

SCOPE OF SERVICES

CITY OF HOLLYWOOD

PROJECT # 23-7114

BOULEVARD HEIGHTS PARTIAL WATER MAIN REPLACEMENT

DESIGN, PERMITTING, and BIDDING SERVICES

I. PROJECT DESCRIPTION

The City of Hollywood is planning a Citywide Sewer Conversion and Water Main Replacement Program. As part of this plan, the City's intent was to provide sewers from N. 70th Way to N. 76th Ave (the western boundary of the City of Hollywood) as a single project. Tetra Tech has designed and permitted the sewer systems in this area. To minimize disruptions, the City would like to replace the existing aged water mains with the construction of the sewer system.

The City has requested this proposal as a project for Tetra Tech to design under the General Engineering Consulting Services Contract R-2023-277. The proposal is to provide partial water main replacement to the Boulevard Heights area, specifically, along the following rights of way:

- N 70th Way, from Johnson Street to Fillmore Street (approximately 1,500 feet),
- N 71st Avenue, from Johnson Street to Fillmore Street (approximately 1,500 feet),
- N 71st Terrace, from Buchanan Street to Fillmore Street (approximately 800 feet),
- N 72nd Avenue, from Buchanan Street to Fillmore Street (approximately 800 feet),
- Buchanan Street from N 72nd Avenue and N 70th Way (approximately 850 feet), and
- Fillmore Street, from N 72nd Avenue to midway between N. 70th Avenue and N. 69th Way (approximately 1,800 feet).

The water main replacement consist of approximately 7,250 feet of 2-inch, 4-inch, 6-inch, 8-inch, 12-inch, and 16-inch diameter water mains along local City streets and easements. These improvements involve upgrading the 2-inch and 6-inch diameter water mains one nominal size and replacing the 4-inch, 8-inch, 12-inch, and 16-inch diameter water mains with the same nominal size. The existing water main will be replaced with new PVC piping, isolation valves, fire hydrants, and water services up to the existing water meter. Water meter and boxes will remain within easements or street rights-of-ways.

Survey and geotechnical evaluations performed for the gravity sewer project will be utilized for this design.

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

II. SCOPE OF SERVICES

A. Kickoff Meeting

Tetra Tech will prepare an agenda for the kickoff meeting, attend the kickoff meeting with the City, and prepare and transmit meeting minutes.

B. 60 Percent Design

The 60 percent design will be for the areas previously described. Water mains will be designed to connect to existing water mains in the periphery of the project area.

This task includes preparation of the 60 percent documents, including the following:

- Proposed water mains plan view engineering drawings at 1-inch = 20-ft horizontal, and
- Project draft technical specifications and opinion of cost estimates.

The design will be predominantly PVC pipe installed by open trench construction. The design will connect to existing water mains on Johnson Street, Buchanan Street and N 70th Way, Buchanan Street and N 72nd Avenue, Filmore Street and N 70th Terrace, and Filmore Street and N 72nd Avenue. The proposed water main will connect to existing meters with a new water service.

Two (2) sets of drawings will be provided and specifications, will be provided to the City. An engineer's opinion of probable construction cost will accompany the 60 percent design documents. Tasks to be conducted as part of this task include:

1. Site Visit: Tetra Tech staff will visit the project site to observe existing conditions and evaluate the pipeline corridors and other project factors. One (1) day has been included in the proposal for this activity.
2. Prepare drawings in AutoCAD based on survey base information. A preliminary list of drawings is presented below:
 - Cover (modify existing cover to include water main design)
 - Legends, Abbreviations and General Notes (modify for water main design)
 - Key Plan
 - Overall Water Main Plan
 - Double Panel Plan View Drawings (8 sheets at 1-inch = 20-ft horizontal)
 - Standard City Sewer Details (2 Sheets)
 - Other details (1 Sheet)
3. Prepare draft technical specifications in MS WORD.
4. Attend 60 percent design review meeting, prepare agenda and minutes.
5. Prepare engineer's estimates of construction costs, based on previous bid tabulations, vendor quotes, and estimates provided by Contractors.

Deliverables:

- Two (2) Copies of the 60 percent submittal and opinion of cost estimate.

- Electronic files of the 60% design submittal.

C. Permitting

Tetra Tech will prepare and submit the permit applications and supporting documentation necessary to obtain permits required for the project to the Florida Department of Health (DOH) and City of Hollywood Building Department for the water main replacement project. Accordingly, Tetra Tech will perform the following tasks:

1. Prepare and submit one (1) "Notice of Intent to Use the General Permit for Construction of Water Main Extensions for PWSs [DEP Form 62-555.900(7)] to the FDEP and respond to up to two (2) "Requests for Additional Information" (RAI) issued by the regulatory agency or two (2) teleconferences with agency staff.
2. Prepare and submit two (2) signed and sealed sets of plans to the City of Hollywood Building Department for review and response to two (2) anticipated "Requests for Additional Information" (RAI) issued by the regulatory agency or two (2) teleconferences with agency staff.
3. The City will be responsible for all permitting fees.

Deliverables:

- Permit application submittals.
- Final approved permits.

D. Final Design

The final design will address any review comments from the City and permitting agencies.

This task includes preparation of the final design documents, including the following:

- Proposed water mains plan view engineering drawings at 1-inch = 20-ft horizontal, and
- project technical specifications, front end document revisions, and cost estimates.

The final design drawings, specifications, and cost estimate will also address any internal review comments on the drawings, specifications, and cost estimate.

Two (2) sets of drawings will be provided and specifications, including the bid form and measurement and payment section, will be provided to the City. An engineer's opinion of probable construction cost will accompany the final design documents.

Deliverables:

- Two (2) Copies of the final design submittal and engineers opinion of cost estimate.
- Electronic files of the final design submittal.

E. Bidding and Award

The proposed improvements will be bid by the City. Bidding and award activities will be led by the City. Tetra Tech will conduct the following services during the bidding process.

1. Prepare a bid set, updating the final submittal documents for bidding.
2. Prepare agenda, meeting summary, and attend a pre-bid meeting.
3. Tetra Tech will work with the City staff to provide a master copy of the Bid Set construction drawings and specifications in electronic format (PDF). It is our understanding that the City will be responsible for distribution of bid packages to potential bidders via online plan distribution.
4. Support with addenda. Tetra Tech will respond to technical questions provided by the City from prospective bidders for response and anticipated addenda as part of this scope of services. Tetra Tech will respond to questions using the Addendum Form for expedited response time and will generate necessary supporting documents, as applicable, and submit them to the City for distribution to registered plan holders.
5. Bid Evaluation and Recommendation. Tetra Tech will tabulate and evaluate bids received. References for the three lowest responsive bidders will be checked and a recommendation of award prepared and submitted to the City.

Deliverables:

- Prebid meeting agenda and meeting summary.
- Electronic (PDF) copy of the bidding documents.
- Responses to questions during bidding.
- Bid tabulation, reference check forms, and recommendation of award

F. 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.

G. 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 \$193,700. The project will be billed on an hourly rate basis.

The terms of compensation shall be in conformance with our General Engineering Consulting Services Contract R-2023-277.

Task	Cost
A Kickoff Meeting	\$ 2,700
B 60 Percent Design	\$ 60,000
C Permitting	\$ 25,000
D Final Design	\$ 60,000
E Bidding and Award	\$ 20,000
F Allowance	\$ 25,000
G Reimbursable Expenses	\$ 1000
Total Not to Exceed	\$ 193,700

V. SCHEDULE

Tasks A through D will be completed within 10 months. Task E will be according to the City's bidding schedule.