



**Proposal to Provide Professional Engineering Services for  
Village of Wellington  
Lift Stations No. 16 and 65  
Engineering Services During Construction**

**A. Project Description:**

Mock, Roos & Associates, Inc. (Mock•Roos) recently completed the design, permitting, and contract coordination for the rehabilitation of Lift Station Nos. 16 and 65. The Village of Wellington (Village) has requested that Mock•Roos provide Engineering Services During Construction to assist with monitoring the construction of both rehabilitation projects.

Mock•Roos will serve as the Village's representative, with the Village or Mock•Roos acting as the primary point of contact for the project. The Village is currently in the process of contracting with Hinterland for the construction of Lift Station No. 16 and Industry Standard for Lift Station No. 65.

As part of the engineering during construction of the Lift Station No. 16 and 65 Rehabilitation project, Mock•Roos will provide the following services:

**B. Scope of Services:**

**Task 1 – Engineering During Construction**

- A. Provide Mock•Roos staff to attend two (2) pre-construction meetings (one with each Contractor), Village, and Mock•Roos. A draft meeting agenda will be prepared by Mock•Roos. The final agenda and meeting minutes will be prepared and distributed by the Village. Provide each Contractor with up to Two (2) sets of Contract Documents for use during construction and provide one digital file containing the project AutoCAD drawings for each contractor's use to prepare Record Drawings of construction.
- B. Primary Construction Observation will be provided by Village Staff.
- C. Provide the services of a Project Engineer to coordinate with the Village and perform monthly site observation of the work activities and Contractor's progress during the active construction period. These services are based on an average of ten (10) hours per week for the anticipated 5-month active construction period duration.
- D. Attend monthly progress meetings between the Contractor and Village to discuss project and project schedule. A total of 20 meetings are included and it is anticipated that Mock•Roos will assist the Village to prepare the agendas and meeting minutes for each of the meetings.
- E. At the request of Village Mock•Roos will review and provide comments on the Civil, Structural, Electrical, and Mechanical shop drawings submitted by the Contractor. It is anticipated that the Contractor will prepare and maintain a shop drawing submittal log and provide an updated copy

of the shop drawing log with each shop drawing submittal. An average of 12 submittals is anticipated for each lift station. One (1) review of each submittal is included.

- F. Respond to Contractor's request for information (RFI's) during construction. Eight (8) RFI's are included in this budget.
- G. Provide Mock•Roos Representative to attend up to 10 onsite pay application review meetings between the Contractors, Mock•Roos, and the Village to agree on installed quantities. Provide review and payment recommendations for the Contractor's pay applications.
- H. Attend one start up at each lift station and then perform one "Substantial Completion" with the Contractor, Mock•Roos, and Village for each lift station, and develop a punch list for correction by Contractor. Each start up is expected to last up to (4) hours based on the assumption that the Contractor is prepared for the start-up activities before the Engineer arrives at the site.
- I. Perform one (1) "Final Completion Walk-through" with the Contractor, Mock•Roos, and the Village to review final punch-list has been completed. Perform follow-up regarding Contractor's completion of punch-list.
- J. Perform review of Contractor's Record Drawing submissions for general conformance with Contract Documents.
- K. Provide the services of a structural subconsultant to assist with the scope of services above as outlined in the attached proposal for Lift Station No. 16. Coordinate field observations and attend a site visit for the assessment of the existing wet well condition.
- L. Provide the services of an electrical subconsultant to assist with the scope of services above as outlined in the attached proposal for Lift Station Nos. 16 and 65. Coordinate field observations.
- M. Provide limited project management duties and coordination with Village throughout Project duration of the above tasks. This includes assisting Village to close out the projects. A total of 20 engineering hours are budgeted for this Task.

**C. Assumptions:**

- 1. The contract duration for Lift Station No. 16 shall be 330 days with 150 days of active onsite construction. The contract duration for Lift Station No. 65 shall be 300 days with 120 days of active onsite construction. It is assumed that the active construction of Lift Station No. 65 will occur concurrently with the active construction of Lift Station No. 16.
- 2. Part-time hours are included for field observations. The Village will have an onsite inspector assisting with construction observations.

**D. Fee and Rates:**

The total fee estimated to provide the Scope of Services outlined above is **\$164,900**. Mock•Roos will complete the Scope of Services on an hourly not to exceed basis. See Exhibit A for anticipated labor hours.

**E. Acceptance and Authorization to Proceed:**

This proposal is acceptable and Mock•Roos has authorization to proceed with the Scope of Services upon Mock•Roos receiving a Purchase Order for these services.

**MOCK•ROOS**

Signed:  \_\_\_\_\_

Name: Thomas Biggs, P.E.

Title: Executive Vice President

Date: February 10, 2025

Exhibit A						
Village of Wellington Lift Station Nos. 16 and 65 Engineering During Construction						
Task Description	Senior Project Manager	Professional Engineer	Engineer III	Project Coordinator	Subconsultant	Total
<b>Task 1 Engineering During Construction</b>						
A. Pre-Construction Meeting - Provide Drawings	8	12	0	2	\$0.00	\$4,610.00
B. Primary Construction Observation by Village	0	0	0	0	\$0.00	\$0.00
C. Periodic Site Observations by the Engineer	12	80	120	40	\$0.00	\$44,740.00
D. Attend Monthly Meetings and Assist with Minutes	60	0	0	20	\$0.00	\$16,600.00
E. Shop Drawing Review	6	24	40	10	\$0.00	\$14,540.00
F. RFI Responses	4	8	16	0	\$0.00	\$5,500.00
G. Review Pay Application & Recommendation Letter	10	0	20	0	\$0.00	\$6,050.00
H. Startup and Substantial Completion Walk-Through	10	0	16	4	\$0.00	\$5,710.00
I. Final Completion Walk-Through / Follow-up	6	0	8	2	\$0.00	\$3,100.00
J. Record Drawing Review	2	2	6	0	\$0.00	\$1,980.00
K. Structural Subconsultant Services	4	0	16	2	\$35,000.00	\$39,050.00
L. Electrical Subconsultant Services	2	0	8	2	\$16,000.00	\$18,120.00
M. Project Management	20	0	0	0	\$0.00	\$0.00
Total Hours	144	126	250	82	\$51,000.00	
Labor Hourly Billing Rate	\$245.00	\$205.00	\$180.00	\$95.00		
Subtotal	\$35,280	\$25,830	\$45,000	\$7,790	\$51,000	
					<b>Total Subconsultant Labor</b>	<b>\$ 51,000</b>
					<b>Total Mock•Roos Labor</b>	<b>\$ 113,900</b>
					<b>Project Total</b>	<b>\$ 164,900</b>

The spreadsheet is a fee cost estimate based on specific labor classifications as noted. However, other labor classifications based on the approved Master Agreement between Mock•Roos may be used to complete certain tasks on this project.

February 7, 2025

Mr. John Cairnes, P.E.  
Mock, Roos & Associates, Inc.  
5720 Corporate Way  
West Palm Beach, FL 33407

Re: Village of Wellington LS 16 & 65 Construction Phase Services  
Electrical Engineering Services Proposal

Dear John:

Smith Engineering Consultants, Inc. (SEC) is pleased to provide this proposal for the above-referenced project. We propose to provide the following scope of services for each pump station as two (2) separate construction projects:

1. Attend both pre-construction meetings.
2. Review electrical equipment shop drawings.
3. Respond to contractor requests for information (RFI's) and review change order requests.
4. Perform up to six (6) total construction observation site visits as necessary.
5. Attend both pump station start-ups of electrical/instrumentation systems (1 day each).
6. Perform substantial completion and final inspections and prepare punch lists.
7. Prepare record drawings based upon contractor "as-built" drawings.

We propose to provide the services described above at our approved Village of Wellington hourly rates (see attached) not-to-exceed \$16,000 without additional authorization..

Thank you for using Smith Engineering Consultants as the source for these engineering services. We look forward to our continued working relationship with you on this project.

Sincerely,



Larry M. Smith, P. E.  
President



February 5, 2025

John P. Cairnes, P.E.

Senior Project Manager

Mock Roos | Consulting Engineers

5720 Corporate Way

West Palm Beach, FL 33407

5411 Skycenter Dr  
Suite 650  
Tampa, Florida, 33607  
+1 (813) 420-5073

[wsp.com](http://wsp.com)

**Re: Proposal 2025US374609 – Lift Station No. 16: Engineering Construction Services**

Dear Mr. Cairnes:

WSP USA BUILDINGS, INC. (WSP) is pleased to provide Mock Roos Consulting Engineers, Inc. (Mock Roos) Engineering Construction Services to support the upcoming construction activities at Lift Station No. 16 of the Village of Wellington, as indicated on our construction documents dated October 20, 2023. WSP's services described herein are intended to support the successful rehabilitation of the existing structure. The following sections describe the proposed scope of services, proposed fees and contract authorization procedures.

**Scope of Services**

WSP is prepared to provide Professional Engineering services to support Mock Roos in providing the Village of Wellington (the Village) increased capacity for their existing lift station. These services include limited assessment of the existing structure, once exposed and prepared for safe access, and construction support services to ensure the correct installation of the new precast concrete riser. The following is a description of the scope for the requested services:

**Task 1: Limited Construction Inspection**

As outlined in WSP's Structural Plans for Lift Station No. 16 and 65 Rehabilitation, dated October 20, 2023, the existing wet well structure is to be assessed following removal of the upper CMU section and prior to installation of the new precast concrete sections. These services include a visual, non-destructive investigation and GPR scanning for rebar locating within the concrete section. These as-builts conditions will be compared with as-built conditions represented in the drawings by Gee & Jenson Engineers-Architects-Planners, Inc., dated May 1979 (unsealed). Given WSP determines that deviations from these drawings, based on conditions noted in the field, would impact the design and ultimately our estimated performance of the existing structure, we will notify Mock Roos in writing of this condition and discuss the need for further assessment and/or evaluation beyond the scope of this purchase order.

**Task 2: Construction Support Services**

Our limited construction support services include review of submittals and responding to Requests for Information (RFI) related to our construction drawings, to assist Mock Roos in responding in a timely manner. We have budgeted for up to (7) submittals and (3) RFI reviews. In addition, we have included the minimum inspections recommended to supplement the Village's full-time construction oversight. For our limited construction oversight services, we assumed four (4) site visits which represent milestones and/or critical inspection opportunities for the project. The following are a list of the site visits to be coordinated during construction:

- Attend project Kick-off Meeting
- Oversight of first riser section install
- Review of doweling and rebar placement for CIP collar
- Substantial Completion / Punchlist walkthrough



## Deliverables

In accordance with our contract terms, we are prepared to provide the following deliverables during execution of the above-mentioned tasks:

- Site Visit Reports – A brief report including the purpose of our visit and notable observations.

WSP will provide an electronic copy of the submittals via email, ftp or other means for file transfer.

## Assumptions and Qualifications

- Our scope and budget do not include producing as-built drawings or producing material take-offs.
- Safe and permissible access to interior and exterior components of the structure will be provided by others in order to perform the services described herein and our efforts will not be obstructed by the activities of others during the duration of our field visits.
- Our scope and budget assume that all services included in assessment of existing conditions can be performed concurrently. If, due to site conditions or other factors out of WSP's control, these services cannot be performed during a single visit, additional budget may be requested to complete the services as planned.
- WSP's review of the structures existing conditions include confirming as-built conditions and noting any signs of material/structural distress. Conditions which fall outside of Minor, as defined in the General Structural Notes, Section G of WSP's Structural Drawings dated October 20, 2023, or differ from the assumed as-built condition, may require a detailed investigation (non-destructive and/or destructive testing) followed by a structural evaluation. These services are not included within this scope and must be executed under a separate purchase order given the effort required to fully understand the cause and extent of such conditions, including the nature of the associated repairs, are difficult to estimate without prior knowledge.
- The project schedule will be the responsibility of the selected contractor. WSP will require minimum 48-hour notice for inspection requests. These services will be provided during weekday, normal business hours.
- This proposal is an attachment to our WSP Standard Terms and Conditions, which is also referenced as an attachment herein.

## Fee and Schedule

We propose to perform the above services on a Lump Sum, not to exceed total of **\$35,000.00**. The following breakdown provides the budget associated with each task:

### Exhibit 1: Fee Estimate

Task No.	Task Name	Total
Task 1	Construction Inspection	\$13,700.00
Task 2	Construction Support	\$21,300.00
<b>TOTAL PRICE</b>		<b>\$35,000.00</b>

Our services will be assumed to initiate following your authorization as the Notice To Proceed (NTP). WSP's schedule for completing the above-mentioned services will coordinate with the selected contractor's construction schedule for allowing WSP personnel to perform the requested inspection services for the milestone tasks agreed and documented during project inception. Frequency of those request will be limited to the amount described herein. Where additional services are requested, WSP will provide a budget for the increased effort for your authorization.



### Authorization

Given you are prepared to authorize these services, please provide a purchase order which references our proposal, scope of services, and the terms and conditions for review by our legal department. We have provided our standard terms and conditions, as Attachment 1, for convenience given this is the preferred method of execution.

Thank you for this opportunity and for considering our firm for these valuable services. We trust that this proposal meets your needs for ensuring the quality design of the proposed structure. If you have any questions or if we can be of further assistance, please feel free to reach Tirrell Day at 813.420.5073.

Sincerely,

**WSP USA**

A handwritten signature in blue ink, appearing to be 'TD' with a large, stylized flourish.

Tirrell Day, PE

Lead Consultant, Structural

Tampa | Property & Buildings

David J. Odeh, PE, SE, F.SEI, F.ASCE

Senior Vice President

National Director of Building Structures

Enclosures:

Attachment 1 – Terms and Conditions