



April 17, 2026

Kyle Burg, PE
Senior Engineer
Village of Wellington
12300 Forest Hill Boulevard
Wellington, FL 33414

kburg@wellingtonfl.gov

Re: Greenbriar Boulevard Aero Club Drive to Greenview Shores Boulevard LAP CEI
FM#448299-1

Dear Kyle,

WGI, Inc. (WGI) is pleased to provide this proposal to **Village of Wellington** (CLIENT) for professional services on the above-referenced project. Our scope of services and corresponding fees are detailed below. In addition, it is agreed that WGI's services will be performed pursuant to WGI's Agreement for Consulting Services with the Village of Wellington, dated October 8th, 2024.

PROJECT UNDERSTANDING

Village of Wellington has requested Construction Engineering & Inspection (CEI) services for the FM#448299-1 Greenbriar Boulevard Aero Club Drive to Greenview Shores Boulevard.

The project is federally funded through the Florida Department of Transportation (FDOT) Local Agency Program (LAP). The work includes widening and swale improvements for cyclists and drainage within Greenbriar Boulevard right-of-way. The project limits extend from Aero Club Boulevard east approximately 9,900' to Greenview Shores Boulevard.

This project is based on plans prepared by Mock Roos dated February 28, 2025. WGI, Inc (WGI), herein referred to as CONSULTANT, will provide plan and specification review; public outreach efforts for project information; construction administration; full-time construction engineering and inspection (CEI) services; Local Agency Program (LAP) documentation, reporting and coordination; and approval of CONTRACTOR provided materials sampling and testing documentation for the construction project.

The following scope and fee proposal is based on a 335-day substantial completion with part-time (20hrs/week) field representative services, and 365-day final completion with part-time field representative services. Scope and fee are subject to change due to the change in construction duration.

SCOPE OF SERVICES

- A. **Constructability Review:** The CONSULTANT will review project plans and specifications to become familiarized with the project and to identify any potential issues with the plans and specifications. Any issues noted will be reviewed with the CLIENT prior to the pre-construction meeting.

- B. Submittal Reviews: The CONSULTANT will review submittals made by the CONTRACTOR in accordance with the contract documents. These submittals include shop drawings, engineering submittals, and construction schedules.
- C. Pre-Construction Meeting: The CONSULTANT shall attend the project pre-construction meeting with the VILLAGE, CONTRACTOR, and others as necessary.
- D. Construction Observation: The CONSULTANT will provide a field representative to perform daily quality control observation of construction activities to document activities performed and assessment of conformance with the contract documents. A daily field observation report will be prepared and provided to the VILLAGE. Observation reports shall be submitted weekly and in advance of the CONTRACTOR's pay application. The field representative will be provided for 20 hours/week through substantial inspection and as needed through final completion.
- E. Progress Meetings: CONSULTANT shall attend weekly construction progress meetings (up to 26) to be held at the project site or VILLAGE Hall. CONSULTANT will provide the VILLAGE's Project Manager and key staff updates of ongoing construction progress.
- F. Pay Application Review: CONSULTANT shall review payment applications (up to 7) submitted in a format acceptable to the VILLAGE. CONSULTANT shall verify the quantities as represented on the pay request and make a recommendation to the VILLAGE to proceed with the payment as requested, or as modified based on CONSULTANT review.
- G. Construction Clarifications: CONSULTANT shall respond in writing to CONTRACTOR'S Request for Information (RFI) regarding the design documents during the Work Order duration. A total of twenty (20) RFI responses have been included in this task. CONSULTANT shall issue interpretations and clarifications of the Contract Documents, along with associated support materials, as requested by the CONTRACTOR. These interpretations will be rendered and a response prepared and submitted to the CONTRACTOR within one week.
- H. Construction Changes: 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 contract Schedule of Values. Only VILLAGE authorized (in writing) and executed Change Orders are binding to the CONTRACTOR.
- I. Testing: 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 meet all inspection, sampling, testing and reporting requirements. CONSULTANT 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.
- J. Substantial Completion: CONSULTANT will perform one substantial completion walkthrough with the CONTRACTOR and VILLAGE and develop a punch-list to be addressed by the CONTRACTOR.
- K. Final Completion: CONSULTANT will perform one final completion walkthrough with the CONTRACTOR and VILLAGE to review the items on the punch-list generated in the substantial completion walkthrough have been completed.

- L. Record Drawing Review: Review CONTRACTOR submitted As-Built information on a periodic basis to confirm proper updates are being made.
- M. Project Close-Out: Support the VILLAGE closing out all outstanding items required to meet LAP requirements, contract terms and documentation from the CONTRACTOR.

LIMITATIONS OF AUTHORITY

Except upon written instructions of CLIENT, the CONSULTANT:

1. Shall not authorize any deviation from the Contract Documents or approve any substitute materials or equipment.
2. Shall have no authority or responsibility over the CONTRACTOR'S work, nor does the CONSULTANT guarantee the performance of the CONTRACTOR or the CONTRACTOR'S SUBCONTRACTOR'S performing the work.
3. Shall not undertake any of the responsibilities of CONTRACTOR, SUBCONTRACTORS, or expedite the Work.
4. Shall not advise on or issue directions relative to any aspect of the means, methods, techniques, safety precautions, schedule, sequences or procedures of construction.
5. Shall not participate in specialized field or laboratory tests.

FEE AND BASIS OF PAYMENT

The total fee to provide services included in the scope of work detailed above is **\$219,060.00**. CONSULTANT will complete the services on a time and expense basis.

BASIS OF THIS PROPOSAL

This proposal is based on the following:

1. Construction plans, specifications and supplemental general conditions are approved by FDOT Program Management;
2. The project will be constructed in one phase;
3. Construction is assumed to be 335 days to substantial completion and 365 days to final.

INFORMATION REQUIRED

The following additional information will be required to begin design services on this project:

1. AutoCAD and PDF files of drawings of plans.
2. PDF files of Production Submittal.
3. Any additional optional services requested by CLIENT will be provided in accordance with WGI's hourly fee schedule attached to the Agreement for Professional Consulting Services, or a fixed fee to be negotiated once a scope of service is defined.

PROPOSAL ACCEPTANCE

We appreciate the opportunity to be of service to the Village of Wellington. Upon acceptance of this proposal, please issue a Work Authorization, Task Order, or Purchase Order for the project.

Respectfully submitted,
WGI, Inc.



Brett Oldford, PE
Vice President, Civil Engineering

Greenbriar LAP CEI						Exhibit A
Prepared by: Stephen Cherry, PE						
Date: 4/17/2026						
			\$ 285.00	\$ 210.00	\$ 180.00	\$ 130.00
		Principal Engineer	Project Manager	Engineer 1	Field Inspector	TOTAL
PHASE	TASK	TASK DESCRIPTION				
		CEI Services				
	A	Constructability Review	8	16	12	16
	B	Submittal Reviews	2	24	40	
	C	Pre-Construction Meeting	2	8	8	
	D	Construction Observation @20hrs/week for 45 weeks	2	11	34	900
	E	Bi-Weekly Progress Meetings	1	26		26
	F	Pay-Application Reviews	1	24	30	
	G	Construction Clarifications	2	24	24	
	H	Construction Changes	2	16	24	
	I	Testing Documentation		4	12	
	J	Substantial Completion	2	8	16	
	K	Final Completion	2	8	16	
	L	Record Drawing Review	2	8	24	
	M	Project Close-Out	4	16	24	
		CEI SERVICES SUBTOTAL	\$ 8,550.00	\$ 40,530.00	\$ 47,520.00	\$ 122,460.00
		TOTAL				\$ 219,060.00