

WORK ORDER No. 1
City of Hallandale Beach
RFP # FY 2023-2024-09
CCNA Continuing Services for the Independent Review and
General Consulting Engineering Services

SCOPE OF WORK

This work order covers the provision of CCNA Continuing Services for the Independent Review and General Consulting Engineering Services for Black & Veatch (CONSULTANT) to assist the City of Hallandale Beach (City) for conducting regulatory engineering reviews of development applications for third-party and city projects, oversight, and management of City projects on an organizational level, planning and other functions for the Department of Public Works.

BACKGROUND

The City has contracted the CONSULTANT to provide professional services for the Independent Review required to support the City's Development Review Process, and General Consulting Engineering Services for the City's Public Works department and to reinforce and supplement functions normally conducted by in-house through City CIP staff. Even when the City's Engineering Positions are not vacant, the workload may require supplemental assistance from the CONSULTANT.

This work order consists of a Scope of Services and Level of Effort (LOE). WO1 authorizes CONSULTANT to provide professional services as described in RFP 2023-2024-09.

The tasks which the CONSULTANT's professionals will be assigned to support as part of this work order are listed below. The services associated with this work order are described in detail in the following sections of this document.

Technical direction will be provided by the assigned CONSULTANT professionals to guide the performance of this scope of services. Technical direction includes direction that helps the CONSULTANT accomplish the activities under this scope of services, or comments on and approval of reports or other deliverables. Technical direction must be within the scope of services of this work order, unless amended by mutual agreement.

Labor resources identified and made available to the City represent good faith estimates of the City's labor requirements. As such, numbers of professionals and specific number of hours assigned to each professional are fungible within the ceiling of this hourly rates contract to provide the City with the flexibility needed to conduct development reviews and implementation of its Capital Improvements Projects (CIP) in an agile manner. Should changes in the City's Public Works responsibilities for design reviews, CIP planning, or new or otherwise unanticipated City needs emerge that require additional labor and expertise, the CONSULTANT shall exert reasonable efforts to provision the City with the requested labor and expertise subject to a mutually agreed amendment of this scope of services and availability of funding.

The following Scope of Services for WO1 for CCNA Continuing Services for Independent Reviews and General Consulting Engineering Services is to be performed.

TASK 1: SUPPORT SERVICES/PROJECT MANAGEMENT

The overall objective is to continue assisting the City's Public Works Department in supporting the implementation of assigned projects/professional services as it relates to its CIP projects and related Development Review Committee (DRC) reviews. The CONSULTANT'S responsibilities and deliverables for this effort include the following:

- Identify and correct gaps, provide project management assistance in support of the City's Public Works Department CIP program implementation, provide services requested to supplement vacant positions and additional needs. This consists of providing experienced and qualified project managers, professional engineers, construction managers and technical specialists, and support with grants and loans per direction of the City.

Operational expediency requires a reasonable level of CONSULTANT management and administrative oversight, as well as support to address existing City's requirements and anticipate emerging needs. CONSULTANT engagement will assure that requisite expertise and resources are identified and assigned when needed to support the City's existing requirements and emerging needs like conducting regulatory engineering reviews of development applications for third-party and City projects, oversight, and management of City projects on an organizational level, planning and other functions.

- The CONSULTANT, when needed and requested by the City will assist by preparing presentations or other communication materials, to inform the City's Administration and City Commission of the Public Works Department projects and activities, for which the CONSULTANT is expected to participate.
- CONSULTANT will provide DRC reviews for the review portion required by the Public Works Department. These reviews include reviewing proposed development plans to ensure compliance with stormwater, wastewater, and water design requirements.

The review will also include any work to be proposed within the City's right-of-way. City agrees to provide CONSULTANT with information on stormwater, wastewater, and water systems required in order to complete the review. City will also identify a point of contact that will facilitate resolving CONSULTANT questions when additional information is needed. CONSULTANT will also prepare, and review impact fees required by the Public Works Department.

TASK 2: PRE-CONSTRUCTION MANAGEMENT

The CONSULTANT, through their staff under the direction of the City, shall perform preconstruction management services that include:

SUBTASK 2.1: PLANNING

- Assist in reviewing the current Public Works Capital Improvement program master schedule to assure that projects are included, appropriately scoped, budgeted, and sequenced, and that achievable schedules have been developed and revised as necessary.
- Make recommendations to improve CIP planning and execution and to facilitate effective delivery of individual projects, more efficient use of resources, and more effective coordination between projects implementations.
- Advise the City in providing project management and oversight of Public Works CIP projects.
- As needed, assist the City in developing a construction sequence and/or program delivery strategies that ensures facilities remain operational and in regulatory compliance during construction.
- Monitor other design consultants' performance, review (their) invoices, and recommend periodic progress payments. CONSULTANT shall submit approved invoices to City staff for payment and execution.
- As needed, provide expertise in value engineering, and help assess when such an evaluation is a benefit to the City.
- CONSULTANT will review City prepared procurement documentation for various design and construction projects.
- Provide technical support during reviews related to the City's projects.

SUBTASK 2.2: DESIGN MANAGEMENT

- Manage and coordinate the implementation of the A/E firms' work, schedule, and budget and other subcontractors.
- Provide reviews and technical consultation as requested by the City for A/E firms for the overall benefit of the project.
- Conduct periodic reviews of prepared studies and designs, including progress reviews at typical design percent completion stages.
- Monitor other Design Consultants performance, review invoices, and recommend periodic progress payments as requested by the City.

- Recommend value engineering and help assess when such an evaluation is a benefit to the City.
- Provide technical assistance as requested by the City, including design reviews for tasks of an urgent or critical nature.

SUBTASK 2.3: PERMITTING MANAGEMENT

- Obtaining required permits is the responsibility of the design A/E firms, CONSULTANT will assist the City as needed with the process of reviewing appropriate permit applications to comply with requirements of the Clean Air Act, Clean Water Act, and Safe Drinking Water Act and from any other applicable federal, state, and local regulatory agencies.
- Provide support as requested by the City to ensure CIP projects are designed and executed in compliance with all applicable federal, state and county laws and regulations and permit provisions.
- As needed, advise the City on various regulatory permit processes and requirements, and identify studies or other work products needed to secure permits and provide appropriate technical expertise to assist the City in permit acquisition.

OWNER ALLOWANCE

WO1 includes an Allowance in the amount of **\$75,000 (Seventy-Five thousand dollars)** for additional out-of-scope services, as directed by the City, that may arise during the performance of this Work Order. All work to be covered by this Allowance shall be approved in writing by the City prior to commencement by CONSULTANT.

SCHEDULE

The approximate duration of WO1 is eleven (11) months after receipt of the Notice-to-Proceed, estimated to occur on or about December 1, 2024, with a contract term of five (5) years, commencing upon award by the City Commission.

ASSUMPTIONS

- Dedicated on-site CONSULTANT personnel to support the City will be negotiated with the Public Works Director and will be limited by time allowance per the budget shown in Appendix A.
- Any out-of-scope requests from the City will be budgeted and approved in separate work order amendments, change orders or new work orders.
- Services under WO1 will be provided until 09/30/2025 (or earlier, depending on how the City utilizes the budgeted hours in WO1).

- Execution of the tasks presented in this SOW will be limited to the number of hours indicated in the corresponding items of the WO1 Task-Based Budget presented in Appendix A. Any required support beyond the budgeted hours presented in the Appendix A table will be considered additional work and be subject to a change order.
- CONSULTANT shall work within the existing framework of the City to get deliverables approved.
- CONSULTANT is not responsible for signing and sealing DRC reviews. The City is responsible for providing in a timely manner all relevant data, e.g., as flowrate, existing utilities location and capacity, etc.

EXCLUSIONS

The following items are NOT included in the scope of work of WO1.

- Project Management of other projects to be conducted by City staff or direct subcontractors. CONSULTANT to provide programmatic tracking and coordination only.
- Development of new tools requiring specialists or time allotted beyond budgeted hours presented in Appendix A.
- Development and engagement in ordinance and regulation drafting to include any specialists in environmental or legal counsel.
- Development of new Standard Operating Procedures.
- Development or engagement in land acquisition or easement agreements beyond a programmatic approach.
- Construction Management services to include field inspectors or Construction, Engineering, and Inspection (CEI) services.
- Design and/or reviews beyond the capability or expertise of staff CONSULTANT.
- Additional DRC reviews other than those required by the Public Works Department as stated in the SOW of WO1.
- Any activities not specifically mentioned in this SOW.
- All specialty software for project management and tracking such as but not limited to eBuilder, Procore, and Primavera etc.

SECTION 3: ROLES

Roles and their functions are described below. Total estimated LOE for each role is provided in Appendix A. Roles rates are described in Appendix B.

Principal: Working a few hours a month from the local Home Office, CONSULTANT's Principal provides corporate oversight to make sure the team is properly resourced and helps to establish critical success factors to maintain performance.

National Practice Leader: This position is budgeted to afford the City flexibility in the type of experts needed to provide subject matter expertise and technical assistance from the CONSULTANT's offices. Tasks include CIP support, project evaluations, federal permitting and

grant support, and other expert technical assistance that may be required to advance planned work under this work order.

Sr. Technical Specialist: This position is budgeted to afford the City flexibility in the type of expertise needed to provide subject matter expertise and technical assistance from the CONSULTANT's offices for various anticipated needs associated with CIP projects and Design-Build procurement planning and execution. Tasks include CIP support, background research and data collection/review, update of existing groundwater or hydraulic models, project planning, assistance with infrastructure evaluations, permitting and grant support, and other technical assistance that may be required to advance planned work under this work order.

Project Controls: Working part-time, Project Control works in tandem with the project manager and Team to develop and implement the Program Control Plan and provide reports, dashboards, and other information to help the City visualize the tracked and forecasted performance of the City's CIP.

Contract Manager/Program Manager: Applies a portion of his/her hours to organize and collaborate with the Project Manager and the City for this activity. The role will include participation in activity planning meetings at the City and reviewing the deliverables and planning documents.

Civil Engineer: (Gravity Sewer / Force Mains / Water Transmission and Distribution) Supports the Program Manager/Contract Manager and Project Manager Pre-Construction by managing the Engineering During Construction process, including reviews of submittals, responses to RFIs and review of shop drawings and as-built drawings. Responsible for ensuring that all permits are being complied with and reporting the progress and quality of the work.

Permitting Lead: Provides support for permitting requirements on a project-specific basis. Assists with environmental and other issues with regards to grant/funding applications and requirements.

SECTION 4: BASIS OF COMPENSATION

The Budget per Task for WO1 is provided in Table 1 – Budget per Task. The fee for the SOW of WO1 is calculated based on the estimated expertise and level of effort needed to support completion of the scope of work. CONSULTANT shall perform the Work detailed in this proposal based on the City's budget for WO1 and considering the Public Works Department's engineering support needs, the CONSULTANT's allocated expertise and level of effort to prioritize these needs. The total Not-to-Exceed fee of \$599,982.07 (five hundred ninety-nine thousand nine hundred and eighty-two dollars and seven cents) to be billed on an hourly basis at the Program rates established in the Master Service Agreement, adjusted by Consumer Price Index. Lump Sum invoicing for deliverables within the Time and Material allowance may be accepted with City approval. The WO1 Task-Based Budget is provided in Appendix A.

NOTES

- The type and quantity of labor resources and total estimated budget allocated per task presents good faith estimates of the labor requirements to develop WO1 SOW. As such, the number of professionals and specific number of hours assigned to each professional are fungible within the ceiling of this contract to provide the City Blended-Capacity Project Management team with the flexibility needed to execute the SOW in an agile manner.
- CONSULTANT's SOW is limited to the type of services described in this Work Order. Should changes in the City's plan or new City needs emerge that require additional labor and expertise, or existing tasks require a level of effort beyond what is presented in the budget, CONSULTANT shall provide the City with an estimate of the additionally required labor and expertise before providing additional services. This is subject to a mutually agreed amendment of this scope of services and availability of funding. CONSULTANT will provide updates of the remaining budget with the monthly invoices (or more frequently, when needed) to keep the City informed in this regard.
- The agreement documents the hourly rates applicable to each labor category. Should the labor requirements for CONSULTANT professionals assigned to the City to work exceed agreed upon hours, CONSULTANT and the City will re-evaluate the need for additional personnel and negotiate an amendment to support fulfillment of the City's labor needs.

As part of providing the full extent of the services, the CONSULTANT may incur certain administrative and other direct expenses related to the SOW WO1 , such as for the City or Field office supplies, City or Field office adaption, project travel that is required during the course of the day from site to site including project sites and City offices, special equipment or materials, charges related to the preparation and/or outside reproduction of deliverables, communications materials or other collaterals required to support meetings, presentations, Community Outreach and such. Such expenses are reimbursable from the Other Direct Expenditures budget line item.

The CONSULTANT agrees to keep, furnish, and support reimbursement of authorized direct costs with copies of receipts or statements of time expended (if applicable for other direct services type expenses). Reimbursable expenses will be invoiced by the CONSULTANT to the City (and compensated by the City to the CONSULTANT) from the Other Direct Expenditures budget line item, following adherence to the aforementioned conditions. Such documentation and records will be available at all reasonable times for examination and audit by the City.

SECTION 5: PAYMENT

The CONSULTANT will invoice the City on a monthly basis for the services rendered during the prior month. All invoices must reference the Consultant's legal name as authorized to

do business with the State of Florida; City's Contract Number and Work Order Number; a unique invoice number not previously used under this contract; date; a description of the services performed, and the amount to be invoiced.

The CONSULTANT will:

- 1) submit invoices using a pdf file at a resolution of no less than 300 dpi.
- 2) name the pdf file with the Consultant's name and the PO number;
- 3) provide all required attachments with the invoice file. Each invoice shall summarize the contract price, payments made to date, percentage of budget completed to date; amounts due under the invoice, remaining balance of the Work Order.

Labor costs will be billed on a time and material basis per the hourly rate basis per the rate schedule Appendix B. Labor line items in the invoice shall include the name, position, and job category of the professional whose hours are being charged to the City, along with hours worked and hourly rates, as well as an arithmetically correct subtotal. Monthly timesheets will be emailed to City. Other Direct Expenditures will be invoiced and compensated as Aforementioned.

APPENDIX A – LOE

City of Hallandale Beach - Staff Augmentation Capital Improvement Support Services – Public Works: LOE SCHEDULE & BUDGET

Role	Rate	24-Dec	25-Jan	25-Feb	25-Mar	25-Apr	25-May	25-Jun	25-Jul	25-Aug	25-Sep	25-Oct	25-Nov	Total Hrs	Total\$	
Program Management																
Principal	\$288.40	8	8	8	8	8	8	8	8	8	8	8	8	96	\$27,686.40	
National Patrice Lead	\$284.01	8	8	8	8	8	8	8	8	8	8	8	8	96	\$27,264.96	
Contract Manager/ Program Manager	\$256.20	12	12	12	12	12	12	12	12	12	12	12	12	144	\$36,892.80	
Senior Technical Specialist	\$257.76	6	6	6	6	6	6	6	6	6	6	6	6	71	\$18,300.96	
Project Controls	\$232.78	12	12	12	12	12	12	12	12	12	12	12	12	144	\$33,520.32	
														Total	551	\$143,665.44
Contract Manager/ Program Manager	\$256.20	24	24	24	24	24	24	24	24	24	24	24	24	288	\$73,785.60	
Senior Technical Specialist	\$257.76	28	28	28	28	28	28	28	28	28	28	28	28	336	\$86,607.36	
Civil Engineer (Gravity Sewer / Force Mains / Water Transmission and Distribution)	\$180.47	40	40	40	40	40	40	40	40	40	40	40	40	480	\$86,625.60	
														Total	1104	\$247,018.56
Contract Manager/ Program Manager	\$256.20	12	12	12	12	12	12	12	12	12	12	12	12	144	\$36,892.80	
Senior Technical Specialist	\$226.72	12	12	12	12	12	12	12	12	12	12	12	12	144	\$32,647.68	
Civil Engineer (Gravity Sewer / Force Mains / Water Transmission and Distribution)	\$180.47	20	20	20	20	20	20	20	20	20	20	20	20	239	\$43,132.33	
														Total	527	\$112,672.81
Contract Manager/ Program Manager	\$256.20	14	14	14	14	14	14	14	14	14	14	14	14	167	\$42,785.40	
Permitting Lead	\$180.47	10	10	10	10	10	10	10	10	10	10	10	10	120	\$21,656.40	
														Total	287	\$64,441.80
														2469	\$567,798.61	
														Other Direct Expenditures	\$7,000.00	
														Emergency PO	\$25,000.00	
														Total	\$599,798.61	

APPENDIX B – ROLE RATES

TITLE	HOURLY BILLING RATES
Principal	\$288.40
National Practice Leader	\$284.01
Sr. Technical Specialist	\$257.76
Contract Manager/ Project Manager	\$256.20
Project Manager - Preconstruction	\$241.69
Public Information Officer	\$236.85
Construction Manager	\$233.25
Project Control	\$232.78
Trenchless Technologist Specialist	\$232.12
Biosolids Specialist	\$232.12
Technical Specialist	\$232.08
Senior Engineering Manager	\$226.72
Water Treatment Plant - Membranes Engineer	\$221.88
Geotechnical Engineer	\$221.53
Graphic Designer	\$207.19
Water Treatment Plant - Lime Softening Engineer	\$206.78
Engineering Manager	\$206.42
QA/QC Manager	\$206.00
PM/CM Support Plans and Procedures	\$206.00
Cost Estimator	\$196.73
FDEP Permitting Specialist	\$196.73
Permitting Lead	\$186.89
Scheduling	\$186.89
Structural Engineer	\$180.47
Mechanical Engineer	\$180.47
Electrical I&C Engineer	\$180.47
Civil Engineer (Gravity Sewer/ Force Mains/ Water Transmission and Distribution)	\$180.47
Architect/ Project Engineer	\$180.47
Mid-level Project Manager	\$170.53
Editor/ Technical Writer	\$168.68
SCADA Specialist	\$167.89
Grant Writer	\$156.88
Construction Inspectors - Structural	\$148.32
Construction Inspectors - Mechanical	\$148.32
Construction Inspectors - Electrical and I&C	\$148.32
CAD Designer	\$144.24
Staff Engineer / Scientist	\$142.64
Design Engineer	\$139.33
Project Engineer	\$129.29
Safety Officer	\$128.70
Inspector	\$126.77
Engagement Outreach Specialist	\$124.05
Field Office Administrative Assistant	\$114.48
Staff Engineer	\$113.72
Sr. Administrator	\$113.41

Assistant Office Engineer	\$97.66
Administrative Support Staff, Technician	\$86.22
Clerical, Document Control Clerk, Project Accountant	\$80.05

1. Labor will be billed as actual hours charged to the project by Black & Veatch personnel in accordance with the billing rates above.
2. Travel and reimbursable expenses will be billed at actual cost. Expenses include costs such as airfare, personal mileage, lodging, meals, motor vehicle rental, phone charges, special rental equipment, etc.
3. Shipping, postage, in-house reproduction, local mileage will be billed at \$2 per labor hour.
4. Computer, network and software charges will be billed at \$6 per labor hour.
5. Subconsultants and third-party services will be billed at actual cost plus a 5% markup.
6. Expenses for field assignments will be billed as a per diem, actual expenses or a combination of both as determined by the specific assignment.
7. Overtime applies to non-exempt personnel as defined by the U.S. Federal Wage and Hour Law. Overtime will be billed as actual hours charged to the project by Black & Veatch personnel in accordance with the rates above plus a 50 percent increase.
8. Billing rates are subject to annual adjustment on each January 1.