

City of Hollywood - Water Main Replacement Project No. 5133
Additional Construction Administration Services
Construction of Water Main on N 26th Avenue from Sheridan Street to Taft Street

City of Hollywood – Construction Management Services for Water Main Replacement Project No. 5133
Additional Engineering Services to add Kimley Horn Drainage System to Construction Management Services

SCOPE OF WORK FOR ENGINEERING SERVICES CHANGE ORDER

Overview

The City has requested that Brown and Caldwell provide additional construction management phase services associated with the addition of the Kimley Horn designed drainage project to the Brown and Caldwell designed Phase 1 water main project along the right-of-way of N 26th Avenue between Sheridan and Taft, including segments at intersecting roadways for Sherman Street, Thomas Street, and Liberty Street.

Tasks 1 through 6 were previously agreed upon to prepare the contract documents for the area bounded by Taft Street, Sheridan Street, I-95, and N. 26th Street. However, the City directed Brown and Caldwell to revise the drawings to provide construction documents for the Water Main on N. 26th Avenue and adjacent streets as described previously. The total amount of the work was \$213,459.00. A total of \$21,594.00 was allocated for limited document review and field observation during construction for the installation of the water mains (Phase 1).

Moreover, Task 7 was added to provide additional support to the City of Hollywood to manage the project and its Consultant (Kimley-Horn) during the construction of Phase 1. Task 7 amounts to \$193,181.00. The breakdown fee is attached.

The following subtasks address the engineering services necessary to the construction phase services dedicated to the Kimley Horn-designed drainage project and for additional support to the City of Hollywood to administrate the project during construction.

TASK 1 – Phase 7 Construction Management Services for Subconsultant Drainage Project within Phase 1 Water Main Footprint

- **TASK 7.1 - Construction Administration Services**– provide engineering services to monitor, coordinate and engage all parties (City, Contractor and Kimley Horn) to ensure overall requirements are conducted for the successful completion of the project work. This includes the effort necessary to coordinate, conduct and issue minutes for the pre-construction meeting and issue subsequent construction Notice to Proceed. Also includes coordination to ensure necessary permits are acquired and posted and that the necessary permit inspections are performed for the drainage portion of the project. Issue a monthly progress report to the City detailing the project work status, as well as planned future work.
- **TASK 7.2 – Subconsultant Management Services** – provide engineering services to coordinate with Kimley Horn for obtaining necessary Contract Documents (drawings and specifications), Keep Kimley Horn advised of project issues and construction progress., Review technical and front end specifications to be aware of project requirements.
- **Task 7.3 – Technical Assistance** – provide engineering services to respond to contractor-generated Requests for Information (RFIs), as well as interpretations and clarifications.

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Coordinate the development of sketches to accompany responses. Maintain a log of all requests and responses.

- **Task 7.4 – Field Observation** – provide engineering services associated with the part-time field observation of the ongoing construction activities associated with the drainage project work component, Maintain copies of observation report forms.
- **Task 7.5 – Monthly Progress Meetings** – coordinate, conduct, and issue minutes for the monthly construction progress meeting
- **Task 7.6 - Evaluation of Schedule of Values** – review and comment regarding the Contractor submitted Schedule of Values in advance of initial monthly payment requisition
- **Task 7.7 - Evaluation of Schedule** - review and comment regarding the Contractor submitted Construction Schedule on a monthly basis.
- **Task 7.8– Review of Monthly Payment Requisitions** - review and recommend disposition of the Contractor submitted Monthly Payment Requisitions. Confirm construction schedule has been updated and that as-built drawings are current. Obtain Contractor provided photographs for inclusion with requisition, if required.
- **Task 7.9 - Review of Shop Drawing Submittals** – maintain log and review shop drawing submittals.
- **Task 7.10 – Change Orders** – maintain a log and prepare change order form and supporting documentation
- **Task 7.11 – Substantial/Final Completion Inspections** – conduct inspections and issue both City forms for substantial and final completion and develop deficiency list for issuance with each.
- **Task 7.12 – Startup** – provide coordination with City and Contractor for necessary smoke testing and City inspection attendance. Provide documentation of testing results.
- **Task 7.13 – Record Drawings** – develop record drawings from Contractor provided as-built drawings.
- **Task 7.14 – Project Closeout** – ensure permit certification submittals and supporting documentation are submitted to all appropriate permitting agencies.

COST ESTIMATE
CITY OF HOLLYWOOD
ADDITIONAL ENGINEERING SERVICES FOR WATER MAIN REPLACEMENT PROGRAM 16-5133

	Vice President	Chief Engineer	Managing Engineer (QA/QC)	Const. Engr	Senior Engineer	Engineer II	Senior Drafter	Drafter	Administrative Coordinator	Labor Hours	Labor Cost
Billing Labor Rate	\$254.00	\$237.01	\$218.99	\$161.00	\$156.19	\$116.85	\$98.87	\$98.87	\$98.87		
DESIGN & CONSTRUCTION											
TASK NO. 7 - SUBCONSULTANT CONSTRUCTION MANAGEMENT SERVICES PHASE 1 ONLY											
7.1 CONSTRUCTION ADMINISTRATION SERVICES	24	16	32						16	88	18,478
7.2 SUBCONSULTANT MANAGEMENT SERVICES		48	32							80	18,384
7.3 TECHNICAL ASSISTANCE	2	16	16			4				38	8,271
7.4 FIELD OBSERVATION			40			566				606	74,897
7.5 MONTHLY PROGRESS MEETINGS	6	8	16						6	36	7,517
7.6 EVALUATION OF SCHEDULE OF VALUES	2	4	4							10	2,332
7.7 EVALUATION OF SCHEDULE	2	4	4							10	2,332
7.8 REVIEW OF MONTHLY PAYMENT REQUESTIONS			12						6	18	3,221
7.9 REVIEW OF SHOP DRAWING SUBMITTALS	2	8	12			8				30	5,967
7.10 CHANGE ORDERS	8	8	40			8			6	70	14,216
7.11 SUBSTATIAL/FINAL COMPLETION INSPECTIONS			8							8	1,752
7.12 START-UP		4	4						6	14	14,282
7.13 RECORD DRAWINGS			16				120			136	3,504
7.14 PROJECT CLOSEOUT			16			16			8	40	18,029
Hour Subtotal	46	116	252	0	0	602	120	0	48	1184	
Labor Cost Subtotal	\$11,684	\$27,493	\$55,185	\$0	\$0	\$70,344	\$11,864	\$0	\$4,746		193,181