

October 10, 2023

Mr. Jeff Jiang, P.E.
City of Hollywood
Department of Public Utilities
Engineering Support Services Division
Post Office Box 229045
Hollywood, Florida 33022

**RE: REPLACEMENT OF FORCE MAIN AT LS E03
 CITY OF HOLLYWOOD WORK ORDER NO. CTA 23-05
 CTA PROPOSAL NO. 2023-W03.118**

Dear Mr. Jiang,

CRAVEN THOMPSON



& ASSOCIATES INC.

Engineers
Planners
Surveyors
Landscape Architects

As requested, Craven Thompson & Associates, Inc. (CTA) is pleased to submit our engineering scope of services for the design and construction management services for the 20" Force Main replacement from LS E03 to Azelia Court on the west side of A1A due to an erosion issue over the existing 20" Force Main. CTA shall provide engineering services, in accordance with the Professional Services Agreement R-2023-277, dated September 6, 2023. The specific scope of services are as follows:

SCOPE OF SERVICES

TASK NO. 1: DESIGN PACKAGE

The work shall include:

1. Prepare engineering sketches, drawings, details for the proposed emergency replacement of the existing 20" Force Main from LS – E03 south to Azelia Court.
2. Prepare a Bid Schedule and Cost Estimate for bidding purposes.
3. Prepare details for contractors to properly bid and construct the emergency replacement 20" Force Main
4. Attend Meetings with City and Contractors during bid phase.
5. Prepare and address questions and comments from contractors.
6. Review submitted bids.

Lump sum \$15,000.00

TASK NO. 2: CONSTRUCTION MANAGEMENT SERVICES

- Shop drawing review - Log, track, review and process shop drawings, maintenance of traffic plans and other submittals the Contractor is required to submit.
- Construction meeting attendance - Prepare for and attend preconstruction meeting as well as construction progress meetings. CTA will prepare and distribute meeting minutes.
- Construction coordination with Contractor and City.
- Review and respond to RFI's - CTA will review, research, compile and prepare a response to the Contractor's RFI's. A log of the submittals and responses will be available to the City and Contractor.
- Review of schedule - Review and comment on Contractor's schedule. Provide comments to Contractor to revise schedule based on available information. Once the schedule is approved and revisions will be reviewed and processed until all parties can agree on the schedule.
- Process pay requests - Review of documents submitted by Contractor depicting completed portions of the project. Once the documents have been approved for quantities and associated fees, CTA will recommend payment.
- Construction observation services - Includes serving as construction liaison with Contractor and City, assist in obtaining additional details required, conduct observation services, document progress of work, including locations, equipment, quantities, inform Contractor when the work appears to be not in compliance with the Contract Documents, prepare and submit daily reports, accompany other agencies have jurisdiction (AHJ) during inspections, etc.
- Project closeout services - Attend and document substantial completion walkthrough. Review corrective measures performed by Contractor to prepare a substantial and final completion certification.
- Review of Record Drawings - Review and comment on record drawings prepared and provided by the Contractor for the purpose of project certification to the AHJ.

Contractor shall be responsible for fees and scheduling of inspections through the City and CTA. Coordination with contractor regarding work activities, scheduling, RFI's, pay requests, etc. are included in the overall fee for this Project.

No permit acquisitions are part of this scope.

All permit acquisitions necessary to perform every aspect of the work for this Project will be the responsibility of the contractor.

Lump sum \$22,000.00

TASK 3: REIMBURSABLE EXPENSES

Reimbursable expenses shall include printing, mylars, copying, postage, photographic services, Federal Express and courier services.

Budget, Estimate \$1,000.00

TASK 4: CONTINGENCY

Contingency may be used for unforeseen conditions. Use of this Task will require a detailed scope of work and fee estimate and must be approved by Public Utilities Engineering Support Services Manager and/or Senior Project Manager.

Budget \$25,000.00

COMPENSATION

Services shall be on a Lump Sum basis and in compliance with the Professional Services Agreement dated September 6, 2023 R-2023-277.

We appreciate the opportunity to offer these services to the DPU. Please contact us if you have any questions or comments concerning this proposal.

Sincerely,

CRAVEN THOMPSON & ASSOCIATES, INC.



PATRICK J. GIENEY, P.E.
Vice President, Engineering

PJG/tg

**CITY OF HOLLYWOOD
DEPARTMENT OF PUBLIC UTILITIES
CONTINUING CONSULTING ENGINEERING SERVICES INFRASTRUCTURE
R-2023-277**

**CRAVEN THOMPSON & ASSOCIATES, INC.
HOURLY FEE SCHEDULE**

Civil Engineering Services

Principal Engineer	\$280/Hour
Senior Supervising Engineer	\$250/Hour
Senior Engineer	\$185/Hour
Project Engineer.....	\$155/Hour
Engineering Senior CADD Technician	\$120/Hour

Land Surveying & Mapping Services

Principal Surveyor	\$225/Hour
Professional Land Surveyor.....	\$180/Hour
Project Surveyor.....	\$155/Hour
Survey CADD / GIS Tech	\$115/Hour
Survey Field Crew (1-Man Crew)	\$120/Hour
Survey Field Crew (2-Man Crew)	\$170/Hour
Survey Field Crew (3-Man Crew)	\$200/Hour
Survey Crew with Laser Scan (3-Man Crew)	\$330/Hour

Landscape Architecture and Planning Services

Principal Landscape Architect / Principal Planner	\$225/Hour
Senior Supervising Landscape Architect	\$200/Hour
Senior Landscape Architect	\$175/Hour
Senior Planner	\$170/Hour
Landscape Architect.....	\$160/Hour
Project Landscape Designer	\$150/Hour
Land Planner	\$150/Hour

Construction Administration Services

Director of Construction Management	\$185/Hour
Construction Manager	\$170/Hour
Senior Field Representative	\$135/Hour
Field Representative	\$115/Hour

Miscellaneous

Clerical.....	\$95/Hour
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