

**Exhibit A**  
**Scope of Services**  
**Engineering Services During Construction of Bar Screen Modifications**  
**ESSD Project No. 9216A**  
**City of Hollywood**  
**Department of Public Utilities**

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**Background**

The City of Hollywood (City) owns and operates the Southern Region Wastewater Treatment Plant (SRWWTP). The SRWWTP is permitted to treat an average annual daily flow of 55.5 million gallons per day (mgd) and currently disposes of treated effluent via three routes – two injection wells (IW-1 and IW-2) rated for 37.4 mgd, a reuse water distribution system rated for 4 mgd, and an ocean outfall rated for 46.3 mgd.

The existing bar screen building contains two (2) bar screens that were manufactured by Huber. The bar screens need rehabilitation and the existing building needs modifications to allow for the bar screens to be maintained properly.

**Project Description**

The work to be performed includes tasks associated with engineering services during construction. Major components of the bar screen rehabilitation include the following:

- Remove and replace the western bar screen to allow repair by Huber. Reinstall bar screen with City-procured new lift mechanism.
- Replace the eastern bar screen. Repair is to be conducted by Huber. Reinstall bar screen with City-procured new lift mechanism.
- Procure and install structural reinforcement to reinstall bar screens on both channels.
- Procure and install new skylights in existing roof openings.
- Procure and install new gantry crane.
- Perform electrical modifications and install City-furnished control panels.

**Scope of Services**

The Scope of Services to be provided by the Consultant includes the following tasks:

**Task 1 – Construction Administration and Limited Inspection Services**

The City's inspector shall perform the daily inspections. The City inspector will produce daily inspection reports and take photographs to track and document construction activities and progress. City inspector will maintain project documentation and keep accurate records of the work as it progresses. The daily inspection reports are to be provided to the Consultant on a weekly basis. A Consultant representative will perform once a week inspections (for up

to 8 hours) to observe the construction progress. An Engineering team will provide submittal review, responses to RFIs, periodic discipline inspections, dispute resolution support, meeting support when required, and other areas of technical and contract administrative support.

- 1.1 Project Communication, Risk and Safety Planning** – Pre-construction activities include the preparation of a Health and Safety Plan and Risk Register. The Consultant shall additionally prepare a Communication Plan that identifies key team members, assigned areas of responsibility, communication protocols, and document management requirements.
- 1.2 Conduct Pre-construction Conference** - The Consultant shall prepare for, attend, and conduct a pre-construction conference for the Project and will prepare minutes for distribution to the meeting attendees. The pre-construction meeting shall review and discuss applicable procedures for contract administration, as well as other items deemed appropriate. Team members representing the cross section of disciplines and project leadership will participate in the pre-construction meeting with participation being a combination of in-person and virtual participation.
- 1.3 Examination of Schedule of Values** - Consultant will review the Contractor's proposed schedule of values (SOV) and will provide comments and corrections to the Contractor as deemed necessary to facilitate the development of a balanced SOV to produce accurate monthly payment requests.
- 1.4 Review and Approve Payment Requests** – Consultant shall review each monthly payment request and shall, with each pay request, recommend amounts due to the Contractor in accordance with the Contract Documents.
- 1.5 Examination of Construction Schedule and Updates** – Consultant shall review and document progress relative to the Contractor's initial baseline schedule and updates to evaluate performance of the work.
- 1.6 Conduct Periodic Progress Meetings** – Consultant will prepare for, attend, conduct, and produce minutes of periodic project progress meetings and other ad-hoc meetings called for as necessary to facilitate project coordination. Periodic progress meetings are assumed to occur monthly over the duration of the construction.
- 1.7 Review Submittals and Shop Drawings** – Consultant will review submittals and shop drawings submitted by the Contractor, maintain a submittal log, and transmit copies of reviewed shop drawings to the City staff and the Contractor. All technical disciplines will be involved with the review of submittals.
- 1.8 Contractual/Technical Clarifications** – Consultant will work with the City to provide contractual and technical support during project construction and provide interpretation and clarifications of the Contract Documents to resolve design-related technical issues or conflicts, which may arise. Technical advisory input required to

review, troubleshoot, and assess corrective measures to address challenges that arise during construction is included in this task.

- 1.9 Change Management** – Consultant shall review and evaluate proposals and requests for Change Orders from the Contractor. Consultant will issue written documentation and recommendations for consideration and action in accordance with the Contract Documents. Consultant shall lead negotiation and prepare documents required for change order approval by the City (less than \$10,000 change order will be approved by Department of Public Utilities Director”, change order amount between \$10,000 and \$50,000 will be approved by City Manager, and change order higher than \$50,000 will be approved by City Commission).
- 1.10 Field Observation** - Consultant will perform observations of the work once per week, for up to 8 hours.
- 1.11 Project Documentation and Record Keeping** – When the City inspector provides this information to the Consultant, the Consultant shall maintain detailed records of the progress of the work, any problems encountered by the Contractor and its subcontractors, weather conditions, daily activities, site visitors, decisions, observations in general, specific observations, manpower on the Project, and such other items as may be relevant to the progress and quality of the construction.
- 1.12 Coordination of Construction Activities with Plant Operations** – Consultant will facilitate review and coordination of planned activities with City personnel. Key areas of coordination shall include activities that require shutdown or interruption of plant operations (e.g. tie ins, power disconnects, major work in vicinity of critical infrastructure). For each major activity that has the potential to impact plant operations, Consultant will facilitate a review meeting with the City and Contractor to discuss coordination requirement. Consultant’s role in facilitating coordination shall not relieve Contractor of any responsibilities.
- 1.13 Coordination with Huber** – Consultant shall coordinate efforts with Huber and its affiliates to properly assist the Contractor with the installation of new/rehabilitated items to be installed by the Contractor. Consultant shall document all new items to be installed under this project via a letter summary.
- 1.14 Contingency** – The Consultant shall use these funds in case other phases or tasks are overrun. The City will approve the use of these funds in writing prior to any work performed by the Consultant.

## **Task 2 – Project Commissioning, Startup and Closeout Services**

Task 2 includes sub-tasks associated with startup, substantial and final completion, record drawings, and closeout of the construction contract.

- 2.1 Substantial and Final Completion Inspections** - Consultant will perform site inspections at substantial completion and final completion milestones. Each inspection will be performed with the City representatives with the objective of developing a punch list for deficient work. Contractor's progress in addressing the punch list shall be monitored by Consultant and re-inspections will be conducted. Discipline leads (or designees) shall participate in initial and final punch list inspections.
- 2.2 Record Drawings Review** - Consultant will review and approve the record drawings received from the Contractor.
- 2.3 Project Certification and Closeout** - Consultant will prepare and submit the required Certificate of Completion (substantial and final) and prepare and submit closeout documentation including warranties, guarantees, releases of liens, and other applicable documents required by the specifications and applicable permits. Consultant shall issue a recommendation for final payment upon reviewing and determining that all contract requirements have been satisfied.

#### **ASSUMPTIONS AND LIMITATIONS**

- 1. The construction phase assumes a 180-day schedule - 165 days to substantial completion and 15 days to final completion.
- 2. City inspector will perform observations of the work, produce daily inspection reports, and take photographs to track and document construction activities and progress. These written and photographic logs will be submitted to the Consultant on a week.
- 3. Consultant to perform field observation once per week for up to 8 hours each occurrence.

**Exhibit B**  
**Compensation**  
**Engineering Services During Construction of Bar Screen Modifications**  
**ESSD Project No. 9216A**  
**City of Hollywood**  
**Department of Public Utilities**

Total compensation to Consultant for the Scope of Services described in Exhibit A will be the lump sum amount of \$119,979.00

A breakdown of Consultant's estimated fee to perform the work described in Exhibit A is presented in Exhibits B-1 through B-3 on the following pages.

## EXHIBIT B-1

### Summary of Engineering Fees - City of Hollywood - Engineering Services During Construction of Bar Screen Modifications

Description	Amount
Direct Labor Costs	\$ 114,979
Subcontracts and Other Direct Costs	\$ 5,000
<b>Total Fee</b>	<b>\$ 119,979</b>

**EXHIBIT B-2**  
**LABOR COST ESTIMATE**  
**CITY OF HOLLYWOOD**  
**Engineering Services During Construction of Bar Screen Modifications**

	CSM/PDO Vice President	PM/Proc Mech PM	Support Engineer III	Electrical	Structural	CA/CM RPR Engineer	Office Support Project Analyst	Labor Hours	Labor Cost
Billing Labor Rate	\$359.07	\$277.06	\$191.83	\$277.06	\$220.80	\$139.76	\$139.76		
TASKS									
<b>TASK NO. 1 - Construction Administration and Limited Inspection Services</b>									
2.1 Project Communication, Risk and Safety Planning	2	4	2	4			8		
2.2 Conduct Pre-construction Conference	2	2	4						
2.3 Examination of Schedule of Values		2	2						
2.4 Review and Approve Payment Requests		8	8						
2.5 Examination of Construction Schedule and Updates	2	4	8						
2.6 Conduct Periodic Progress Meetings	2	8	16						
2.7 Review Submittals and Shop Drawings	2	4		8	8				
2.8 Contractual/Technical Clarifications		8		16	8				
2.9 Change Management		12							
3.10 Field Observation		16		8	8	64	4		
3.11 Project Documentation and Record Keeping	2	8	32				4		
3.12 Coordination of Construction Activities with Plant Operations		4	32			16			
3.13 Coordination with Huber		12	8						
3.14 Contingency	8	77							
Hour Subtotal	12	169	112	36	24	80	16	449	
Labor Cost Subtotal	\$4,309	\$46,823	\$21,485	\$9,974	\$5,299	\$11,181	\$2,236		\$101,307
<b>TASK NO. 2 - Project Commissioning, Startup and Closeout Services</b>									
5.1 Substantial and Final Completion Inspections		8		8	8	16			
5.2 Record Drawings Review		2	8	2					
5.3 Project Certification and Closeout	2	2	4	2					
Hour Subtotal	2	12	12	12	8	16	0	62	
Labor Cost Subtotal	\$718	\$3,325	\$2,302	\$3,325	\$1,766	\$2,236	\$0		\$13,672
<b>TOTALS</b>									
Total Labor Hours	14	181	124	48	32	96	16	511	
Total Labor Cost	\$5,027	\$50,148	\$23,787	\$13,299	\$7,066	\$13,417	\$2,236	\$114,979	\$114,979
<b>TOTAL</b>									\$114,979

**EXHIBIT B-3**

**OTHER DIRECT COSTS SUMMARY**

**Engineering Services During Construction of Bar Screen Modifications  
CONSTRUCTION PHASE**

		UNIT	NO. OF UNITS	UNIT COST	TOTAL COST
1.0	COPYING AND PRINTING				\$5,000
SUBTOTAL OTHER DIRECT COSTS					
		TOTAL ODCS			\$5,000



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**OTHER DIRECT COSTS SUMMARY**

**Engineering Services During Construction of Bar Screen Modifications  
CONSTRUCTION PHASE**

	UNIT	NO. OF UNITS	UNIT COST	TOTAL COST
1.0	COPYING AND PRINTING			\$5,000
<b>SUBTOTAL OTHER DIRECT COSTS</b>				
<b>TOTAL ODCS</b>				<b>\$5,000</b>