



EXHIBIT A
CITY OF COOPER CITY

MEMBRANE ELEMENT REPLACEMENT PROJECT –
CONSTRUCTION OVERSIGHT ASSISTANCE AS-NEEDED

TASK ORDER No. 2023-04

SCOPE OF SERVICES

DECEMBER 15, 2023

PROJECT BACKGROUND

Cooper City (CITY) is presently bidding the replacement of the membrane elements at the Water Treatment Plant (WTP). Hazen and Sawyer (CONSULTANT) designed the membrane element replacement project and had limited services related to assisting the CITY with the oversight of the membrane installation. The CITY originally intended to provide construction oversight through CITY staff; however, the CITY presently does not have resources available to oversee construction. As such, the CITY requested the CONSULTANT prepare a separate scope of services through which the CITY could fund additional services during construction beyond what was included in the original scope.

The below scope is intended to allow CONSULTANT to provide additional oversight services on an as-requested basis up to the limits of this task order.

SCOPE OF SERVICES

The CITY has requested CONSULTANT provide these services as detailed in the following scope of work.

TASK 1 – ADDITIONAL CONSTRUCTION OVERSIGHT ASSISTANCE

CONSULTANT shall provide assistance to the CITY on an as-needed basis up to the limits of this task. Construction oversight services provided under this task may include, but are not limited, to the following:

- Logging and distributing shop drawings for review
- Shop drawing review (beyond review of shop drawings in original scope)
- Preparation of responses to requests for information (RFIs) from the contractor
- Preparation of requests for proposals (RFPs) from the contractor
- Review of contractor's proposed change orders
- Review of contractor's monthly pay applications
- Communications with contractor, CITY, permit agencies, etc

- Meeting attendance and documentation
- Periodic construction observations
- Engineer of Record Site Visits
- Record drawing preparation

ASSUMPTIONS

The following assumptions were made in preparation of the level of effort associated with the described scope:

1. CONSULTANT shall not be responsible for the acts or omissions of any Construction Contractor, any construction subcontractor, or any other person (except CONSULTANT's own employees, subconsultants or other agents) at the project site.
2. CONSULTANT shall not be responsible for Construction Contractor's means, methods, techniques, sequences or procedures of construction, or the safety precautions and programs incident thereto. CONSULTANT shall issue all technical instructions to the Construction Contractor and shall interpret all technical requirements of the Construction Contract documents.
3. If CONSULTANT's budget is expended, CITY will either 1) continue overseeing project with CITY staff or 2) provide additional funding for CONSULTANT to continue providing oversight services.

SCHEDULE

The services will be provided over an approximate one year period.


COMPENSATION

Compensation shall be made to CONSULTANT for a total amount of \$55,479 as summarized below. CONSULTANT will bill hourly for services up to the limits of this task order.

Task	Description	Compensation Type	Estimated Fee
1	Additional Construction Oversight Assistance	Not To Exceed	\$54,979
		Reimbursables	\$500
	TOTAL		\$55,479

SUBMITTED BY:

Hazen and Sawyer

BY: 

Janeen M. Wietgreffe, Vice President

Dated this 15th day of December 2023

APPROVED BY:

City of Cooper City

BY: _____

Ryan T. Eggleston, City Manager

Dated this ___ day of _____, 2023

