

**DEPARTMENT OF DESIGN & CONSTRUCTION MANAGEMENT**

2207 Raleigh Street  
Hollywood, FL 33020  
Phone (954) 921-3410 Fax (954) 921-3405

**CONSULTANT'S AUTHORIZATION TO PROCEED**

<b>To:</b>	The Corradino Group, Inc. 4055 NW 97 <sup>th</sup> Ave, Miami, FL 33178	<b>Date:</b>	3.17.2025
<b>Facility Name:</b>		<b>Project No.:</b>	DCM-19-001187
<b>Project Name:</b>	Tidal Flooding IFB-267-25-WV Sites 3,4,5,11,12,7,8,14,15 & 16	<b>ATP Sequence Number:</b>	1
		<b>Resolution No.</b>	
<b>You are hereby authorized to proceed with the following services:</b>			
<input checked="" type="checkbox"/>	<b>Basic Services: Construction Engineering Inspection Services for Tidal Flooding IFB-267-25-WV Sites 3,4,5,11,12,7,8 14,15 &amp; 16</b> -In accordance with executed Continuing Services Agreement with The Corradino Group, Inc. dated December 7, 2021, pursuant to Resolution No. <b>R-2021-208</b> and based upon The Corradino Group, Inc.'s proposal for subject project, dated March 11, 2025		
<input type="checkbox"/>	<b>Additional Services:</b>		

Payment for these services shall be: ☒ Lump Sum ☒ See attached proposal dated: 3/11/2025

**AUTHORIZED DESIGN VALUE****CONSULTANT'S ESTIMATED COST**

<b>Construction Budget:</b>		
<b>Scope Increase:</b>		
<b>Total Construction Budget:</b>		

**BASIC SERVICES****ADDITIONAL SERVICES****TOTAL**

<b>Total Estimated Fees:</b>	\$	236,384.00	\$		\$	236,384.00
<b>Fee Authorized Through This ATP</b>	\$	236,384.00	\$		\$	236,384.00
<b>Less Fee Previously Authorized</b>	\$		\$		\$	
<b>Fee Authorized This ATP: (Not to Exceed)</b>	\$	236,384.00	\$		\$	236,384.00

APPROVED AS TO FORM :

Submitted:

Name:

Department of Design &amp; Construction Management

Damaris Henlon  
Interim City Attorney

Recommended:

Jose Cortes, Director  
Department of Design & Construction Management

Approved:

Stephanie Tinsley  
Director of Financial Services

Approved:

Josh Levy, Mayor

**Distribution:**

1 Original to Consultant (See Note Below)

1 Original to Design Project File

cc: Senior Acct.

Accepted:

Joseph M. Corradino, AICP, President & CEO, The Corradino Group **Consultant**

**Note to Consultant:** Please Sign All Originals and Return to the Department of Design & Construction Management

Account No.333.149901.54100.563010.00187.000.000

Sent via Email to [llopez@hollywoodfl.org](mailto:llopez@hollywoodfl.org)

March 11, 2025

Luis Lopez, P.E.  
Engineering Support Services Manager  
City of Hollywood  
Design and Construction Management  
2207 Raleigh Street  
Hollywood, FL. 33020

Dear Mr. Lopez:

It is our understanding that the City of Hollywood has requested a task work order proposal from The Corradino Group, Inc. for the Construction Management support, Contract Compliance, and PIO scope of services for City Project No. DCM-001187 and FDEP Grant 22FRP13. These services will be for Sites 3, 4, 5, 11, 12, 7, 8, 14, 15 and 16.

The Corradino Group appreciates this opportunity to submit this task work order proposal to the City of Hollywood. We look forward to providing the best Consultant Services possible to the City of Hollywood. These services will be provided per the existing Professional Civil Engineering Continuing Services Agreement dated 11/10/2021.

Sincerely,



Joseph M. Corradino, AICP  
President & CEO  
The Corradino Group, Inc.

## **CONSULTING SERVICE AUTHORIZATION**

### **Statement of Work (SOW)**

CITY P.O. NO. \_\_\_\_\_

CITY EXPENSE CODE \_\_\_\_\_

**TITLE: City of Hollywood Tidal Flooding and Shoreline Protection- Construction Inspection Support, Contract Compliance and COS Services**

#### **I. PROJECT DESCRIPTION:**

The Consultant will provide Construction Management Support, Contract Compliance, and PIO Services for City Project No. DCM-001187 and FDEP Resilient Florida Grant 22FRP13. These services will be for Sites 3, 4, 5, 11, 12, 7, 8, 14, 15 and 16. The Corradino Group, Inc. will provide these services as outlined in the below detailed scope of services. These services will be provided per the existing Professional Civil Engineering Continuing Services Agreement dated 11/10/2021.

#### **II. SCOPE OF SERVICES:**

This task work order proposal will include the following TASKS:

1. Project Management, Meetings and General Coordination
2. Construction Inspection Support Services
3. Resident Contract Compliance Services
4. Community Outreach Services (COS)

##### **1) Project Management, Meetings and General Coordination**

The Consultant will provide general project management activities, such as client management, coordination with agency stakeholders, and up to twelve meetings with city staff to discuss the progress of the Construction Inspection Support, Contract Compliance, and COS Services.

**Lump Sum fee of \$54,760.00 (Task 1)**

##### **2) Construction Inspection Support Services**

The Consultant will provide construction inspection support services. The construction inspection support services will be limited to field observation of any construction activities for no more than three days a week, up to 24 hours per week. The Consultant will provide a daily report of the observations. The contract time for City Project No. DCM-001187 is 250 calendar days from the issuance of the Notice to Proceed to Final Completion, which does not include 30 days for pre-construction services and 30 days for post-construction services.

**Lump Sum fee of \$76,800.00 (Task 2)**

### **3) Resident Contract Compliance Services**

The Consultant will provide resident-compliant specialists who will verify the correct wage table is in the contract and posted on the job site Bulletin Board, conduct monthly reviews of the Job-site Bulletin Board, and submit daily work reports on a weekly basis for this project. The Consultant will conduct and review Employee EEO labor interviews with the Contractor's employees, as per Davis Bacon Act requirements for contractors, to ensure that all DBE and EEO/AA subcontractors are paid timely and payments are verified. The Consultant will facilitate the City by providing the required information needed to ensure compliance with the FDEP Grant and Federal requirements. The resident contract compliance services will be limited to no more than three days a week, up to 24 hours per week.

The City of Hollywood or the Contractor will provide all materials certification used on the projects to verify the Buy America provisions in the Construction contract. The Consultant will review grant requirement documents from the Contractor, such as Buy America, as required for FDEP submittals.

**Lump Sum fee of \$73,872.00 (Task 3)**

### **4) COS**

The Consultant will provide limited COS for 8 hours per week, including attending construction meetings once a week. The contract time for City Project No. DCM-001187 is 250 calendar days from the issuance of the Notice to Proceed to Final Completion, which does not include 30 days for pre-construction services and 30 days for post-construction services.

Services include:

- Coordinate with the City affected properties and develop a database for those properties affected.
- Prepare collateral to disseminate to affected properties.
- Direct mail to affected properties with project information, not exceed 200.
- Maintain a communication log for all communication with the stakeholders.
- Attend meetings as necessary with the City and affected properties.
- Coordinate social media with the City Communication Department and provide graphics and content to the City Webpage as requested.

This task includes an estimated \$1,000.00 for miscellaneous expenses related to the direct mailing required to the affected properties.

**Lump Sum fee of \$30,952.00 (Task 4)**

The following are additional basis of scope for this task work order authorization.

- Note: This scope of services is based on the City of Hollywood providing all relevant documents to the Consultant for use in this scope of services. This includes the final construction bid documents, initial and latest construction schedule, permits, grant agreements, and other relevant documents.
- Note: This scope of services does not include bidding assistance and complete CEI construction administrative services. This scope of services is based on Cummins Cederberg (Design Consultant) performing the complete CEI construction administrative services. Corradino services include cursory construction inspection support, limited contract compliance and limited COS services.
- Note: This scope of services is based on the City of Hollywood requiring the Contractor to perform vibration monitoring and complete a pre-construction survey to identify the conditions of the existing properties and seawall near the work of the sheet piles.
- Note: This scope of services is based on the contract time for City Project No. DCM-001187 is 250 calendar days from the issuance of the Notice to Proceed to Final Completion, which does not include 30 days for pre-construction services and 30 days for post-construction services. If additional time is added to the contract, the Consultant will provide an additional service agreement for the additional construction inspection support, contract compliance, and COS Services.
- Note: This scope of services includes an estimated 24 hours per week for construction inspection support services, 24 hours per week for resident contract compliance services and 8 hours per week for community outreach services. The Consultant fee breakdown is based on 32 weeks from the issuance of the NTP to the Contractor. Any additional hours per week will be provided as additional services as requested by the City of Hollywood.
- Note: This scope of services includes only Sites 3, 4, 5, 11, 12, 7, 8, 14, 15 and 16 of City Project No. DCM-001187 and FDEP Resilient Florida Grant 22FRP13. If additional services related to different sites and phases of this project are required, these services will be provided as an additional services agreement as requested by the City of Hollywood.

### **III. BUDGET:**

The Corradino Group, Inc. will provide the City of Hollywood with the basic services described in this scope of services for a lump sum budget of **\$236,384.00**.

#### **IV. ANTICIPATED SCHEDULE**

The City of Hollywood has estimated a total project duration of 250 calendar days from the Notice to Proceed to Final Completion issuance, which does not include 30 days for pre-construction services and 30 days for post-construction services.

#### **ACCEPTANCE OF PROPOSAL**

**City of Hollywood Tidal Flooding and Shoreline Protection- Construction Inspection Support, Contract Compliance and COS Services**

Approved by:

**CITY OF HOLLYWOOD**

Date: \_\_\_\_\_

By: \_\_\_\_\_

**Luis Lopez, P.E., Engineering Support Services Manager**

\_\_\_\_\_

**THE CORRADINO GROUP, INC.**

Date: 03/11/2025

By:  \_\_\_\_\_

**Joseph M. Corradino, AICP, President & CEO**

City of Hollywood Tidal Flooding and Shoreline Protection- Construction Inspection Support, Contract Compliance and COS Services														
Task Work Order Activity	Principal Engineer		Project Manager		Senior Inspector		RCS		Community Outreach		Graphic Support		Total Hours	Total Fee
	\$350.00		\$234.00		\$100.00		\$84.00		\$117.00		\$110.00			
	Hours	Total Fee	Hours	Total Fee	Hours	Total Fee	Hours	Total Fee	Hours	Total Fee	Quantity	Total Fee		
Task 1: Project Management, Field Reviews, Meetings and General Coordination	80	\$28,000.00	80	\$18,720.00		\$0.00	40	\$3,360.00	40	\$4,680.00		\$0.00	240	\$54,760.00
Task 2: Construction Inspection Support Services		\$0.00		\$0.00	768	\$76,800.00		\$0.00		\$0.00		\$0.00	768	\$76,800.00
Task 3: Resident Contract Compliance		\$0.00	40	\$9,360.00		\$0.00	768	\$64,512.00		\$0.00		\$0.00	808	\$73,872.00
Task 4: Community Outreach Services		\$0.00		\$0.00		\$0.00		\$0.00	256	\$29,952.00		\$0.00	256	\$30,952.00
Task Work Order Totals	80	\$28,000.00	120	\$28,080.00	768	\$76,800.00	808	\$67,872.00	296	\$34,632.00		\$0.00	2072	\$236,384.00