



# MOCK • ROOS

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## CONSULTING ENGINEERS

December 8, 2020

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

Ref. No. C0711.10  
Subject: Aero Club Drive Pathway Improvements  
Additional Construction Observation and Reporting Assistance

Dear Jonathan:

We are submitting the attached *Proposal To Provide Aero Club Drive Pathway Improvements Additional 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 \$9,865.00.

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 Gruber (Dec 8, 2020 15:02 EST)

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

GGG:tsm  
Enclosure  
Copies: Bookkeeping

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

**Services to be provided by:** Mock•Roos

**Services provided to (Village):** Village of Wellington

**Proposal Date:** December 8, 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 additional construction observation and reporting assistance services as outlined in **B. Scope of Services** below:

#### **B. Scope of Services:**

**Task 1** – 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 2** – Provide a Mock•Roos field representative to perform site observations of the Contractor's Work during the construction period. Up to 4 hours per day for the estimated 21-day (calendar) construction period. Prepare, review and transmit Mock•Roos field observation reports to the Village on a weekly basis.

**Task 3** – Attend one 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 4** – Perform punch-list item site reviews between substantial and final completion.

#### **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 \$9,865.00.
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:   
Garry Gruber (Dec 8, 2020 15:02 EST)

Name: Garry G. Gruber, P.E.

Title: Senior Vice President

Date: December 8, 2020

**Village of Wellington**  
**Aero Club Drive Pathway Improvements**  
**Additional 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 Attend Meetings		4		\$	420
2 Construction Field Observation and Reports	4	68	4	\$	7,960
3 Review Pay Application/Quantities		4		\$	420
4 Punchlist Reviews		8	2	\$	940
Subtotal	\$ 620.00	\$ 8,820.00	\$ 300.00		

Subtotal \$	9,740.00
Reimbursables \$	125.00

**Total \$ 9,865.00**






# 20201208\_Additional Construction Obs. & Reporting Assistance (PA# C0711.10)

Final Audit Report

2020-12-08

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-  Document created by Jane Hayes (jane.hayes@mockroos.com)  
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