



VILLAGE OF WELLINGTON

WATER DISTRIBUTION, WASTEWATER COLLECTION, PAVING, GRADING, AND DRAINAGE ENGINEERING SERVICES WORK AUTHORIZATION

TASK ORDER: 2018-01
PROJECT NAME: Big Blue Trace and Barberry Drive Left Turn Lane Addition and Culvert Replacement – Bid Phase, Permitting Support and Construction Phase Services

THIS WORK AUTHORIZATION AUTHORIZES KIMLEY-HORN AND ASSOCIATES, INC. TO PERFORM WORK SET FORTH HEREIN AND IS ISSUED PURSUANT TO THE AGREEMENT FOR CONSULTING SERVICES, BETWEEN WELLINGTON ("CLIENT" OR "VILLAGE") AND KIMLEY-HORN AND ASSOCIATES, INC. ("KIMLEY-HORN" OR "CONSULTANT"), DATED FEBRUARY 9, 2016 ("AGREEMENT"). ALL TERMS AND CONDITIONS OF SAID AGREEMENT ARE HEREBY INCORPORATED AND MADE PART OF THIS WORK AUTHORIZATION.

Pursuant to Task Order 2017-03 Kimley-Horn Completed the design of the Big Blue Trace and Barberry Drive Left Turn Lane Addition and Culvert Replacement. The Village has requested Kimley-Horn to provide Bid and Construction Phase Services for this project.

SCOPE OF WORK

CONSULTANT will work with VILLAGE staff in providing the Scope of Services detailed below.

SERVICES DURING ADVERTISEMENT, BIDDING, AND AWARD

Consultant will assist the VILLAGE in the advertising and bidding of the projects by attending one (1) pre-bid meeting at the VILLAGE's or applicable VILLAGE office in Wellington, Florida. The meeting is assumed to involve one (1) professional from CONSULTANT's office. CONSULTANT will be present to answer questions asked by perspective bidders during the site walk-through. Based on agenda and meeting minutes by VILLAGE.

PERMITTING SUPPORT SERVICES

CONSULTANT will review the contractor's submitted as-builts and complete applicable permit close out forms for the SFWMD drainage permit certification. VILLAGE to coordinate the permit close-out process. Submittal of the close-out forms, payment of any related fees, and coordination with the SFWMD after submittal of the documents will be performed by the Village.

SERVICES DURING CONSTRUCTION

Consultant will assist the VILLAGE during the construction phase by:

TASK ORDER: 2018-01 (cont'd)**PROJECT NAME:** Big Blue Trace and Barberry Drive Left Turn Lane Addition and Culvert Replacement – Bid Phase, Permitting Support and Construction Phase Services

- B. Conducting periodic site visits to assist the VILLAGE in determining the progress of the construction to date limited to the quantity of visits identified below. Periodic site visits are assumed to be attended by Consultant's Project Manager or Project Engineer and are assumed to be limited to:
1. One (1) preconstruction Kick off meeting.
 2. Up to three (3) visits per week to the project site (Monday – Friday) for an average of 1 hour per visit over a period of 12 weeks. Such observations will not be exhaustive or extend to every aspect of Contractor's work. Observations will to be limited to spot checking, selective measurement, and similar methods of general observation. Based on information obtained during site visits, Consultant will evaluate whether Contractor's work is generally proceeding in accordance with the Contract Documents, and Consultant will keep Village informed of the general progress of the work through brief field reports.
 3. One (1) substantial completion punch list walkthrough - Consultant will, promptly after notice from Contractor that it considers the entire Work ready for its intended use and in the company of VILLAGE and Contractor, conduct a site visit to determine if the Work is substantially complete. Consultant will prepare a punch list for VILLAGE Review.
 4. One (1) final completion punch list walkthrough - Consultant will conduct a final site visit to determine if the completed Work of Contractor is generally in accordance with the Contract Documents and the final punch list. Consultant will prepare a punch list for VILLAGE Review.
- C. Participate in weekly progress meetings in person for up to 12 weeks over the course of project. Based on meetings being limited to two hours including site walk through. Based on agenda and meeting minutes being prepared by others. Site visit / site walkthroughs in item B.2 will be in addition to the above.
- D. Consultant will respond to reasonable and appropriate Contractor requests for information and issue necessary clarifications and interpretations of the Contract Documents to VILLAGE as appropriate for the orderly completion of Contractor's work. Based on review of up to fifteen (15) RFI.
- E. Consultant will review Shop Drawings and Samples and other data (Submittals) which Contractor is required to submit, but only for conformance with the information given in the Contract Documents. Such review and approvals or other action will not extend to means, methods, techniques, equipment choice and usage, sequences, schedules, or procedures of construction or to related safety precautions and programs. Based on review of up to fifteen (15) shop drawings and/or samples (product, material and MOT submittals) inclusive of re-reviews or rejected items.

TASK ORDER: 2018-01 (cont'd)

PROJECT NAME: Big Blue Trace and Barberry Drive Left Turn Lane Addition and Culvert Replacement – Bid Phase, Permitting Support and Construction Phase Services

- F. Consultant will assist in the review of Progress Payment request by Contractor. Based on its observations and on review of applications for payment and supporting documentation, Consultant will determine amounts that Consultant recommends Contractor be paid. Such recommendations will be based on Consultant's knowledge, information and belief, and will state whether in Consultant's opinion Contractor's work has progressed to the point indicated, subject to any qualifications stated in the recommendation. For unit price work, Consultant's recommendations of payment will include determinations of quantities and classifications of Contractor's work, based on observations and measurements of quantities provided with pay requests. Consultant's recommendations will not be a representation that its observations to check Contractor's work have been exhaustive, extended to every aspect of Contractor's work, or involved detailed inspections.

SERVICES NOT INCLUDED

Services not included in the Scope of work above, but can be provided as additional services if authorized, include:

- A. Any services not specifically provided for in the above scope, as well as any changes in the scope requested by the VILLAGE, will be considered additional services to this Work Authorization or assumed to be performed by others unless otherwise directed in writing.
- B. Environmental permitting – Assumes this will be done by others or under separate proposal.
- C. Consultant shall not, during site visits or because of such observations, supervise, direct, or have control over Contractor's work, nor shall Consultant have authority over or responsibility for the means, methods, techniques, equipment choice and usage, sequences, schedules, or procedures of construction selected by Contractor, for safety precautions and programs incident to Contractor's work, nor for any failure of Contractor to comply with applicable laws and regulations. Consultant neither guarantees the performance of any Contractor nor assumes responsibility for any Contractor's failure to furnish and perform its work in accordance with the Contract Documents. Consultant will recommend to VILLAGE that Contractor's work be disapproved and rejected while it is in progress if, on the basis of such observations, Consultant believes that such work will not produce a completed Project that conforms generally to Contract Documents.
- D. Development or incorporation of VILLAGE's standard general or special conditions, agreement, or other front end documents for procurement of services/construction, except as noted above.
- E. Destructive or non-destructive testing of materials.
- F. Construction addendums or revisions requested by the VILLAGE or the Contractor that involve design change or construction preference.
- G. Maintenance of traffic design, plans and layout.

TASK ORDER: 2018-01 (cont'd)

PROJECT NAME: Big Blue Trace and Barberry Drive Left Turn Lane Addition and Culvert Replacement – Bid Phase, Permitting Support and Construction Phase Services

- H. Full time site representation.
- I. Change order review and comment.
- J. Palm Beach County permitting
- K. SFWMD Permit Application permit processing
- L. Permitting fees including Building Permits, SFWMD and FDOT.
- M. FDOT Permit Application permit processing
- N. Items identified in scope that are excluded.

ADDITIONAL SERVICES

Any items not specifically identified in the tasks above are considered additional services and can be provided on an hourly basis upon approval by the VILLAGE or as a separate scope of work.

INFORMATION PROVIDED BY CLIENT

Consultant shall be entitled to rely on the completeness and accuracy of all information provided by the Client or the Client's Consultants or representatives. The Client shall provide all information requested Supporting personnel and equipment to provide access to the facilities as needed to perform the reviews.

- A. Copies of submitted and obtained existing permits.
- B. VILLAGE will provide Consultant with PDF's of Contract Volume of Project and any Addendum as they are sent out to bid.
- C. Any other information in the possession of the VILLAGE, which may be pertinent to the completion of the project.
- D. Access to the Site will be provided by VILLAGE or an escort provided where necessary.

SCHEDULE

Kimley-Horn will provide our services as expeditiously as practicable to meet a mutually agreed upon schedule. In general, the following assumptions were made with respect fee.

- A. Bid phase services are estimated to last 60 calendar days or two months.
- B. From Award of Construction Contract to completion of construction is estimated at 150 calendar days (five (5) calendar months) with some tasks limited to twelve weeks.

TASK ORDER: 2018-01 (cont'd)
PROJECT NAME: Big Blue Trace and Barberry Drive Left Turn Lane Addition and Culvert Replacement – Bid Phase, Permitting Support and Construction Phase Services

C. Contract close-out after completion of construction is estimated at 60 to 90 calendar days.

FEE AND BILLING

Kimley-Horn will perform these services for the total lump sum labor fee of as specifically broken down below.

FEE AND BILLING

CONSULTANT will perform above Scope of Services tasks on a lump sum basis as shown in the attachment breakdown. Lump sum fees will be invoiced monthly based upon the overall percentage of services complete to date.

LABOR SUMMARY	
<i>Services during Advertisement, Bidding and Award</i>	\$ 280.00
<i>Permitting Support Services</i>	\$ 2,025.00
<i>Services during Construction</i>	\$ 52,710.00
LABOR TOTAL	\$ 55,015.00

Accepted by:

Village of Wellington

Kimley-Horn and Associates, Inc.

Kevin Schanen, P.E., Vice President

Date: _____

Date: 04/06/18

Project Name: Big Blue Trace and Barberry Drive Left Turn Lane Addition and Culvert Replacement - Bid, Permit Support and Construction Phase Services

Client: Village of Wellington

Estimator: J. Casey Long, PE



FEE SUMMARY		Principal	Sr. Project Manager	Sr. Proj. Engineer (PE)	Proj. Engineer (PE)	Engineer (EIT)	Inspector	Admin. Assistant	Total hours	Labor Total	Sub-Consultants	Expenses	Overall Line Item Total
\$ /hr		\$ 235.00	\$195.00	\$155.00	\$140.00	\$110.00	\$110.00	\$80.00					
Services during Advertisement, Bidding and Award													
-	Prebid Meeting Attendance				2.0				2	\$ 280.00	\$ -	\$ -	\$ 280.00
Base Design Services Totals		0.0	0.0	0.0	2.0	0.0	0.0	0.0	2.0	\$ 280.00	\$ -	\$ -	\$ 280.00
Permitting Support Services		\$ -	\$ -	\$ -	\$ 280.00	\$ -	\$ -	\$ -					
	Permitting Support Services		3.0		8.0			4.0	15	\$ 2,025.00	\$ -	\$ -	\$ 2,025.00
Base Design Services Totals		0.0	3.0	0.0	8.0	0.0	0.0	4.0	15.0	\$ 2,025.00	\$ -	\$ -	\$ 2,025.00
\$ -		\$ -	\$ 585.00	\$ -	\$ 1,120.00	\$ -	\$ -	\$ 320.00					
Services during Construction													
1.	Site Visits												
-	Preconstruction Kick-off meeting		3.0		3.0				6	\$ 1,005.00	\$ -	\$ -	\$ 1,005.00
-	Three times a week (12 weeks) - Averages of 1 hours daily				72.0				72	\$ 10,080.00	\$ -	\$ -	\$ 10,080.00
-	Site Visit Notes / Memo				36.0				36	\$ 5,040.00	\$ -	\$ -	\$ 5,040.00
-	Substantial Completion Site Visit	4.0	4.0		4.0			2.0	14	\$ 2,440.00	\$ -	\$ -	\$ 2,440.00
-	Final Completion Site Visit		3.0		3.0			2.0	8	\$ 1,165.00	\$ -	\$ -	\$ 1,165.00
2.	Weekly Progress Meetings - 12 weeks	18.0	18.0						36	\$ 7,740.00	\$ -	\$ -	\$ 7,740.00
3.	RFI Review (Assumes 15 RFI)	4.0		24.0	16.0			15.0	59	\$ 8,100.00	\$ -	\$ -	\$ 8,100.00
4.	Shop Drawings / Submittals (Assumes 15 Submittals)	4.0		24.0	16.0			15.0	59	\$ 8,100.00	\$ -	\$ -	\$ 8,100.00
5.	Progress Payment Review and Comment				6.0				6	\$ 840.00	\$ -	\$ -	\$ 840.00
-	Office Support	4.0	20.0		24.0				48	\$ 8,200.00	\$ -	\$ -	\$ 8,200.00
Expanded Design Services Totals		34.0	48.0	48.0	180.0	0.0	0.0	34.0	344.0	\$ 52,710.00	\$ -	\$ -	\$ 52,710.00
\$ 7,990.00		\$ 7,990.00	\$ 9,360.00	\$ 7,440.00	\$ 25,200.00	\$ -	\$ -	\$ 2,720.00					
PROJECT TOTAL HOURS		34.0	51.0	48.0	190.0	0.0	0.0	38.0	361.0	\$ 55,015.00	\$ -	\$ -	\$ 55,015.00
\$ 7,990.00		\$ 7,990.00	\$ 9,945.00	\$ 7,440.00	\$ 26,600.00	\$ -	\$ -	\$ 3,040.00					
PROJECT TOTAL FEES													
		Principal	Sr. Project Manager	Sr. Prof. Engineer (PE)	Prof. Engineer (PE)	Engineer (EIT)	Inspector	Admin. Assistant	Total hours	Labor Total	Sub-Consultants	Expenses	Overall Line Item Total