

ITEM #8

(Missing Exhibit "A-1")

**ADDITIONAL MATERIAL
10:00 A.M. REGULAR MEETING
NOVEMBER 7, 2017**

**SUBMITTED AT THE REQUEST OF
PUBLIC WORKS DEPARTMENT**

Exhibit "A-1"

Scope of Services

Work Authorization No. CDMS 13-16

PROJECT DESCRIPTION

The City of Hollywood began providing water for sale to the COUNTY for System 3A in December 2001. The COUNTY operates a re-pumping facility at the site of the former WTP 3A consisting of ground Storage tank, high service pumps, backup power supply, and chemical feed system's supplying the 3A distribution system which includes the Fort Lauderdale-Hollywood International Airport (FLL).

In October 2015, the COUNTY commissioned the CONSULTANT to design a finished water pumping and re-chlorination station for age of water to the Fort Lauderdale-Hollywood International Airport (FLL).

The property is bound to the south by Griffin Road which is a State of Florida, Department of Transportation, right-of-way; and bound to the west by the South Florida Management District, Dania Cut-Off Canal, and bound to the east and north by FLL.

PROJECT SITE

The project site is located just east of the I-95/Dania Cut-off Canal and north of Griffin Road, Dania Beach, Florida 33004.

BASIC SERVICES

CONSULTANT will provide construction management services for COUNTY Project 9258-100982, New Booster Pumping Station for System 3A.

Task 1 - Construction Management Services

CONSULTANT shall perform the following tasks:

- A. **Building Department** - CONSULTANT shall provide assistance to the Contractor for procuring the Building Department permit from the Broward County Building Department. CONSULTANT shall address up to three (3) set of comments from the Building Department and prepare drawing modifications in response to these comments as required.
- B. **Preconstruction Conference** - CONSULTANT's shall conduct one (1) preconstruction conference attended by representatives of COUNTY and by the construction Contractor. CONSULTANT shall provide the attendees with a written summary of the meeting which will be distributed electronically.
- C. **Construction Process Meetings** - CONSULTANT shall conduct up to five (5) progress meetings with the construction Contractor and the COUNTY to review project status and identify issues that may affect the project schedule. CONSULTANT shall provide COUNTY with a written summary of each progress meeting which will be distributed electronically to the attendees, including updated versions of correspondence, submittal and Request for Information (RFI) logs.

- D. **Site Observations** - CONSULTANT shall undertake up to five (5) periodic site reviews sufficient for each Engineer of Record to certify completion of the project of each discipline.
- E. **Pre-Start Up Conference** - CONSULTANT shall conduct one (1) pre-start up conference attended by the construction Contractor and representatives of COUNTY. CONSULTANT shall provide the attendees with a written summary of the meeting which will be distributed electronically.
- F. **Pay Requests** - CONSULTANT shall review up to five (5) applications for payment and accompanying data, determine the amounts owed, and recommend approval of payments due to the Contractor. CONSULTANT's recommendation of any payment requested in an application for payment will be based on CONSULTANT's onsite observations of construction in progress and on CONSULTANT's review of the application for payment and the accompanying data and schedules, that construction has progressed to the point indicated. In addition, it is understood that the quality of construction is in general conformance with the Contract Documents; subject to an evaluation of construction upon substantial completion, to the results of any subsequent tests called for in the Contract Documents, and any qualifications stated in the recommendation; and that the Contractor is due the amount recommended.
- G. **Construction Schedule** - CONSULTANT shall perform up to five (5) reviews of the construction contractor's schedules including initial construction schedule and progress updates, keep COUNTY informed of any perceived problems with the schedule, and advise the construction Contractor of noted errors in logic or inconsistencies with the Contract Documents.
- H. **Submittals** - CONSULTANT shall log, track, and code up to ninety-five (95) shop drawings and any other submittals which the construction Contractor is required to submit within twenty-one (21) working days of receipt of the submittal except for special items requiring longer review time if so noted in the construction documents. The code shall be for general conformance with the design intent and compliance with the information presented in the construction documents. CONSULTANT shall determine the acceptability of materials and equipment proposed by the construction Contractor.
- I. **Vendor Provided O&M Manuals** - CONSULTANT shall log, track, and code up to four (4) vendor provided operation and maintenance manuals required as part of the construction documents.
- J. **Contract Interpretations and Clarifications** - CONSULTANT shall answer up to fifteen (15) RFI's and issue necessary interpretations and clarifications of the construction documents in a timely manner. Non-technical administrative interpretations will be issued by the COUNTY.
- K. **Change Management** - CONSULTANT shall prepare up to one (1) technical input for requests for routine project cost and /or schedule changes from the construction Contractor. CONSULTANT shall log, track, and evaluate the impact of the change request in terms of project cost and schedule. CONSULTANT shall prepare a recommendation of the change request and if acceptable, a statement noting that the request cost / schedule impacts as fair and reasonable. CONSULTANT's analysis of the change request shall be forwarded to COUNTY for processing. It is noted that claim analysis or litigation support is not a basic service.

- L. **Project Closeout** - CONSULTANT, in conjunction with appropriate COUNTY staff, shall develop a "punch list" of the project upon receiving notice from the Contractor that the project is substantially complete. The "punch list" shall include items needing completion or correction prior to consideration of final acceptance. CONSULTANT shall develop the list with assistance from the COUNTY. The list shall be forwarded to the Contractor by the COUNTY. Upon notification from the Contractor that all remaining "punch list" items have been resolved, CONSULTANT, in conjunction with appropriate COUNTY staff, shall perform a final review of the finished project. Based on successful completion of all outstanding work items by the Contractor, CONSULTANT shall assist in closing out the construction contract by certifying final construction to the Health Department.
- M. **Record Drawings** - CONSULTANT shall prepare and distribute to the COUNTY two (2) sets of 24" x 36" signed and sealed prints. CONSULTANT shall also deliver the AutoCAD electronic version of the record drawings on compact disk. The record drawings shall incorporate those changes made during the construction process, based on the marked-up prints, drawings, as-built survey, and other data furnished by the construction Contractor and COUNTY to CONSULTANT.
- N. **Field Observation Services** - CONSULTANT shall provide a part-time (up to 320-hours) project representative for field observation services of the proposed work. The project representative shall not undertake any of the responsibilities of contractor or its subcontractors, nor direct any of their work. The project representative shall not advise on or issue directions pertaining to any aspect of the means, methods, techniques, sequences or procedures of construction unless such is specifically called for in the Contract Documents; project representative shall not advise on, or issue directions about safety precautions and programs related to the contractor's work. Project representative shall not approve any interruptions or modification of COUNTY's facilities without the approval of COUNTY.

Task 2 - Optional Additional Services

CONSULTANT shall provide additional basic services, as identified by the Contract Administrator, which are related to but beyond the level of effort of the scope of services outlined above. These services must be initiated by a separate written authorization from the Contract Administrator.

ASSUMPTION

- 1. Site access.

PROJECT SCHEDULE

The estimated time for performance of the project is presented below.

Task	Duration
Task 1 - Construction Management Services:	
First NTP to Second NTP	1 month
Construction Period to SC	8 months
Final Completion	1 month
Record Drawings	1 month

