

Consultant Project Proposal

Wednesday, July 31, 2024

Mrs. Sarita Shamah, PE
Senior Project Manager
Hollywood Community Redevelopment Agency
1948 Harrison Street
Hollywood, FL 33020

RE: Civil Engineering Related Services – City of Hollywood CRA Improvements through FDOT JPA

Dear Mrs. Shamah:

Calvin, Giordano & Associates, Inc. (CGA) proposes to provide the services identified below for the project entitled City of Hollywood CRA Improvements through FDOT Joint Participation Agreement (JPA), pursuant to the Professional Service Agreement with the City of Hollywood for Civil Engineering Related Services.

I. General

CGA appreciates the opportunity to submit this proposal for providing CEI Services associated with the above-referenced project. Herein, CGA provides a general discussion of services that is understood will be required for this project and present a Schedule of Fees and Staffing Chart with activity durations for such services. In addition to inspection and coordination, the Consultant will provide all the required information to ensure compliance with the City of Hollywood and the FDOT JPA. Construction contract time established for this project is based on the CRA Contractor's days, reduced to eight months of expected JPA work activity. The time includes the issuance of the Notice to Proceed, to begin the JPA work, through the construction completion of the JPA items. The CEI contract time will be based on estimated schedule of work activities as shown in the Staffing Chart calendar days, which includes time for a JPA pre-construction services meeting prior to start of work, photo documentation of the pre-construction conditions of the jobsite for JPA work, plans review, project set-up and project management for the JPA work, final JPA closeout inspections, final certification of JPA work, and FDOT cost recovery.

II. Scope of Work

The Consultant shall provide the CEI services, on a part-time basis to reduce cost for the City, sufficiently required for contract administration and inspection for the City of Hollywood SR A1A JPA Improvements. The Consultant shall perform the services necessary to coordinate the activities of all parties involved in completing the project, which includes, as relevant to the JPA, maintaining complete and accurate records of the project; documenting all significant project changes, assisting the City with interpreting plans, specifications, and construction contract provisions, making recommendations to the City to resolve disputes, and coordinating with City staff and requirements.

Task 1. Construction

1.1 Pre-Construction Phase

- a. Pre- Construction Inspection/ Document Review: Familiarization with the JPA Project. Construction Documents Review to ensure materials comply with the Plans and Specifications.
- b. Pre-Construction Meeting: Schedule and attend a pre- construction meeting for the JPA Project in accordance with City procedures. The Consultant shall provide appropriate staff to attend and participate in the pre-construction meeting.

1.2 Construction Phase – Document contractor's activities and verify quantities for payment.

- a. Monitoring: Prepare and submit progress reports(s), provide contract documents, payment applications, change orders, and related documents to the City's Project Manager. Maintain project documents and files up to date and current, and in accordance with the City requirements and final submittals. Field monitoring inspections are based on an average of 20 hours per week, unless operations require full time work. Onsite inspections may vary based on actual construction activities.
- b. Project Journal: Maintain a detailed electronic diary with records of the Contractor's operations, quantities, testing data, and significant events that affect the work while the inspector is on site.
- c. Project Meetings: Administer project pre-construction and progress meetings for the JPA work, as needed with appropriate team members in attendance. Prepare and distribute meeting agenda and minutes to attendees. Progress meetings will be scheduled as needed.
- d. Traffic Control: Responsible for review of Work Zone traffic control plan implementation and inspection of maintenance of traffic schemes and devices in work zones, when CEI is on site, to assure they are in accordance with the City's requirements, within the requirements of the JPA.
- e. Environmental Control Monitoring: Monitor Contractor's work and assure that the Contractor is conducting stormwater inspections, preparing reports, and monitoring all Stormwater pollution prevention measures associated with the JPA project.
- f. Review and Process Contractor's Applications for Payment: Receive and review draft application for payment prepared by the Contractor, reconcile any discrepancies between Engineer's estimate of progress and Contractor's application. Review draft application with JPA items for payment, in comparison to measured or estimated quantities. Make notations of deficient work not recommended for payment until corrected; deletion of payment for stored materials and/or equipment which do not have approved shop drawings and/or proper invoices; reduction of value for partially completed items claimed as complete. Return a copy of the reviewed draft to the Contractor. Review revised application for payment and, if appropriate, submit to the City's Project Manager for processing. This task is based on 20 or fewer Pay Applications.
- g. Contract Interpretations and Modifications: Receive, log, and coordinate reviews and responses to Contractor's Requests for Information/Interpretations (RFI's) for JPA related work, from the Engineer of Record (EOR), following the City's approval and concurrence. This task is based on twenty (20) or fewer RFI's.
- h. Problem Resolution: Analyze problems that arise on the JPA project and proposals submitted by the Contractor, prepare, and submit recommendations to the City's Project Manager, and process the necessary paperwork.
- i. Administration of Changed Work: Track changes from initiation through completion. Estimate cost and time impacts and assist with negotiation of changes in contract time and cost. Prepare change orders to incorporate changes for JPA items within Contract Documents. Evaluate the Project on a continual basis to determine when changes are required. Review costs presented by Contractor on Change Proposal Requests. Assist with negotiation of final pricing as required. Assemble approved Change Proposal Requests periodically into Change Orders. Include justification documents with each Change Order. Review as-built drawings to verify changes in work are reflected as applicable. Provide Change Order documents for concurrent review. Review pay requests to verify Change Order items are broken out and that payment is not made until work is complete. This task is based on five (5) or fewer Change Orders.
- j. Notification of Accident Damage/Injury: Document any inspections made of property damage or personal injury accidents on site and provide a written report for items related to the JPA to the City's Project Manager.

1.3 Closeout Phase –

- a. Substantial Completion: Receive and review Contractor's required substantial completion submittal and determine if JPA Project is ready for substantial completion inspection. Develop substantial completion submittal checklist and perform the following activities: verify submittal of all required documents; review Contractor Record Drawings; review other substantial completion submittal documents for completeness and compliance with Contract provisions; and schedule substantial completion inspection.
- b. Conduct Substantial Completion Inspection: Coordinate, conduct, and document the substantial

completion inspection. Prepare and distribute the punch list format to the parties conducting the inspection. Review progress of corrective action on punch list items, periodically updates, and re-issue. Prepare and issue Certificate of Substantial Completion for JPA with a list of stated qualifications (punch list).

- c. Final As-Built Record Drawing Review: Review as-built drawings of JPA items to verify that the Contract Drawings are properly noted to reflect actual construction; notify the Contractor of deficiencies noted; provide follow up to verify if corrections were made and that the as-built drawings are up to date.
- d. Final Completion: Receive and review the Contractor's required final JPA completion submittal. Develop final completion submittal checklist. Verify submittal of all required documents and review for completeness and compliance with Contract provisions. Notify City Project Manager, Contractor, and other affected parties of date of final inspection. Coordinate, attend and conduct the final inspection meeting and physical walk-through of the Project.
- e. Final Payment: Collect all documents required for JPA closure and forward to the City Project Manager for processing along with the Contractor's Final Application and Certificate of Payment; finalize all project costs and determine the final adjusted amounts for construction; obtain the Contractor's signature on any required Contractor's Certification of Affidavits; process and sign Final Application for JPA Payment; prepare transmittal letter indicating recommendation for Final Payment.
- f. JPA Cost Recovery: The duties will include weekly report to FDOT, Monthly Report to FDOT, and Quarterly Restitution Package. The JPA RRR fund is 3.4 Million.

III. Subconsultants

No subconsultants are anticipated to assist on this project.

IV. Schedule of Work – Time for Performance

Consultant will submit the deliverable and perform the Services as stated in the table below:

Schedule of Deliverables			
Task, Sub-Task or Activity ID #	Major Task, Sub-Task Activity, or Deliverable	Duration (Specify weeks or calendar days)	Delivery (Cumulative weeks or calendar days)
1.1	JPA Pre-Construction Phase	1 week	1 week
1.2	JPA Construction Phase (33 weeks)		
A	Directional Bores	4 weeks	5 weeks
B	Installation of Ped Poles	4 weeks	9 weeks
C	Installation of Lighting	3 weeks	12 weeks
D	Concrete Curb Ramps	5 weeks	17 weeks
E	Utility Adjustments	6 weeks	23 weeks
F	Milling and Resurfacing	6 weeks	29 weeks
G	Asphalt and corrections	1 week	30 weeks
H	Striping and Signing	4 weeks	34 weeks
1.3	JPA Closeout Phase	2 weeks	36 weeks

V. Compensation

Consultant shall perform the Work detailed in this Proposal for a total not to exceed Three hundred thousand ninety-nine dollars and zero cents, (\$ 300,099.00). The Consultant will be paid based on an hourly not to exceed basis. The City shall not be liable for any fee, cost, expense or reimbursable expense or other compensation beyond this amount unless approved with a Change Order. The fee may include an allowance for Reimbursable Expenses required in connection with the Work, in an amount not to exceed that stated in the table below. Reimbursable Expenses will be used and compensated for in accordance with the Agreement and must conform to the limitations of Florida Statutes § 112.061. The following is a summary of the method and amount of compensation to be paid for each Task or Activity as identified in Section IV above.

Schedule of Deliverables			
Task, Sub-Task or Activity ID #	Major Task, Sub-Task Activity, or Deliverable	Fee Amount	Fee Basis
1.1	Pre-Construction Phase	\$ 3,864.00	Hourly not to exceed
1.2	Construction Phase	\$ 273,771.00	Hourly not to exceed
1.3	Closeout Phase	\$ 22,464.00	Hourly not to exceed
	Total Professional Fees	\$ 300,099.00	

VI. Exclusions from Basic Services

The following services are not included in the Basic Services to be performed under this Work Order.

- Surveying Services
- Engineering and/or Design Services
- Material, Sampling and Laboratory Testing
- Installation or management of Maintenance of Traffic
- Review of Maintenance of Traffic not related to JPA work
- Inspection/Oversight/Management of Items not included in the JPA
- Monitoring environmental items not associated with JPA
- Preconstruction/Progress/Field Meetings for items not related to the JPA work

VII. City Furnished Documents & Data

- Approved Permitted Construction Plans
- Contractor's Invitation to Bid Documents
- Executed Contract between the Contractor and City of Hollywood
- Contract Specifications
- Technical Special Provisions, if any
- Applicable Permits
- Approved Schedule with separated JPA line item work. (from City's Contractor)
- Invoices with separated JPA quantities (from City's Contractor)

VIII. Additional Services

The City may request additional services, not included in this scope of work for additional cost.

Calvin, Giordano & Associates, Inc.

Signature

David Stambaugh/ VP of Professional Services
Name/Title

06/17/2024
Date

City of Hollywood*

Dept. Approval: _____
Signature Name/Title

Procurement: _____
Signature Name/Title

City Manager: _____
Signature Name/Title

Work Order No.: _____
(Assigned by the City upon approval, if applicable)

*The City may at its sole discretion approve this Proposal by signing below for the Services.

STAFFING CHART for City of Hollywood A1A JPA

Position	Name	Firm	2024			2025									Total			
			oct	nov	dec	jan	feb	mar	apr	may	jun	jul	aug	sep	Months	Hours	Rate	Total
Senior Engineer/PM	Erik Padron, PE	CGA													0.00	30.00	\$210.00	\$6,300.00
Project Administrator	Carlos Pagan	CGA	0.20	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.40	0.40	0.40	3.40	561.00	\$158.00	\$88,638.00
Senior Inspector	Leo Boza	CGA	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	1.00	1.00	1.00	0.50	7.50	1,237.50	\$130.00	\$160,875.00
Contract Coordinator	Reza Shams	CGA		0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	2.20	363.00	\$122.00	\$44,286.00
															13.10	2,161.50	\$410.00	\$300,099.00