

**Proposal to Provide Professional Engineering Services for
Village of Wellington
Moncada Property Section 24 Impoundment Expansion
Engineering During Construction Assistance**

A. Project Description:

The Wellington Environmental Preserve at the Marjory Stoneman Douglas Everglades Habitat (Section 24 Impoundment) is a 365-acre rainwater storage area with nature trails and learning centers. Moncada is an existing land parcel surrounded by the Preserve that was recently purchased by the Village. The Village recently received competitive bids for the Moncada Property Section 24 Impoundment Expansion improvements and desires to move forward with award of a construction contract. The Village has requested that Mock•Roos provide engineering during construction assistance.

Mock•Roos will provide the following services:

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 2021 electronic files for their use in preparing record drawings for the project.

Task 2 – Prepare for, schedule 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.

Task 4 – Attend monthly construction progress meetings with the Village, the Contractor and any subcontractors and/or subconsultants at the offices of the Village or onsite. At each meeting the Contractor will be required to provide and review its upcoming month look ahead schedule. A total of 13 meetings are anticipated with a duration of 4 hours per meeting, including travel time. Prepare and distribute written meeting minutes for each meeting via email. It is assumed that meeting agendas and meeting minutes will require 2 hours per meeting.

Task 5 – 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 up to 16

hours per week, including travel time, for the 48-week duration to Substantial Completion and 8 hours per week, including travel time, for the additional 45 days to Final Completion. It is assumed that there will be an initial 4-week period following NTP when no major construction activities will be conducted. Prepare, review and transmit Mock•Roos field observation reports to the Village on a weekly basis.

Task 6 – 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 the estimated 48-week construction period (to Substantial Completion).

Task 7 – Review Contractor-submitted pay applications for completeness and provide recommendations for payment to the Village (up to 12 pay applications are included). The Contractor will submit draft pay applications in accordance with the construction contract between the Contractor and the Village. Mock•Roos will review in-field installed quantities and estimate percentage of lump sum unit price items completed and make a written request for the Contractor to revise the draft pay application and/or make a written recommendation to the Village to proceed with the payment as requested.

Task 8 – 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 9 – 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 10 – Receive, log and track construction Contractor’s material testing plan and results. The Contractor shall perform and oversee all Testing Laboratory Services in accordance with project Specifications, and shall met all inspections, sampling, testing and reporting requirements. Mock•Roos shall perform monthly review of the Contractor’s testing laboratory’s signed and sealed reports with each pay application for general conformance with the Contract Documents.

Task 11 – Receive, review, log and track construction Contractor’s monthly progress as-built drawings with each pay application for general conformance with the Contract Documents. Mock•Roos will provide the Contractor with comments at appropriate intervals. Mock•Roos will conduct a final review of the Contractor’s final set of signed and sealed record drawings at Final Payment.

Task 12 – Attend one Substantial Completion walk-through with the Village, the Contractor and any subcontractors and/or subconsultants. Develop and distribute “punch list” of outstanding items needing to be completed, and/or corrected, prior to scheduling of a Final Completion walk-through. Prepare and distribute the *Engineers Joint Contract Document Committee* (EJCDC) “Substantial Completion Statement” formally notifying the construction Contractor and the Village and documenting the milestone completion date and associated punch list for the project achieving Substantial Completion in accordance with the Contract Documents.

Task 13 – Attend one Final Completion walk-through with the Village, the Contractor and any subcontractors and/or subconsultants. 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 14 – 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 15 – 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 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 365 days to Substantial Completion and 415 days 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 \$321,100. 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: March 28, 2024

**Village of Wellington
Moncada Property Section 24 Impoundment Expansion
Engineering During Construction Assistance**

Task Description	Labor Categories						Subtotal
	Project Director	Senior Professional Engineer	Project Engineer III	Senior Field Representative	Senior Administrative Assistant	Subconsultant	
Labor Hourly Billing Rate	\$225.00	\$185.00	\$145.00	\$135.00	\$70.00		
1 As-Bid Documents		4	12		2		\$ 2,620
2 Attend Pre-Construction Meeting	8		8	4	2		\$ 3,640
3 Review Shop Drawings/Submittals	2	12	24		8	\$5,000	\$ 11,710
4 Attend Monthly Meetings		78	52		13	\$6,500	\$ 29,380
5 Construction Field Observation and Reports (2 days / week)		24	24	848	58	\$24,000	\$ 150,460
6 Senior PE Site Observations/Onsite Coordination	24	80	80		16		\$ 32,920
7 Review Pay Application		24	48			\$2,500	\$ 13,900
8 RFIs		20	40		8	\$5,000	\$ 15,060
9 Field Directives/Contingency Expenditure	2	24	40		8		\$ 11,250
10 Contractor Testing Plan/Results		12	32		4	\$10,000	\$ 17,140
11 As-Builts		8	24		4		\$ 5,240
12 Substantial Completion Walk-Through / Punchlist	2	8	8		4		\$ 3,370
13 Final Completion Walk-Through	2		8		2	\$1,000	\$ 2,750
14 Project Coordination	32	32			16	\$1,000	\$ 15,240
15 Close-Out		16	20		8		\$ 6,420
Subtotal	\$16,200	\$63,270	\$60,900	\$115,020	\$10,710	\$55,000	
						Subtotal \$	321,100
						Total \$	321,100