



Date: 9/20/2023

Michael Righetti.  
Senior Project Manager.  
City of Coconut Creek.  
4800 W. Copans Road.  
Coconut Creek, FL 33063.

**Ref: Hillsboro Blvd. Re-development – Amendment 3 – Engineering & CEI Services.**

Dear Mr.Righetti:

Carnahan Proctor and Cross, Inc. (CPC), is pleased to have this opportunity to submit this proposed scope of services in connection with the Hillsboro Blvd. Re-development Shared Use Pathway (SUP) project to provide:

- 1. Engineering Services – Pre-construction, Construction & Post-Construction Phases**
- 2. Construction Engineering and Inspection (CEI) Oversight Services**

**1. Engineering Services – Pre-construction, Construction & Post-Construction Phases**

- a. CPC to also provide Letter of Recommendation to City Council, that this is a standard SUP construction project, with no high level of complexity. Involved Task: Pre-construction.
- b. Provide permit approved construction plans (sign-seal), original design files and engineering specifications, in electronic format to City. Involved Task: Pre-construction.
- c. Bidding assistance/documents/packages to bid project. Involved Task: Pre-construction.
- d. Attendance at Pre-bid, pre-construction and field meetings, with meeting minutes/action items. Involved Tasks: Pre-construction, Construction.
- e. Construction consultation to responding to contractor requests for information (RFI's). Involved Task: Construction.
- f. Shop drawing reviews/approval, review of quantities and contractor pay requests. Involved Task: Construction.
- g. As-built plans (modify original design files based on ongoing construction) to be included as part of project close out. Involved Tasks: Construction, Post-Construction.



**Staff Hours/Fee Estimate (See Exhibit A)**

**Engineering Services – Pre-construction, Construction & Post-Construction Phases**

**Task 1: Preconstruction Phase Services**

This task shall include all services described in the scope of work above, which are necessary prior to construction. This task will begin approximately 30 days before construction commences.

Hourly (NTE).....\$8,195.00

**Task 2: Construction Phase Services**

This task shall include all services described in the scope of work above, which are necessary during construction. This task will begin upon commencement of construction by the contractor and will be for approximately 11 to 15 months.

Hourly (NTE).....\$3,300.00

**Task 3: Post Construction Phase Services**

This task shall include all services described in the scope of work above, which are necessary after substantial completion of construction by the contractor and will be for approximately 30 days.

Hourly (NTE).....\$5,140.00

The total length of time is to be approximately 11-15 months and the total hourly (see attached staff hours/fee estimate spreadsheet) fee is not to exceed (NTE) **\$45,410.00**

**2. Construction Engineering and Inspection (CEI) Oversight Services - Pre-construction, Construction & Post-Construction Phases**

- a. Prior to letting of the project, provide a pre-bid plan and constructability review of the plans in hand and include any recommendations. Involved Task: Pre-construction.
- b. Construction observation- materials used, certification that contractor’s work is in conformance with approved plans, specifications and contract provisions. Involved Task: Construction.
- c. On the basis of on-site observations, guard the City against defects and deficiencies in the work. The Consultant shall not have control over or charge of and should not be responsible for construction means, methods, techniques, sequences, or procedures, or for safety precautions and programs in connection with the work since these are solely the Contractor’s responsibility under the contract for construction. The Consultant shall not have control over or in-charge of acts or omissions of the Contractor, subcontractors, or their agents or employees, or of any other persons performing portions of the construction. Involved Tasks: Pre-construction & Construction.
- d. Field testing of new installations – light pole shaft foundations. Involved Task: Construction.



- e. Document and advise the City of any omissions, substitutions, defects and deficiencies noted in the work of the Contractor or contract documents and any corrective action taken. Involved Tasks: Pre-construction & Construction.
- f. The Consultant shall provide quantity tracking and documentation for the purpose of verifying the Contractor's monthly certified request for payment. Copies of documentation shall be provided to the City with each pay request that is to be recommended for payment. Supporting documentation shall be maintained by the Consultant and turned over to the City at project closeout for necessary record retention. Involved Tasks: Pre-construction, Construction & Post-Construction.
- g. The Consultant shall assist the City with surveillance of Contractor's compliance with construction contract requirements. The Consultant will assist in reviewing, monitoring, evaluating, and acting upon documentation required for construction contract compliance and maintaining the appropriate files thereof. Typical areas of compliance responsibility include Davis- Bacon Wage Determinations and related Acts, EEO Affirmative Actions for the prime Contractor and subcontractor, contractor formal training, payroll, and subcontracts. The Consultant shall keep all related documents and correspondence accurate and up to date; attend all compliance reviews and furnish the complete project files for review, and assist the City as requested. Involved Tasks: Pre-construction, Construction & Post-Construction.
- h. CEI consultant services shall also include attending any meetings with the City, Broward County or any other jurisdictional agency to resolve any question(s) raised by these agencies. Involved Tasks: Pre-construction, Construction & Post-Construction.
- i. From time to time during construction, the Consultant may be requested by the City or its designated representative to review Contractor proposed field changes or to respond with a recommended solution to remedy particular field situations not covered by the plans and specifications. The Consultant shall agree to provide these services if required. Involved Task: Construction.
- j. Consultant shall assist the City with the interpretation of the plans, specifications and contract provisions and shall consult with the City when an interpretation involves complex issues or may impact the cost and duration of performing the work. Involved Tasks: Pre-construction & Construction.
- k. Prior to any modifications to the construction plans or specifications, Consultant shall assist the City with analyzing proposed changes to the plans, specifications or contract. Involved Tasks: Pre-construction & Construction.
- l. Consultant shall assist the City with monitoring the project to the extent necessary to determine whether construction activities violate the requirements of the permits or the contract documents and, if so determined, notify the Contractor of any violations or potential violations and require him to immediately resolve the problem. Involved Task: Construction.



- m. The Consultant shall request, receive, review, reject and/or approve product data and test results to be submitted by the Contractor for all pertinent items needed in construction. The Consultant shall request, receive, review, reject and/or pre-approve shop drawings prior to final review and approval by the Engineer of Record. Consultant shall review the submittals to determine satisfactory compliance with the project plans and specifications, noting his approval or stipulations. Consultant shall determine the acceptability, subject to City approval, of substitute materials and equipment proposed by the Contractor and receive and review (for general content as required by the specifications) maintenance operating instructions, schedules, guarantees and certificates of inspection, which are to be assembled by the Contractor forwarded to the City for its use. Involved Tasks: Pre-construction, Construction & Post-Construction.
- n. Consultant shall be required to review the bid submittals, attend pre-construction meetings, field visits, jurisdictional agency review or inspections, design-to-construction hand-off meetings or other similar meetings prior to construction commencement. Upon construction commencement, the Consultant shall conduct biweekly progress meetings, field visits, utility inspections, jurisdictional agency review or inspections design-to-construction hand-off or other similar meetings. Also, the Consultant shall certify that the project was constructed substantially in accordance with the contract documents. The consultant will prepare, scan all documents for electronic upload into a system designated by the City. If not, such electronic documents will be provided with easy access from Dropbox, and assist the city as necessary with the process. Involved Tasks: Pre-construction, Construction & Post-Construction.
- o. Consultant shall review, verify and recommend for approval or denial all payments and change order requests from the Contractor. Involved Task: Construction.

#### Duration

The CEI services contract shall include the same schedule as contractor, expect an additional month (30 days) before construction commences to be involved in pre-construction activities. The total duration of the project is estimated to be between 11 months (minimum) and 15 months (maximum) and contingent on procurement of light poles and LED luminaires which could range between 6 months (minimum) to 10 months (maximum). There could be periods of inactivity, waiting on the light poles, LED luminaires, lighting conduits, pull boxes and landscape materials to be delivered. Construction, inspection and punch lists should not exceed 3 months (90 days). FPL power service installation to include service drop and meter would be approximately 1 month. Permitting and submittals thru FDOT and Broward County, could take approximately a month (between 2 to 4 weeks). The CEI services contract shall be linked to the contractor's schedule, and will include a CEI inspector who will be present anytime contractor is performing work in the field.



**Staff Hours/Fee Estimate (See Exhibit A)**

**Construction Engineering and Inspection (CEI) Oversight Services - Pre-construction, Construction & Post-Construction Phases**

**Task 4: Preconstruction Phase Services**

This task shall include all services described in the scope of work above, which are necessary prior to construction. This task will begin approximately 30 days before construction commences.

Hourly (NTE).....\$8,330.00

**Task 5: Construction Phase Services**

This task shall include all services described in the scope of work above, which are necessary during construction. This task will begin upon commencement of construction by the contractor and will be for approximately 11 to 15 months.

Hourly (NTE).....\$3,380.00

**Task 6: Post Construction Phase Services**

This task shall include all services described in the scope of work above, which are necessary after substantial completion of construction by the contractor and will be for approximately 30 days.

Hourly (NTE).....\$6,420.00

The total length of time is to be approximately 11-15 months and the total hourly (see attached staff hours/fee estimate spreadsheet) fee is not to exceed (NTE) **\$48,065.00**

**Grand Total (Engineering & CEI Oversight Services) = \$93,475.00**

Sincerely,

Mohan Gopalakrishna, PE, PTOE.  
Senior Traffic/Transportation Manager.  
Government Services  
Carnahan Proctor and Cross, Inc.

**Exhibit A**



**Exhibit A**  
**Staff Hours/Fee Estimate**

**Carnahan, Proctor and Cross, Inc.**  
814 S. Military Trail, Deerfield Beach, FL-33442  
Tel 954.972.3959 - Fax 954.972.4178

Project Name: Hillsboro Blvd. Re-development – Amendment 3 – Engineering & CEI Services.

Date: 9/20/2023

POSITION	LOADED HOURLY RATES	TASK 1 PRE-CONSTRUCTION HOURS	TASK 2 CONSTRUCTION HOURS	TASK 3 POST-CONSTRUCTION HOURS	TOTAL STAFF HOURS	TOTAL COST
Principal (PE Registered)	\$215.00	4.00	5.00	4.00	13.00	\$2,795.00
Sr Engineer (PE Registered)	\$180.00	40.00	80.00	32.00	152.00	\$27,360.00
Engineer, EI	\$135.00	1.00	80.00	32.00	113.00	\$15,225.00
<b>Hours Subtotal</b>		<b>45.00</b>	<b>165.00</b>	<b>68.00</b>	<b>278.00</b>	
<b>Cost Subtotal (Engineering Services)</b>		<b>\$8,195.00</b>	<b>\$3,300.00</b>	<b>\$5,140.00</b>		<b>\$45,410.00</b>

  

POSITION	LOADED HOURLY RATES	TASK 4 PRE-CONSTRUCTION HOURS	TASK 5 CONSTRUCTION HOURS	TASK 6 POST-CONSTRUCTION HOURS	TOTAL STAFF HOURS	TOTAL COST
Principal	\$215.00	4.00	5.00	4.00	13.00	\$2,795.00
Sr Engineer (PE Registered)	\$180.00	40.00	80.00	40.00	160.00	\$28,800.00
Engineer, EI	\$135.00	2.00	80.00	40.00	122.00	\$16,470.00
<b>Hours Subtotal</b>		<b>46.00</b>	<b>165.00</b>	<b>84.00</b>	<b>295.00</b>	
<b>Cost Subtotal (CEI Oversight Services)</b>		<b>\$8,330.00</b>	<b>\$3,380.00</b>	<b>\$6,420.00</b>		<b>\$48,065.00</b>
						<b>\$93,475.00</b>