



March 26, 2024

Ken Tripp
Utility Division Manager
City of Edgewater
PO Box 100
Edgewater, FL 32132

Email: ktripp@cityofedgewater.org

Subject: Lift Station No. 11 Rehabilitation – Construction Phase Services

Dear Mr. Tripp,

We are pleased to present the enclosed scope of services and fee estimate for the above referenced project for construction phase services. The attached scope of services describes, in detail, what our firm understands to be required for these phases of the project.

Mead & Hunt is well qualified to perform these services as we have provided construction administration and inspection phase services on many similar projects throughout East Central Florida.

We look forward to the opportunity to work with the City on another project. If you have any questions or require additional information, please contact me.

Sincerely,
MEAD & HUNT, Inc.

A blue ink signature of Cassandra Cissell.

Cassandra "Casey" Cissell, PE
Project Manager

A blue ink signature of Noah Adamoski.

Noah Adamoski
Construction Services Supervisor

CMC/NJA

Enclosure: Scope of Services

cc: Randy Coslow – City of Edgewater

**CITY OF EDGEWATER
SCOPE OF SERVICES
FOR
LIFT STATION NO 11 REHABILITATION - CONSTRUCTION PHASE SERVICES**

The Task Order is in conformance with the Professional Services Agreement for Engineering Services, dated November 18, 2019, between the City of Edgewater (OWNER) and Mead & Hunt, Inc. (MEAD & HUNT) and is referred to herein as the Contract.

GENERAL

The project involves the construction of Lift Station 11 replacement near the intersection of W. Park Ave and Wildwood Blvd. The project includes removal of the existing pumps, lift station piping, valve vault, control panel, and existing block wall. A new diesel back up pump is to be installed along with the lining of the wet well, new submersible pumps, new valve vault, and new control panel/electrical.

SCOPE OF SERVICES

After receipt of authorization to proceed, MEAD & HUNT will provide the following services:

PHASE 1 – PROJECT MANAGEMENT

Project Coordination

MEAD & HUNT'S Project Manager (PM) will monitor and manage the project budget, schedule, and scope throughout the estimated seven (7) month project duration. The PM will manage the development of project work and subconsultant efforts.

PHASE 2 – CONSTRUCTION ENGINEERING AND INSPECTION (CEI) SERVICES

MEAD & HUNT will provide the following CEI services to the OWNER:

Issued for Construction Documents

MEAD & HUNT will prepare conformed drawings and technical specifications "Issued for Construction" by incorporating bidder questions and addendums and provide those to the OWNER (in electronic format) for inclusion in the Contract documents.

Deliverables – Issued for Construction Documents

- Issued for Construction Drawings
- Issued for Construction Specifications

Pre-Construction Meeting

MEAD & HUNT will coordinate and preside over an in-person pre-construction meeting with the OWNER, contractor, and other project stakeholders. MEAD & HUNT will prepare agenda and distribute to all invitees prior to meeting. MEAD & HUNT will prepare meeting summary and distribute meeting summary to all attendees.

Deliverables – Pre-Construction Meeting

- Meeting Agenda and Summary

Notice to Proceed

MEAD & HUNT will issue the notice to proceed (NTP) to the contractor on behalf of the OWNER.

Deliverables – Notice to Proceed

- Notice to Proceed Letter

Progress Meetings

MEAD & HUNT will coordinate and preside over six (6) in-person construction progress meetings. MEAD & HUNT will prepare agendas, meeting summaries, and distribute to all attendees.

Deliverables – Progress Meetings

- Monthly progress meeting agendas and summaries

Construction Submittals

MEAD & HUNT will receive, review, and respond to up to twelve (12) Contractor construction submittals and resubmittals for conformance with construction and contract requirements. Such review or other action shall not extend to means, methods, sequences, techniques, or procedures of construction selected by the Contractor, or to safety precautions and programs.

MEAD & HUNT will receive, review, and respond to Contractor assembled submittals for operations and maintenance manuals, guarantees, and certificates of inspection (for general contents as required by the Contract documents). These are included in the construction submittals count noted above.

MEAD & HUNT will maintain a log of submittals with submittal number, submittal name, date received, reviewer, action taken, and date returned. MEAD & HUNT will review and return shop drawings within fourteen (14) calendar days of receipt of the submittal. Contractor requests for substitute materials and/or equipment shall be reviewed during submittal process and MEAD & HUNT will provide a recommendation on the submittal response to the OWNER.

Deliverables – Construction Submittals

- Construction submittal review packages
- Submittal log

Requests for Information (RFI's)

MEAD & HUNT will receive and respond to up to five (5) contractor RFI's related to clarification of the contract documents, design intent, or field conditions. MEAD & HUNT will prepare and maintain a RFI log, noting the date received, subject, resolution and date response was returned to the contractor.

Deliverables – RFIs

- RFI response packages
- RFI response log

Field/Change Orders

MEAD & HUNT will prepare, issue, and coordinate up to three (3) field orders, requests for proposals (RFP's), and change orders in coordination with the OWNER. MEAD & HUNT will maintain a log of field changes and pending changes. MEAD & HUNT will provide assistance during negotiations of contractor cost proposals and will review claims and provide recommendations to the OWNER.

Deliverables – Field/Change Orders

- Field and change order packages and supporting documentation
- Field and change order log

Pay Applications

MEAD & HUNT will review up to six (6) monthly payment applications from the contractor and provide a written recommendation for payment to the OWNER based on construction progress. MEAD & HUNT will review pay application supporting documentation, including updated construction schedules, record drawings, stored materials, release of liens, and as approved change/field orders.

Deliverables – Pay Applications

- Pay application recommendations

PHASE 3 – CONSTRUCTION OBSERVATION

MEAD & HUNT will supply a resident project representative (RPR) for construction observation and documentation for the expected six (6) months of construction activity. At this time, the needed construction observation efforts are estimated to be ten (10) hours per week for sixteen (16) weeks. The duration and amount of work effort may vary based on the contractor's efforts and the OWNER's needs. The RPR will observe the construction activities, review conformance with contract documents, observe quality assurance testing, maintain a detailed log including red-line construction drawings, field verify work quantities, and collect/forward and verify resolution of resident/property owner complaints. These efforts will be documented in electronic reports of construction and will include construction photographs. Quality control will be completed by an Inspection Supervisor and the Project Manager in the form of field visits and work product review.

Deliverables – Construction Observation

- Reports of Construction
- Construction Photographs

PHASE 4 – PROJECT CLOSEOUT

Substantial and Final Completion

MEAD & HUNT will determine substantial completion and attend substantial and final walkthroughs. RPR will document punchlist items at both substantial and final walkthroughs and verify completion of punchlist items before final closeout.

Deliverables – Substantial and Final Completion

- Substantial completion punchlist items (electronic PDF format)
- Final completion punchlist items (electronic PDF format)

As-Built Review and Record Drawings

MEAD & HUNT will review contractor final as-builts for compliance with the contract documents. MEAD & HUNT will prepare final record drawings utilizing contractor as-builts and inspector sketches, photographs, and other documentation. Record drawings to be provided electronically to the OWNER.

Deliverables – As-Built Review and Record Drawings

- Acceptable Contractor as-builts (Electronic PDF and AutoCAD Format)
- Record Drawings (Electronic PDF and AutoCAD Format)

PHASE 5 – SUBCONSULTANTS AND REIMBURSABLES

Items under this phase include out-of-pocket direct job expenses such as subconsultants, reproductions, postage, etc.

PHASE 6 – CONTINGENCY

If additional services are identified as needed or required during the duration of the project, MEAD & HUNT will utilize contingency funds for any additional work items. Contingency funds will be billed at time and expense. Additional work will be billed per the agreed upon contract hourly rates.

EXCLUSIONS

This scope of services excludes all items not specifically described herein, including but not limited to:

- | | |
|------------------------|----------------------------|
| • Preliminary Design | • Bidding Assistance |
| • Easement Acquisition | • Geotechnical Engineering |
| • Design Services | • Special Studies |
| • Permitting | • Land Surveying |

- Subsurface Utility Exploration
- Laboratory Services
- Value Engineering
- Redesign per Owner or Contractor
- Investigations
- Funding Assistance
- Environmental
- Professional Services Acquisition Assistance
- Completed Project Assessment
- Site Security
- Fire Protection
- Zoning Modifications

SCHEDULE

Mead & Hunt estimates the work included in this task order will be completed in accordance with the following schedule:

Phase/Task	Duration to Complete (calendar days)	Commencing Upon
<i>Phase 1 – Project Management</i>	<i>210 days</i>	<i>Receipt of notice to proceed</i>
<i>Phase 2 – Construction Engineering and Inspection (CEI) Services</i>	<i>150 days</i>	<i>OWNER award to Contractor</i>
<i>Phase 3 – Construction Observation</i>	<i>150 days</i>	<i>OWNER award to Contractor (concurrent)</i>
<i>Phase 4 – Project Closeout</i>	<i>30 days</i>	<i>OWNER approval of Contractor as-built</i>

COMPENSATION

The not-to-exceed cost for this Scope of Services, including Contingency Funds, is \$70,692.

The above fee is based on the following breakdown:

Phase/Task	Fee/Cost	Basis
<i>Phase 1 – Project Management</i>	<i>\$5,692</i>	<i>Lump Sum</i>
<i>Phase 2 – Construction Engineering and Inspection (CEI) Services</i>	<i>\$28,821</i>	<i>Lump Sum</i>
<i>Phase 3 – Construction Observation</i>	<i>\$23,336</i>	<i>Time & Expenses</i>
<i>Phase 4 – Project Closeout</i>	<i>\$5,962</i>	<i>Lump Sum</i>
<i>Subtotal</i>	<i>\$63,811</i>	
<i>Phase 5 – Subconsultants/Reimbursables</i>	<i>\$500</i>	<i>Actual cost</i>
<i>Phase 6 – Contingency at 10%</i>	<i>\$6,381</i>	<i>Time & Expense</i>
<i>TOTAL</i>	<i>\$70,692</i>	

AUTHORIZATION:

The scope of services and compensation stated in this proposal are valid for a period of thirty (30) days from date of submission. If authorization to proceed is not received during this period, this proposal may be withdrawn or modified by MEAD & HUNT.

Accepted by: CITY OF EDGEWATER

Approved by: MEAD & HUNT, INC.

By: _____

By:  _____

Name: _____

Name: Brad T. Blais

Title: _____

Title: Vice President/Market Leader

*The above person is authorized to sign for Owner
and bind the Owner to the terms hereof.*

Date: _____

Date: March 26, 2024

PURSUANT TO FLORIDA STATUTE SECTION 558.0035, AN
INDIVIDUAL EMPLOYEE OR AGENT OF MEAD & HUNT INC. MAY NOT
BE HELD INDIVIDUALLY LIABLE FOR NEGLIGENCE.

IF THE CONTRACTOR (MEAD & HUNT INC.) HAS QUESTIONS REGARDING THE APPLICATION OF
CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC
RECORDS RELATING TO THIS CONTRACT (PROPOSAL), CONTACT THE CUSTODIAN OF PUBLIC
RECORDS AT CITY HALL, CITY OF EDGEWATER, 104 N. RIVERSIDE DRIVE, EDGEWATER, FL
32132, CITY Clerk, Robin L. Matusick, (386) 424-2400, Ext. 1102,
rmatusick@CITYOFEDGEWATER.ORG.