

May 29, 2024

Jeff Jiang, P.E.  
**CITY OF HOLLYWOOD**  
Department of Public Utilities  
Engineering and Construction Services Division  
Post Office Box 229045  
Hollywood, Florida 33022

Hollywood Southern Regional WWTP  
Treatment Unit Grit Removal CMS  
City Project No. 2023-9421

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Dear Mr. Jiang:

As requested, Hazen and Sawyer, D.P.C. (Hazen) is pleased to offer engineering services during construction for the removal of grit for selected processes at the Hollywood Southern Regional Wastewater Treatment Plant (SRWWTP).

### **BACKGROUND**

The prevalence of inert solids, such as sand and grit, inherent in the wastewaters of south Florida, render certain treatment units vulnerable to the accumulation of these inert solids over time. In particular, the oxygenation trains at the SRWWTP allow for the collection of grit which consequently reduces the effective volume of these biological treatment units prompting the need for periodic removal. The objective of this project is to develop contract documents for competitive bidding of grit removal services at the SRWWTP.

The design work has been completed, the construction contract has been advertised, bids have been received and are being reviewed for award recommendation. As a result, this work order addresses engineering services during construction for the Treatment Unit Grit Removal project.

### **SCOPE OF SERVICES**

#### **Task 1 – Construction Administration Services**

Hazen shall provide limited services for the management of the project during the construction phase. The level of effort is estimated at (16) hours per week for a period of 97 weeks (680 calendar days for final completion). Such management activities shall include the following:

- Coordination and general correspondence with the CITY, Construction Contractor and subcontractors
- Handling and processing of submittals including requests for contract interpretations and clarifications required by the Contractor which do not result in the submittal of formal Requests for Information
- Orders for Change including requests for routine project cost and/or schedule changes from the Contractor. Changes may be the result of unforeseen conditions or interferences

arising during routine progress of work or additional improvements requested by CITY after the project bid date and processed as Change Orders or Field Orders.

- Submittal review for conformance with the design intent and compliance with the information presented in the Construction Contract Documents to determine the acceptability of materials and equipment proposed by the Construction Contractor
- Review Contractor applications for payment to determine if the value of the Work that the City's RPR has determined to have been completed is in accordance with the Contract Documents
- Conduct a preconstruction conference attended by representatives of CITY and by the construction Contractor and provide the attendees with a written summary of the meeting to be distributed electronically
- Conduct construction progress meetings with the Construction Contractor and the CITY to review project status, identify issues that may affect the project schedule, and produce and distribute via email a brief summary of critical issues discussed at each progress meeting
- Conduct periodic on-site observations of construction to assist the CITY in determining if Construction is proceeding in substantial accordance with the Contract Documents. This effort is based on the CITY providing a Resident Project Representative (RPR) for field observation services of the proposed Work and performance of the following duties and responsibilities:
  - Attend pre-construction conference, progress meetings and other job conferences
  - Serve as the construction liaison, working primarily with the Contractor(s) superintendent(s) and plant staff
  - Advise the Construction Administrator of the construction progress
  - Assist in obtaining additional details or information when required at the job site
  - Conduct on-site observations of construction in progress (including specialized field tests) to assist in determining if construction is proceeding in substantial accordance with the Contract Documents
  - Inform the Contractor and Construction Administrator whenever the RPR believes that construction is unsatisfactory, faulty or defective, does not conform to the Contract Documents or approved Shop Drawings, does not meet the requirements of any inspections, tests or approval required to be made, or has been damaged before final payment
  - Immediately inform the Contractor upon the commencement of any construction requiring a submittal, if the submittal has not been accepted
  - Visually review suitability and method of storage of materials, equipment and supplies delivered to the construction site
  - Verify that operating and maintenance procedures are available to the CITY before equipment start-up and operator training is conducted by the Contractor
  - Observe, record, and report appropriate details relative to testing and start-up procedures
  - Prepare and submit daily reports and project photographs to H&S and maintain a daily diary or log book, recording hours on the job site, weather conditions, data pertaining to questions of extras or deductions, list of visiting officials and representatives of manufacturers, fabricators, suppliers and distributors, daily activities, decisions, observations in general and specific observations in more detail as in observing test

- procedures. Record names, addresses and telephone numbers of Contractor, subcontractor and major supplier personnel
- Accompany visiting inspectors representing public or other agencies having jurisdiction over the Project(s), and record the outcome of these inspections in the daily report
- Review applications for payment with the Contractor for accuracy and concurrence with the construction
- During the course of construction, verify that certificates, warranties, maintenance and operation manuals and other data required to be assembled and furnished by the Contractor are applicable to the items actually installed
- Before issuance of a determination of substantial completion, prepare a list of items requiring completion or correction, in concert with the CITY. Participate in the final inspection.
- Coordinate with the CITY and Contractor for necessary shutdowns and interruptions of CITY facilities
- Coordinate and monitor startup activities of the project
- Prepare and incorporate those changes made during the construction process, based on the marked-up prints, drawings and other data furnished by the Construction Contractor and CITY and distribute to the CITY signed and sealed prints of the contract drawings

## **KEY ASSUMPTIONS**

- Hazen shall not be responsible for the acts or omissions of any construction contractor, any construction subcontractor, the CITY's RPR, outside inspectors or any other person (except Hazen's own employees, subconsultants or agents) at the project site
- Hazen shall not be responsible for construction contractor's means, methods, techniques, sequences or procedures of construction, or the safety precautions and programs incident thereto. Hazen shall issue all technical instructions to the Contractor and shall interpret all technical requirements of the Construction Contract documents.
- Hazen services during construction are provided on the basis that consulting services are minimized and that City staff provide support and direction during construction
- The selected Contractor will be required to coordinate its work efforts with the CITY's RPR as required to allow for the timely construction observation of work
- The City's RPR will receive and review Contractor applications for payment for concurrence with the work progress.
- Hazen will not undertake any of the responsibilities of Contractor or its subcontractors, nor direct any of their work
- Hazen will not approve any interruptions or modification of CITY's facilities without the approval of CITY
- Normal 8-hour work days, 5 days per week are assumed
- No materials testing/specialty materials observations by laboratories/specialty forms are included
- Permitting efforts and permit tracking are not anticipated and are not included
- The selected Contractor will maintain full responsibility for meeting safety and environmental regulations and conditions

- The proposed work is considered maintenance and permitting is not envisioned, including with the City of Hollywood Building Department. No permitting, plan submittal or responses to Building Department comments is anticipated or included.
- No local minority business enterprise or local small business enterprise participation is envisioned

## **COMPENSATION**

The engineering services for this project will be performed on a Not-to-Exceed basis in the amount of \$332,890. A fee breakdown is attached.

## **SCHEDULE**

Per the Contract Documents, a construction duration of 650 days to substantial completion and an additional 30 days to final completion is anticipated. We are prepared to proceed with these services immediately.

Engineering services for the project will be performed as part of our Professional Services Agreement for General Engineering Consultant Services (Agreement) dated October 2023. Services provided by Hazen and Sawyer, D.P.C. shall be limited to those services specifically identified in this work order.

We look forward to your reply. In the meantime, should you have any questions, please contact us.

Very truly yours,

**HAZEN AND SAWYER, P.C.**



J. Philip Cooke, P.E.  
Senior Associate

c: File No. 4321/1.0  
J. McMahon

*Attachment*

CITY OF HOLLYWOOD  
SOUTHERN REGIONAL WASTEWATER TREATMENT PLANT  
Grit Removal CMS  
City Project No. 23-9421  
Fee Breakdown

<u>Tasks</u>	<u>Senior Associate</u>	<u>Associate</u>	<u>Senior Principal Engineer</u>	<u>Principal Engineer</u>	<u>Engineer</u>	<u>Draftsman</u>	<u>Secretarial</u>	<u>Subtotal</u>	<u>Fee</u>
LABOR									
Task 1 - Construction Administration Services									
Construction Administration Services	194	0	0	582	0	0	0	776	\$ 177,780
CDCs/RFIs	8	0	22	0	30	0	0	60	\$ 11,150
RFPs/Change Orders	8	0	72	0	0	48	0	128	\$ 22,658
Submittal Review	24	0	24	0	144	0	0	192	\$ 31,802
Pay Requests	0	0	69	0	0	0	0	69	\$ 14,321
Construction Meetings	15	0	0	48	0	0	15	78	\$ 15,671
Limited Field Services	49	0	0	48	0	0	0	97	\$ 25,621
Startup Services	16	0	48	16	0	0	0	80	\$ 18,392
Project Closeout	8	0	24	8	0	0	0	40	\$ 9,196
Record Drawings	2	0	0	0	23	23	0	48	\$ 6,099
Subtotal	324	0	259	702	197	71	15	1,568	\$ 332,690
DIRECT EXPENSES									
Miscellaneous (postage, shipping, etc.)								\$ 200	
Subtotal								\$ 200	
<b>Total (Not-to-Exceed)</b>									<b>\$ 332,890</b>