

MOCK • ROOS

CONSULTING ENGINEERS

December 22, 2020

Shannon LaRocque, P.E.
Utilities Director
Village of Wellington
12300 Forest Hill Blvd.
Wellington, FL 33414

Ref. No.: C0705.00
Subject: Village of Wellington Water Treatment Plant Paving and Drainage Improvements

Dear Shannon:

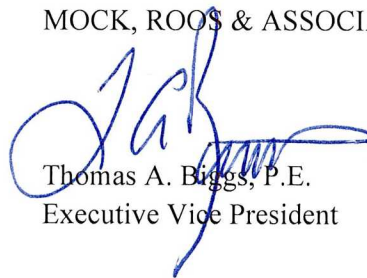
We are submitting the attached Proposal to Provide *Engineering Services for the Village of Wellington Water Treatment Plant Paving and Drainage Improvements*. Please review the attached proposal and if acceptable provide authorization to proceed with the Scope of Services outlined in the proposal.

We will provide the Scope of Services on a lump sum basis. The total fee to provide the Scope of Services will be \$63,696.00.

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

Scope of Services and Fee Proposal

Site Civil Engineering and Related Services

For

Wellington Water Treatment Plant Pavement and Drainage Improvement

A. Project Description:

The existing Water Treatment Plant is drained via a system of shallow swales and dry retention areas which collect stormwater runoff essentially via overland flow. Except for around the warehouse, there are very few stormwater pipes and catch basins in the system. The existing stormwater management system results in runoff from the impervious areas standing in dry retention areas for long periods of time, especially during wet weather. These existing retention areas are centrally located near water treatment and storage facilities. The standing water inhibits the Village from efficiently operating the water utility's treatment plant. The Village intends to construct new paving and drainage facilities at the existing Water Treatment Facility. The project consists of modifying driveways, parking areas, dry stormwater retention areas and drainage piping.

The project consists of the following:

1. The existing gated main entrance road from Wellington Trace consists of two lanes, one (1) enter, and one (1) exit. This entrance will be widened to three (3) lanes, one (1) employee enter, one (1) visitor enter and one (1) combined exit with new security gates.
2. An additional two (2) parking spaces will be installed/stripped out on the northeast side of existing parking area northwest of the large above ground storage tank.
3. Existing roadways not recently repaved will be overlaid in this project with minor grading changes as necessary to facilitate improved drainage.
4. The existing surface drainage facilities will be redirected to the recently expanded retention pond and the existing dry retention pond around the storage tank will be filled and upgraded.
5. Drainage piping to re-direct runoff to the expanded retention pond will be designed and constructed.

B. Scope of Services:

1. Design Development Phase

- a. Perform a site visit to document the existing drainage issues and the limits of new pavement.

- b. Meet with the Village as necessary to review project scope, establish project parameters, and to obtain the Village's input regarding expectations for the project.
- c. Using existing information, prepare Preliminary Engineering Drawings and a Preliminary Opinion of Probable Construction Costs for proposed improvements and submit to the Village for preliminary comments and confirmation of project limits.

2. Contract Documents Phase

- a. Upon receipt of the Village's comments, Mock•Roos will begin final engineering and preparation of the Contract Documents for construction of the paving and drainage improvement.
- b. Using existing survey, aerial photographs, and record information, prepare Paving, Grading, and Drainage Plans and Details for the site. The anticipated scale of the plan sheets is 1" = 40'. An Overall Site Improvement Plan (scale 1" = 100'+/-) showing the adjacent buildings and drainage collection and detention area improvements will be prepared, as necessary. Modifications to the on-site drainage collection system will include pipe extensions to connect to the new dry detention system, and a grading plan to eliminate the dry retention around the ground storage tank. Additional survey, if necessary, will be provided under a separate authorization.
- c. Existing water distribution & sewer collection systems will remain in place. Adjustments to water valve covers and manhole covers may be required to match new pavement grades.
- d. Prepare Signing & Pavement Marking Plans & Details for improved pavements as needed.
- e. Design widening improvements to the entry driveway of the water treatment plant. Coordinate and provide the services of an electrical subconsultant and prepare an entry gate design including electrical modifications to the existing system.
- f. Prepare Technical Specifications applicable to the site civil improvements of the project. The FDOT Standard Specifications, latest edition, will be the primary technical construction specifications for pavement improvements by reference in the Contract Documents.
- g. Prepare a progress submittal package of Contract Documents (Drawings and Specifications) at the 60% and 90% stages to be provided to the Village for review (electronic submittals) prior to finalizing the documents for bidding.
- h. Attend up to three (3) meetings with the Village during the design process to incorporate comments into final Construction drawings and Technical Specifications.

- i. Prepare Final Construction Drawings (100% complete), Specifications and Project Schedule of Values for inclusion in the Bid Documents for construction of the project.
- j. Prepare updated Engineer's Opinion of Probable Construction Cost.

3. Regulatory Agency Permitting

- a. Mock•Roos will verify the previously prepared drainage and permit modification are sufficient. The recent permit modification did not include a three (3) laned entrance road, but this additional impervious surface is negligible compared to the existing impervious surface on the site. No other agency permits are anticipated under this scope of services.
- b. An Erosion Control Plan with details to depict the measures required to comply with NPDES permitting will be prepared by the selected Contractor.

4. Bidding Assistance

- a. Provide electronic PDF copies of the drawings, project schedule of values, and project specifications for the Village to post on their web site and distribute to prospective bidders.
- b. Assist the Village in preparing responses to questions from prospective bidders during the bid period.
- c. Assist the Village to issue appropriate addendums, if necessary.
- d. Review the Village prepared bid tabulation, review the qualifications of the apparent low bidder, and provide the Village with a "Recommendation for Award".
- e. Assist in preparing the construction contracts for execution including coordinating with the contractor for execution of the contracts.
- f. Coordinate with the Village and the selected Contractor to assist in awarding the contract.

C. Additional Services:

- 1. Any services not included in the Scope of Services will be considered Additional Services.
- 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 Architect.

D. 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 is based on the Scope of Services being completed on or before November 2021. If not completed by this date for reasons other than those within control of Mock•Roos, all terms may be adjusted by Mock•Roos.
3. This proposal serves as a supplement to the general agreement between Mock•Roos and the Village.
4. In case of discrepancies, the terms of this proposal supersede those of previous agreements.

Village of Wellington
Water Treatment Plant Paving and Drainage Improvements

Task Description	Labor Classification				Electrical Subconsultant	Total
	Senior Project Manager	Senior Engineer	Engineer	Administrative Assistant		
Labor Hourly Billing Rate	\$160.00	\$155.00	\$93.00	\$50.00		
Total Hours	92	152	212	44		
1. Design Development Phase						\$ 9,960
a Perform Site Visit	4	4	0	2		\$ 1,360
b Review Scope, Establish Project Parameters with Owner	2	8	0	4		\$ 1,760
c Prepare Preliminary Engineering Drawings/EOPCC	4	16	40	0		\$ 6,840
2. Contract Documents Phase						\$ 42,664
a Prepare Contract Documents	8	8	0	4		\$ 2,720
b Prepare Paving, Grading, and Drainage Plans for Site	16	40	96	4		\$ 17,888
c Adjust Water Valve Covers and Manhole Covers As Required	4	4	4	0		\$ 1,632
d Prepare Signing and Pavement Marking Plans and Details	4	8	16	2		\$ 3,468
e Entry Gate Improvements	8	8	16	2	\$3,500	\$ 4,108
f Prepare Technical Specifications	8	8	8	2		\$ 3,364
g Prepare Progress Submittal Package (60% and 90%)	2	8	8	2		\$ 2,404
h Attend Up to Three Meetings with Owner	8	8	8	4		\$ 3,464
i Prepare Final Construction Drawings (100%)	4	4	8	2		\$ 2,104
j. Prepare Updated EOPCC	2	4	4	4		\$ 1,512
3. Regulatory Agency Permitting						\$ 916
a Review Previously Prepared Drainage and Permit Modification	2	2	2	2		\$ 916
3. Bidding Assistance						\$ 6,656
a Provide Electronic/PDF Files for Website/Distribution	2	2	2	2		\$ 916
b Assist Village Responses	2	4		2		\$ 1,040
c Assist with Addendums	2	4				\$ 940
d Bid Opening & Recommendation	4	8		2		\$ 1,980
e Assist in Preparing Construction Contracts (conformed)	4	4		2		\$ 1,360
f Assist with Notice of Award	2	0		2		\$ 420
Subtotal	\$ 14,720	\$ 23,560	\$ 19,716	\$ 2,200	\$ 3,500	\$ 60,196
<div> <div>Total Mock•Roos Labor</div> <div>Electrical Subconsultant</div> <div>Project Total</div> </div>						\$ 63,696