CITY OF HOLLYWOOD
WATER MAIN REPLACEMENT PROGRAM
RODMAN STREET TO DEWEY STREET
SR 7 TO S. 56 AVENUE (16-5136)

WASHINGTON PARK SEPTIC TO SEWER CONVERSION
RODMAN STREET TO DEWEY STREET
SR 7 TO S. 56 AVENUE (17-7089)

WASHINGTON PARK PAVING, GRADING, AND DRAINAGE
RODMAN STREET TO WASHINGTON STREET
SR 7 TO S. 56 AVENUE (19-11042)

PHASE 1
CONSTRUCTION ADMINISTRATION OF WATER, WASTEWATER, STORMWATER AND ROADWAY SYSTEMS AND PART TIME CONSTRUCTION OBSERVATION OF STORMWATER SYSTEMS

SCOPE OF SERVICES

I. PROJECT DESCRIPTION

The City of Hollywood (City) is implementing water main replacement, sanitary sewer expansion, stormwater, and roadway improvements in a coordinated fashion, with other agencies including Broward County and the Florida Department of Transportation (FDOT), to maximize funding opportunities. The City is implementing these programs to increase utility services to City residents, improve groundwater quality, and to combine projects within areas to reduce costs and disturbances within the area. The City requested that Tetra Tech provide this scope of services for engineering services under thethe contract for RFQ-118-23-JJ Design, Construction Engineering and Inspection Services, for construction administration and part-time construction observation of the water, wastewater, stormwater, and roadway systems and construction observation of the stormwater systems within the Phase 1 area, which is from Rodman Street to Washington Street, between SR 7 and S. 56 Avenue. Tetra Tech understands that the water, wastewater, stormwater, and roadway improvements will be built by a single contractor and concurrently.

To provide logical, orderly completion of this assignment, the project has been broken down into distinct tasks, further described herein.

II. SCOPE OF SERVICES

A. Project and Construction Management and Meetings

Tetra Tech will provide project and construction management and coordination services with City staff, the Contractor, and stakeholders. This task will also consist of project control, monitoring, and administration of the construction on behalf of the City.

During the construction phase, Tetra Tech will provide construction administration services for upgrading the existing systems. All instructions to the Contractor will be issued through Tetra Tech on behalf of the City, in writing, on an as-needed basis.

The following services will be provided by Tetra Tech during the construction period, which is anticipated to be up to three (3) years.

1. Assist the City with coordination necessary for contracting with the selected construction contractor.
2. Coordination with the City and the Contractor to obtain necessary documentation prior to construction commencement.
3. Attend one (1) pre-construction conference, prepare agenda and minutes.
4. Coordination necessary to assist the City and Contractor for submittals to permitting agencies.
5. Logging and coordinating with the appropriate engineers of record any submittals including shop drawings, product information sheets, etc.
6. Coordination of visits to the site by the engineers or record, at intervals appropriate to the various stages of construction, to observe the progress and quality of the work.
7. Schedule and attend weekly progress meetings virtually or in-person and preparation of meeting agenda and minutes for distribution.
8. Coordination preparation of conformed Contract Documents.
9. Coordination of interpretation or clarification of the contract documents during active construction.
10. Coordination of review of requests for information (RFIs), provide interpretation of construction documents, and issue written clarifications or interpretations.
11. Coordination of the evaluation and determination of the acceptability of substitute materials and equipment proposed by the Contractor.
12. Coordination of the evaluation of claims made by the Contractor and prepare change orders as required.
13. Coordination of the observations and recording of required testing.
14. Coordinate the preparation and submittal of regulatory submittals and approvals upon completion of construction of portions of the various systems.
15. Coordination of substantial, final, and post final completion inspections and checklists.
16. Coordination of review of the Contractor's as-built submittals prepared, signed, and sealed by the Contractor's surveyor.
17. Coordination of preparation of record drawings for the City's use.
18. Coordination of financial tracking.
19. Scheduling review.
20. Interface and coordination between various City of Hollywood projects.
21. Contract change management and reviews.
22. Support with project closeout.

    <u>Deliverables:</u>

    - Pre-construction conference agenda and minutes

- Shop drawing log
- RFI log
- weekly progress meetings agenda and minutes
- Review comments on pay applications
- Schedule review comments

Deliverables for coordination items will be provided in subsequent tasks.

B. Engineering Services During Construction (Water System)

The proposed water system improvements will be constructed for Phase 1 of the City Water Main Replacement Program Project Number 16-5136. The water system improvements will be constructed with the wastewater, stormwater, and roadway system improvements in the Phase 1 area. During the construction phase, Tetra Tech will provide the following services for the water main improvements project:

1. Prepare conformed Contract Documents of the water system improvements defined herein.
2. Make visits to the site at intervals appropriate to the various stages of construction to observe the progress and quality of the work on the water system. It is anticipated that up to thirty six (36) site visits, one per month, with an average visit duration of approximately two (2) hours will be required by the Engineer of Record of the water system improvements.
3. Attendance by the water system Engineer of Record to up to 156 weekly progress meetings virtually or in-person.
4. Provide interpretation or clarification of the water system contract documents during active construction (up to 36 months) when requested.
5. Review shop drawings and other submittals up to two (2) times per submittal subject area for general conformance with the water contract documents.
6. Review requests for information (RFIs), provide interpretation of construction documents, and issue written clarifications or interpretations, for the water system.
7. Evaluate and determine the acceptability of substitute materials and equipment proposed by the Contractor, for the wastewater system.
8. Assist to evaluate claims made by the Contractor and prepare change orders as required, for the water system.
9. Perform observations and recording of required pressure testing and bacteriological testing results for up to four phases and clearances of the water system.
10. Prepare and submit up to four clearance packages to the Florida Department of Environmental Protection, to place completed portions of the water mains into service.

11. After the Contractor has provided notice of substantial completion, conduct a substantial completion, inspection of the water system with the City and distribute a punch list of observed deficiencies to be completed by the Contractor prior to the final completion date. The project will be certified substantially complete only if the work is sufficiently complete in accordance with the contract documents, so that the work can be utilized for the purposes for which it is intended.

12. Conduct a final completion inspection of the water system with the City to determine if Work is finally complete and compile and distribute a punch list of items to be addressed. Conduct a reinspection to confirm that final completion punch list items have been addressed and subsequently provide a final signed and sealed completion certification to the City. This will constitute the final project certification.

13. Review the Contractor's as-built submittals prepared, signed, and sealed by the Contractor's surveyor monthly for adequacy and review listing of deviations from the construction permit and approved construction documents for the water system. Prepare record drawings of the water system for the City's use from information provided by the Contractor, delineating the dimensions, location, and elevation of all facilities constructed. Provide the City with one (1) electronic file of record drawings in AutoCAD current release, one (1) set of reproducible and three (3) sets of prints of the record drawings.

14. Prepare record drawings of the water system, incorporating changes made during construction for City and Florida Department of Environmental Protection based on record information furnished by the Contractor and provide an 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. Provide project certification to regulatory agencies certifying that the project is complete and in general conformance with permits issued.

<u>Deliverables:</u>

- Conformed contract documents of the water system
- Reviewed Shop Drawing Submittals for the water system
- Responses to RFIs related to the water system
- Site Visit Field Notes and Photographs for the water system
- Substantial and Final Completion Punch List for the water system
- Permitting agencies certifications of the water system, as needed
- Asbuilt review comments for the water system
- Record drawings of the water system in DWG and PDF formats.

C. Engineering Services During Construction (Wastewater System)

The proposed wastewater system improvements will be constructed under Project Number 17-7089 and will be constructed with the Water Main Replacement Project 16-5136 and Stormwater Project Number 19-11042. During the construction phase, Tetra Tech will provide the following services for the wastewater main improvements project:

1. Prepare conformed Contract Documents of the wastewater system improvements defined herein.

2. Make visits to the site at intervals appropriate to the various stages of construction to observe the progress and quality of the work on the wastewater system. It is anticipated that thirty six (36) site visits, one per month, with an average visit duration of approximately two (2) hours will be required by the Engineer of Record of the wastewater system improvements.

3. Attendance by the wastewater system Engineer of Record to up to 156 weekly progress meetings virtually or in-person.

4. Provide interpretation or clarification of the wastewater system contract documents during active construction (up to 36 months) when requested.

5. Review shop drawings and other submittals up to two (2) times per submittal subject area for general conformance with the wastewater contract documents.

6. Review requests for information (RFIs), provide interpretation of construction documents, and issue written clarifications or interpretations, for the wastewater system.

7. Evaluate and determine the acceptability of substitute materials and equipment proposed by the Contractor for the wastewater system.

8. Assist to evaluate claims made by the Contractor and prepare change orders as required, for the wastewater system.

9. Perform observations and recording of required pressure testing and other testing results for up to four phases of the wastewater system.

10. Prepare and submit up to four clearance packages to the Florida Department of Environmental Protection, to place completed portions of the wastewater mains into service.

11. After the Contractor has provided notice of substantial completion, conduct a substantial completion, inspection of the wastewater system with the City and distribute a punch list of observed deficiencies to be completed by the Contractor prior to the final completion date. The project will be certified substantially complete only if the work is sufficiently complete in accordance with the contract documents, so that the work can be utilized for the purposes for which it is intended.

12. Conduct a final completion inspection of the wastewater system with the City to determine if Work is finally complete and compile and distribute a punch list of items to be addressed. Conduct a reinspection to confirm that final completion punch list items have been addressed and subsequently provide a final signed and sealed completion certification to the City. This will constitute the final project certification.

13. Review the Contractor's as-built submittals of the wastewater system prepared, signed, and sealed by the Contractor's surveyor monthly for adequacy and review listing of deviations from the construction permit and approved construction documents. Prepare record drawings for the City's use from information provided by the Contractor, delineating the dimensions, location, and elevation of all facilities constructed. Provide the City with one (1) electronic file of record drawings in AutoCAD current release, one (1) set of reproducible and three (3) sets of prints of the record drawings.

14. Prepare record drawings of the wastewater system, incorporating changes made during construction for City and Florida Department of Environmental Protection based on record information furnished by the Contractor and provide an 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. Provide project certification to regulatory agencies certifying that the project is complete and in general conformance with permits issued.

Deliverables:

- Conformed contract documents of the wastewater system
- Reviewed Shop Drawing Submittals for the wastewater system
- Responses to RFIs related to the wastewater system
- Site Visit Field Notes and Photographs for the wastewater system
- Substantial and Final Completion Punch List for the wastewater system
- Permitting agencies certifications of the wastewater system, as needed
- Asbuilt review comments for the wastewater system
- Record drawings of the wastewater system in DWG and PDF formats.

D. Engineering Services During Construction (Stormwater System and Roadway Improvements)

The proposed stormwater system and roadway improvements will be constructed under Project Number 19-11042 and will be constructed with the Water Main Replacement Project 16-5136 and Wastewater Project Number 17-7089. During the construction phase, Tetra Tech will provide the following services for the stormwater and roadway improvements project:

1. Assist the City to prepare conformed contract documents of the stormwater system improvements defined herein.
2. Prepare conformed contract documents for the roadway improvements.
3. Make visits to the site at intervals appropriate to the various stages of construction to observe the progress and quality of the work on the stormwater system and roadway improvements. This work is already included in Task C.
4. Attendance at meetings by the roadway improvements Engineer of Record is already included in Task C.

5. Provide interpretation or clarification of the roadway improvements contract documents during active construction (up to 36 months) when requested.

6. Assist the City with interpretation or clarification of the stormwater system contract documents during active construction (up to 36 months) when requested.

7. Review shop drawings and other submittals up to two (2) times per submittal subject area for general conformance with the roadway improvements contract documents.

8. Review requests for information (RFIs), provide interpretation of construction documents, and issue written clarifications or interpretations, for the roadway improvements.

9. Evaluate and determine the acceptability of substitute materials and equipment proposed by the Contractor for the stormwater system.

10. Assist to evaluate claims made by the Contractor and prepare change orders as required, for the stormwater system.

11. Perform observations and recording of required testing stormwater system.

12. Prepare and submit up to four clearance packages to the Florida Department of Environmental Protection, to place completed portions of the wastewater mains into service.

13. Conduct a site visit of the project to photograph the roadway, pavement marking, and signage within the project site public right-of-way.

14. Prepare a report with the photographs and a descriptive title and stationing for each photograph.

15. Document any deficiencies of the construction with the pavement, markings, and signage and coordinate with the City and Contractor to repair the deficiencies. This also includes assisting to resolve any issues / questions raised by the pavement marking and signing Contractor(s) or Sub-Contractors.

16. Assist to insure that the project is completed in conformance with the approved plan, prior to requesting a pavement marking and signing inspection. This includes generating a punchlist and coordinating with the Contractor, then performing follow up inspections to verify that the deficiencies listed in the punchlist are satisfactorily addressed.

17. Coordinate with and submit to Broward County a certified letter supported with the photographs and copies of the Contractor's Broward County Certificate of Competency.

18. Coordinate with the Contractor and the City to repair any deficiencies identified by Broward County.

19. A letter of certification signed and sealed by a Professional Engineer, licensed to do work in the State of Florida (the Engineer of Record), stating that the project has been completed in substantial compliance with the approved plans and specifications.

20. Assist to obtain a “Contractor/Supplier Release of Lien”. A pre-approved County form is supplied for the permitted contractor. The contractor is required to return the executed form to the Broward County Highway Construction and Engineering Division.

21. Assist to obtain the Final as-built drawings shall be a copy of the approved plans, signed and sealed by a Professional Surveyor and Mapper, and shall include the elevations and locations of all work performed in the public rights-of-way. In addition to this hard copy, the Engineer shall submit a pdf copy of the final signed/sealed as-built plan.

22. A certified copy of all test reports including proctor and density tests on all backfill, sub-grade, limerock material and cylinder compression tests on any concrete used in the right of way.

23. After the Contractor has provided notice of substantial completion, conduct a substantial completion, inspection of the stormwater system and roadway improvements with the City and distribute a punch list of observed deficiencies to be completed by the Contractor prior to the final completion date. The project will be certified substantially complete only if the work is sufficiently complete in accordance with the contract documents, so that the work can be utilized for the purposes for which it is intended.

24. Conduct a final completion inspection of the stormwater system and roadway improvements with the City to determine if Work is finally complete and compile and distribute a punch list of items to be addressed. Conduct a reinspection to confirm that final completion punch list items have been addressed and subsequently provide a final signed and sealed completion certification to the City. This will constitute the final project certification.

25. Review the Contractor’s as-built submittals of the stormwater system prepared, signed, and sealed by the Contractor’s surveyor monthly for adequacy and review listing of deviations from the construction permit and approved construction documents. Prepare record drawings for the City’s use from information provided by the Contractor, delineating the dimensions, location, and elevation of all facilities constructed. Provide the City with one (1) electronic file of record drawings in AutoCAD current release, one (1) set of reproducible and three (3) sets of prints of the record drawings.

26. Review the Contractor’s as-built submittals of the roadway improvements prepared, signed, and sealed by the Contractor’s surveyor monthly for adequacy and review listing of deviations from the construction permit and approved construction documents. Prepare record drawings for the City’s use from information provided by the Contractor, delineating the dimensions, location, and elevation of all facilities constructed. Provide the City with one (1) electronic file of record drawings in AutoCAD current release, one (1) set of reproducible and three (3) sets of prints of the record drawings.

27. Prepare record drawings of the stormwater system, incorporating changes made during construction for City and Broward County based on record information furnished by the Contractor and provide an 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. Provide project certification to regulatory agencies certifying that the project is complete and in general conformance with permits issued.

Deliverables:

- Conformed contract documents of the wastewater system
- Reviewed Shop Drawing Submittals for the wastewater system
- Responses to RFIs related to the wastewater system
- Site Visit Field Notes and Photographs for the wastewater system
- Substantial and Final Completion Punch List for the wastewater system
- Permitting agencies certifications of the wastewater system, as needed
- Asbuilt review comments for the wastewater system
- Record drawings of the wastewater system in DWG and PDF formats.

E. Grant Assistance

Tetra Tech will prepare and/or assist as per the following requirements of Article 6 of Grant Agreement HOLL-064 with grant management, administration, and documentation necessary for the grant from Broward County. Meetings related to grants will be scheduled, attended, and prepared for, including agenda and minutes preparation. Tetra Tech will oversee the grant management activities on behalf of the City, including coordination with the Contractor, Broward County, and others. Review of Contractor's contract for required provision of the interlocal agreement (HOLL-064). Provide assistance to the City of Hollywood with the quarterly, monthly and annual report to Broward County.

Article 6 – Transportation Surtax Project Coordination and Participation

- 6.1.1. Quarterly Report on Expenditures: For both total to date and total for the applicable quarter, the total funds received from any funding source for the Project (itemized by funding source) and total funds (by funding source) expended to date for the Project;
- 6.1.2. Monthly Report on Project Schedule: The updated Project Schedule, summary of progress during the applicable quarter, and any adjustments to the Project Schedule (including all approved adjustments and pending requests for adjustments);
- 6.1.3. Monthly report on Material Changes or Impacts: All material changes to the Project, the Project Schedule, or any other aspect of the Project that may impact the cost of the Project or the ability of the Project to achieve the intended goals or purposes; and
- 6.1.4. Annual Audit Reports: On an annual basis, copies of Municipality's most recent annual financial reporting packages, reports, or other information required to be submitted in accordance with Section 215.97, Florida Statutes. A copy of Municipality's most recent single audit complies with this requirement.

F. Public Presentations and Involvement

Tetra Tech will draft a presentation in Microsoft Powerpoint to provide information on the project, to be presented to the public. The draft presentation will be reviewed by City staff and comments provided to Tetra Tech. Tetra Tech will revise the draft presentation, incorporating comments received from the City.

Tetra Tech staff will attend public meetings and provide assistance to the City to prepare for and conduct the meetings. Up to four public meetings will be attended by Tetra Tech staff.

G. Construction Observation

This task provides part-time observation of the construction to ensure conformance with the requirements and intent of the contract documents.

Tetra Tech will provide the services of a resident project representative (RPR) who is qualified to observe and report construction activities associated with the water, wastewater, roadway and stormwater systems. The duties, responsibilities, and limitations of authority associated with the RPR are set forth in Attachment A. As requested by the City, this proposal includes the provision of these services for twenty (20) hours per week for a period of three (3) years. This is a time and materials task; therefore, should additional time beyond what is included in this proposal be necessary, an additional proposal will be provided to the City.

H. Additional Services Allowance

This task includes a Not to Exceed (NTE) allowance amount of $100,000 for additional services, identified during construction. Use of this allowance requires a written proposal and written authorization from the City's Project Manager or delegate. Prior to use of this allowance, a written request describing the intended scope of work and estimated fee must be submitted to and approved by the Public Works Director or the City's Project Manager.

I. Public Involvement Allowance

This task includes a Not to Exceed (NTE) allowance amount of $50,000 for Public Involvement services. Use of this allowance requires a written proposal and written authorization from the City's Project Manager or delegate. Prior to use of this allowance, a written request describing the intended scope of work and estimated fee must be submitted to and approved by the Public Works Director or the City's Project Manager.

III. SERVICES NOT INCLUDED

1. 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.
2. All regulatory application and certification fees are to be paid by the City.
3. Additional permit support
4. Costs for advertising
5. Hydraulic modeling
6. Arboriculture services
7. Subsurface Utility Excavations
8. Davis-Bacon interviews, BABA material checks, and other such services
9. Public information beyond what is included in the scope.

IV. COMPENSATION SUMMARY

The total Not to Exceed compensation for the Scope of Services, described in Section II, is $1,974,386. The compensation for the Scope of Services by task is summarized below. Invoices will be submitted monthly detailing hours and billable rates.

Task No.	Task Description	Total
A	Construction Project Management and Meetings	$876,690
B.	Construction Administration (Water System)	$166,845
C.	Construction Administration (Wastewater System)	$164,325
D.	Construction Administration (Stormwater and Roadway System)	$168,019
E.	Grant Assistance	$36,680
F.	Public Presentations and Involvement	$32,223
G.	Construction Observation	$404,054
H.	Additional Services Allowance	$75,000
I.	Public Involvement Allowance	$50,000
J.	Reimbursable Expenses	$550
	Total Lump Sum	**$1,974,386**

V. SCHEDULE

This project is to be completed within 156 weeks.

ATTACHMENT A

CITY OF HOLLYWOOD

DUTIES, RESPONSIBILITIES AND LIMITATIONS OF AUTHORITY OF

RESIDENT PROJECT REPRESENTATIVE

A. Engineer shall furnish a Resident Project Representative ("RPR"), assistants, and other field staff to assist Engineer in observing progress and quality of the Work. The RPR, assistants, and other field staff under this Exhibit D shall provide full time representation unless representation to a lesser degree is approved by Agency.

B. Through such additional observations of Contractor's work in progress and field checks of materials and equipment by the RPR and assistants, Engineer shall endeavor to provide further protection for Owner against defects and deficiencies in the Work. However, Engineer shall not, during such visits or as a result of such observations of Contractor's work in progress, supervise, direct, or have control over the Contractor's work nor shall Engineer have authority over or responsibility for the means, methods, techniques, sequences, or procedures selected or used by Contractor, for security or safety at the Site, for safety precautions and programs incident to the Contractor's work in progress, for any failure of Contractor to comply with Laws and Regulations applicable to Contractor's performing and furnishing the Work, or responsibility for Contractor's failure to furnish and perform the Work in accordance with the Contract Documents. In addition, the specific terms set forth in section A.1.05 of Exhibit A of the Agreement are applicable.

C. The duties and responsibilities of the RPR are as follows:

1. General: RPR is Engineer's agent at the Site, will function as directed by and under the supervision of Engineer and will confer with Engineer regarding RPR's actions. RPR's dealings in matters pertaining to the Contractor's work in progress shall in general be with Engineer and Contractor, keeping Owner advised, as necessary. RPR's dealings with subcontractors shall only be through or with the full knowledge and approval of Contractor. RPR shall generally communicate with Owner with the knowledge of and under the direction of Engineer.

2. Schedules: Review the progress schedule, schedule of Shop Drawing and Sample submittals, and schedule of values prepared by Contractor and consult with Engineer concerning acceptability.

3. Conferences and Meetings: Attend meetings with Contractor, such as preconstruction conferences, progress meetings, job conferences and other project-related meetings, and prepare and circulate copies of minutes thereof.

4. Liaison:

a. Serve as Engineer's liaison with Contractor, working principally through Contractor's superintendent, assist in providing information regarding the intent of the Contract Documents.

b. Assist Engineer in serving as Owner's liaison with Contractor when Contractor's operations affect Owner's on-site operations.

c. Assist in obtaining from Owner additional details or information, when required for proper execution of the Work.

5. Interpretation of Contract Documents: Report to Engineer when clarifications and interpretations of the Contract Documents are needed and transmit to Contractor clarifications and interpretations as issued by Engineer.

6. Shop Drawings and Samples:

a. Record date of receipt of Samples and approved Shop Drawings.

b. Receive Samples which are furnished at the Site by Contractor and notify Engineer of availability of Samples for examination.

c. Advise Engineer and Contractor of the commencement of any portion of the Work requiring a Shop Drawing or Sample submittal for which RPR believes that the submittal has not been approved by Engineer.

7. Modifications: Consider and evaluate Contractor's suggestions for modifications in Drawings or Specifications and report such suggestions, together with RPR's recommendations, to Engineer. Transmit to Contractor in writing decisions as issued by Engineer.

8. Review of Work and Rejection of Defective Work:

a. Conduct on-Site observations of Contractor's work in progress to assist Engineer in determining if the Work is in general proceeding in accordance with the Contract Documents.

b. Report to Engineer whenever RPR believes that any part of Contractor's work in progress will not produce a completed Project that conforms generally to the Contract Documents or will imperil the integrity of the design concept of the completed Project as a functioning whole as indicated in the Contract Documents, or has been damaged, or does not meet the requirements of any inspection, test or approval required to be made; and advise Engineer of that part of work in progress that RPR believes should be corrected or rejected or should be uncovered for observation, or requires special testing, inspection or approval.

c. Observe, record, and report to Engineer appropriate details relative to the test procedures and systems start-ups.

d. Accompany visiting inspectors representing public or other agencies having jurisdiction over the Project, record the results of these inspections, and report to Engineer.

9. Inspections, Tests, and System Startups:

a. Consult with Engineer in advance of scheduled major inspections, tests, and systems startups of important phases of the Work.

b. Verify that tests, equipment, and systems start-ups and operating and maintenance training are conducted in the presence of appropriate Owner's personnel, and that Contractor maintains adequate records thereof.

c. Observe, record, and report to Engineer appropriate details relative to the test procedures and systems start-ups.

d. Accompany visiting inspectors representing public or other agencies having jurisdiction over the Project, record the results of these inspections, and report to Engineer.

10. Records:

a. Maintain at the Site orderly files for correspondence, reports of job conferences, reproductions of original Contract Documents including all Change Orders, Field Orders, Work Change Directives, Addenda, additional Drawings issued subsequent to the execution of the Contract, Engineer's clarifications and interpretations of the Contract Documents, progress reports, Shop Drawing and Sample submittals received from and delivered to Contractor, and other Project-related documents.

b. Prepare a daily report or keep a diary or logbook, recording Contractor's hours on the Site, weather conditions, data relative to questions of Change Orders, Field Orders, Work Change Directives, or changed conditions, Site visitors, daily activities, decisions, observations in general, and specific observations in more detail as in the case of observing test procedures; and send copies to Engineer.

c. Record names, addresses, fax numbers, e-mail addresses, web site locations, and telephone numbers of all Contractors, subcontractors, and major suppliers of materials and equipment.

d. Maintain records for use in preparing Project documentation.

e. Upon completion of the Work, furnish original set of all RPR Project documentation to Engineer.

11. Reports:

a. Furnish to Engineer periodic reports as required of progress of the Work and of Contractor's compliance with the progress schedule and schedule of Shop Drawing and Sample submittals.

b. Draft and recommend to Engineer proposed Change Orders, Work Change Directives, and Field Orders. Obtain backup material from Contractor.

c. Furnish to Engineer and Owner copies of all inspection, test, and system start-up reports.

d. Immediately notify Engineer of the occurrence of any Site accidents, emergencies, acts of God endangering the Work, damage to property by fire or other causes, or the discovery of any Constituent of Concern.

12. Payment Requests: Review Applications for Payment with Contractor for compliance with the established procedure for their submission and forward with recommendations to Engineer, noting particularly the relationship of the payment requested to the schedule of values, Work completed, and materials and equipment delivered at the Site but not incorporated in the Work.

13. Certificates, Operation and Maintenance Manuals: During the course of the Work, verify that materials and equipment certificates, operation and maintenance manuals and other data required by the Specifications to be assembled and furnished by Contractor are applicable to the items actually installed and in accordance with the Contract Documents, and have these documents delivered to Engineer for review and forwarding to Owner prior to payment for that part of the Work.

14. Completion:

a. Participate in a Substantial Completion (pre-final) inspection and assist in the determination of Substantial Completion and the preparation of lists of items to be completed or corrected.

b. Observe Contractor-arranged inspections required by Laws and Regulations applicable to the Work, including but not limited to those performed by public agencies having jurisdiction over the Work.

c. Participate in a final inspection in the company of Engineer, Owner, and Contractor and prepare a final list of items to be completed and deficiencies to be remedied.

d. Observe whether all items on the final list have been completed or corrected and make recommendations to Engineer concerning acceptance and issuance of the Notice of Acceptability of the Work.

D. Resident Project Representative shall not:

1. Authorize any deviation from the Contract Documents or substitution of materials or

   (including “or-equal” items).

2. Exceed limitations of Engineer’s authority as set forth in the Agreement or the Contract Documents.

3. Undertake any of the responsibilities of Contractor, subcontractors, suppliers, or Contractor’s superintendent.

4. Advise on, issue directions relative to, or assume control over any aspect of the means, methods, techniques, sequences, or procedures of Contractor’s work unless such advice or directions are specifically required by the Contract Documents.

5. Advise on, issue directions regarding, or assume control over safety practices, precautions, and programs in connection with the activities or operations of Owner or Contractor.

6. Participate in specialized field or laboratory tests or inspections conducted off-site by others except as specifically authorized by Engineer.

7. Accept Shop Drawing or Sample submittals from anyone other than Contractor.

8. Authorize Owner to occupy the Project in whole or in part.

Price Proposal

Washington Park Construction Administration and Observation

Construction administration and observation

Submitted to: City of Hollywood

Contract Type: T&M

Labor Plan

7 Resource

	Bill Rate >	283.19	156.49	187.30	149.02	114.76	98.36	114.80
	Proj Area >							
Project Phases / Tasks	**Total Labor Hrs**	Principal Engineer	Sr. Project Manager	Engineer V	Engineer IV	Engineer II	CAD Engineering/Designer III	Construction Representative
	11,581	637	4,994	852	476	998	504	3,120
Task A Project and Construction Management and Meetings	**4,992**	**312**	**4,680**	**-**	**-**	**-**	**-**	**-**
Task B Engineering Services During Construction (Water Syster	**1,092**	**90**	**26**	**6**	**468**	**390**	**112**	**-**
Task C Engineering Services During Construction (Wastewater	**914**	**90**	**30**	**470**	**8**	**204**	**112**	**-**
Task D Engineering Services During Construction (Stormwater	**1,088**	**76**	**22**	**376**	**-**	**334**	**280**	**-**
Task E Grant Assistance	**200**	**24**	**176**	**-**	**-**	**-**	**-**	**-**
Task F Public Presentations and Involvement	**175**	**45**	**60**	**-**	**-**	**70**	**-**	**-**
Task G Construction Observation	**3,120**	**-**	**-**	**-**	**-**	**-**	**-**	**3,120**
Task H Additional Services Allowance	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
Task I Public Involvement Allowance	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
Reimbursable Expenses	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
Totals	**11,581**	**637**	**4,994**	**852**	**476**	**998**	**504**	**3,120**

Price Summary / Totals

Task Pricing Totals	1,974,386
Specify Add'l Fees on Setup	0
Technology Use Fee	
Total Price	**1,974,386**

Pricing by Resource

	Labor	Subs	Travel	ODCs	Task Pricing Totals
	1,827,387	-	21,450	550	**1,974,386**
Task A Project and Construction Management and Meetings	**876,690**	**-**	**-**	**-**	**876,690**
Task B Engineering Services During Construction (Water Syster	**166,845**	**-**	**-**	**-**	**166,845**
Task C Engineering Services During Construction (Wastewater	**164,325**	**-**	**-**	**-**	**164,325**
Task D Engineering Services During Construction (Stormwater	**168,019**	**-**	**-**	**-**	**168,019**
Task E Grant Assistance	**36,680**	**-**	**-**	**-**	**36,680**
Task F Public Presentations and Involvement	**32,223**	**-**	**-**	**-**	**32,223**
Task G Construction Observation	**382,604**	**-**	**21,450**	**-**	**404,054**
Task H Additional Services Allowance	**-**	**-**	**-**	**-**	**75,000**
Task I Public Involvement Allowance	**-**	**-**	**-**	**-**	**50,000**
Reimbursable Expenses	**-**	**-**	**-**	**550**	**550**
Totals	**1,827,387**	**-**	**21,450**	**550**	**1,974,386**