

Mr. Clece Aurelus, P.E.  
Engineering Support Services Manager  
City of Hollywood  
1621 North 14<sup>th</sup> Avenue  
Hollywood, FL 33022

Sent via email: [caurelus@hollywoodfl.org](mailto:caurelus@hollywoodfl.org)

Arcadis U.S., Inc.  
8201 Peters Road  
Suite 2400  
Plantation  
Florida 33324  
Tel 954 761 3460  
Fax 954 761 7939  
[www.arcadis.com](http://www.arcadis.com)

WATER

Subject:  
Amendment No. 1 to Task Order Proposal  
Water Treatment Plant High Service Pump Station Upgrades  
Construction Administration Services  
Project No. 14-4233

Date:  
January 2, 2019

Contact:  
Chris Barlow, PE

Phone:  
561.236.2858

Email:  
[chris.barlow@arcadis.com](mailto:chris.barlow@arcadis.com)

Our ref:  
00361336.0000

**Florida License Numbers**

**Engineering**  
7917

Geology  
GB564

Surveying  
LB7062

Dear Mr. Aurelus:

Per your request, Arcadis U.S., Inc. (Arcadis) is submitting this letter proposal to support a change to the construction of the High Service Pump Station Upgrades Project at the City of Hollywood's (City) Water Treatment Plant (WTP). This change provides construction administrative services for the additional construction observations associated with the rehabilitation of the interior of the finished water clearwell.

This Task Order Proposal presents the Scope of Work for this effort, required deliverables, and fees in accordance with the terms and conditions of the Task Order Proposal from Arcadis U.S., Inc. dated August 28, 2017 and authorized by the City on December 7, 2017, as Project No. 14-4233 under the Professional Services Agreement for General Engineering Consultant Services (Agreement) (No. 17-1324) executed on November 7, 2017 and between the City of Hollywood (City) and Arcadis U.S., Inc.

The Scope of Services (SOS) is provided as Attachment 1. The not-to-exceed fee proposal associated with these services is \$10,620.00 (see Attachment A), which includes the coverage of an estimated additional twelve (12) weeks of construction administration services for this Project. These additional services are necessary to facilitate the rehabilitation of the clearwells interior concrete coating system.

City of Hollywood  
January 2, 2019

We would like to thank you in advance for the opportunity to assist the City in this effort. Arcadis looks forward to any comments from you regarding this proposal. I can be reached via email ([chris.barlow@arcadis.com](mailto:chris.barlow@arcadis.com)) or by telephone (561.236.2858). Please do not hesitate to contact me at your convenience.

Sincerely,  
Arcadis U.S., Inc.



Chris Barlow, P.E.  
Principal Engineer

Copies:  
Arcadis Files (Plantation)  
L. Richter (Arcadis)

Attachments:  
1 Scope of Services  
2 Fee Proposal

*This proposal and its contents shall not be duplicated, used or disclosed — in whole or in part — for any purpose other than to evaluate the proposal. This proposal is not intended to be binding or form the terms of a contract. The scope and price of this proposal will be superseded by the contract. If this proposal is accepted and a contract is awarded to Arcadis as a result of — or in connection with — the submission of this proposal, Arcadis and/or the client shall have the right to make appropriate revisions of its terms, including scope and price, for purposes of the contract. Further, client shall have the right to duplicate, use or disclose the data contained in this proposal only to the extent provided in the resulting contract.*

## **ATTACHMENT 1**

### **CITY OF HOLLYWOOD**

#### **WATER TREATMENT PLANT HIGH SERVICES PUMP STATION UPGRADES CONSTRUCTION MANAGEMENT SERVICES**

#### **SCOPE OF SERVICES AMENDMENT No. 1**

##### **A: PROJECT DESCRIPTION**

The City is actively engaged in a construction project to at the City's water treatment plant (WTP) that is referred to as the Water Treatment Plant High Service Pump Station Upgrade, Project Number: 14-4233 (herein after referred to as, the "Project"). The Project is described in detail in the Task Order Proposal from Arcadis U.S., Inc. dated August 28, 2017 and authorized by the City on December 7, 2017, as Project No. 14-4233.

Herein, the City is requesting that the Consultant provide services for the Project during the Construction Phase, as necessary to facilitate a change to the Project to provide rehabilitation to the interior of the finished water clearwell. During an inspection during construction of the interior of the finished water clearwell, observations were made that revealed that interior of the concrete tank has a protective coating on the vertical concrete surfaces of this structure. This protective coating is separating from the concrete, resulting in a failure of this coating system that protects the concrete structure. Our recommendation is to remove the existing coating and replace it with a new coating system that is design for this purpose. The Contractor has provided a proposal to perform this additional work. This additional work will result increase the duration of the construction project by 12 weeks. Specifically, the Consultant shall provide:

1. Engineering Services & Contract Administration Services During Construction – Clearwell Rehabilitation
2. Resident Project Representative Services During Construction – Clearwell Rehabilitation

**The original Tasks 1 thru 6 shall remain unchanged by this amendment.**

##### **B: SCOPE OF WORK**

##### **TASK 7 – Construction Administration for Clearwell Interior Coating Rehabilitation**

Arcadis shall provide additional construction administrative services associated with the rehabilitation of the interior of the east and west clearwell. This rehabilitation will be preformed by the Contractor through a Change Order approved by the City. The services shall consist of the additional construction observation and project administration for associated with this change to the construction Project. Arcadis shall provide these additional services in accordance and conjunction with the on-going service.

These additional construction observations to monitor the application of the new coating. Arcadis shall provide one additional 2-hour site visits per week for the 12-week duration of this additional work for these observations.

These additional construction administrative services are a continuation of the on-going services. Arcadis shall provide the services associated with the administration of construction progress meeting, review of the Contractor's application for payments, respond to RFI, review the submittal of the new painting system, and coordination of the Contractor's activities with plant Operations.

### **C: EXCLUSIONS TO THE SCOPE OF WORK**

1. Services to make measured drawings of or to investigate existing conditions of facilities, or to verify the accuracy of drawings or other information furnished by the City and Contractor;
2. Services resulting from significant changes in the general scope, extent or character of the Project or its design, including but not limited to, major changes in the size, complexity, financing, or schedule of the Project. Such services include the revision of any previously prepared studies, reports, design documents or Contract Documents when revisions are required as a result of changes in laws, rules, regulations, ordinances, codes or orders enacted subsequent to the preparation of such studies, reports or documents, or are due to any other causes beyond Consultant's reasonable control;
3. Making revisions in drawings, specifications or other documents when such revisions are inconsistent with written direction by the City previously given, are required by the enactment or revision of codes, laws or regulations subsequent to the preparation of such documents and not reasonably anticipated or are due to other causes not within the control or responsibility of the Consultant, either in whole or in part.

### **D: ASSUMPTIONS AND BASIS OF CONSULTANT COMPENSATION**

1. It is understood by all that the method of compensation for performance of the services described herein is time and materials, with a not-to-exceed fee. The Consultant shall not provide services in excess of the not-to-exceed fee without prior authorization by the City.
2. The total not-to-exceed fee that forms the basis of this compensation amount includes certain key assumptions which are noted on Table D.1 below. Any deviation or change to the assumptions noted below may create circumstances that require an adjustment to the compensation to the Consultant.
3. These services will result in a change to the Project's schedule of construction. This schedule change cannot be determined until these additional design services are complete, and the Contractor has provided a proposal for this change. The estimated change to the project is as follows:
  - Construction Period Extension – 12 weeks of construction to Substantial Completion, and subsequent Final completion dates for the Project.

An extension of time beyond the control of the Consultant that exceeds the assumed durations of these various phases of the project may result in additional time and effort expended by the Consultant and, as such, may require a request to increase the not-to-exceed compensation for performance of said additional time and effort.

4. No additional survey work is required.
5. The City will pay for all associated permit fees.
6. City staff shall be available to attend progress meetings or be present on-site as may be required to coordinate with the Contractor.
7. Construction period is in accordance with construction time allocated in the project bid documents and will be incorporated in the Construction Contract.
8. The approved construction administrative services will remain.

### **E: DELIVERABLES**

As part of the Scope of Work the Consultant shall provide to the City the Deliverables as listed in Exhibit 1.

#### **F. PERIOD OF PERFORMANCE / PROJECT SCHEDULE**

1. **Period of Performance.** The Consultant shall commence work upon receipt of an Authorization to Proceed (ATP) issued by the City. The period for performance of the services described in the Section B: Scope of Work shall be consistent with the project schedule as shown in Exhibit 2 by providing an additional 84 calendar days to the Substantial Completion for the Project. It is anticipated that the pending Change Order will result in the Substantial Completion duration being increased from 500 days to 584 days to account for this change in the design and construction of the Project.
2. **Contract Time.** Upon receipt of a fully executed ATP from the City, the Consultant shall commence services to the City and shall continuously perform services to the City, without interruption, in accordance with the time frames set forth in the project schedule, attached hereto at Exhibit 2. The project schedule contained herein shall correspond to that established in the Construction Contract executed by and between the City and the Contractor. Should the City approve any changes to the project schedule in the Construction Contract that extends the construction period, the City agrees to also modify the Consultant's schedule in Exhibit 2 accordingly.

The Consultant may submit all requests for additional compensation in writing to the City by electronic mail to the City's designated representative or project manager. The City's designated representative or project manager shall determine whether or not the Consultant is entitled to the requested claim for additional compensation.

#### **F. COMPENSATION AND PAYMENTS**

1. **Compensation.** The City agrees to pay the Consultant a not-to-exceed fee of \$10,620.00, as compensation for performance of all services described herein and as related to the project, inclusive of payment for all professional services (labor hours) and other direct expenses incurred by the Consultant. This not-to-exceed fee represents the total currently authorized compensation due to the Consultant by the City to perform all services described herein under Section B: Scope of Services, with explicit exclusion of services listed in Section C: Exclusions to the Scope of Work, and in accordance with the assumptions detailed in Section D: Assumptions Pursuant to the Scope of Work. Should the City request services excluded under Section C or should actual effort to execute the project vary from the assumptions presented in Section D, the Consultant shall be eligible to submit a request for amendment to the agreement from the City.
2. **Payments.** The Consultant shall submit invoices monthly to the City. Payments due by the City to the Consultant for each invoicing period shall be determined by task on time and material basis for labor and other direct costs as incurred during the billing period.

#### **G: GOVERNING AGREEMENT**

Issuance of this work order is pursuant to the provisions contained in the Professional Services Agreement for General Engineering Consultant Services (Agreement) (No. 17-1324) executed on November 7, 2017 and between the City of Hollywood (City) and Arcadis U.S., Inc.

**EXHIBIT 1**

**PROJECT DELIVERABLES**

| Task | Description                                                               |
|------|---------------------------------------------------------------------------|
| 6.0  | Construction Administration for Clearwell Interior Coating Rehabilitation |

**EXHIBIT 2**

**PROJECT SCHEDULE**

| <b>Task</b> | <b>Description</b>                      | <b>Task Completion<br/>In Calendar Days<br/>Following<br/>Authorization</b> |
|-------------|-----------------------------------------|-----------------------------------------------------------------------------|
| 6           | Construction Phase Services - Extension | 84 <sup>1</sup>                                                             |

Notes:

- <sup>1</sup> Construction Period extension is equal to a 12-week extension to the Project construction schedule, consecutively, and in addition to the current project schedule of 500 calendar days to Substantial Completion from the Contractor's receipt of Authorization to Proceed by the City.

| Labor Category                                                                                        | Contract Labor Category         | Hours             | Billing Rate<br>(\$ / hr) | Cost      | Fee / Task                          | Total Fee           |
|-------------------------------------------------------------------------------------------------------|---------------------------------|-------------------|---------------------------|-----------|-------------------------------------|---------------------|
|                                                                                                       |                                 |                   |                           |           |                                     | \$ 10,820.00        |
|                                                                                                       |                                 |                   |                           |           | Arcadis Labor                       | \$ 10,820.00        |
|                                                                                                       |                                 |                   |                           |           | Subconsultant (McKim & Creed) Costs | \$ -                |
|                                                                                                       |                                 |                   |                           |           | Other Direct Expenses               | \$ -                |
|                                                                                                       |                                 |                   |                           |           | Contingency                         | \$ -                |
| <b>6 Construction Phase Services: Clearwell Interior Coating Abatement and Replacement (12 weeks)</b> |                                 |                   |                           |           |                                     | <b>\$ 10,820.00</b> |
| <b>Labor Subtotal</b>                                                                                 |                                 |                   |                           |           |                                     | <b>\$ 10,820.00</b> |
| Chris Barlow, PE                                                                                      | Engineer-of-Record (Mechanical) | Senior Associate  | 24                        | \$ 200.00 | \$ 4,800.00                         |                     |
| Garth White                                                                                           | Staff Field Inspector           | Senior Technician | 36                        | \$ 150.00 | \$ 5,400.00                         |                     |
| Lisa Cicco                                                                                            | Administrative/Clerical         | Administrative 3  | 6                         | \$ 70.00  | \$ 420.00                           |                     |
| <b>Subcontractor Labor Subtotal</b>                                                                   |                                 |                   |                           |           |                                     | <b>\$ -</b>         |
| McKim & Creed                                                                                         | Electrical / I&C                |                   |                           |           | \$ -                                |                     |
| <b>Other Direct Expenses</b>                                                                          |                                 |                   |                           |           |                                     | <b>\$ -</b>         |
| Travel                                                                                                | (mileage or airfare)            |                   |                           | \$ -      | \$ -                                |                     |
| Miscellaneous Expenses                                                                                | (reproduction)                  |                   |                           | \$ 500.00 | \$ -                                |                     |