



MOCK • ROOS

CONSULTING ENGINEERS

January 14, 2019

Ms. Shannon LaRocque
Village of Wellington
12300 Forest Hill Blvd.
Wellington, FL 33414

Ref. No.: B7710.01
Subject: Wellington Lift Station Improvements

Dear Ms. LaRocque:

We are submitting the attached Proposal To Provide Engineering During Construction Services for Wellington Lift Station Improvements Project for Lift Station Nos. 5, 39, 41, 44, 74, and 85. Please review the attached proposal and if acceptable provide us authorization to proceed with the Scope of Services outlined in the proposal.

We will provide the Scope of Services on an hourly basis, plus reimbursable expenses. We anticipate the total fee to provide the Scope of Services will be \$74,200.

If you have any questions please contact me at 683-3113, extension 216. Thank you for using Mock•Roos on this project. We look forward to working with you.

Sincerely,

MOCK, ROOS & ASSOCIATES, INC.

Thomas A. Biggs, P.E.
Executive Vice President

Enclosure

Copies: Bookkeeping

Proposal To Provide Engineering During Construction Services For Wellington Lift Station Improvements

Services to be provided by: Mock•Roos

Services provided to (Village): Village of Wellington

Proposal Date: January 14, 2019

Proposal Terms

A. Project Description:

The Village desires to move forward with the construction phase services for its Lift Station Nos. 5, 39, 41, 44, 74 and 85. Construction is anticipated to take 360 days of onsite construction and 390-day duration for Final Completion. The Village desires to provide the majority of construction observation with limited administrative assistance from Mock•Roos as specified in the scope of service below.

At the request of the Village, Mock•Roos will perform services as outlined in **B. Scope of Services** below:

B. Scope of Services:

1. **Task 1** – Provide Mock•Roos staff to attend a pre-construction meeting with the Contractor, the Village and Mock•Roos. A draft meeting agenda will be prepared by Mock•Roos. The final agenda and meeting minutes will be prepared and distributed by the Village. Provide the Contractor with up to 5 sets of Contract Documents for use during construction and provide one CD containing the Project AutoCAD drawings for the contractor's use to prepare Record Drawings of construction.

Task 2 – Primary Construction Observation will be provided by Village Staff

Task 3 – Provide the services of a Project Engineer to perform monthly site observation of the work activities and Contractor's progress during the active construction period. These services are based on an average of 4 hours per month for the anticipated 11.5-month active construction period duration. Provide the services of an Electrical Subconsultant to perform up to one construction observation site visit for each lift station.

Task 4 – Attend monthly progress meeting between the Contractor and Village to discuss project and project schedule. A total of 12 meetings are included and it is anticipated that the Village will prepare the agendas and meeting minutes for each of the meetings. Provide the services of an Electrical Subconsultant to attend up to two progress meetings for the project.

Task 5 – At the request of the Village Mock•Roos will review and provide comments on the Civil, Electrical, and Mechanical shop drawings submitted by the Contractor to the Village. The shop drawings will be provided by the Village to Mock•Roos for review. Shop drawings will be returned to the Village for the Village to distribute to the Contractor. It is anticipated that the Contractor will prepare and maintain a shop drawing submittal log and provide an updated copy of the shop drawing log to the Village with each shop drawing submittal. An average of ten submittals is anticipated for each lift station. One review of each submittal is included.

Task 6 – Respond to Contractor’s request for information (RFI’s) during construction. Six RFI’s are included in this budget.

Task 7 – Provide Mock•Roos Representative to attend up to 12 onsite pay application review meetings between the Contractor, Mock•Roos, and the Village to agree on installed quantities. Provide review and payment recommendations for the Contractor’s pay applications.

Task 8 – Attend one start up at each lift station and then perform one “Substantial Completion” with the Contractor, Mock•Roos, and the Village for the 6 lift stations and develop a punchlist for correction by Contractor. Provide the services of an Electrical Subconsultant to attend the startup and walkthrough for each lift station. Each start up is expected to last 3 hours based on the assumption that the Contractor is prepared for the start up activities before the Engineer arrives at the site.

Task 9 – Perform one “Final Completion Walk-through” with the Contractor, Mock•Roos, and the Village to review final punch-list has been completed. Perform follow-up regarding Contractor’s completion of punch-list. Provide the services of an Electrical Subconsultant to attend the “Final Completion Walk-through” for the project.

Task 10 – Perform review of Contractor’s Record Drawing submissions for general conformance with Contract Documents.

Task 11 – Provide limited project management duties and coordination with the Village throughout Project duration of the above tasks. Includes assisting Village close out project. A total of 48 engineering hours are budgeted for this Task.

C. Additional Services:

1. Any services not included in the Scope of Services will be considered Additional Services. Such additional services may include but are not limited to work associated with Construction Change Directives and Change Orders.
2. Any design changes, schedule changes, drawing changes, or other project changes requested by the Village will be considered Additional Services.
3. Additional Services can be provided upon Mock•Roos receiving signed authorization from the Village.
4. The services of a structural subconsultant are not anticipated to be required during the construction of the project. If the serviced of a structural subconsultant are necessary, these services are anticipated to be additional services.

D. Schedule:

Deliverables	Estimated Due Date (Days after Contractor's NTP)
Task 1 Pre-Construction Meeting	10
Task 2 Construction Field Observation and Reports by Village	On-Going
Task 3 Periodic Site Observations by the Engineer	On-Going
Task 4 Attend Monthly Meetings	On-Going
Task 5 Shop Drawing Review	On-Going
Task 6 RFI Responses	On-Going
Task 7 Review Pay Applications and Recommendation Letter	On-Going
Task 8 Substantial Completion Walk-Through / Punch List	360
Task 9 Final Completion Walk-Through / Follow-up	390
Task 10 Record Drawing Review	400
Task 11 Project Management	400

E. Fees and Rates:

1. Mock•Roos will complete the Scope of Services on an hourly basis plus reimbursable expenses for the fee of \$74,200.
2. Mock•Roos can provide Additional Services at the Mock•Roos rates in effect at that time, plus any reimbursable expenses, or for an agreed upon lump sum fee.

F. Conditions:

1. All terms become valid upon Mock•Roos receiving one complete copy of this proposal within 60 days of its date.
2. This proposal serves as a supplement to the general agreement between Mock•Roos and Wellington dated February 3, 2016.

Village of Wellington
Engineering During Construction Phase Services
Wellington Lift Station Improvements
Lift Station Nos. 5, 39, 41, 44, 74, and 85

Task Description	Senior Project Manager	Senior Engineer	Senior Inspector	Senior Administrative Assistant	Subconsultant (Electrical)	Subtotal
Labor Hourly Billing Rate	\$160.00	\$155.00	\$105.00	\$50.00		
Scope of Services						
1 Pre-Construction Meeting - Provide Drawings	4	12			\$ 500	\$ 3,000
2 Primary Construction Observation by Village					\$ -	\$ -
3 Periodic Site Observations by the Engineer		46			\$ 2,870	\$ 10,000
4 Attend Monthly Meetings	36			12	\$ 500	\$ 6,860
5 Shop Drawing Review	24	90		6	\$ 6,270	\$ 24,360
6 RFI Responses	2	4		2		\$ 1,040
7 Review Pay Application & Recommendation Letter	12			12		\$ 2,520
8 Startup and Substantial Completion Walk-Through	6	24		8	\$ 4,920	\$ 10,000
9 Final Completion Walk-Through / Follow-up	8	8		2	\$ 3,000	\$ 5,620
10 Record Drawing Review	6	12		2		\$ 2,920
11 Project Management	48					\$ 7,680
Subtotal	\$ 23,360.00	\$ 30,380.00	\$ -	\$ 2,200.00	\$ 18,060.00	

Total Mock•Roos Direct Labor	\$ 74,000.00
	\$ 200.00
	\$ 74,200.00