

SCOPE OF SERVICES

CITY OF HOLLYWOOD

PROJECT # 23-7114

STIRLING ROAD WATER MAIN EXTENSION

CONSTRUCTION ADMINISTRATION SERVICES

I. PROJECT DESCRIPTION

The City of Hollywood is extending an 8-inch diameter water main along Stirling Road, east of N. 56th Avenue, approximately 800 feet, to provide service to a new development. Tetra Tech has assisted the City to design, permit, and assist with bidding for this project.

The City has requested this proposal to assist with Construction Administration of the project during construction.

II. SCOPE OF SERVICES

A. Construction Administration

During the construction phase, Tetra Tech will provide technical services support for the water main extension project. Tetra Tech will consult with and advise the City. Daily construction observation will be performed by City staff. All instructions to the Contractor will be issued through the City's resident project representative or in writing on an as-needed basis. During the construction phase, Tetra Tech will:

1. Prepare conformed Contract Documents for the water main extension and attend one (1) pre-construction conference, prepare agenda and minutes.
2. Periodically visit the construction sites of the proposed water main improvements. The overall project is expected to have a total duration of up to 3 months including project kick-off, shop drawing review and substantial and final completion. Site visits will be conducted on a weekly basis during active construction, which will necessitate a total of 12 site visits. Site visits will occur on the same days as the progress meetings.
3. Attend up to 12 weekly progress meetings. Tetra Tech will be responsible for preparing meeting agendas and minutes for distribution.
4. Provide interpretation or clarification of the design documents during active construction (up to 2 months) when requested.
5. Review shop drawings and other submittals up to two (2) times per submittal subject area for general conformance with the Contract Documents.

6. Evaluate and determine the acceptability of substitute materials and equipment proposed by the Contractor.
7. Assist the City's full time Project Inspector or Project Manager with review of applications for payment, test reports for soils, concrete and other materials on a monthly basis.
8. Assist the City's Project Manager to evaluate claims made by the Contractor and prepare change orders as required.
9. Conduct substantial and final completion inspections and checklists.
10. Prepare record drawings, incorporating changes made during construction based on record information furnished by the Contractor and provide four (4) sets of prints and one (1) electronic version (PDF) of the documents and AutoCAD drawing files to the City. The record drawings will be tied into the State Plane Coordinate System to facilitate future integration with the City's GIS system. Also, provide project certification to regulatory agencies certifying that the project is complete and in general conformance with permits issued.

B. Allowance

This task includes an allowance amount for additional or unforeseen services, due to the expedited nature of this proposal. This allowance may also be used if any task budget is insufficient to meet the required scope of services, including subconsultant tasks.

Use of this task requires a scope of work, fee detail, and must be approved in writing by the City's Project Manager, prior to use.

C. Reimbursable Expenses

Reimbursable expenses including reproductions, fees, and other costs that may be incurred as part of this project will be paid and invoiced under this task.

Deliverables:

- Reimbursable costs receipts

III. SERVICES NOT INCLUDED

- A. Other Permits - This proposal does not include permitting services for any permits not previously listed.
- B. Costs for advertising the Project are to be paid by the City.
- C. Obtaining easements on property for construction of the project is not included in this scope.
- D. All construction related layout and record drawing survey work and geotechnical services, including materials testing and other services are to be provided by the

Contractor. This pertains only to such work that is completed during the construction phase.

- E. Services during construction (to be provided in a future work order).
- F. Services related to permitting pipeline construction through wetlands or environmentally sensitive areas are not anticipated and are not included in this scope.
- G. Hydraulic modeling.
- H. All permitting fees are to be paid by the City.
- I. Additional work due to a bid protest, pricing volatility, or materials availability.
- J. Services related to the stormwater improvements design, permitting, bidding and construction administration.
- K. Force main evaluation or design.

IV. COMPENSATION SUMMARY

Tetra Tech will perform the services for a total not to exceed fee of \$46,326. The project will be billed on an hourly rate basis, monthly.

The terms of compensation shall be in conformance with our Professional Services Agreement for General Engineering Consultant Services dated October 25th, 2017 between the City of Hollywood and Tetra Tech.

<u>Task</u>	<u>Cost</u>
A Construction Administration	\$ 35,826
B Allowance	\$ 10,000
C Reimbursable Expenses	\$ 500
Total Not to Exceed	\$ 46,326

V. SCHEDULE

This project is to be completed within 3 months.