

November 6, 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: LS E 08 CONSTRUCTION OBSERVATION SERVICES
 ECSD PROJECT NO. 20-8071
 CITY OF HOLLYWOOD WORK ORDER NO. CTA 24-03
 CTA PROPOSAL NO. 2023-S04.288**

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 construction management services for the Improvements to LS E-08. 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: CONSTRUCTION MANAGEMENT SERVICES

Services shall include civil, site, electrical and structural improvements per the contract documents. The fees are based on a construction timeframe of eighteen (18) months and observation services shall be on a limited basis supplemented by the City of Hollywood. It is anticipated that a Senior Field Representative will be required for 16 hours per week for eighteen (18) months. Our specific services are as follows:

- 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, 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.
- Review, coordinate and negotiate any Request for Change Order by the Contractor.
- 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 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. As-built preparation is not part of this scope. Contractor shall prepare As-builts.

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

Hourly Not to Exceed..... \$405,966.00

TASK 2: REIMBURSABLE EXPENSES

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

Budget, Estimate..... \$1,000.00

TASK 3: 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.

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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

EXHIBIT B
STAFF TIME ESTIMATE

Personnel	Hourly Rate	Hours per Task							Totals	
		Task 1	Task 2	Task 3	Task 4				Hours	Cost
Administration										
Clerical	\$95.00								0	\$0.00
Sub Total									0	\$0.00
Engineering										
Principal Engineer	\$280.00	8							8	\$2,240.00
Sr. Supervising Engineer	\$250.00	40							40	\$10,000.00
Senior Engineer	\$185.00	120							120	\$22,200.00
Project Engineer	\$155.00								0	\$0.00
Senior CADD Technician	\$120.00								0	\$0.00
Sub Total									168	\$34,440.00
Construction										
Director of Construction	\$185.00	40							40	\$7,400.00
Construction Manager	\$170.00	624							624	\$106,080.00
Senior Field Representative	\$135.00	1248							1,248	\$168,480.00
Sub Total									1,912	\$281,960.00
Surveying										
Principal Surveyor	\$225.00								0	\$0.00
Professional Land Surveyor	\$180.00								0	\$0.00
Project Surveyor	\$155.00								0	\$0.00
Senior CADD Technician	\$115.00								0	\$0.00
Survey Laserscan Crew	\$330.00								0	\$0.00
Survey Crew (3 Man)	\$200.00								0	\$0.00
Sub Total									0	\$0.00
Landscape Arch./ Planning										
Principal LA Planner	\$225.00								0	\$0.00
Sr Supervising LA	\$180.00								0	\$0.00
Sr. Project LA Planner	\$175.00								0	\$0.00
Project LA Planner	\$150.00								0	\$0.00
Senior CADD Technician	\$115.00								0	\$0.00
Sub Total									0	\$0
Cost per Task		\$316,400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$316,400.00
Budget per Task		\$316,400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$316,400.00
Subconsultants										
										\$0.00
Electrical - Hillers		\$35,566.00								\$0.00
Structural - TRC		\$54,000.00								\$35,566.00
Subconsultants Sub Total		\$89,566.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$54,000.00
Total		\$405,966.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Direct Expenses			\$1,000.00							\$1,000.00
Contingency				\$25,000.00						\$25,000.00
Grand Total		\$405,966.00	\$1,000.00	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00		\$431,966.00