



KESHAVARZ
— & ASSOCIATES —
CIVIL ENGINEERING | SURVEYING | CONSULTING

Village of Wellington (VOW)
12300 Forest Hill Boulevard
Wellington, FL 33414

April 29th, 2019

Project No. 18-1216

Attention: Ms. Shannon LaRocque, P.E., Utilities Director

Reference: 2018 Neighborhood Utility Reinvestments Project No. 1: Sanitary Sewer Collection
System Rehabilitation; Construction Phase Services
Village of Wellington, Florida

Dear Ms. LaRocque:

Based upon your request and with utmost pleasure, Keshavarz & Associates, Inc. (CONSULTANT) is presenting you with this proposal for construction phase services associated with the above referenced sanitary sewer improvement project. It is our understanding that the VOW will be administering the contract with the chosen CONTRACTOR and shall be acting as the Engineer of Record for the construction phase of the project. The CONSULTANT's role shall be to assist the VOW as needed throughout the construction of the project and shall supplement VOW field personnel as requested. More specifically our scope of services are described as follows:

1. General Consultation Services and Miscellaneous Services:

The CONSULTANT shall provide general consultation services for the VOW throughout the construction of the project from solicitation of bids to the final construction completion of the project. These services include but are not limited to coordination and correspondence with VOW Staff and the CONTRACTOR, attendance of construction progress meetings, interpretation of the construction plans and technical specifications, review of change order requests and other miscellaneous services as needed.

2. Shop Drawing Review / Material Substitutions:

CONSULTANT shall review, evaluate and process shop drawings, CONTRACTOR's selections on the VOW approved materials list, diagrams, illustrations, catalog data, product schedules, samples, results of tests and inspections, and other data which the CONTRACTOR is required to submit to demonstrate that the materials proposed to be used for the work are in substantial compliance with the CONSULTANT's drawings and specifications. All suggested "Substitutions" presented by CONTRACTOR for project's materials and fabrication will also be evaluated throughout the course of the project.

3. Requests For Information:

CONSULTANT shall review and respond to requests for additional information and shall prepare responses and/or construction exhibits as necessary, and coordinate with the VOW to provide directives to the CONTRACTOR in accordance with the contract documents.



4. Construction Observation:

CONSULTANT shall make periodic visits to the site to observe construction at the request of the VOW and shall assist the VOW with Field Services as necessary throughout the construction.

It is understood that CONSULTANT will not, either during such visits or as a result of such observations of CONTRACTOR's work in progress, supervise, direct or have control over CONTRACTOR's work. Nor shall CONSULTANT have authority over or responsibility for the means, methods, techniques, sequences or procedures of construction selected by CONTRACTOR, for safety precautions incident to the work of CONTRACTOR or for any failure of CONTRACTOR to comply with laws, rules, regulations, ordinances, codes or orders applicable to CONTRACTOR furnishing and performing their work. Accordingly, it is understood that CONSULTANT can neither guarantee the performance of the construction contracts by CONTRACTOR nor assume responsibility for CONTRACTOR's failure to furnish and perform their work in accordance with the contract documents.

Services shall be performed on an hourly basis as needed with a not to exceed budget of Sixty-One Thousand Dollars (\$61,000.00).

Attached is the Rate Schedule (Exhibit "B") as agreed upon in our Contract (ITB #011-15/ED) for reference.

We greatly appreciate the opportunity to present you with this proposal and will do our best to be an effective member of your team of professionals.

Respectfully,
KESHAVARZ & ASSOCIATES, INC.

Mark A. Williams, P.E.
Senior Vice President



EXHIBIT 'A'
Time & Expense Rates
Village of Wellington
Effective October 2015

Senior Project Manager (P.E.) / Senior Surveyor (P.S.M.)	\$180.00 per hour
Project Manager (P.E.)	155.00 per hour
Senior Engineer (P.E.) / Surveyor (P.S.M.)	130.00 per hour
Engineer (E.I.T.) / Surveyor (L.S.I.T.)	103.00 per hour
Senior Inspector	113.00 per hour
Inspector	82.00 per hour
Autocadd Designer	82.00 per hour
3 Person Survey Crew	150.00 per hour
2 Person Survey Crew	135.00 per hour
Administrative Assistant	72.00 per hour
Bond Copies/Black line/Blueprints	2.50 each
Plot Media (11 x 17 black/white)	5.00 each
Plot Media (11 x 17 color)	7.50 each
Plot Media (24 x 36 black/white)	10.00 each
Plot Media (24 x 36 color)	15.00 each
CAD Drawing Files/Digital Transmission	50.00 each
Mileage	0.60 per mile
Deliveries	40.00 each
Other Supplies	Cost plus 20%

**EXHIBIT B
BUDGET SUMMARY**

**2018 Neighborhood Utility Reinvestments Project No. 1: Sanitary Sewer Collection System Rehabilitation
Construction Phase Services**

	<i>Sr. Project Manager (PE) / Senior Survey (PSM)</i> \$/hr \$180.00	<i>Project Manager (PE)</i> \$/hr \$155.00	<i>Sr. Engineer (PE) / Surveyor (PSM)</i> \$/hr \$130.00	<i>Senior Inspector</i> \$/hr \$113.00	<i>Administrative Assistant</i> \$/hr \$72.00	<i>Total Hours by Subtask</i>	<i>Total Prime Consultant Fees</i>
1. General Consultation and Miscellaneous Services	4	12	12	8	8	44	\$5,620.00
2. Shop Drawing Review/Material Substitutions	2	8	16	8	4	38	\$4,872.00
3. Requests for Information	2	8	12	8	4	34	\$4,352.00
4. Construction Observation	26	52	52	208	16	354	\$44,156.00
<i>TOTAL Hours Task 2:</i>	34	80	92	232	32	470	
<i>FEE Estimate</i>	\$6,120.00	\$12,400.00	\$11,960.00	\$26,216.00	\$2,304.00		\$59,000.00
Total Prime Consultant Professional Services Hours	34	80	92	232	32		
Total Prime Consultant Professional Services Fees	\$6,120.00	\$12,400.00	\$11,960.00	\$26,216.00	\$2,304.00		\$59,000.00
<i>Prime Consultant Professional Services</i>							\$59,000.00
<i>Reimbursables (copies, prints, mileage, etc.)</i>							\$2,000.00
TOTAL FEE							\$61,000.00