



December 23, 2021

Feng Jiang, P.E.
Assistant Director - ECSD
Department of Public Utilities
City of Hollywood
Hollywood, FL 33022

Re: Sewer Extension – Park Road to 35th Ave & Wilson Street to Arthur Street
City Project No. 22-7110

Dear Mr. Jiang,

EAC Consulting Inc. (EAC) is pleased to submit this fee proposal to provide engineering design services for the above referenced project as part of our General Engineering Consultant Services contract (City Project No. 17-1325) with the City of Hollywood (City). We look forward to working with you and the City on this important infrastructure improvements project.

PROJECT UNDERSTANDING

The City has been actively pursuing the extension of their sewer collection system. It is our understanding that this scope of work will include the design of approximately 8,000 LF of gravity sewers and 6-inch sewer laterals for approximately 140 properties, along with associated manholes and service laterals.

PROJECT LIMITS

The proposed sanitary sewer collection and conveyance system will serve the area bounded by Wilson Street to north, NE 35th Street to the west (not including NE 35th Street), Arthur Street to the south and N Park Road to the east. The system will flow by gravity and discharge into an existing manhole located approximately at the intersection of Arthur Street and N 32nd Avenue. Refer to Figure 1 for the project site location and proposed collection system. Graphic lines denoted in yellow color are proposed while pink colored lines are existing.

SCOPE OF WORK

The City is requesting EAC to provide services related to Pre-Design, Design, Permitting, and Bid & Award Support. EAC will develop construction documents for approximately 8,000 LF of gravity sewers along with associated manholes and sewer lateral for approximately 140 properties. Specifically, the scope of work will include the following:

- Pre-Design Services
 - Kick-off Meeting
 - Data Collection
 - Field Investigations

- Utility Coordination
- Topographic Survey
- Subsurface Utility Engineering
- Geotechnical Engineering Services
- Design Services
 - 30% Construction Plans
 - 90% Construction Plans
- Permitting and Jurisdictional Approvals
 - Broward County Environmental Protection and Growth Management Dept.
 - Broward County Traffic
 - City of Hollywood Public Work Department
 - City of Hollywood's Building Department – Dry Run
- Limited Bid and Award Services
 - Compilation of 100% Bid Set/Package
 - Limited Bid Support Services
 - Limited Award Support Services

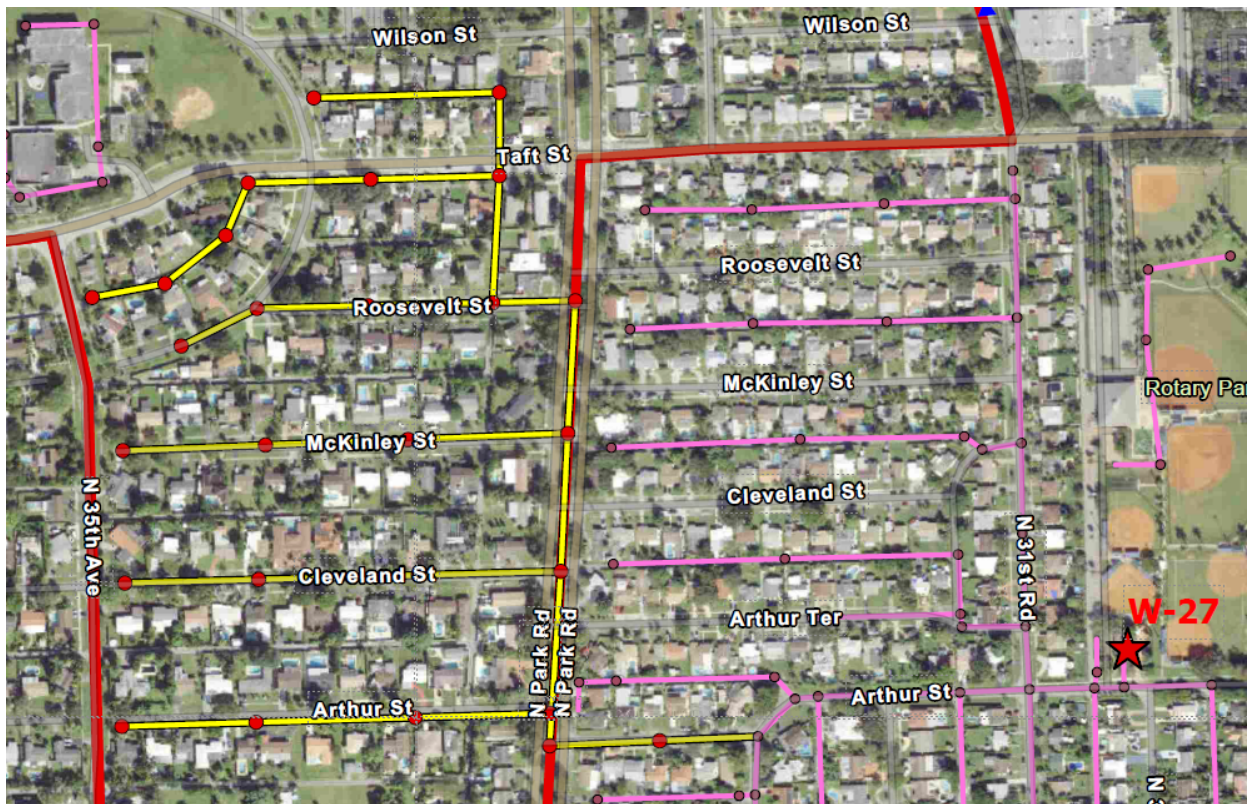


Figure 1. Project Site Location

SCOPE TASKS

Task 1 – Pre-Design Services

Task 1.1 - Kick-Off Meeting

EAC shall coordinate a project kick-off meeting within two (2) weeks after receiving notice-to-proceed. The purpose of this task is to initiate the project, identify project protocols, establish coordination between EAC Consulting, Inc., and City of Hollywood staff, and establishing schedules for the submission and reviews of phased submittals.

Task 1.2 - Data Collection

EAC shall coordinate with the City to collect all available data such as as-built drawings, GIS utility files, other utility files, available property records for permitted septic tanks, other property records, reports, etc.

Task 1.3 - Field Investigations

EAC shall visit the project site to locate and measure the existing sanitary clean-outs associated with each property. To assist with this activity and to provide the public with a greater level of confidence, EAC shall request a letter from the City that identifies designated EAC staff as agents working on behalf of the City and contains language that informs the public of the need to access their properties. If needed EAC shall require a representative from the City to accompany our team on property visits.

In addition, EAC shall identify and record roadway signage within the project limits as required by Broward County Traffic Department for the approval of plans.

Task 1.4 – Utility Coordination

EAC Consulting, Inc. shall contact all existing utility owners, as identified by Sunshine State One Call of Florida (SSOCOF) based on the referenced project limits. EAC shall request copies of as-built information related to facilities located within the project's limits.

Task 1.5 – Topographic Surveying Services

As part of the basic scope of services, Topographic survey shall be performed for streets with yellow lines as shown in Figure 1. These services will be provided by our subconsultant – Gibbs Land Surveyors (Gibbs). Topographic survey information shall include but not be limited to all above ground topography elements such as existing trees, right-of-way, visible portions of utility structures, signage, etc. Any additional surveying shall be an optional service.

An estimated upper limit has been established for these services until final negotiations have been completed.

Note: The survey fee included in this proposal only includes streets with proposed sewers (Yellow lines as shown in Figure 1).

Task 1.6 - Subsurface Utility Engineering

Our subconsultant Gibbs shall provide Subsurface Utility Engineering services. These services shall include horizontal designation and investigative test holes to verify (horizontally and vertically) the locations of potentially conflicting utilities. An allowance of 25 test holes has been budgeted for this task.

An estimated upper limit has been established for these services until final negotiations have been completed.

Task 1.7 – Geotechnical Engineering Services

Geotechnical investigations shall be provided by our subconsultant - NV5, Inc. These services shall include performing twelve (12) Standard Penetration Test (SPT) borings, each to a depth of 16 feet below the existing ground. The scope of work shall also include data collection, utility coordination, field and laboratory testing, stratification of boring samples. The findings shall be documented in a signed and sealed geotechnical report. Specific scope of services are fully described in NV5's fee proposal attached.

Task 2 - Engineering Design Services

During this phase of the project and based on information received during the Pre-Design phase, EAC will prepare 30%, 90%, 100% Bid Set/Package construction documents. EAC shall submit contract documents at each of these design milestones to the City for review and comments. The City shall provide EAC with one (1) set of consolidated comments for incorporation and inclusion within the next schedule submission.

Task 2.1 – 30% Design Submittal

The 30% design milestone submittal shall consist of the following:

- The approximate location of existing utility information collected through the SSOCOF coordination process.
- General information sheets
- Horizontal control plans
- Plan sheets showing the proposed horizontal sewer alignment (within R/W only)
- Proposed locations for test holes
- Locations of existing clean-outs and elevations

Task 2.2 – 90% Design Submittal

- The 90% design milestone submittal shall consist of the following:
- Key Maps
- General information sheets
- Horizontal control plans
- Updated plan sheets with horizontal sewer alignment
- Updated Sanitary sewer profiles (based on test hole information)
- Finalized sanitary sewer profiles with sewer laterals and cleanouts at the Right-of-Way
- Roadway restoration and markings plans
- Construction details
- Technical specifications
- Cost estimate

Task 3.0 – Permitting and Jurisdictional Approvals

EAC shall prepare the required permit packages, including engineering plans and permit applications for submission to the relevant permitting agencies. It is understood that permit application fees shall be paid by the City either directly to each agency electronically or by check.

This scope of work includes requesting permits and approvals from the following agencies only:

- Broward County Environmental Protection and Growth Management Dept.
- Broward County Traffic
- City of Hollywood Public Work Department
- City of Hollywood's Building Department – Dry Run

Task 4.0 – Limited Bid and Award Support Services

Task 4.1 – Compilation of 100% Bid Set/Package Set

- EAC shall incorporate the comments received from the City on the 90% submittal along with comments received from permitting agencies and prepare one (1) set of final construction contract documents in pdf format for the City. In addition, EAC shall also submit its final technical specifications, final cost estimate and a proposal bid form (summary of quantities) for the City to include its bid solicitation.

Task 4.2- Limited Bid Support Services

- EAC will attend one (1) pre-bid meeting
- EAC will assist the City in responding to RFIs from prospective contractors.
- Prepare needed modifications to drawings for the issuance of addenda to the bid set.

Task 4.3 – Limited Award Support Services

- EAC shall perform a bid analysis, conduct research on past performance of top ranked bidders based on references if required, and recommend the contractor with the lowest bid that is also deemed to be responsive and responsible. A letter with the recommended contractor will be forwarded to the City for approval and final acceptance.

Task 5.0 – Contingency

- Contingency will be authorized by the City project manager for additional scope.

Schedule of Fees

Tasks	Amount
Task 1 – Pre-Design Services – Including (Tasks 1.1 – 1.4)	\$23,910.96
Task 2.1 – 30% Design Submittal	\$42,158.88
Task 2.2 – 90% Design Submittal	\$74,592.48
Task 3.0 – Permitting and Approvals	\$24,120.96
Task 4.1 – Compilation of Bid Set/Package	\$22,657.92
Task 4.2 – Limited Bid Support Services	\$10,740.48
Task 4.3 – Limited Award Support Services	\$12,167.28
Task 5.0 – Contingency	\$50,000.00
Geotechnical Engineering Subconsultant (NV5)	\$8,906
Surveying Subconsultant (Gibbs)	*\$55,000.00
SUE (25 test holes @ \$600/test hole) – (Gibbs)	*\$15,000.00
Subconsultant Administrative Fee – Including (Tasks 1.5 – 1.7)	\$7,890.60
(NTE)	\$347,145.56
Reimbursables	\$2,000
Grand Total	\$349,145.56

*An estimated upper limit has been established for these services until final negotiations have been completed.

Anticipated Design Schedule

Tasks	Time
Task 1	NTP + 1.5 months
Task 2.1	Task 1 + 1.5 months
Task 2.2	Task 2.1 + 2.0 months
Total Duration	5 months

Design schedule assumes the following:

1. Each submittal to the City shall be reviewed and returned to EAC within in no more than 10 calendar days.

City's Responsibilities

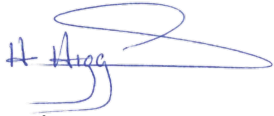
1. The City shall provide EAC with all utility as-built information, information on permitted septic tanks for each property, GIS utility shape files, etc.

Proposals Assumptions and Exclusions

1. EAC is requesting that the City approve the addition of Gibbs Land Surveyors (Gibbs) to our team of subconsultants under our General Engineering Consultant Services contract (City Project No. 17-1325) with the City. By acceptance of this proposal, it is our understanding that this request is approved by the City.
2. Maintenance of Traffic (MOT) plans and construction phasing shall be the contractor's responsibility. MOT is not included in this scope of work.
3. No land surveying services related to land acquisition, eminent domain, temporary or permanent easements, etc. is included in this scope of work.
4. No work associated with making sewer service connections within private property is included in this proposal. It is assumed that property owners will be responsible for connecting to sewer clean-outs provided at the Right-of-Way boundary.
5. The EAC team shall make every attempt to visit each property to collect data on information clean-outs, septic tanks and finished floor elevations. For property owners that refuse to allow entry to their property, the City shall provide personnel to assist in gaining entry to these properties.
6. Proposed mains will be installed by open cut trench methods only.
7. If necessary, Soil and Groundwater contamination mitigation, remediation services or environmental assessments/services will be dealt with by others.
8. Permit/Approval fees when required shall be provided to EAC by the City of Hollywood or directly to the permitting agencies.
9. Bid and Award services assumes that an award will be made to one (1) contractor based on one (1) set of bid documents. EAC reserves the right to request additional fees for Bid and Award activities related to more than one (1) solicitations for bid or a selection process that requires the selection of more than one (1) contractor.
10. The City shall be responsible for all administrative services related to issuing and executing the bid process including but not limited to preparing front end documents, facilitating a pre-bid meeting, advertising the construction documents to the public, preparing and issuing bid addenda, receipt of bids, tabulation of bids and forwarding bids to EAC for analysis.
11. If utility relocations are required to facilitate the gravity sewer design, EAC shall not be responsible for the engineering design related to said relocations or any construction related services.
12. Utilities shown on the plans will be as identified through Sunshine State One Call of Florida and as verified through SUE activities.
13. No public involvement services or community outreach services are included in this scope of services.
14. No drainage, landscaping, hardscaping, sidewalk improvements or signalization design services are included in this proposal.
15. This project's scope of service does not include services related to Construction Administration or Construction Engineering Inspection (CEI)
16. EAC shall not be responsible for services related to Joint Participation Agreement (JPA) between the City and any utility entity or any other agency within the project limits.

Please feel free to call me at 954 714 2055 with any questions or concerns.

Sincerely,
EAC Consulting, Inc.

A handwritten signature in blue ink, appearing to read "H. Higgins", with a large, stylized loop at the end.

Huntley Higgins, P.E., PMP
Vice President

cc: Mike Adeife, P.E.
Harold Desdunes, PE
File

Attachments

- Attachment A – Labor Breakdown Estimate

ATTACHMENT A

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