

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** June 11, 2024

FROM: Douglas R. Gonzales, City Attorney

SUBJECT: Proposed Professional Services Agreement for Construction Engineering Inspection Services with R.J. Behar and Company, Inc. for the Beverly Park Sidewalk and ADA Compliance Project, in an Amount Up to \$331,716.55.

I have reviewed the above referenced Agreement with the participating Department/Office(s), and the proposed general business terms and other significant provisions are as follows:

- 1) Department/Division involved – Department of Design and Construction Management
- 2) Type of Agreement – Contract for Consulting/Professional Services
- 3) Method of Procurement (RFP, bid, etc.) – RFQ
- 4) Term of Contract:
 - a) initial – 400 calendar days from the date established in the Notice of Proceed
 - b) renewals (if any) – n/a
 - c) who exercises option to renew – n/a
- 5) Contract Amount – \$331,716.55
- 6) Termination Rights – City standard
- 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements.
- 8) Scope of Services –

The Consultant will be responsible for providing the following tasks, including but not limited to:

- A. All construction engineering and inspection functions, to include: utilizing effective control procedures that will assure construction of the Project is performed in reasonable conformity with the plans, specifications and contract provisions
- B. Verify the correct wage table is in the contract and posted on the jobsite Bulletin Board
- C. Conduct monthly reviews of the Job-site Bulletin Board

- D. Attend progress meetings, prepare meeting agenda and meeting notes
- E. Attend all compliance audits, meetings and trainings as requested by the FDOT District Four Compliance Manager
- F. Submit the Monthly LAP Compliance Checklist on the first of every month, as required by the Oversight Compliance Specialist assigned to this project
- G. Conduct and review Employee EEO labor interviews with Contractor's employees, as per FDOT LAP requirements for contractors to ensure that all DBE and EEO/AA subcontractors are paid timely and payments are verified.
- H. Maintain project documents and ensure files are up to date and current and are in accordance with the Federal requirements and final submittals
- I. Verify the goals of the anticipated DBE statements are met per the established Federal and State regulations
- J. Conduct commercially useful functions for all DBE subcontractors
- K. Ensure all DBE subcontractors are paid timely and verify payments
- L. Review and Maintain Sub-Contracts in the compliance files as required.
- M. The Consultant shall provide the City with construction engineering inspection services, and material sampling services as set forth in the LAP Manual and the Federal Highway Administration Contract Administration Core Curriculum Manual (FHWA CACCM). Any and all plans, specifications, reports, studies, and documentation, will adhere to Florida Greenbook Standards, LAP Specifications, City of Hollywood materials testing requirements and any other applicable manual, guideline, or standard. In the event of conflict the LAP Specifications shall take precedence.
- N. The Selected consultant must be familiar with FDOT's requirements for projects with LAP funding. Submit a minimum of three (3) successful LAP projects of similar size and scope, along with references, including current mailing addresses, telephone numbers and email addresses
- O. The Consultant shall be responsible for coordinating a Preconstruction Conference as soon as practicable after a contract is awarded. The consultant shall notify the contractor and all other project stakeholders.
- P. All construction engineering inspection services shall be completed within 400 Calendar Days from the Notice to Proceed.

9) Other Significant Provisions: n/a

cc: George R. Keller, Jr. CPPT, City Manager