



# City of Eustis

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TO: EUSTIS CITY COMMISSION

FROM: Tom Carrino, City Manager

DATE: August 17, 2023

RE: Resolution Number 23-73: Award of Construction Administration Services for the Coolidge Street Utility Improvements Project

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## **Introduction:**

Resolution Number 23-73 awards Wright-Pierce Engineering (WPE) the Construction Administration Phase Services contract for the Coolidge Street Utility Improvements Project, and authorizes the City Manager to execute all agreements and contracts associated with the award.

## **Background:**

Resolution Number 22-39 awarded Engineering Design Services for the Coolidge Street Utility Improvement Project to WPE, which has been completed. Staff is now in the RFQ process of hiring a contractor for the construction of these improvements. WPE has provided a proposal for Construction Administration Services for a Time and Materials (Not to Exceed) Contract in the amount of \$49,900.

The Scope of Services for this associated work includes work tasks as identified below:

### Task 9 – Construction Administration Phase Services

- a. Pre-Construction Meeting:
  - i. Prepare for and attend on-site pre-construction meeting.
  - ii. Draft and submit meeting minutes for review.
  - iii. Submit final meeting minutes.
- b. Construction Progress Meetings:
  - i. Prepare for and attend on-site construction progress meetings at the Contractor's construction trailer or at a City facility. Assume one progress meeting every other month for a total of 6 meetings. A site visit to the construction site will be conducted following each meeting.
  - ii. Draft and submit meeting minutes for review.
  - iii. Submit final meeting minutes.
- c. Review Shop Drawings:
  - i. Receive, review, evaluate, and distribute shop drawings within 14 calendar days of receipt of the shop drawings. Expected number of shop drawings is approximately 20, which includes resubmittals. For this task, Wright-Pierce has assumed an average of two submittal reviews per shop.
- d. Requests for Information (RFI):
  - i. Receive, review, and evaluate RFIs. Submit RFI response to contractor and the City. Expected number of RFI's is 6.

- e. Change Orders:
  - i. Review Contractor's change order request, if requested by the City. For this task, we have assumed that Wright-Pierce will review 2 change orders.
- f. Substantial Completion Walk-Through, if requested by the City:
  - i. Overall engineer of record to conduct a walk through to visually assess the project completion.
  - ii. Create a punch list.
- g. Final Walk-Through with the City:
  - i. Overall engineer of record will conduct the final walk through to confirm and verify the completion of the punch list.
- h. Permitting:
  - i. Prepare and submit the following certifications to the FDEP at the completion of the project:
    - 1. Form 62-604.300(3)(b): *Notification of Completion of Construction for a Domestic Wastewater Collection/Transmission System*
    - 2. Form 62-555.900(9): *Certification of Construction Completion and Request for Clearance to Place Permitted PWS Components into Operation*
  - ii. Any permit fees will be paid by the City.
- i. Construction Record Drawings:
  - i. Review every contractor payment request with the Contractor's construction red lines.
  - ii. Once Contractor's construction red lines have been accepted by the City, update Construction Record Drawings.
  - iii. At the end of the construction, prepare and submit construction record drawings for City review.
  - iv. Incorporate City review comments and submit final construction record drawings.

**Proposed Schedule:**

Wright-Pierce will commence their services immediately after the City's acceptance of this proposal and issuance of a Purchase Order/Notice to Proceed (NTP). The project is expected to be substantially complete within 300 days from the NTP to the Contractor and achieve final completion within 330 days from the NTP. Final completion is expected by the end of September 2024.

WPE proposes to perform the construction administration phase services for this project on a time and materials basis, not to exceed sum of \$49,900.

**Recommended Action:**

Staff recommends approval of Resolution Number 23-73

**Alternatives:**

1. Approve Resolution Number 23-73
2. Deny Resolution Number 23-73

**Discussion of Alternatives:**

1. Alternative 1 approves the Resolution.

**Advantages:**

- Wright-Pierce is the Engineer of Record for this utility expansion project

and is uniquely familiar with the required actions to complete this project.

Disadvantages:

- The action approves an estimated expenditure of \$49,900.

2. Alternative 2 denies the Resolution.

Advantages:

- The City would not expend \$49,900.

Disadvantages:

- The permit associated with this contract would need to be closed by a firm willing to redesign the project and become Engineer of Record.

**Budget/Staff Impact:**

The City's approved 2022/2023 CIP Budget includes funds for the purchase of Construction Administration Services for the Coolidge Street Utility Improvements Project.

**Prepared By:**

Sally Mayer, Administrative Assistant - Public Utilities

**Reviewed By:**

Rick Gierok, Director of Public Works

**Attachments:**

-Wright-Pierce Scope of Services, available upon request