



CONSTRUCTION ENGINEERING INSPECTIONS SERVICES PROPOSAL

DATE: SEPTEMBER 23, 2025

CONSULTANT: CARNAHAN PROCTOR AND CROSS, INC.

CSA NO. RFQ-4666-21-DCM FOR CONSTRUCTION ENGINEERING INSPECTION SERVICES

CITY P.O. NO. _____ CITY EXPENSE CODE: _____

CITY PROJECT NO. 250015 & 50471 CONSULTANT PROJECT NO. P25-238

TITLE: CITY OF HOLLYWOOD CITYWIDE SIGNAGE PROJECT

Professional Services

This Proposal, when executed, shall be incorporated in and shall become an integral part and/or extension of the above-referenced Continuing Services Agreement No. 4666-21-DCM between Carnahan, Proctor & Cross, Inc. (Consultant) and the City of Hollywood, FL (City), or such other Contracting Instrument to be specified by the City and as mutually agreed to by the Consultant.

1. PROJECT DESCRIPTION

The City of Hollywood (City) will be replacing all of the neighborhood and gateway signs throughout the City. The City of Hollywood CRA (CRA) is also concurrently replacing and adding new signs to the downtown and beach districts. These described efforts are cited below in three (3) separate Categories, as they are funded from different accounts but are referred to cumulatively as the “Project” hereinafter.

Categories:

1. The **City Package** has 69 new signs being installed. 43 existing signs are being demolished first. There are 8 sign types. Refer to attachments for details and counts, as this project ranges from pole signs, wayfinding signs, and monument signs.
2. The **Downtown CRA Package** consists of 25 total new signs. 6 signs will be demolished. There are 4 different sign types.
3. The **Beach CRA Package** consists of 16 total new signs. 3 signs will be demolished. There are 4 different sign types.

Combined Information & Quantities from Above Categories for the “Project”:

52 original/existing signs will be **Demolished/Removed** prior to the installation of new signs. **109 New Signs** are being installed. For the areas affected by demolition, the **Public Works** team will **Sod** the area where the sign was removed.

The City has procured a Signage Contractor as the manufacturing and installing company for this citywide effort. The City’s Contractor’s scope of work for the Project consists of removing existing signs, manufacturing and installing the new signs. The City has provided three separate packages for the Consultant to understand the sign design, materials, locations, etc. for the basis



of this proposal. A spreadsheet of each location with google mapped addresses was included with these packages.

The City wants Carnahan, Proctor & Cross, Inc. (Consultant) to provide Construction Engineering Inspections Services relating to the Construction of the Project for a total duration assumed to be one year (365 Calendar Days), hereinafter referred to as the “**Term**” from the start of demolition to the end of the Project.

2. SCOPE OF SERVICES

The Scope of Services Consultant will provide for this Project will include Construction Engineering Inspections Services (Services) in support of the City’s Signage Contractor’s efforts to construct the Project in accordance with the Brooks and Scarp Design Documents. Consultant’s Services provided for this Term will include the following activities required to oversee the construction of the Project: Construction project inspections, Daily Reporting, attending twelve (12) monthly progress meetings & providing meeting notes, and assisting the City in its review of contractors monthly pay requests. These Services are more specifically described in the following sections.

3. CONSTRUCTION TESTING & INSPECTIONS

- a. **Progress Meetings** – Consultant attend twelve (12) monthly progress meetings and provide written notes summarizing the salient points discussed and any conclusions reached, directions provided and/or any commitments made by the participants.
- b. **Pay Estimate Review** – Consultant will review twelve (12) monthly payment applications submitted by the contractor to the City. Consultant will verify the quantities and invoiced amount as represented on the pay request and make a written recommendation to the City to proceed with the payment as requested, or as modified based on Consultant review.
- c. **Construction Schedule Review** – Consultant will monitor the construction schedule and report to the City any conditions discovered that may cause project delay or other issues that may affect the contractor’s performance according to the schedule. If schedule slippage is identified, Consultant will notify the Contractor in writing and request the Contractor to provide a recovery plan and an updated schedule, if so requested by the City.
- d. **Community Outreach** – Consultant will work with City’s Community Outreach consultant, Garth Solutions (GS), to keep them informed in advance on the progress of the work so that GS can inform the property owners who may be directly affected by the construction activities and traffic impacts.
- e. **Construction Clarifications** – Consultant will convey written responses to Contractor's Request for Information (RFI) regarding the Contract Documents. Consultant will coordinate with Engineer of Record (EOR) as required to convey design interpretations and clarifications of the Contract Documents, along with associated support materials, as requested by the Contractor. An RFI log will be maintained and updated throughout the proposed Term by the Consultant including, dates submitted, received, reviewed, and returned along with a record of responses.
- f. **Construction Claims and Changes** – Consultant will prepare, review, and negotiate any City requested or Contractor initiated field Work Orders (WO), Work Change Directives (WCD), or Change Order Requests (COR) during the Term. Consultant will review and

discuss recommendations with City all Contractor delay claims or requests for additional compensation within the Term. Consultant will respond to the Contractor's claims in accordance with the Contract Documents. Consultant will not verbally or in writing execute any change orders with the Contractor. Consultant understands that the City has sole authority to execute change orders, time extensions and/or any modifications to the Contract Documents.

- g. **Tracking & Oversight of Material Samples** – Consultant will review all Contractor's Testing Lab Reports for all specified material certifications, samples, and testing. Consultant will also review signed and sealed reports from testing agencies for compliance with Contract Documents.
- h. **Permits & OSHA Compliance** - Consultant will monitor Contractor's compliance with all Permits and OSHA Regulations, inform the Contractor of any non-compliant issues or activities, encourage the Contractor to correct them immediately, and report to the City's Project Manager if these issues continue to go unaddressed by the Contractor.
- i. **Certification of Construction Completion** – Consultant will notify the City and Contractor in writing once the Project is deemed to meet contract completion milestones. Consultant will certify based on visible inspections and reviews of testing reports that the project was constructed in general conformance with the Contract Documents and permit Conditions.
- j. **Substantial Completion and Final Completion Inspections** – In conjunction with City staff, Consultant will make preliminary inspections at Substantial Completion (SC) and final inspections Final Completion (FC). Consultant will prepare a Project Completion "punch list" after preliminary inspection at SC and will conduct a Final Inspection at FC to confirm that all items on the "punch list" are completed. Consultant will advise the City and provide formal notice to the Contractor once SC or FC of the project has been reached in accordance with the Contract Documents.
- k. **Project Closeout** – In conformance with contract documents, Consultant will review and deliver to the City's Project Manager the required contract documentation submitted by the Contractor as listed under the construction agreement. The Consultant will provide one copy of a complete set of final shop drawing submittals and the Contractor's field mark-up drawings demonstrating any construction deviations from the original construction plans as were provided to Consultant by the Contractor during the construction of the Project.

4. INSPECTION SERVICES

The Consultant will provide one (1) Inspector during construction of the work and a Project Manager 3 as needed for the duration of the Term, but no more than 365 Calendar Days without an Additional Services Amendment to this Construction Engineering Inspections Proposal. Activities performed by Consultant will consist of providing one (1) Inspector during the Term, to observe, document and record in Daily Reports the quality and general conformance of the construction work, and to determine if the construction is proceeding in accordance with the Contract Documents and outside agency permit requirements.

The Consultant will provide inspection services to include, but not be limited to:

- Serve as owner's representative onsite with the Contractor, working principally through the Contractor's Superintendent and assisting him in understanding the intent of the Contract



Documents.

- Provide daily reports and submit them daily to Consultant's Project Manager for approval, who will submit them to the City weekly, or as otherwise required by the City. Daily reports will document all Contractor and Subcontractor personnel, all equipment on-site, whether it is idle or not, materials delivered and installed, quantities of work performed (Pay Item Quantities), weather conditions, daily narrative of site activities, and any other necessary information. Daily Reports will also include photographic documentation of construction activities conducted each day.
- Ensure that Contractor is complying with all City, State and Federal safety standards and that there is strict adherence to approved Maintenance of Traffic (MOT) plans.
- Conduct on-site observations of the work in progress to assist in determining if the work is proceeding in accordance with the Contract Documents and that completed work conforms to the Contract Documents. Consultant's inspector will report, in writing to the City, whenever Consultant believes that work is unsatisfactory, faulty, defective, does not conform to the Contract Documents, does not meet the requirements of inspections, tests or approval required to be made, or has been damaged prior to final payment.
- Accompany visiting inspectors representing permit or regulatory agencies having jurisdiction over the project. Record in writing the outcome of these inspections and report to City.
- Consider and evaluate Contractor's suggestions for modifications to the drawings and/or specifications and report them to the City, in writing. Consultant's Project Manager will make recommendation for action by the City.
- Review Contractor's as-built record drawings on a monthly basis to confirm accuracy.
- Assist the Contractor in coordinating all required materials and density testing, as required.

5. SCHEDULE AND DURATION (TERM)

All Construction Engineering Inspections Services described herein are expected to commence within the next two (2) months, and will be completed in one year, or 365 Calendar Days (Term), absent any amendments for additional services executed by all parties.

6. COMPENSATION

Compensation for Consultant's Construction Engineering Inspections Services described herein shall be rendered by the City monthly, and on a Lump Sum Compensation basis in accordance with 23 CFR 172.9 and as specified in Article 5, 5.01A of CSA No. 4666-21-DCM. Total Compensation for this Project is **\$184,800.00 (See Exhibit C-2)**, which is currently estimated to be invoiced in twelve (12) monthly invoices averaging **\$15,400.00** each. Consultant shall submit an invoice to the City each month after the services have been performed, documentation is provided and accepted by the City.

See Exhibit C-2 Next Page

ESTIMATE OF WORK EFFORT - CEI CONSULTANT TEAM



Name of Project: City of Hollywood Citywide Signage Project

Date: 8/9/2025

Consultant: Carnahan, Proctor and Cross, Inc.

Estimator: HT

Exhibit C-2

LABOR									
Role	Name	Bill Rate	City Signs Inspection Services		Downtown CRA Signs Inspection Services		Beech CRA Signs Inspection Services		HOLLYWOOD CITYWIDE SIGNAGE TOTAL LABOR
			Hrs	Labor	Hrs	Labor	Hrs	Labor	
Project Manager 3	Herb Tillman	\$ 280.00	130	\$ 36,462.89	37	\$ 10,256.40	31	\$ 8,720.71	198 \$ 55,440.00
Senior Inspector	Srinivas Addiga	\$ 140.00	608	\$ 85,080.07	171	\$ 23,931.60	145	\$ 20,348.33	924 \$ 129,360.00
Labor Subtotals			738	\$ 121,542.96	208	\$ 34,188.00	176	\$ 29,069.04	1122 \$ 184,800.00
TOTAL LABOR ESTIMATED - INITIAL TERM				\$ 121,542.96		\$ 34,188.00		\$ 29,069.04	\$ 184,800.00

