



MOCK • ROOS

CONSULTING ENGINEERS

July 24, 2020

Req 2020-26799
CEN20101.0Budget.Pathway.

Jonathan Reinsvold, P.E.
Senior Engineer
Village of Wellington
12300 Forest Hill Boulevard
Wellington, FL 33414

Subject: Aero Club Drive Pathway Improvements
Construction Observation and Reporting Assistance

Dear Jonathan:

We are submitting the attached *Proposal To Provide Aero Club Drive Pathway Improvements Construction Observation and Reporting Assistance*. Please review the attached documents and return one signed copy of the *Proposal* to our office as our authorization to proceed with the Scope of Services outlined in the proposal.

We will provide the base Scope of Services for a lump sum basis of \$22,000.00.

If you have any questions please contact me at 683-3113, extension 293. Thank you for using Mock•Roos on this project. We look forward to working with you.

Sincerely,

MOCK, ROOS & ASSOCIATES, INC.

Garry G. Gruber, P.E.
Senior Vice President

GGG:tsm
Enclosure
Copies: Bookkeeping

Proposal to Provide Aero Club Drive Pathway Improvements Construction Observation and Reporting Assistance

Services to be provided by: Mock•Roos

Services provided to (Village): Village of Wellington

Proposal Date: July 24, 2020

Proposal Terms

A. Project Understanding:

The Village Engineering Department preformed the design of the Aero Club Drive Pathway Improvements Project, Financial Project ID (FM#440014-1-58-01), Federal AID #D419072B. The Village intends to move forward with construction of the project and certify the completion of the project as Engineer of Record. Mock•Roos will perform construction observation and reporting assistance services as outlined in **B. Scope of Services** below:

B. Scope of Services:

Task 1 – Review Village approved shop drawings as submitted by the Contractor.

Task 2 – Attend meetings with Village and Contractor to review progress to date and projected work schedules. Meeting minutes to be prepared and distributed by the Village.

Task 3 – Provide a Mock•Roos field representative to perform site observations of the Contractor's Work during the construction period. Up to 2 hours per day for the estimated 90-day (calendar) construction period. Prepare, review and transmit Mock•Roos field observation reports to the Village on a weekly basis.

Task 4 – Attend a total of three onsite pay application review meetings with the Contractor to review draft pay application quantities. Provide quantity reporting to Village for Village's review and processing of pay applications.

Task 5 – Perform one "substantial completion walkthrough" with the Contractor and the Village. Prepare and distribute punchlist of outstanding items to be completed.

Task 6 – Perform one "final completion walk-through" with the Contractor and the Village.

C. Additional Services:

1. Any services not included in the Scope of Services will be considered Additional Services.
2. Additional Services can be provided upon Mock•Roos receiving a revised scope of services and approved change order from the Village.

D. Fees and Rates:

1. The total fee to provide the Scope of Services for a lump sum fee of \$22,000.00.
2. Mock•Roos can provide Additional Services at the Mock•Roos hourly rates in effect at that time, plus any reimbursable expenses, or for an agreed upon lump sum fee.

E. Conditions:

1. All terms become valid upon Mock•Roos receiving one complete copy of this proposal within 30 days of its date.
2. In case of discrepancies, the terms of this proposal supersede those of previous agreements.

F. Acceptance and Authorization to Proceed:

1. This proposal is acceptable and Mock•Roos has authorization to proceed with the Scope of Services. This authorization becomes valid 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 24, 2020

**Village of Wellington
Aero Club Drive Pathway Improvements
Construction Observation and Reporting Assistance**

Task Description	Labor Categories			Subtotal
	Senior Engineer	Senior Inspector	Senior Administrative Assistant	
Labor Hourly Billing Rate	\$155.00	\$105.00	\$50.00	
1 Review Shop Drawings		4		\$ 420
2 Attend Meetings		26		\$ 2,730
3 Construction Field Observation and Reports	6	136	20	\$ 16,210
4 Review Pay Application/Quantities		12		\$ 1,260
5 Substantial Completion Walk-Through / Punchlist		8	2	\$ 940
6 Final Completion Walk-Through		3		\$ 315
Subtotal	\$ 930.00	\$ 19,845.00	\$ 1,100.00	

Subtotal	\$ 21,875.00
Reimbursables	\$ 125.00

Total \$ 22,000.00