora Badia  
Dept. of Public Works

Res

PHONE: (305) 891 7340

INVOICE

FAX: (305) 893-0325

A. R. TOUSSAINT & ASSOCIATES, INC.  
LAND SURVEYORS  
620 N.E. 126<sup>TH</sup> STREET  
NORTH MIAMI, FLORIDA 33161

*7-5-02*

*Chay Lopez  
P.O.# 221843*

*Maurster*

June

Lynette Williams Austin, Director  
Virginia Key Beach Park Trust  
The Union Planters Bank Building  
3550 Biscayne Boulevard, Suite #510  
Miami, FL 33137-3855

Order No. 12874 - Final

Due Upon Receipt

Survey Services on Virginia Key Beach for Renovations/Repairs. Under  
direction of Ms. Lynette Williams, Austin, Ex. Dir.

Contract Amount	\$ 34,800.00
Work Complete, June 28, 2002 = 100%	34,800.00
Less: Previous Payment	- 31,746.79
<b>Net Due</b>	<b>\$ 3,053.21</b>

Cc: Sandra Vega, Architect II  
Ed Blanco, Parks & Recreation Dept.  
Ms. Aurora Badia, P.E., Dept. of Public Works

*pd 6-28-02  
OK# 329672  
\$ 3,053.21*

A. R. TOUSSAINT & ASSOCIATES, INC.  
LAND SURVEYORS  
HYDROGRAPHIC SURVEYORS  
620 N.E. 126<sup>TH</sup> STREET  
NORTH MIAMI, FLORIDA 33161

September 25, 2002

Virginia Key Beach Trust  
Attn.: Mrs. Lynette Williams Austin, Exec. Dir.  
City of Miami  
Union Planters Bank Building  
3550 Biscayne Boulevard, Suite 510  
Miami, Florida 33137-3355

Post-It® Fax Note	7671	Date	9/25/02	# of pages	2
To	Sandra Vega, Archt	From	Al Toussaint		
City	City of Miami	Co.	A.R. Toussaint & A. soc		
Phone #	305 416-1243	Phone #	305 891-340		
Fax #	305 416-2153	Fax #	305 893-03.5		

Re: Virginia Key Beach Trust Survey

Dear Mrs. Austin:

In response to the meeting of September 24, 2002 whereby the additional survey requirements were discussed. We submit the following estimate of anticipated work.

(1) Additional Survey for Detailed Survey of Additional Bath House and Structures in the present Nursery area.

Three man survey crew	3 days @ \$680.00 day	\$ 2,040.00
Survey Computer	4 man-hours @ \$35.00 hr.	140.00
CADD Draftsman	12 man hours @ \$35.00 hr.	420.00
Subtotal		<u>\$ 2,600.00</u>

(2) Boundary Survey Sewer Plant Road, locate existing WASA Force Mains, Prepared Design Survey for North 25.00' Tract "A", along Sewer Plant Road, 50' wide entrance road survey from Sewer Plant Road to Site, Survey 50' wide strip along existing Virginia Key Beach Road and to include triangle area for proposed pump station site.

Three man survey crew	8 days @ \$680.00 day	\$ 5,440.00
Survey Computer	16 hrs. @ \$35.00 hr.	560.00
CADD Draftsman	32 hrs. @ \$35.00 hr.	1,120.00
Subtotal		<u>\$ 7,120.00</u>
Total Estimate		<u>\$ 9,720.00</u>

9720.00  
2600.00  
12320.00

Must  
10/16/02  
Review OK  
9/25/02  
sketch

RECEIVED

2002 NOV -5 PM 2:58

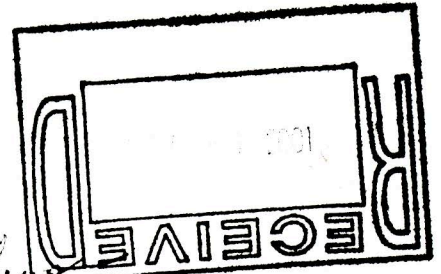
DEPT. OF PUBLIC WORKS  
THE CITY OF MIAMI, FLA.

A. R. TOUSSAINT & ASSOCIATES, INC.  
LAND SURVEYORS  
620 N.E. 126<sup>TH</sup> STREET  
NORTH MIAMI, FLORIDA 33161

November 1, 2002

Lynette Williams Austin, Director  
Virginia Key Beach Park Trust  
The Union Planters Bank Building  
3550 Biscayne Boulevard, Suite #510  
Miami, Florida 33137-3855

*check to pay  
P.O. 221843  
\$5,510.00  
Chun-fay N. Hung  
11/20/02*



Order No. 13124

Due Upon Receipt

Partial Billing for survey services on Virginia Key Beach for Renovations/Repairs. Under direction of Mrs. Lynette Williams Austin, Ex. Dir.

Contract Amount	\$ 44,520.00
Work Completed Oct. 31, 2002 = 90.543576%	40,310.00
Less: Previous Payment	- 34,800.00

**NET DUE \$ 5,510.00**

Cc: Sandra Vega, Architect II  
Ed Blanco, Parks & Recreation Dept.  
Ms. Aurora Badia, P.E., Dept. of Public Works

*cc: Eduardo Blanco, Parks  
11.14.02*

*Approved  
by S Vega  
date 11.14.02  
Chun-fay N. Hung  
11/15/02*



## Shorter, David

---

**From:** Vega, Sandra  
**Sent:** Wednesday, November 06, 2002 5:09 PM  
**To:** Austin, Lynette W  
**Cc:** Avino, Jorge; Ordonez, Juan B.; AIA Richard K Johnson (E-mail); P. E. George L. Perez (E-mail); Albert R. Toussaint (E-mail); Blanco, Edward; Shorter, David  
**Subject:** Survey Services

Dear Mss. Lynette,

As per our telephone conversation, I informed you that a final decision was pending over the survey area of the access road location, and Mr. Shorter was aware of the situation. Please refer to Minutes Meeting Notes on October 17th from Mr. Perez. I talked with Mr. Toussaint, and I asked him not to continue any field work for the proposed location of the access road. The reason is that the location is pending over the official letter from DERM. I am anticipating to received it in one more week. Also, I am anticipating a relocation of the access road base on my conversation with DERM. Mr. Perez is also updated with the situation.

I received an invoice #13124 from Mr. Toussaint for a progress payment for work completed up to October 31st, 2002. I can not approve the invoice because I haven not received the progress drawings. Mr. Toussaint explained me that the invoice is for the field work of the architectural (as built for the additional structures and curbed road), and he is working in the documents. I explained to him I will hold the approval of the invoice until I receive the documents. The invoice amount correspond to the 50% of the new scope of work. Also, I asked to Mr. Toussaint to stop the field work related with the access road. He was agreed with it, and he will hold until he heard from me. He did not survey the entire service road location. Part of the survey work he did is the curbed road. I do not see major problem with this because I believe the area still active as part of the scope work. Mr. Perez shall give his final recommendation in this issue too. Please let me know if a notice to proceed to Mr. Toussaint was issued from your office. Thank you for your support and collaboration in this matter.

I received the Final Program Summary for the Architectural Portion from Mr. Johnson. I agreed with Mr. Johnson (couple weeks ago) that he will continue developing ( combined and compacted ) the Schematic and DD Drawings phases, so he can meet the submittal dates in the new schedule. He was agreed and the 100% (please refer Item 12) is due on December 9th, 2002. The only structure missing in the program is the existing train tunnel and the shoring required as per agreed on meeting July 30th, 2002 (Please refer August 9th, 2002 letter from Mr. Johnson). This need to be added in the program (cost and description)

At this time, I do not have any additional comments for the final program. It is my recommendation approved it as noted (including the tunnel). I will provide a copy of the program to Edward Blanco (Parks Department) for any additional comment. As per schedule Item 11, we have to issue an approval notice to Mr. Johnson on or before November 11th, 2002. If there are not comments from your office and/or from Parks department before November 10th, I will consider an mutual consent and agreement for all parts involved. I will proceed to mail the approval notice on schedule.

One more time thank you for your support and collaboration in all issues. If you have any additional question please call me.  
Sandra.

A. R. TOUSSAINT & ASSOCIATES, INC.  
LAND SURVEYORS  
HYDROGRAPHIC SURVEYORS  
620 N.E. 126<sup>TH</sup> STREET  
NORTH MIAMI, FLORIDA 33161

January 8, 2003

Via Facsimile (305) 41602153 & US Mail

Ms. Sandra Vega, Architect II  
City of Miami  
Department of Public Works/Design Division  
444 SW 2<sup>nd</sup> Avenue, 8<sup>th</sup> Floor  
Miami, Florida 33130

Dear Sandra,

In response to your recent request for fee proposal for the additional survey work required by the relocation of the proposed road entrance along the Sewer Plant Road. The new entrance position has moved east approximately 900' from the earlier position, the North-South portion is included in the original proposal as it is just being moved east, we then have an additional 900 feet of survey west to return to our original position.

We estimate the work will require an additional fee as follows:

Three man survey crew	3 days	@ \$680.00 day	\$ 2,040.00
Survey Computer	4 man hrs.	@ \$ 35.00 hr.	140.00
CADD Draftsman	12 man hrs.	@ \$ 35.00 hr.	<u>420.00</u>
Total Fee			\$ 2,600.00

We will begin the work within two weeks of Notice to Proceed and complete the work within six weeks of the Notice to Proceed.

We appreciate the opportunity to submit this proposal. Please call me if you have any questions.

Sincerely,

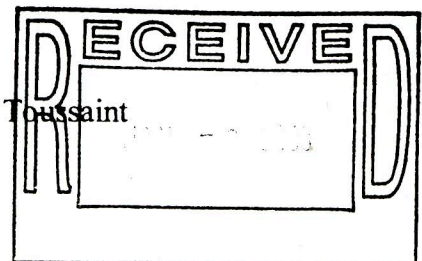


President

ART: rmz

Cc: Ms. Lynette Williams-Austin, Ex. Dir.  
Mr. Richard Johnson, AIA

Albert R. Toussaint





# VIRGINIA KEY BEACH PARK TRUST

3550 Biscayne Blvd., Suite #510, Miami, FL 33137-3855

Phone: (305) 571-8230 / Fax: (305) 571-8311

Email: vkbpt@ci.miami.fl.us

January 17, 2003

## BOARD OF DIRECTORS

M. Athalie Range  
Chair

Gene S. Tinnie  
Vice Chair

W. Mark Walters  
Secretary

Eugenia B. Thomas  
Treasurer

## MEMBERS

Miguel Germain

Maud Newbold

Dr. Enid C. Pinkney

Lucy Sawyer

Dick Townsend

Lynette Williams Austin  
Executive Director

Albert R. Toussaint  
A.R. Toussaint & Associates, Inc  
LAND SURVEYORS  
620 N.E. 126<sup>th</sup> Street  
North Miami, FL 33161

Dear Mr. Toussaint:

**RE: NOTICE TO PROCEED -"OLD VIRGINIA KEY BEACH, B-6403"**

I have received your additional survey work required by the relocation of the proposed road entrance along the Sewer Plant Road. The new entrance position will be moved approximately 900' from the earlier position, the North-South portion is included in the original scope of service. The completion date schedule shall be adjusted to reflect any delays during the submittal review periods, if necessary. A copy of the Purchase Order will be forwarded to your office once it is approved.

All professional services invoices should be sent to Lynette Williams Austin, Executive Director, Virginia Key Beach Trust, 3550 Biscayne Blvd. Suite 510, Miami, FL 33130, with a copy to Sandra M. Vega, CIP-Capital Improvement Projects, 444 SW 2<sup>nd</sup> Ave, 8<sup>th</sup> Floor, Miami, FL 33130.

Sincerely,

Lynette W. Austin  
Executive Director

cc: Sandra Vega - CIP Capital Improvement Projects  
FILE- A.R. Toussaint & Associates



# VIRGINIA KEY BEACH PARK TRUST

3550 Biscayne Blvd., Suite #510, Miami, FL 33137-3855

Phone: (305) 571-8230 / Fax: (305) 571-8311

Email: vkbpt@ci.miami.fl.us

January 17, 2003

## BOARD OF DIRECTORS

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Lynette Williams Austin  
Executive Director

Albert R. Toussaint  
A.R. Toussaint & Associates, Inc  
LAND SURVEYORS  
620 N.E. 126<sup>th</sup> Street  
North Miami, FL 33161

Dear Mr. Toussaint:

**RE: NOTICE TO PROCEED - "OLD VIRGINIA KEY BEACH, B-6403"**

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Sincerely,

Lynette W. Austin  
Executive Director

cc: Sandra Vega - CIP Capital Improvement Projects  
FILE- A.R. Toussaint & Associates



A.R. TOUSSAINT & ASSOCIATES

\*\*\*\*\*  
\*\*\* TX REPORT \*\*\*  
\*\*\*\*\*

TRANSMISSION OK

TX/RX NO 0899  
CONNECTION TEL 3058930325  
CONNECTION ID  
ST. TIME 01/17 17:00  
USAGE T 00'36  
PGS. SENT 1  
RESULT OK



# VIRGINIA KEY BEACH PARK TRUST

3550 Biscayne Blvd., Suite #510, Miami, FL 33137-3855  
Phone: (305) 571-8230 / Fax: (305) 571-8311  
Email: vkbpt@ci.miami.fl.us

January 17, 2003

## BOARD OF DIRECTORS

- Thelma Range  
Chair
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Vice Chair
- W. Mark Walters  
Secretary
- Eugenia B. Thomas  
Treasurer

## MEMBERS

- Miguel Germain
- Maud Newbold
- Mr. Enid C. Pinkney
- Bernice Sawyer
- Dick Townsend

Lynette Williams Austin  
Executive Director

Albert R. Toussaint  
A.R. Toussaint & Associates, Inc  
LAND SURVEYORS  
620 N.E. 126<sup>th</sup> Street  
North Miami, FL 33161

Dear Mr. Toussaint:

**RE: NOTICE TO PROCEED - "OLD VIRGINIA KEY BEACH, B-6403"**

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All professional services invoices should be sent to Lynette Williams Austin, Executive Director, Virginia Key Beach Trust, 3550 Biscayne Blvd. Suite 510, Miami, FL 33130, with a copy to Sandra M. Vega, CIP-Capital Improvement Projects, 444 SW 2<sup>nd</sup> Ave, 8<sup>th</sup> Floor, Miami, FL 33130.

Sincerely,