



**Proposal to Provide Professional Engineering Services for  
Village of Wellington  
South Shore Forcemain Replacement Project – Phase 2  
Engineering Services During Construction**

**A. Project Description:**

Mock, Roos & Associates, Inc. (Mock•Roos) has recently completed the design, permitting, and contract coordination of the South Shore Forcemain Replacement Project Phase 2 for the Village of Wellington (Village). The Village has requested that Mock•Roos provide Engineering Services During Construction to assist with monitoring the construction of the South Shore Forcemain Replacement Phase 2 Project. Mock•Roos will assist the Village as a representative and the Village will be the primary point of contact for the Project. The Village is in the process of contracting with Johnson-Davis for the construction of this project.

For the construction of the South Shore Forcemain Replacement Project Phase 2 Mock•Roos will provide the following services:

**B. Scope of Services:**

**Task 1 – Engineering During Construction**

- A. Attend pre-construction and progress meetings with Village and the contractor. At the Village's request, prepare meeting minutes summarizing the items discussed for Village to distribute. It is anticipated that there will be up to 15 biweekly meetings held at the Village or virtually.
- B. Review and provide comments on shop drawings submitted by the contractor to Village. The shop drawings will be provided to the Mock•Roos by the Village. The reviewed shop drawings will be returned to the Village for the Village to review distribute to the contractor.
- C. Respond in writing to up to 10 of the contractor's Request for Information (RFI), submitted by the contractor to Village regarding the design documents for the Project. After consultation with the Village, Mock•Roos shall issue interpretations and clarifications of the Contract Documents, along with associated support materials, as requested by the Village. These interpretations will be rendered, and a response prepared and submitted to the Village for issuance to the contractor.
- D. Assist Village by providing periodic construction observation services on this project, when requested, and provide construction observation reports documenting observed construction activities and conditions. Up to 16 hours/week for 22 weeks has been budgeted.
- E. Together with the contractor and the Village, determine when substantial

completion occurs. At the Village's request, prepare a draft punch list and substantial completion form for the Village to distribute.

- F. Assist with "final completion walk-through" with the contractor and the Village for facilities completed to determine final completion and resolution of all punch-list items.
- G. Administer the contract between Mock•Roos and the Village, and Mock•Roos shall monitor progress of the project, manage resources to achieve the schedule, budget, and work quality goals of the project. Communications with the Village regarding invoices and the required documentation will be conducted under this task and invoices shall be prepared monthly.
- H. Assist with producing project close out documents assuming that the project has been constructed in substantial conformance with the approved construction documents.

**C. Assumptions:**

- 1. Contract duration shall be 210 days, with 150 days of active onsite construction.
- 2. It is anticipated that two months of active construction will overlap with the Village's Lift Stations No. 16 and 65 project, allowing for increased efficiency. As a result, the required field observation time has been reduced.
- 3. 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 to provide the Scope of Services outlined above is **\$152,010**. Mock•Roos will complete the Scope of Services for 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**  
**South Shore Forcemain Replacement Phase 2**  
**Engineering During Construction**

Task Description		Labor Classification					Total
		Corporate Officer	Senior Project Manager	Senior Professional Engineer	Engineer III	Project Coordinator	
<b>Engineering During Construction</b>							
A.	Coordination Meetings	0	12	34	0	30	\$13,440.00
B.	Shop Drawing Review	0	10	30	40	20	\$18,300.00
C.	Requests for Information	0	20	40	0	20	\$15,800.00
D.	Construction Observation	0	0	40	352	20	\$74,260.00
E.	Substantial Completion/Punch-lists	0	8	8	0	4	\$4,140.00
F.	Final Completion Walk-Through/Follow-up	0	4	8	0	4	\$3,160.00
G.	Contract Administration	4	24	24	8	12	\$14,960.00
H.	Project Certification	0	8	16	8	10	\$7,950.00
	<b>Total Hours</b>	<b>4</b>	<b>86</b>	<b>200</b>	<b>408</b>	<b>120</b>	
<b>Labor Hourly Billing Rate</b>		<b>\$275.00</b>	<b>\$245.00</b>	<b>\$225.00</b>	<b>\$180.00</b>	<b>\$95.00</b>	
<b>Subtotal</b>		<b>\$1,100</b>	<b>\$21,070</b>	<b>\$45,000</b>	<b>\$73,440</b>	<b>\$11,400</b>	
<b>Project Total \$</b>							<b>152,010</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.*