



November 28, 2017
228-000.BD

Mr. Randall Blanchette, P.E.
City of Coconut Creek
Utilities and Engineering Department
5295 Johnson Road
Coconut Creek, FL 33073

Dear Mr. Blanchette:

Reference: Proposal for Engineering Services
Construction Phase for the
Wiles and Lyons Road Reclaimed Water Main
Task Order No. 8

In accordance with the City's request, we are pleased to submit this proposal for providing engineering services during construction for the Wiles and Lyons Road Reclaimed Water Main. This proposal includes:

1. Traditional and special services during the construction phase of the project.

The proposed scope of work for this project is attached a Task Order #8. Our proposed fee for traditional and special services during construction is \$55,400. A breakdown of the fee calculation is attached at the end of Task Order #8.

Enclosed are two (2) copies of Task Order No. 8 for the Wiles and Lyons Road Reclaimed Water Main. Please review this document, sign both copies, and return one copy to our office for our files along with the applicable purchase order.

Eckler Engineering looks forward to the opportunity of providing professional engineering services to the City of Coconut Creek on this important reclaimed water system project. If you have any questions or require additional information pertaining to the enclosed scope of services or the project in general, please do not hesitate to contact me.

Sincerely

A handwritten signature in blue ink, appearing to read 'Doug Hammann', is written over a horizontal line.

Douglas K. Hammann, P.E.

Encl.

Y:\Documents\Coconut Creek\BD\Task Order No. 8 - Wiles and Lyons Road Reclaimed Water Main - SDC\TO 8 and Letter - 2nd Draft.wpd

**SCOPE OF SERVICES
CONSTRUCTION PHASES FOR THE
WILES AND LYONS ROAD RECLAIMED WATER MAIN
TASK ORDER NUMBER 8**

PROJECT ENGINEERING SERVICES DURING CONSTRUCTION

The ENGINEER shall provide engineering services, as defined herein, prior to contractor mobilization and during the estimated contract construction period of 270 calendar days to Substantial Completion and 300 calendar days to Final Completion. These services shall include the following:

Task C1 - Project Administration/Management

This task focuses on the administration of the project including project setup, client interface and general project management and administration.

Task C2 - Preconstruction Activities Prior to Notice to Proceed

After issuance of a Notice of Award by City of Coconut Creek (CITY), the ENGINEER will undertake preconstruction activities which include: preparing agenda/attending/documenting the preconstruction conference meeting and assisting the Contractor in finalizing the permits required for the construction of this project.

Task C3 - Consult and Advise

Provide technical advice and assistance during the construction period and provide necessary interpretations and clarifications of the Contract Documents as required by CITY or Contractor. ENGINEER shall respond to Requests for Information (RFI) from CONTRACTOR and/or CITY.

Task C4 - Review and Approve Shop Drawings

Review and approve Shop Drawings, the results of tests and inspections, and other data submitted by the Contractor in accordance with the Contract Documents.

Task C5 - Perform Periodic and Milestone Inspections

ENGINEER will make periodic site visits at intervals appropriate to the various stages of construction to observe the work, determine conformity with the plans and specifications, and compliance with the construction permits. The estimated level of ENGINEER's effort for this task is as follows:

- A. On-site observation of all required pressure tests.
- B. On-site attendance for Broward County Highway Construction and Engineering Division Preconstruction Meeting (BCHCED).
- C. Project Substantial Completion milestone inspection.
- D. Project Final Completion milestone inspection.

- E. Additional BCHCED required on-site inspections.

Task C6 - Progress Meetings

Attend monthly construction related progress meetings. CITY shall schedule, preside over and generate/distribute minutes of these meetings. The purpose of these meetings is to formally coordinate the activities of the Contractor and CITY to resolve any conflicts and to review progress and contractual requirements to satisfactorily complete the project.

Task C7 - Project Closeout

Review and approve the Contractor's record drawing information which shows the work as it was constructed. Prepare for CITY a set of reproducible record drawings and prints showing those changes made during the construction process based upon information provided by the Contractor.

- A. ENGINEER shall prepare record drawings based on Contractor's field data.
- B. ENGINEER shall submit record documents to CITY.
- C. ENGINEER shall attend the final project reconciliation meetings with CITY and the Contractor.

Task C8 - Regulatory Agency Documentation and Project Closeout Submittals

Project services in connection with preparing acknowledgment of Final Completion of Construction with record drawings to the following agencies:

- A. Broward County Environmental Protection and Growth Management Department (BCEP&GMD)
- B. Broward County Highway Construction and Engineering Division (BCHCED)

Task C9 - On-Call Engineering Services

This task addresses additional engineering services to be provided on-site at the CITY's request.

All services provided under this task must be requested by and pre-approved by CITY before initiating work under this task.

Request for Service Authorization shall be by email, phone, or other documentable conversation.

DATA OR ASSISTANCE TO BE PROVIDED BY CITY

- A. Provide assistance with regulatory agencies.
- B. Attendance at progress meetings.
- C. Payment of permit fees unless specified to be paid by Contractor.
- D. Provide general project review, where required.

E. CITY shall internally review and approve CONTRACTOR's Maintenance of Traffic Plans (MOT).

F. Resident Project Representative Services.

Services which will be provided by the CITY's resident project representative will include the following:

1. Monitor that project is constructed in complete conformance with the Contract Documents.
2. Make periodic on-site field observations of the Contractor's performance of the work.
3. Observe field tests and review the results of tests required of the Contractor by the Contract Documents.
4. Assist in the development of punch lists in conjunction with the contract milestone inspections to determine if the project has achieved Substantial and Final Completion per the Contract Documents.
5. Provide daily reports of construction activity to the ENGINEER using format provided by and/or approved by the ENGINEER.
6. Provide photographs of the work showing typical construction, conflicts with other utilities, installation of valves, installation of ARV's, and tie-ins to existing facilities.
7. Keep the ENGINEER informed of any changes which need to be made and have the ENGINEER be a part of the change approval decision process.
8. Be present at all required times for permit compliance.

TIME OF COMPLETION

Attachment 1 shows the preliminary project schedule based on days from receipt of the Notice of Commencement.

PROJECT DELIVERABLES

Project deliverables shall be in accordance with Attachment 2.

PAYMENT AND COMPENSATION

As consideration for providing the services enumerated, the CITY shall pay the ENGINEER fees as described below:

1. Engineering Services During Construction

For the services enumerated in Tasks C1 through C9, the lump sum fee of \$55,400, (inclusive of 200 hours of on-call engineering services).

The above fee has been determined in accordance with the scope of work breakdown, Attachment 3.

This proposal does not include the provision of the following items:

- Easement acquisitions and legal work as required.
- Any expert witness or testimony services.
- Payment of permit fees.
- Tasks to be completed by R. J. Behar. (ENGINEER will help coordinate work and testing with R. J. Behar for their portion of the project, but R. J. Behar is Engineer of Record for their portion of the work and must be able to certify the completion of their work.)
- Services not specifically indicated in this Task Order.

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AUTHORIZATION

IN WITNESS THEREOF, the parties hereto have made and executed this Task Order on the respective dates under each signature.

CITY:

ATTEST

CITY OF COCONUT CREEK, FLORIDA
through its City Manager

BY _____
City Clerk

BY _____
Mary C. Blasi, City Manager

APPROVED AS TO FORM

BY _____
City Attorney

CONSULTANT: ECKLER ENGINEERING, INC.

BY 

Douglas K. Hammann
President

Witness 

Witness 

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**ATTACHMENT 1
SCOPE OF SERVICES
CONSTRUCTION PHASE FOR THE
WILES AND LYONS ROAD RECLAIMED WATER MAIN
TASK ORDER NUMBER 8**

<u>Activity</u>	<u>Duration (Days)</u>	<u>Cumulative Time (Days)</u>
Authorization to Proceed	0	0
Construction (Final Completion)	300	300
Project Closeout	14	314

Detailed schedule will be provided upon receipt of authorization to proceed and will include specific submittal dates.

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**ATTACHMENT 2
WILES AND LYONS ROAD RECLAIMED WATER MAIN
LIST OF PROJECT DELIVERABLES
TASK ORDER 8**

CONSTRUCTION PHASE

A. Contract Documents

- Four (4) full size drawing sets, one (1) half size drawing set, four (4) Specification books, and Adobe .pdf files of same for CONTRACTOR's use during construction.
- One (1) full size drawing set, four (4) half size drawing sets, four (4) Specification books, and Adobe .pdf files of same for CITY's use during construction.

B. Preconstruction Meeting

- Copies of Preconstruction Agenda.
- Copies of Preconstruction Meeting Minutes.

C. Requests for Information (RFI)

- Copies of all RFI's.

D. Shop Drawings

- Copies of accepted and final shop drawings.

E. Construction Inspection

- Copies of all site visit reports per Tasks C6 and C12.

F. Record Drawings and Project Closeout

- Four (4) full size signed and sealed sets of record drawings for submittal of permit certification documents to the regulatory agencies.
- One (1) full size signed and sealed set of record drawings, one (1) full size set of record drawings, one (1) half size set, and one (1) copy of AutoCad ENGINEER's latest release drawing files on disc for use by CITY.

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CITY OF COCONUT CREEK

**WILES AND LYONS ROAD RECLAIMED WATER MAIN - SDC
TASK ORDER NO. 8
ATTACHMENT 3**

I. ENGINEERING SERVICES DURING CONSTRUCTION (SDC)

DATE: November 28, 2017

	TASK DESCRIPTION	PERSONNEL											Total Task Labor Cost	Total task Hours	
		Principal (PE)	Project Manager	Senior Engineer (PE)	Engineer	Design Engineer	Junior Engineer	Technician	Drafter/GIS	Senior Field Inspector	Field Inspector	Staff Assistant			
C1	Project Administration/Management		15										25	\$3,875.00	40.00
C2	Preconstruction Activities Prior to NTP		6	6				3					4	\$2,255.00	19.00
C3	Consult and Advise		7.5	15									8	\$3,745.00	30.50
C4	Review Shop Drawings		7.5	15									7.5	\$3,712.50	30.00
			0	0								0	0	\$0.00	0.00
C5	Perform Periodic and Milestone Inspections			10								21	11	\$4,110.00	42.00
C6	Progress meetings		20	20									10	\$6,450.00	50.00
			0	0				0					0	\$0.00	0.00
C7	Project Closeout		3	14					22				4	\$4,540.00	43.00
C8	Regulatory Agency Documentation and Project Closeout Submittals		4	8				4					4	\$2,320.00	20.00
														\$0.00	0.00
C9	On - Call Engineering Services				200									\$23,000.00	200.00
	Total Hours	0	63	88	200	0	0	29	0	0		21	73.5		
	Rate	\$200.00	\$150.00	\$140.00	\$115.00	\$115.00	\$90.00	\$85.00	\$85.00	\$105.00		\$95.00	\$65.00		
	Sub-Total Labor	\$0.00	\$9,450.00	\$12,320.00	\$23,000.00	\$0.00	\$0.00	\$2,465.00	\$0.00	\$0.00		\$1,995.00	\$4,777.50		
		TOTAL LABOR											\$54,007.50	\$54,007.50	

II. REIMBURSABLE EXPENSES CONSTRUCTION PHASE

EXPENSE ITEM	EXPENSE TYPE	UNIT	No. OF UNITS	COST PER UNIT	TOTAL COST
1	REPRODUCTION				
	Half Size Drawings (11" x 17")	EA	4	\$11.00	\$44.00
	Full Size Drawings (22" x 34")	EA	4	\$25.30	\$101.20
	Specification Booklets	EA	12	\$47.13	\$565.56
2	PHOTOCOPIES	EA	200	\$0.25	\$50.00
	PLOTTING SETUP				
3	22 X 34 (SET UP)	EA	22	\$15.00	\$330.00
	11 X 17 (SET UP)	EA	22	\$3.00	\$66.00
	TRAVEL				
4	MILEAGE	MILE	480	\$0.535	\$256.80
	TOLLS	EA	0	\$0.00	\$0.00
	SUBCONSULTANTS				
	SURVEY	LS	0	\$0.00	\$0.00
	ELECTRICAL	LS	0	\$0.00	\$0.00
	STRUCTURAL	LS	0	\$0.00	\$0.00
	GEOTECHNICAL	LS	0	\$0.00	\$0.00
	ARCHITECTURAL	LS	0	\$0.00	\$0.00
	PERMIT CLOSEOUT FEES	LS	0	\$0.00	\$0.00
	TOTAL EXPENSES				\$1,413.56

GRAND TOTAL	\$55,421.06
USE	\$55,400.00