



**Mr. Jose Garcia**  
 Senior Project Manager  
 Development Services  
 City of Hollywood, Florida 33020

May 12, 2026

**Re: Surtax R&M Projects (HOLL-004) Scope of Services and Cost Proposal**

Dear Mr. Garcia,

Tectonic Group International, LLC Broward County CBE firm is pleased to submit this scope of work outline and cost proposals for Construction Engineering Inspection (CEI) Services for Broward County Surtax Projects in City of Hollywood. Scope of services shall be limited to rehabilitation and maintenance activities (milling, resurfacing, and sidewalk replacement or ADA sidewalk upgrades, new pavement markings for traffic and pedestrian crossings) performed by the City's contractor and providing quality assurance that Contractor's work is performed in accordance with all engineering design and specifications.

The required basic services will be in the estimated amount of \$ 237,038.41 (estimated amount is based on tentative construction schedule, incomplete contract documents, does not include working at multiple location simultaneously, sampling & testing services, and overtime, or acceleration activities by the contractor). Based on the tentative schedule provided, the requested basic services shall be completed approximately within 105 days from the time an Authorization to Proceed (ATP) issued by the City. CEI services will be as per below staffing estimate and cost rate:

Project	Surtax R&M Project- HOLL-004 – N 68th Ave. from Taft Street to Stirling Road and N 32 Ave. from Hollywood Blvd to Johnson Street						
Appx. CEI Start Date	7/15/2026						
CEI End Date	11/15/2026						
Total Duration	105						
Calendar Months	3.50						
Total Project						Total	Total
Staff - (cal days)	Jul	Aug	Sep	Oct	Nov	MM	MH
Project Manager	0.25	0.25	0.25	0.25	0.00	1.00	165.0
Sr. Project Engineer / Administrator	0.25	0.75	0.75	0.75	0.25	2.75	453.8
Sr. Inspector	0.50	1.00	1.00	1.00	0.10	3.60	594.0
Total Hours	1.00	2.00	2.00	2.00	0.35	9.25	1212.8

Total Charges	Hourly Rate x Multiplier
\$40,613.10	\$67.76 x 3.63258 = \$246.14
\$98,724.19	\$59.89 x 3.63258 = \$217.55
\$97,701.12	\$45.28 x 3.63258 = \$164.48
<b>\$237,038.41</b>	Total Contract Amount

- Note:** 1) Estimate is based on CEI start 15 days for Pre-construction activities and (30 days Construction for N 32 Ave and 60 days construction for N 68 Ave)  
 2) Dates are Approximate  
 3) Total Contract Amount = **\$237,038.41**

The work will be conducted at two (2) locations within the City of Hollywood listed below:

1. North 32<sup>nd</sup> Avenue (Hollywood Blvd. to Johnson Street)
2. North 68<sup>th</sup> Avenue (Taft Street to Stirling Road)

TGI team will follow project specific, and effective construction program from the pre-construction phase through construction, documentation, and final project acceptance.

**Pre-Construction Phase:**

- Review contractor's bid documents to ensure compliance with the requirements
- Generate project Quality Management System (QMS)



## Tectonic Group International (TGI)

City of Hollywood - Broward County  
Project: Surtax R&M projects (HOLL-004)  
Construction Engineering Inspection Services

- Perform preconstruction survey of project and adjacent existing structures within project(s) limits
- Meet with the contractor to identify key personnel associated with the project(s)
- Establish project-level lines of authority and communication
- Conduct and/or attend pre-construction meeting to coordinate and communicate project expectations

### Construction Phase:

- Conduct and/or attend project meetings on a weekly/bi-weekly basis
- Perform pre-activity meeting, prior to major construction activities
- Review the contractor's Request for Information (RFI)
- Review the contractor's monthly invoice
- Review and/or coordinate shop drawings
- Review Traffic Control Plan (TCP)
- Review contractor's Quality Plan
- Review contractor's Hurricane Action Plan
- Review the contractor's QC material testing reports, and field records
- Maintain daily, complete, and accurate record of all activities and events
- Communicate construction progress, issues, deficiencies, with the City's Project Manager
- Monitor adjacent existing structures within project limit
- Verify that the contractor's sampling and testing of materials are in compliance with project requirements
- Analyze the submittal and the validity of the claim(s), and provide recommendation to the City (if any)
- Advise the City in writing, of any omissions, substitutions, defects, and deficiencies
- Minimize the impact of construction on traffic flow for all users by aggressively enforcing the MOT
- Analyze changes to the plans, specifications, or contract provisions
- Provide photos of each construction project site on daily basis

### Post-Construction Phase:

- Conduct a final site inspection to verify that work has been constructed in accordance with the construction documents
- Continue reviewing contractor claim(s) and prepare & process required documents (if required)
- Review construction closeout documents, record drawings, and warranties delivered by the contractor for contract compliance
- Prepare a recommendation for the city regarding the disposition of final acceptance, based on project completion of punch list items and the final site inspection
- Submit the final estimate(s) and set of final "as-built plans" documenting the Contractor's work in compliance with requirements.

Sincerely,

A handwritten signature in blue ink that reads "A. Raof A. Shams".

Raof Shams, Principal in Charge