

City of Hallandale Beach

Reference RFP # FY 2024-2025-14
Work Authorization

Project Name
30-inch Force Main on NE 14th Street

A. SUMMARY OF SERVICES TO BE RENDERED

In accordance with Resolution No. 2025-113, RFP #FY 2024-2025-14 Continuing Professional Architectural and Engineering Services and Other Services, the following scope of services is provided by AECOM Technical Services, Inc. (CONSULTANT) as requested by the CITY to provide Water/Wastewater/Stormwater Engineering Services.

This Work Authorization (WA) addresses the construction engineering services for the construction of approximately 3,370 linear feet of 30-inch and 12-inch force main (FM) by a combination of horizontal directional drill (HDD) and open cut on NE 14th Street from about 150 feet south of Atlantic Shores Boulevard and connecting to the City of Hallandale Beach's FM master meter on the SW corner of Funston Street and S 14th Street in the City of Hollywood.

The services included in this WA include Engineering Services During Construction (ESDC) and part-time construction observation services.

Construction Contract Administration:

CONSULTANT will provide construction administration on the project via the following services:

1. **Pre-construction Meeting:** Attend and participate in the pre-construction meeting, including preparation of Minutes of the meeting.
2. **Submittals/Shop Drawings:** Review of contractor submittals and shop drawings (pipe materials, fittings, valves, and related appurtenances) for general conformance with the Contract Documents, including coordination with City Staff. CONSULTANT anticipates reviewing up to Eighteen (18) submittals / shop drawings including resubmittals.
3. **RFIs / Field Changes:** Preparation of written responses to Requests for Information (RFIs) and evaluation of proposed field changes that may affect design intent including coordination with City Staff. CONSULTANT anticipates responding to up to Twenty (20) RFIs.
4. **Change Orders:** CONSULTANT will review and respond to up to ten (10) Contractor-generated Change Orders (COs) including coordination with City Staff and update the CO spreadsheet log.
5. **Construction Progress Meetings:** Attendance at construction progress meetings including preparation of Agenda and Minutes of the meetings including

coordination with City Staff. CONSULTANT anticipates participation in approximately Ten (10) progress meetings, Eight (8) virtual and Two (2) at Public Works offices.

6. **Site Visits (Project Manager and/or Engineer):** Periodic field/site visits to observe construction progress and provide technical input related to interpretation of the Contract Documents, including coordination with City Staff. CONSULTANT anticipates up to Six (6) site visits. Site visits may include attendance during key milestones (e.g., pressure-testing, tie-ins/connection points, etc.) as requested by the City.
7. **Field Site Observation:** Provide up to four hundred (400) hours of field and testing observation including field notes, daily reports with photos, completed test forms and field report log.
8. **Pay Applications:** Review up to Twelve (12) contractor pay requests and provide recommendation for payment including coordination with City Staff. CONSULTANT site engineer will verify the quantities installed for each pay application.
9. **As-Builts / Record Drawings:** Review of contractor-provided redline as-built documentation for general consistency with the Contract Documents, anticipated as a consolidated review effort. Includes technical support related to project closeout documentation and certification activities. Contractor to provide final signed and sealed as-built survey by the Contractor's Florida-registered professional Surveyor. CONSULTANT shall review final as-built Record Drawings for the new FM.
10. **Project Certification:** Prepare final certification form 62-604.300(3)(b) *Notification of Completion of Construction for a Domestic Wastewater Collection/Transmission System* for Broward County Environmental Permitting Division; Broward County Traffic Engineering Division (BCTED) post construction photos of signage and pavement markings and inspection request notification to BCTED; and City of Hollywood Engineering – Right-of-Way closeout documents and final inspection.
11. **Substantial Completion:** Attend a site meeting for "Substantial Completion" and provide a punch list of items for correction.
12. **Final Completion:** Attend a site meeting for "Final Completion" of Project, based on the punch list items generated as part of the Substantial Completion.

Task Deliverables:

- *Electronic copies Meeting agenda and minutes;*
- *Electronic copies of reviewed shop drawings;*
- *Electronic copies of approved pay requests;*
- *Electronic copies of RFI's and RFI log;*
- *Electronic copies of COs and COs log;*
- *Electronic copy of the Record Drawings;*
- *Electronic copy of Punch List items;*
- *Field observation daily report when on site / visit notes, and log as needed;*

- *Review comments on contractor-provided redline, as-built and record drawings and,*
- *Electronic copy of certification information to FDEP, BCTED and City of Hollywood.*

B. ASSUMPTIONS

1. Compensation for ESDC work in this proposal will be based on items 1 through 6 and 8 through 12 as a Lump Sum (LS) method of payment. Once the CONSULTANT total lump sum fee has been met, the CONSULTANT work is complete unless the CITY authorizes a Change Order for additional work.
2. Compensation for Field Site Observation work in this proposal will be based on a Time and Material (T&M) method of payment for item 7. Once the CONSULTANT total Time and Material fee has been met, the CONSULTANT work is complete unless the CITY authorizes a Change Order for additional work.
3. Reviews are limited to general conformance with the Contract Documents and design intent; contractor means, methods, sequencing, safety practices, and quality control are excluded.
4. Site visits are for periodic field observations and engineering input related to interpretation of the Contract Documents; they do not constitute inspections, acceptance, certification, or responsibility for construction means/methods.
5. Record drawings/as-builts will be prepared by the Contractor; CONSULTANT's services are limited to review and comment only.
6. Services required due to contractor errors, omissions, or rework may require additional City authorization.
7. Quantities and level-of-effort assumptions are estimates only; actual services will depend on construction progress, submittal/RFI volume, and City direction.
8. Change Orders: Any evaluation of change order requests by Contractor is limited to technical/engineering considerations (e.g., design intent, contract document interpretation, and technical basis) and is limited to ten (10) COs under this task.
9. The City's legal counsel will address any legal matters. CONSULTANT does not provide legal services or legal advice, and participation in litigation, court proceedings, depositions, mediation/arbitration support, expert witness services, or other legal proceedings is excluded from this task.

C. PROJECT COST:

Task - Construction Contract Administration

	Billed At	Number of Hours	Cost Extended
Director Engineer	\$215		
Associate Engineer	\$210		
Project Manager	\$200	439	\$87,800
Senior Engineer	\$270	199	\$53,730
Project Engineer	\$175		
Engineer	\$165	60	\$9,900
Junior Engineer	\$150	400	\$60,000
CADD Technician	\$145		
Administration	\$130	72	\$9,360
Support Specialist	\$130	36	\$4,680
Expenses (ODC)	cost	NA	\$11,397

Total Task Cost: \$236,867

TOTAL LUMP SUM FEE: \$176,867

TOTAL Time & Material FEE: \$60,000

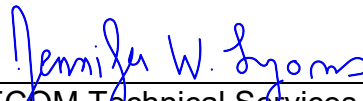
D. PROJECT SCHEDULE:

- Construction Contract Administration – complete 547 calendar days from City of Hallandale Beach issuing Notice to Proceed to the Contractor

E. NOTICE / PROJECT MANAGER OF CONSULTANT:



AECOM Technical Services, Inc.
William P. Snow, P.E.
Principal Engineer
1400 Centrepark Blvd.
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