

CITY OF HOLLYWOOD

**CONSTRUCTION ADMINISTRATION FOR
HOLLYWOOD BEACH LIFT STATION E-09 REPLACEMENT/REHABILITATION PROJECT**

(CITY PROJECT # 18-7098)

SCOPE OF SERVICES

I. PROJECT DESCRIPTION

The City of Hollywood (City) has a wastewater system rehabilitation program under way and has identified a project to rehabilitate Lift Station E-09. The City has selected Tetra Tech through a competitive Requests for Statements of Qualifications for Design and Construction Administration Services for Hollywood Beach Utility Improvements, Project No. 10-5106/18-7098.

This proposal is for the construction phase engineering services for the Lift Station E-09 Rehabilitation. Tetra Tech completed a Technical Memorandum in May 2022, for the Hollywood Beach Wastewater System Improvements in which future wastewater projections were developed with the City and wastewater infrastructure necessary to meet current and future flows were preliminarily identified. Wastewater projections for the Lift Station E-09 basin were identified within the Technical Memorandum as well as improvements to Lift Station E-09.

II. SCOPE OF SERVICES

Task 1: Meetings

Tetra Tech staff will attend meetings, prior to and during construction. A preconstruction meeting will be organized and attended. In addition, weekly construction progress meetings will be organized and attended for up to 12 months. Tetra Tech will be responsible for preparing meeting agendas and minutes for distribution.

Task 2: Construction Administration

During the construction phase, Tetra Tech will provide construction administration services for the rehabilitation of Lift Station E-09. All instructions to the Contractor will be issued through the City.

1. Prepare conformed Contract Documents to include the lift station improvements defined herein.
2. Periodically visit the construction site of the proposed lift station improvements. The overall project is expected to have a total duration of up to 1 year including project kick-off, shop drawing review and substantial and final completion. Periodic observation will be conducted on a weekly basis during active construction which will necessitate a total of 52 site visits. These site visits will be performed prior to or after the weekly construction progress meetings.

3. Provide interpretation or clarification of the lift station design documents during active construction, when requested for approximately 10 requests for additional information.
4. Review shop drawings and other submittals up to two (2) times per submittal subject area for general conformance with the Contract Documents.
5. Evaluate and determine the acceptability of substitute materials and equipment proposed by the Contractor.
6. Assist the City's full time Project Inspector or Project Manager with review of test reports for soils, concrete and other materials.
7. Assist the City's Project Manager to evaluate claims made by the Contractor and prepare change orders as required.
8. Conduct substantial and final completion inspections and punch lists.
9. All testing reports and documentation is to be provided to the Consultant for review and adherence to lift station design criteria.
10. Prepare record drawings, incorporating changes made during construction for City and Broward County based on record information furnished by the Contractor and provide five (5) sets of prints and one (1) compact disk with an electronic version (PDF) of the documents and AutoCAD drawing files to the City. The record drawings will be tied into the State Plane Coordinate System to facilitate future integration with the City's GIS system.
11. Also, provide project certification to regulatory agencies certifying that the project is complete and in general conformance with permits issued.

Task 3: Allowance

An allowance amount of \$20,000 is included in this proposal for additional services necessary. A written request must be made to and approved by City's Project Manager.

Task 4: Reimbursable Expenses

A reimbursable expense amount of \$550 is included in this proposal.

III. COMPENSATION

The total not-to-exceed fee for the Scope of Services described above is **\$195,970**, as shown below:

Task	Fee (\$)
Task 1: Meetings	51,271
Task 2: Construction Administration	124,149
Task 3: Allowance	20,000
Task 4: Reimbursable Expenses	550
Total	195,970

Attachment A presents a detailed breakdown of the estimated hours and compensation for the Scope of Services.

IV. SCHEDULE

The project schedule for the Scope of Services described in Section II.

