

**Proposal to Provide Professional Engineering Services for
Village of Wellington**

**Stormwater Pump Station Nos. 3, 4, 6, 7, 8 and 9 Improvements
Engineering During Construction Assistance**

A. Project Description:

The Village is implementing a multi-year stormwater pump station improvements program to enhance efficiency and improve reliability. Mock•Roos performed an initial investigation to identify potential improvements necessary to maintain the future functionality of its critical stormwater pump stations. Project 1 identified several electrical and mechanical improvements, including replacing pump variable frequency drives (VFDs) into stand-alone control panel, motor control centers (MCCs), lighting, ventilation, security systems, etc. at six (6) stations (Pump Station Nos. 3, 4, 6, 7, 8 and 9). In addition, Project 1 includes the replacement of the back-up generator, automatic transfer switch (ATS) and related electrical and mechanical improvements at Stormwater Pump Station No. 4.

The Village has received bids and is moving forward with award. The construction contract duration is 180 days to Substantial Completion. Once the equipment “lead times” are known the Village will extend this deadline accordingly. For purposes of this proposal, it is anticipated that the ultimate contract duration will be 410 days to Substantial Completion with the first 180 days including no active construction. Therefore the active construction period is anticipated to be 230 days (33 weeks). Mock•Roos will provide engineering during construction services for Project 1 under as outlined in **B. Scope of Services** below.

Task 1 – Prepare and provide “As-Bid Documents” for construction, incorporating addenda and/or design changes resulting from the bidding phase. Up to three full-size, signed and sealed drawing sets, and an electronic PDF file of the “issued for construction” contract documents. AutoCAD (latest version) electronic files for their use in preparing record drawings for the project.

Task 2 – Prepare for and conduct a pre-construction meeting with the Village, the Contractor and any subcontractors and/or subconsultants. The meeting will be held at the offices of the Village. Prepare and distribute written pre-construction meeting minutes via email.

Task 3 – Receive, log, distribute, review and return Contractor’s fabrication, shop drawings, engineering submittals and planting plan. It is understood that submittals will be transmitted electronically only. Reviews will be conducted only for general conformance with the project’s design concept and general compliance with the requirements identified in the Contract Documents. The Village’s reviews will be conducted concurrent with Mock•Roos’ reviews.

Task 4 – Receive, log, distribute, review and return Contractor’s proposed shutdown sequence and temporary facilities for each pump station. The Village’s reviews will be conducted concurrent with Mock•Roos’ reviews.

Task 5 – Receive, log, distribute, and review Contractor’s construction schedule, including procurement of long lead items and sequencing of individual pump station work. An updated construction schedule will be reviewed with each pay application. The Village’s reviews will be conducted concurrent with Mock•Roos’ reviews.

Task 6– Participate in monthly virtual construction progress meetings during the first 180 days and bi-weekly virtual construction progress meetings during the active construction period. The meetings will be attended by the Village, the Contractor and any subcontractors and/or subconsultants. At each meeting the Contractor will be required to provide and review its upcoming look ahead schedule. A total of 22 virtual meetings are anticipated. Prepare and distribute written meeting minutes for each meeting via email. Meeting minutes will be prepared and distributed by the Village.

Task 7 – Furnish a part-time Resident Project Representative (RPR) to assist Mock•Roos Engineer(s) in observing performance of the Work of the Contractor. The RPR will make visits to the site to observe the progress and the general conformance of the executed Work and to determine, in general, if the Work is proceeding in accordance with the Contract Documents. The RPR will be budgeted for 2 days per week for up to 6 hours per week, including travel time, for the anticipated 33-week active construction duration. Prepare, review and transmit Mock•Roos field observation reports to the Village.

Task 8 – Provide a Mock•Roos Senior/Professional Engineers to attend additional onsite review and coordination meetings with the Contractor and Village and perform site observations and of the Contractor’s Work during the construction period and attend Contractor requested site clarifications for during the active construction period.

Task 9 – Assist the Village review Contractor-submitted pay applications for completeness. Up to 12 pay applications are budgeted. The Contractor will submit draft pay applications in accordance with the construction contract between the Contractor and the Village. The Village will sign off on and process final pay applications.

Task 10 – Review and respond to Contractor’s Requests For Information (RFIs). Responses may include clarifications of design intent along with associated supporting materials, as deemed necessary by Mock•Roos. Mock•Roos will provide electronic responses along with a standard submittal log (dates submitted, received, reviewed, returned along with a record of review comments, etc.) to the Contractor and Village.

Task 11 – Review and recommend field directive changes, construction change directives, and proposed change orders, as requested by the Contractor and/or the Village. Services may include assisting with the negotiation of changes to the Contract Time and/or Contract Price and includes maintaining a standard Contingency Usage log (dates submitted, received, reviewed, returned along with a record of review comments, etc.) to track Village-approved expenditures from the Contingency line item in the Schedule of Values. Only Village authorized (in writing) and executed Change Orders are binding to the Contractor.

Task 12 – Perform one (1) review of final Contractor-submitted as-built drawings for general conformance with the Contract Documents. Mock•Roos will conduct a final review of the Contractor’s final set of record drawings at Final Payment.

Task 13 – Attend one Substantial Completion start-up and walk-through per station with the Village, the Contractor and any subcontractors and/or subconsultants. The Village will develop and distribute “punch list” of outstanding items needing to be completed, and/or corrected, prior to scheduling of a Final Completion walk-through.

Task 14 – Attend one Final Completion walk-through with the Village (all stations), the Contractor and any subcontractors and/or subconsultants. The Village will develop and distribute final “punch list”, if necessary, of outstanding items needing to be completed, and/or corrected, prior to issuing a recommendation of Final Payment.

Task 15 – Perform ongoing project coordination between Contractor and the Village. Tasks may include interpretations and/or clarifications, reviews of schedules and budget, and work quality goals for the project. The majority of this coordination will be informal and for informational purposes only. Formal discussions/decisions, as appropriate, will be made formal through a follow-up email documenting the discussions and outcomes.

Task 16 – Assist the Contractor and Village compile project closeout documents. Provide the Village one complete set of final shop drawings and engineering submittals and the Contractor’s record drawings. Provide permit agency closeout documentation, if required, including any required engineering certifications. “Certification” shall mean a statement signed by and sealed by a professional engineering representing that the engineering services addressed therein, as defined in 471.005(7), F.S., have been performed by the professional engineer, and based upon the professional engineer’s knowledge, information and belief, and in accordance with commonly accepted procedures consistent with applicable standards of practice, and is not a guaranty or warranty, either expressed or implied.

Assumptions:

1. **General Provisions.** Mock•Roos shall have no responsibility and shall not at any time supervise, direct, control or have authority over any Contractor’s work, nor shall Mock•Roos have authority over or be responsible for the means, methods, techniques, equipment choice and usage, sequences, schedule, or procedures of construction selected or used by any contractor, for safety precautions, practices or programs incident thereto, for security or safety at the Project site, nor for any failure of a Contractor to comply with laws and regulations applicable to that Contractor’s furnishing and performing of its Work. Mock•Roos shall not be responsible for the acts or omissions of any Contractor.
2. **Standard of Care.** The standard of care for all professional engineering and related services performed or furnished by Mock•Roos under these Contract Provisions will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the

same time and in the same locality. Mock•Roos makes no warranties or guarantees, express or implied, under this Agreement or otherwise, in connection with any service performed or furnished by Mock•Roos. Mock•Roos and its consultants may use or rely upon the design elements and information ordinarily or customarily furnished by others, including, but not limited to, specialty contractors, manufacturers, suppliers, and the publishers of technical standards.

3. **Period for Rendering Services.** Unless otherwise stated herein, Mock•Roos will begin work after receipt of a properly executed purchase order. The Scope of Services assumes conditions permitting continuous and orderly progress through completion of the services. Mock•Roos shall complete its Services within a reasonable period of time. If, through no fault of Mock•Roos, Mock•Roos's Services are impaired and are unable to orderly and continuously progress, or Mock•Roos' Services are delayed or suspended, then the time for completion of Mock•Roos' Services, and the rates and amount of Mock•Roos' compensation, shall be adjusted equitably. Duration of services are based on 9 months to Substantial Completion and 10 months to Final Completion. If the duration of services extends beyond the above, Mock•Roos shall negotiate and be entitled to Additional Services below.
4. **Mock•Roos' Scope of Services and Additional Services.** Mock•Roos will perform only the services specifically described in this Proposal. If requested by the Village and agreed to by Mock•Roos, Mock•Roos will perform Additional Services, which shall be governed by these provisions. The Village shall pay Mock•Roos for any Additional Services based on a lump sum negotiated and agreed to between Mock•Roos and the Village.

B. Fee and Rates:

The total fee to provide the Scope of Services outlined above is \$269,940. Mock•Roos will complete the Scope of Services for a lump sum fee. See Attachment A for estimate of hours.

C. 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: Garry G. Gruber, P.E.

Title: Senior Vice President

Date: July 15, 2026

Village of Wellington
Stormwater Pump Station Nos. 3, 4, 6, 7, 8 and 9 Improvements
Engineering During Construction Assistance

Task Description	Labor Categories							
	Project Director	Senior Professional Manager	Senior Professional Engineer	Project Engineer I	Senior Field Representative	Project Coordinator	Subconsultant	Subtotal
Labor Hourly Billing Rate	\$275.00	\$245.00	\$225.00	\$125.00	\$150.00	\$95.00		
1 As-Bid Documents		2	4	4				\$ 1,890
2 Attend/Conduct Pre-Construction Meeting	3	4			3	1		\$ 2,350
3 Review Shop Drawings/Submittals	2	4	16	24		6		\$ 8,700
4 Review Proposed Shutdown Sequencing	4	8				2		\$ 3,250
5 Review Construction Schedule	4	12	24			4		\$ 9,820
6 Construction Meetings	20		60			8		\$ 19,760
7 Construction Field Observation and Reports		12	24		198	45		\$ 42,315
8 Engineer Site Observations/Onsite Coordination	4	16	20			4		\$ 9,900
9 Review Pay Application		24		24		6		\$ 9,450
10 RFIs		8	12	8		1		\$ 5,755
11 Field Directives/Contingency Expenditure	2	8	8			4		\$ 4,690
12 As-Built		2	8	12		2		\$ 3,980
13 Substantial Completion Start-up/Walk-Through / Punchlist	8	40	40			12		\$ 22,140
14 Final Completion Walk-Through	2	8				2		\$ 2,700
15 Project Coordination	8	24	12			8		\$ 11,540
16 Close-Out		8	12	8		4		\$ 6,040
17 C&W Engineering (Electrical)		20				8	\$100,000	\$ 105,660
Subtotal	\$15,675	\$49,000	\$54,000	\$10,000	\$30,150	\$11,115	\$100,000	

Subtotal \$ 269,940

Total \$ 269,940