



September 27, 2021

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

Ref. No.: WE002.00
Subject: Well Nos. R1, R2, R3R, and R4 VFD Retrofit – Limited Construction Phase Services

Dear Shannon:

We are submitting the attached Proposal to Provide *Limited Engineering During Construction Services for the Well Nos. R1, R2, R3R, and R4 VFD Retrofit Improvements Project*. 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. We suggest a budget of \$80,000.00 be established for these services.

If you have any questions, please contact me at 683-3113, extension 275. Thank you for using Mock•Roos on this project. We look forward to working with you.

Sincerely,

MOCK, ROOS & ASSOCIATES, INC.

John Cairnes, P.E.
Senior Project Manager

TAB:tsm
Enclosure
Copies: Bookkeeping

**Proposal To Provide Limited Engineering
During Construction Services For
Well Nos. R1, R2, R3R, and R4 VFD Retrofit**

Services to be provided by: Mock•Roos

Services provided to (Village): Village of Wellington

Proposal Date: September 27, 2021

Proposal Terms

A. Project Description:

The Village is in the process of authorizing Wharton Smith (CMAR) to move forward with the construction for its Well Nos. R1, R2, R3R, and R4 VFD Retrofit Project. Construction is anticipated to take 15 months with 10 months of onsite active construction. 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:

Task 1 - Limited Engineering During Construction Services

1. Primary Construction Observation will be provided by Village Staff.
2. 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 ten (10) hours per month for the anticipated 10-month active construction duration. Provide the services of an Electrical Subconsultant to assist with site visits.
3. When requested, attend bi-weekly progress meetings (in person and conference calls) between the Contractor and Village to discuss the project and schedule. Four (4) meetings are included, and it is anticipated the Village will prepare the agendas and meeting minutes for each of the meetings. Provide the services of an Electrical Subconsultant to assist with progress meetings.
4. 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. Fifteen (15) submittals are

anticipated for the project. A majority of the submittals are anticipated not to require a resubmittal. Provide the services of an Electrical Subconsultant to assist submittal review.

5. Respond to Contractor's request for information (RFI's) during construction. Up to six (6) RFI's are included in this budget. Provide the services of an Electrical Subconsultant to assist with RFI responses.
6. Attend one (1) start up for the well and then perform one (1) "Substantial Completion" with the Contractor, Mock•Roos, and the Village for the well and develop a punchlist for correction by Contractor. Provide the services of an Electrical Subconsultant to attend the start up. Startup is expected to last three (3) hours per well based on the assumption that the Contractor is prepared for the startup activities before the Engineer arrives at the site.
7. Perform one (1) "Final Completion Walk-through" with the Contractor, Mock•Roos, and the Village to review final punch-list has been completed. Provide the services of an Electrical Subconsultant to attend the Walk-Through. Perform follow-up regarding Contractor's completion of punch-list.
8. Perform review of Contractor's Record Drawing submissions for general conformance with Contract Documents. Provide the services of an Electrical Subconsultant to assist with record drawing review.
9. Provide limited project management duties and coordination with the Village throughout Project duration of the above tasks. Includes assisting Village close out the project. A total of two (2) hours per month for the fifteen (15) month construction duration are budgeted.
10. Provide the services of an Electrical Subconsultant to assist with the above scope of work.

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.

D. Fees and Rates:

1. Mock•Roos will complete the Scope of Services on an hourly basis plus reimbursable expenses for the fee of \$80,000.00.
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.

E. Conditions:

1. All terms become valid upon Mock•Roos receiving one complete copy of this proposal within 60 days of its date.

Village of Wellington
Limited Engineering During Construction Phase Services
Well Nos. R1, R2, R3R, and R4 VFD Retrofit

Task Description	Senior Project Manager	Senior Professional Engineer	Senior Administrative Assistant	Subconsultant (Electrical)	Subtotal
Labor Hourly Billing Rate	\$200.00	\$185.00	\$70.00		
Task 1 - Limited Engineering During Construction Services					
1 Primary Construction Observation by Village	0	0	0		\$ -
2 Periodic Site Observations by the Engineer	0	100	0		\$ 18,500
3 Attend Progress Meetings	34	0	4		\$ 7,080
4 Shop Drawing Review	18	40	12		\$ 11,840
5 RFI Responses (6)	4	12	6		\$ 3,440
6 Startup and Substantial Completion Walk-Through	6	12	2		\$ 3,560
7 Final Completion Walk-Through / Follow-up	6	12	2		\$ 3,560
8 Record Drawing Review	0	4	2		\$ 880
9 Project Management	30	0	2		\$ 6,140
10 Electrical Subconsultant	0	0	0	\$ 25,000	\$ 25,000
Subtotal	\$ 19,600.00	\$ 33,300.00	\$ 2,100.00	\$ 25,000.00	
Total Mock•Roos Direct Labor					\$ 80,000.00
					\$ 80,000.00

The spreadsheet is a fee cost estimate based on specific labor classifications as noted. However, other labor classifications (and fees) based on the approved Master Agreement between Mock•Roos may be used to complete work requested by the Village.