



Hazen and Sawyer
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CITY OF HALLANDALE BEACH
FY 2018-2019-012 Continuing Professional Architectural and Engineering Services and
Other Services
Discipline: Environmental Engineering Services

HAZEN AND SAWYER
WORK AUTHORIZATION No. E2024-001

Electric Vehicle Charger Stations - Additional
Scope of Services: April 5, 2024

In accordance with Resolution No. 2020-054, RFP #FY 2018-2019-012 Continuing Professional Architectural and Engineering Services and Other Services, the following scope of services is provided by Hazen and Sawyer (CONSULTANT) as requested by the City of Hallandale Beach (CITY).

SCOPE OF SERVICES

The CITY requested CONSULTANT provide services related to the design and construction oversight of up to five additional electric vehicle (EV) chargers at the original EV charger location (previously designed by CONSULTANT within the public works compound). These engineering services are needed to support the ongoing sustainability project within the City's Green Initiatives program.

Task 1: Design, Permitting, and Bid Phase Services

1.1 – Design Phase Services

CONSULTANT shall provide the following engineering design services as part of this task:

- Prepare detail and construction drawings for the project, including all necessary site grading, drainage, electrical and equipment details for the EV charger upgrades. Final drawings shall indicate the scope, extent, and character of the Work to be performed and furnished by Contractor.
- Develop opinion of probable construction cost for the project. Promptly identify any cost impacts as they become known resulting from existing conditions or design decisions made by the CITY and communicate such impacts to CITY.
- Develop detailed specifications for the work such that the project results in a complete, working facility. Identify any preferred brand equipment items. The CONSULTANT will coordinate with the electrical utility to identify electrical service modifications/additions for the project and assist the CITY in the coordination efforts.
- The CONSULTANT will conduct reviews with the CITY at the 50% and 100% design milestones.

1.2 - Permitting Services

The following services will be provided as necessary to assist the CITY with preparation of submittals to permitting agencies.

- Furnish sets of construction drawings and contract documents in such quantities as may be required by the CITY for submission to CITY regulatory agencies and other review authorities, and for the CITY'S general use.
- Prepare permit applications and assemble drawings and specifications for submittal to review agencies.
 - Environmental Review: CONSULTANT shall submit the contract documents to the Broward County Environmental Protection and Growth Management Department for review and approval prior to the Contractor submitting the plans to the CITY Building Department.
 - Building Department: CONSULTANT shall provide assistance to the Contractor for procuring the Building Department permit from the CITY. CONSULTANT shall participate in one meeting with the Building Department to resolve outstanding issues. CONSULTANT shall address comments from the Building Department and prepare drawing modifications in response to these comments if required.
- Assist CITY during consultation with agencies and with revising documents based on comments received from review agencies.

1.3 – Bid Phase Services

Assistance will be provided to the CITY during the project's bid period by conducting a Pre-Bid meeting, responding to bidder requests for information, providing addendums (as required), and assisting the CITY in the evaluation of submitted Bids.

Task 2: Services During Construction

The construction period for this project is assumed to be 270 calendar days for Substantial Completion and 300 calendar days for Final Completion. Engineering services provided by the CONSULTANT during the construction period shall include the following:

2.1 – General Management

CONSULTANT shall provide services for general management during construction. Such management activities shall include project coordination and general correspondence with the CITY, permitting agencies and Contractor, coordinating and scheduling specialty inspections, and general correspondence with the CITY, construction contractor and subcontractors. CONSULTANT shall be responsible for requests for contract interpretations and clarifications required by the contractors or CITY which do not result in the submittal of formal Requests for Information.

A construction document website shall be maintained by the Engineer on Procore. The website shall be accessible to the CITY and the Contractor. Construction documentation, including shop drawings and meeting minutes, shall be maintained on the website.

2.2 – Meetings

- Preconstruction Conference: CONSULTANT will conduct a preconstruction conference attended by representatives of CITY, construction contractor, and permitting agencies as required. CONSULTANT will prepare the agenda and the meeting minutes.

- Progress Meetings: CONSULTANT shall participate in meetings with the CITY and Contractor to discuss the project progress. CONSULTANT shall chair the meetings and prepare and issue the agenda and meeting minutes. It is assumed that up to six progress meetings will be held during the course of construction.

All meeting documentation including agendas and minutes will be distributed electronically.

2.3 – Contract Interpretations and Clarifications

CONSULTANT shall issue as necessary technical interpretations and clarifications of the Contract Documents in a timely manner. CONSULTANT shall determine the acceptability of the construction contractor's work and make recommendations on the requests of the construction contractor and the CITY as to the acceptability of construction or interpretation of the technical requirements of the Contract Documents.

2.4 – Change Orders

CONSULTANT shall develop/issue requests for routing project cost and/or schedule changes from the CONTRACTOR. Changes may be the result of unforeseen conditions or interferences arising during routine progress of work or additional improvements requested by CITY after the project bid date. CONSULTANT shall negotiate with the Contractor the scope and cost of contract change orders. CONSULTANT shall prepare an analysis of the change request with a statement noting whether the requested cost impacts are fair and reasonable. CONSULTANT's analysis of the change request shall be forwarded to CITY for processing. It is noted that these services do not include claims analysis or litigation support.

The level of effort is based on up to one change order.

2.5 – Submittals

CONSULTANT shall receive and review shop drawing and any other submittals which the construction contractor is required to submit. Review shall be completed within 21 working days of receipt of the submittal except for special items requiring longer review time if so noted in the Contract Documents. The review shall be for conformance with the design intent and compliance with the information presented in the Contract Documents. CONSULTANT shall determine the acceptability of materials and equipment proposed by the construction contractor. Submittals shall be returned to the contractor for distribution. Shop drawing logs, submittal history, review status and related information shall be tracked by CONSULTANT. CONSULTANT shall maintain a file of one copy of each shop drawing that shall be provided to CITY after substantial completion as a searchable PDF.

2.6 – Pay Requests

CITY shall review and approve the applications for payment submitted by construction contractor.

2.7 – Periodic Site Observations

CONSULTANT shall conduct periodic on-site observations of construction in progress to assist in determining if construction is proceeding in substantial accordance with the Contract Documents, and that the completed construction conforms with the Contract Documents. The CITY will provide an on-site inspector responsible for the day-to-day observation of the construction contractor's work and compliance with the contract requirements. Specific duties of CONSULTANT for this task include documenting project progress and departures from the Contract Documents, advise as requested with problems/concerns raised by CITY's on-site inspector, and observation of special testing such as pipeline pressure testing and bacteriological sampling.

Compensation is based on up to 80 hours of service which includes office documentation services.

The CITY's on-site inspector shall perform the following duties:

- Conferences and Meetings: Attend meetings with construction contractor, such as progress meetings, job conferences and other project-related meetings.
- Liaison: Assist in CONSULTANT's communications with construction contractor, CITY, permitting agencies, residents, businesses and the public.
- Construction Observation: Conduct on-site observations of construction in progress (including field tests), to assist in determining if construction is proceeding in substantial accordance with the Contract Documents, and that completed construction conforms to the Contract Documents. Inform CONSULTANT and CITY and the construction contractor whenever onsite inspector believes that any construction is unsatisfactory, faulty or defective or does not conform to the Contract Documents, or does not meet the requirements of any inspections, tests or approval required to be made, or has been damaged before final payment. Immediately inform the construction contractor upon the commencement of any construction requiring a submittal if the submittal has not been accepted. Visually inspect and review suitability and method of storage of materials, equipment and supplies delivered to the construction site in accordance with the Contract Documents.
- Observe Regulatory Agency Inspections: Accompany visiting inspectors representing public or other agencies having jurisdiction over the project, record the outcome of these inspections in the daily reports which shall be recorded on standard forms.
- Site Log: Keep logs recording hours on the job site, weather conditions, data pertaining to questions of extras or deductions, list of visiting officials and representatives of manufacturers, permitting agencies, suppliers and distributors, daily activities, decisions, observations in general and specific observations in more detail as in observing test procedures. Logs shall be forwarded to CONSULTANT on a weekly basis.
- Coordination: Coordinate testing, oversee substantial and final completion inspections, coordinate delivery of spare parts and warranties, and maintain the punch list. Coordinate with CITY's testing laboratory to schedule laboratory tests as requested by the contractor and required by the Contract Documents. Coordinate with the CITY and Contractor for necessary shutdowns and interruptions of CITY facilities.
- Photographic Record: Provide a photographic record of the construction, beginning with pre-construction documentation and completing with post-construction photographs. Photographs shall be digital type taken to define the progress of the project and unusual or important construction events as deemed necessary.

2.8 – Specialty Discipline Site Reviews

CONSULTANT shall undertake periodic site reviews sufficient for all Engineers of Record to certify completion of the project for each discipline.

Task 3: Close-Out Services

3.1 – Project Closeouts/Certifications

Upon receiving notice from the Contractor advising CONSULTANT that the project is substantially complete, CONSULTANT, in conjunction with CITY staff, will schedule and conduct a review of the project, develop a list of items needing completion or correction, forward said list to the contractor and provide written recommendations to CITY concerning the acceptability of work done and the use of the project. Also, CONSULTANT shall perform final inspection in conjunction with CITY, and assist CITY in closing out the construction contract. These services shall include providing recommendations concerning acceptance of Project, and preparing necessary documents such as lien waivers, Contractor's final affidavit, close-out change order, final payment application, and warranty letters from Contractor. CONSULTANT shall also assist in closing out the construction contract by certifying final construction to jurisdictional agencies.

3.2 – Record Drawings

CONSULTANT prepare and distribute to the CITY within thirty (30) days of the date of receipt of final marked-up, red-lined field drawings from the Construction Contractor and CITY, two sets of 22" x 34" prints of the record drawings. CONSULTANT shall also deliver the AutoCAD electronic version of the record drawings. The record drawings shall incorporate those changes made during the construction process, based on the marked-up prints, drawings, and other data furnished by the Construction Contractor and CITY to CONSULTANT with each pay application.

ASSUMPTIONS

The following assumptions were made in preparation of the above scope:

1. All permit and certification fees shall be paid by CITY.
2. CONSULTANT shall not be responsible for the acts or omissions of any construction contractor, any construction subcontractor, or any other person (except CONSULTANT's own employees, subconsultants or other agent) at the project site.
3. CONSULTANT shall not be responsible for contractor's means, methods, techniques, sequences or procedures of construction, or related safety precautions and programs.
4. CONSULTANT is not responsible for payment of any testing fees required by the contract documents.
5. CONSULTANT's scope of services does not include claims analysis or litigation support.
6. Working days are Monday through Friday, between the hours of 8AM and 5PM.

PURSUANT TO SECTION 558.0035, FLORIDA STATUTES, A DESIGN PROFESSIONAL WHO IS AN INDIVIDUAL EMPLOYEE OR AGENT OF CONSULTANT MAY NOT BE HELD INDIVIDUALLY LIABLE FOR NEGLIGENCE OCCURRING WITHIN THE COURSE AND SCOPE OF THIS CONTRACT.

SCHEDULE OF COMPLETION

The anticipated duration for the major work tasks is summarized in the table below.

Task	Description	Approximate Duration (days)
1	Design/Permit/Bid Phase Services	120
	<i>CITY Bid and Award to Contractor</i>	180
2	Services during Construction	270
3	Close Out Services	30
	Total Calendar Days for Completion	600

COMPENSATION

Compensation shall be made to CONSULTANT for a total of \$126,497.

Task	Description	Fee By Task
1	Design/Permit/Bid	\$64,562
2	Services During Construction	\$54,292
3	Close Out Services	\$ 5,704
	Total (lump sum)	\$124,558

AUTHORIZATION - HAZEN AND SAWYER



4/5/2024

Accepted: Janeen M. Wietgreffe, P.E, PMP
Vice President

Date:

CITY OF HALLANDALE BEACH
FY 2018-2019-012 Continuing Professional Architectural and Engineering Services and Other Services
Discipline: Environmental

HAZEN AND SAWYER
WORK AUTHORIZATION No. E2024-001

Electric Vehical Chargers - Additional
Fee Estimate: April 5, 2024

Task	Description	Hazen Labor						Hours	Fee	Task Totals
		Senior Engineer	Associate Engineer	Project Engineer	Jr Engineer	Inspector	CADD Technician			
	Hourly Rates:	\$247.00	\$232.00	\$214.00	\$125.00	\$124.00	\$124.00			

TOTAL PROJECT COST

\$124,558