

Thursday, February 24, 2022

City of Hollywood
Azita Behmardi, P.E., City Engineer
Mark Johnson, Project Manager
P.O. Box 229045
Hollywood, FL 33022

PROPOSAL AND QUOTE - REVISED

SUBJECT: SURTAX PROJECT HLYWD-BC-202-00002 - CEI SERVICES FOR N58TH AVENUE RESURFACING PROJECT

Dear Ms. Behmardi and Mr. Johnson:

As requested, please see the attached scope of work summary and compensation estimate to provide CEI Services for the n 58TH Avenue Resuracing Surtax Project.

AE Engineering, Inc. (AE) has been a professional service provider in Construction Engineering and Inspection (CEI) services since March 2006. AE is a registered DBE/MBE with the State of Florida. Our firm specializes in Quality Control and Verification Testing for asphalt, concrete and earthwork operations under the FDOT Quality Control guidelines. AE is also an FDOT pre-qualified provider with the expertise to ensure the success of your contract.

Our specific CEI services consist of:

- Construction Project Management and Administration
- Construction Inspection Services – Site Inspections
- Daily and Weekly Inspection Reports
- Safety Requirements
- Scheduling / Progress Tracking
- Bid Documents Evaluation
- Quality Control & Quality Assurance
- Project Certifications
- Cost Estimating

AE Engineering is excited to provide professional services to the City of Hollywood on this project and for future opportunities. Please feel free to contact me to discuss the details of the proposal at your convenience. Thanks again for this important opportunity.

Sincerely,



Roderick Myrick, P.E., President

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Scope of Services

The scope of services will include but is not limited to rehabilitation and maintenance activities along N 58th Avenue from Johnson Street to Sheridan Street. Work includes storm drain upgrades, swale restoration, milling and resurfacing, new pavement markings and sidewalk replacement. Construction Engineering and Inspection (CEI) services are required for contract administration, inspection, and verification of materials sampling and testing for this Surtax Funded Project. Furthermore, we understand the requirements of being prequalified to perform this work and meeting the Broward County certified County Business Enterprise (CBE) goal once established.

Subtask 1: Pre-Construction

Description:

- A. Setup and manage the pre-construction meeting, contact contractor, subs (if-applicable), stakeholders, utility companies and government agencies. Ensure all key stakeholders can attend or provide virtual access.
- B. Host the preconstruction meeting, prepare the agenda, record, create and distribute the meeting minutes.
- C. Coordinate public outreach with the contractor including attendance to coordination meetings with the public, issuance of informational notices. Ensure proper approach and coordination with the stakeholders impacted by the construction activities along the corridor.
- D. Review and approve or provide recommendations to EOR for any RFI's, shop drawings, Contractor Submittals, and Contractor schedule prior to NTP.

Deliverable: Preconstruction meeting agenda and minutes, compilation of all requisite Contractor submittals, and fulfillment necessary coordination with utility owners. Public outreach and project kickoff notices distributed as approved by Owner.

Performance Measure: Deliverables will be reviewed by the Owner prior to distribution to confirm they are complete, accurate, and timely.

Subtask 1				
Firm Name	Position Classification	Hourly Rate	Hours	Amount
AE Engineering, Inc.	Project Administrator/CSS	\$140.00	32	\$4,480.00

Total Amount for Subtask 1: \$4,480.00

Subtask 2: Construction

Description:

- A. From Preconstruction meeting to Substantial Completion perform oversight to observe construction progress resulting in monthly site/progress logs, which report to the owner such data as the time of arrival, observations regarding construction progress and/or contractor or subcontractor performance, photos of progress and /or concerns, and time of departure. Other duties shall include:
 - Daily Work Reports
 - Additional shop drawing/Submittal review
 - Review and respond to requests for information (RFI) from contractor.

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- Review and negotiate change orders and plan modifications with contractor on behalf of the City and coordinate such change orders with Broward County as-needed. Ensure proper procedures and applicability of the contract provisions and claims that should arise during construction.
- Assist the City with providing the proper and necessary paperwork to Broward County Surtax – Penny for Transportation (MUR Reports - CEI & Contractor)
- Collect/review Certification of Sublet Work and ensure revisions have been added upon additions of subcontractors (all tiers), if applicable.
- Collect/review subcontract agreements.
- Schedule of values review/comments.
- Contractor Delivery Schedule review and comment.
- Documentation that concrete is produced from National Ready-Mixed Concrete Association (NRCA) or FDOT certified plant
- Documentation that asphalt is produced from FDOT certified plant.
- Documentation of straight edge testing.
- Weekly density logbook for earthwork, backfill, drainage piping, etc. (if applicable)
- Weekly density logbook for Proctors, LBRs, and soil classifications (if applicable)
- Collect asphalt and concrete delivery tickets
- Collect/review pavement marking certifications
- Utilities coordination (Water, Sewer, Electric, etc.) - Consultant shall coordinate with the City to conduct a Utility Design Meeting with the involved Utility Agency/ Owners.
- Verify and collect all results from Contractor field tests
- B. Generation of reports, which may include, but not limited to:**
 - NPDES Reports.
 - Building Permits and water management district permit monitoring reports (if applicable).
 - Maintenance of Traffic Reports.
 - Material Testing reports and documentation.
- C. Conduct/attend meetings and provide inspections relative to project, which may include, but not limited to:**
 - Owner's Monthly- monitoring meeting regarding the contractor's schedule and progress (Frequency can be change/adjusted at the owner's convenience)
 - Construction operations bi-weekly progress meetings. Senior Inspector will hold a weekly meeting with the contractor field competent person for quantities and issue updates at progress meeting.
 - Conduct site inspections and generate report and photographic log of the work in progress.
 - Periodic and continuous inspections of the project as the work being performed to ensure contractor's compliance with the project plans, permits and specifications.
 - Inspect the project's site layout survey prior to clearing operation.
 - Inspect the clearing/excavation operation.
 - Inspect any utilities associated with the project, whether protecting existing utility lines or installing new.
 - Inspect the preparation of the subbase materials, obtain all test results, direct the contractor to perform additional test as needed, if the area is in question.
 - Inspect installation of the base materials; verify the materials origin (from an FDOT approved source). Obtain all test results; perform additional tests as needed if the areas are in question.

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- Inspect paving operations, verify the material origins (from an FDOT approved source), and obtain all test results.
- Ensure the contractor compliance with the Buy America requirements per applicable contract specifications. (if applicable)
- Attending substantial completion inspection and generating a list of punch list items.
- Attending Final Walkthroughs with all stakeholders and provide Final acceptance certification.

D. Collect/review documentation for processing contractors pay applications, which may include but not limited to:

- Certification Disbursement of Previous Payment to Subcontractors (if applicable)
- Revised Monthly Schedules
- SWPPP Reports
- Compile contractor invoices and review to confirm adequate support is received for quantities paid and ensure that invoice amounts match construction activities to date.

Deliverable: Monthly report and form package (Include copies of all reports and logs generated, documents received from the contractor forms that may be applicable or the work done during the preceding month, meeting minutes and comments and approvals of any reviewed documents.)

Performance Measure: Deliverables will be reviewed by the City to confirm they are complete, accurate, and timely.

Subtask 2				
Firm Name	Position Classification	Hourly Rate	Hours	Amount
AE Engineering, Inc.	Senior Project Engineer	\$175.00	24	\$4,200.00
AE Engineering, Inc.	Project Administrator/CSS	\$140.00	192	\$26,880.00
AE Engineering, Inc.	Inspector	\$75.00	960	\$72,000.00

Total Amount for Subtask 2: \$103,080.00

Subtask 3: Project Close Out

Description:

- A.** Collect forms and data from the contractor relative to the project completion. Forms and data may include, but not limited to:
- Substantial completion inspection/punch list closeout.
 - Document final measure items on the as-built plans.
 - Provide project statement certifying materials on the project upon completion.
 - Assist in completion of Final Inspection Acceptance
 - Statement of Materials Certifications, with documentation that all deficiencies have been addressed.
 - Explanation of Liquated Damages (if applicable)
 - Review, compile, and certify as-built drawings submitted by the contractor.
 - Close-out any associated water district permits (if applicable).
 - Close-out of project environmental local permits (if applicable).
- B.** Collect forms and data from the contractor relative to project completion for Broward County project closeout. Forms and data may include, but may not be limited to:
- Signing & Pavement Marking/Signing Items
 - Locate on as-built plans- track changes on as built.

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- Coordinate inspection and approval by appropriate maintaining agency.
- Coordinate proper transfer to maintaining agency.
- Submit signed and sealed set of plans to City of Hollywood and Broward County (if desired); If revisions to plans have been made, submit revised signed and sealed and dated plans by the Professional Engineer.
- Provide final estimates of quantities.
- Provide documentation of coordination with FDOT maintenance (if necessary) for punch list inspection.

Deliverable: Final Inspection report and Project Close Out Package. Provide AE certification that the project was completed per the approved plans and specifications.

Performance Measure: Deliverables will be reviewed by the Owner to confirm they are complete, accurate, and timely.

Subtask 3				
Firm Name	Position Classification	Hourly Rate	Hours	Amount
AE Engineering, Inc.	Senior Project Engineer	\$175.00	4	\$700.00
AE Engineering, Inc.	Project Administrator/CSS	\$140.00	32	\$4,480.00

Total Amount for Subtask 3: \$5,180.00

Project Schedule:

Activity	Duration (Calendar Days)
Subtask 1:	30 Days
Subtask 2:	180 Days
Subtask 3:	30 Days

Summary of Fees:

Subtask	Subtask Amount	Subtask Reimbursable
Subtask 1:	\$4,480.00	
Subtask 2:	\$103,080.00	
Subtask 3:	\$5,180.00	
Total Contract Amount:	\$112,740.00	

Services Not Included:

Additional services will be performed as authorized in writing by the Client. Additional services include but are not limited to the following:

1. Any additional services requested by the Client unless authorized.
2. Survey, Design, Materials Testing (excluding VT)
3. Any service not listed in this proposal
4. Any reimbursable expense
5. As-Built Plans (to be produced by Contractor)