

SCOPE OF SERVICES

CITY OF HOLLYWOOD

PROJECT # 18-7100

HALLANDALE BEACH FORCE MAIN REPLACEMENT – LUM 07

ADDITIONAL PRELIMINARY DESIGN AND CONSTRUCTION ADMINISTRATION SERVICES

I. PROJECT DESCRIPTION

The City of Hollywood requested that Tetra Tech provide this scope of services to provide engineering services under the General Engineering Consulting Services contract (City Project No. 17-1325). This scope of services is for additional preliminary design and construction administration for replacement of approximately 4,800 feet of an existing force main from the City of Hallandale Beach large user meter located on the south side of Pembroke Road and S 18th Court to an existing 30-inch diameter force main connection located at the intersection of S 15th Avenue and the alley between Rodman and Funston Streets. The existing flow meter, air release valve, electrical components, vaults and site will also be replaced and or improved.

The City owns and operates various water, wastewater and stormwater utility infrastructure within the project right-of-way. Other existing utilities that typically share the right-of-way include power, telephone, cable, gas utilities, and others. The City would like to implement the force main replacement while avoiding relocation of existing utilities, if possible. A portion of survey has been completed within the City's rights-of-way in this area as part of another project and will be utilized for this project and augmented by additional survey west of S. Federal Highway to the existing large user meter site. This project includes design of approximately 4,800 linear feet of force main replacement.

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. Additional Data Collection, Review, and Preliminary Design Memo Updates

Tetra Tech will obtain readily available data for LUM-09, to augment data received for LUM-07. We will also obtain master planning information from the City of Hallandale, for review and use by Tetra Tech and the City.

Tetra Tech will utilize the information collected to update the preliminary design memorandum, which was previously prepared and submitted to the City, for consideration of sending flows to LUM-09.

Deliverables:

- Data collection email request.
- Updated Preliminary Design Memo.

B. Force Main Design Revisions

This task is to revise the force main design within the alley north of the LUM-07 meter and along Plunkett Street, to the west of Federal Highway. Approximately 2,000 linear of force main will be redesigned to allow for construction of a City water main within the same alley and street. Three to four plan and profile sheets will be revised.

Deliverables:

- Revised drawings.

C. Construction Administration

During the construction phase, Tetra Tech and the City will provide technical services support for the water main replacement improvements projects for Phase II of the water project. Tetra Tech will consult with and advise the City and provide periodic inspection. Daily inspection will be performed by City staff. All instructions to the Contractor will be issued through the City's resident project representative or in writing on an as-needed basis. During the construction phase, Tetra Tech will:

1. Prepare conformed Contract Documents and attend one (1) pre-construction conference, prepare agenda and minutes.
2. Periodically observe construction of the proposed improvements. The overall project is expected to have a total incremental duration of up to 9 months including project kick-off, shop drawing review and substantial and final completion. Periodic observation will be provided on a bi-monthly basis during active construction which will necessitate a total of 6 site visits. Site visits will occur on the same days as the progress meetings.
3. Attend up to 9 monthly progress meetings. Tetra Tech will be responsible for preparing agendas and meeting minutes for distribution.
4. Provide interpretation or clarification of the design documents during active construction (up to 9 months) when requested.
5. Review shop drawings and other submittals up to two (2) times per submittal subject area for general conformance with the Contract Documents. The Contract Documents will require the Contractor to pay for additional reviews.
6. Evaluate and determine the acceptability of substitute materials and equipment proposed by the Contractor.
7. Assist the City's full time Project Inspector or Project Manager with review of applications for payment, test reports for soils, concrete and other materials on a monthly basis.
8. Assist the City's Project Manager to evaluate claims made by the Contractor and prepare change orders as required.
9. Conduct substantial and final completion inspections and checklists.
10. Prepare record drawings, incorporating changes made during construction for City and EPGMD based on record information furnished by the Contractor and provide five (5) sets of prints and one (1) compact disk with 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. Also, provide project certification to regulatory agencies certifying that the project is complete and in general conformance with permits issued.

11. Also, provide project certification to regulatory agencies certifying that the project is complete and in general conformance with permits issued.

Deliverables:

- Conformed contract documents
- Shop drawing review comments
- Responses to request for clarification
- Substantial and final completion checklists
- Record drawings

D. Allowance

An additional service allowance not to exceed amount of \$15,000 is included in this task for additional services requested by the City. A written request must be made and approval received by the City's project manager to utilize this allowance amount.

E. 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. Construction inspection services.
- B. Other Permits - This proposal does not include permitting services for any permits not previously listed, including any permits with the City of Hallandale Beach.
- C. Costs for advertising the Project are to be paid by the City.
- D. Obtaining easements on property for construction of the project is not included in this scope.
- E. 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.
- F. Hydraulic modeling.
- G. All permitting fees are to be paid by the City.
- H. Additional work due to a bid protest.
- I. Services related to the stormwater improvements design, permitting, bidding and construction administration.

IV. COMPENSATION SUMMARY

The total Lump Sum compensation for the Scope of Services described in Section II is \$85,858, including a Not to Exceed allowance amount of \$15,000. The compensation for the Scope of Services by task is summarized below.

Task No.	Task Description	Total
A.	Additional Data Collection, Review, and Preliminary Design Memo Updates	\$11,673
B.	Force Main Design Revisions	\$15,071
C.	Construction Administration	\$43,614
D.	Allowance (NTE)	\$15,000
E.	Reimbursables	\$500
Total Sum		\$85,858

V. SCHEDULE

Tasks A through E of this project are to be completed within ten months.

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		9 Resource									Task Pricing Totals				85,858		
Hallandale Beach Force Main and LUM-07 Replacement Construction Administration	Bill Rate >	248.00	209.25	99.85	96.26	188.82	123.10	196.73	99.85	94.58	Specify Add'l Fees on Setup				0		
											Technology Use Fee						
	Additional preliminary data collection and construction administration	Proj Area >										Total Price				85,858	
Submitted to: City of Hollywood											Pricing by Resource						
Contract Type: Lump Sum																	
	Total Labor Hrs	Sr Project Manager	Sr. Engineer	Engineer III	Eng Designer III	Sr. Engineer (Structural)	Sr. Eng Designer (Structural)	Sr. Engineer (Electrical)	Engineer II (Electrical)	Project Administrator	Labor	Allowance	Travel	Mat'l's & Equip	ODCs	Task Pricing Totals	
Project Phases / Tasks		472	42	121	146	103	22	4	22	4	8	70,358	15,000	-	-	500	85,858
Task A Additional Data Collection, Review, and Preliminary De		55	24	24	7	-	-	-	-	-	-	11,673	-	-	-	-	11,673
Task B Force Main Design Revisions		125	4	20	48	53	-	-	-	-	-	15,071	-	-	-	-	15,071
Task C Construction Administration		292	14	77	91	50	22	4	22	4	8	43,614	-	-	-	-	43,614
Task D Allowance (NTE)		-	-	-	-	-	-	-	-	-	-	-	15,000	-	-	-	15,000
Task E Reimbursable Expenses		-	-	-	-	-	-	-	-	-	-	-	-	-	-	500	500
Totals		472	42	121	146	103	22	4	22	4	8	70,358	15,000	-	-	500	85,858