

The City of Green Cove Springs Storm Sewer Replacement Project Engineering Services During Construction

INTRODUCTION

The design and permitting of the City of Green Cove Springs Storm Sewer Replacement Project is complete and the project is being advertised by the City to secure a Contractor to construct the new storm sewer system. The construction project includes replacing an existing 15-inch storm pipe, reported to be vitrified clay pipe, with 24-inch reinforced concrete pipe (RCP) with a new outfall. Due to the nature of the construction work, the route of the new storm sewer will be restored with new roadways, curb and drainage inlets, and sidewalk.

The existing 15-inch storm pipe is approximately 50 years old and has been damaged from root growth and joint separation. The St. Johns riverbank, where the storm pipe discharges, experienced significant erosion during Hurricane Ian. As a result, 20 to 25 feet of exposed corrugated metal pipe (CMP) hangs over the water. This project replaces the antiquated storm pipe and includes a new retaining wall and outfall to the St. Johns River.

This Scope of Services is for Jones Edmunds to perform Engineering Services During Construction including Construction Contract Administration and assisting with bi-weekly construction progress meetings.

SCOPE OF SERVICES

TASK 1 CONTRACT ADMINISTRATION

Jones Edmunds will provide Contract Administration services during construction, documenting that the construction is completed in general conformance with the Drawings, Technical Specifications, and Permit Requirements. This task includes the office support required to review the Contractor's submittals, address questions, and maintain the paperwork for the Final Completion Certificate Forms. We have also included time for project meetings, Engineer of Record site visits, and field coordination.

Construction Contract Administration services are based on an onsite construction schedule of 6 months to substantial completion and 1 additional month to final completion. Jones Edmunds will provide the following Construction Contract Administration services:

PROJECT DOCUMENTATION:

- Submittals: Jones Edmunds will receive, log, review, and issue comments on project construction submittals. Project submittals include administrative submittals (i.e., construction schedules and work plans), shop drawings and product data for the materials to be incorporated into the project, warranties, samples, and operations and maintenance manuals. Jones Edmunds estimates approximately 12 submittals for this project. This Scope of Services includes an initial review and one re-submittal review for each submittal. Submittals will be immediately returned to the Contractor if all deviations are not listed as requested on the project forms.
- Requests for Information (RFIs): Jones Edmunds will review and respond to up to 6 RFIs submitted by the Contractor. RFIs are submitted by the Contractor when questions regarding the Construction Documents arise that need clarification from the Engineer.
- Change Orders: Jones Edmunds will notify the City immediately when an issue arises that may affect the cost or time of the project and will process up to 2 minor Change Orders. Change Orders will be submitted to the City for approval before being issued to the Contractor.
- Construction Field Orders (CFOs): Jones Edmunds will prepare up to 8 CFOs. CFOs are used for minor adjustments to the Contract Documents that can be completed in the field and have no effect on the project cost or time.
- Proposed Contract Modifications (PCMs): Jones Edmunds will review up to 4 PCMs for conformance with the Contract Documents and process the PCMs as requested by the City. PCMs may be submitted by the Contractor when deviations to the Contract Drawings or Specifications occur that they believe affect the cost of the project. PCMs will be submitted to the City for approval before being issued to the Contractor.
- Notices of Non-Compliance: Jones Edmunds will assist with up to 2 Notices of Non-Compliance as coordinated with the City. Jones Edmunds will prepare, log, and issue the Notices of Non-Compliance.
- Pay Applications: Jones Edmunds will process up to 8 Pay Applications. We will receive the Pay Applications from the Contractor, log and review them with the City's Resident Observer (RO) and make payment recommendations to the City.

MEETINGS AND SITE VISITS:

- Jones Edmunds will conduct one pre-construction conference at a location selected by the City. At the pre-construction conference, the fully executed Contract Documents will be distributed and the Notice to Proceed date will be agreed upon by all stakeholders on the project. City representatives, regulatory agencies, and the Contractor will be invited to the preconstruction conference.

- Jones Edmunds will hold up to 6 progress meetings during the project. The progress meetings will be scheduled monthly for the six-month construction schedule. The progress meetings are to review the construction progress up to that point, review the monthly pay applications, and discuss any issues that have occurred on the project. The meeting agenda and minutes will be prepared by Jones Edmunds.
- Jones Edmunds will attend up to 6 online, Teams, coordination meetings with the City and the Contractor. The coordination meetings will be held once a month between the monthly onsite progress meetings.

TASK 2 CONTRACT CLOSEOUT

Contract Closeout services include substantial and final completion walkdowns, punch list preparation, and final certification of construction completion.

- **Substantial Completion Walkdown:** Jones Edmunds will conduct one Substantial Completion Walkdown with the Contractor and City. The walkdown will be performed by project team members such as the Project Manager, the Engineer of Record, and the Contract Administrator to observe that the storm sewer system is installed in general conformance with the Contract Documents. We will prepare a Punch List of items to complete during the Substantial Completion walkdown.
- **Final Completion Walkdown:** Jones Edmunds will conduct one Final Completion Walkdown to verify that all items on the Substantial Completion Punch List have been completed. The Final Completion Walkdown will be performed by project team members such as the Project Manager, the Engineer of Record, or the Contract Administrator accompanied by the City. This will be to observe that all Punch List items are complete, and that the Contractor has completed demobilization.
- **Record Drawings:** Jones Edmunds will review the Contractor’s CADD-based as-built drawings. After the as-built drawings are completed by the Contractor, we will incorporate them into Record Drawings and provide the City with electronic copies (pdf format and original file format) of the Record Drawings. The final CADD as-built drawings will also be provided to the City.
- Jones Edmunds will prepare the permit certifications notifying the regulatory agencies of construction completion and placing the system in operation. The project has two required permit certifications: Army Corp of Engineers (ACOE) permit and Environmental Resource Permit (ERP) through the St. Johns River Water Management District (WMD).

SCHEDULE

Jones Edmunds will complete this Scope of Services in accordance with the Contractor’s scheduled times included in the Construction Contract. The time frames included in the Construction Contract are 6 months to Substantial Completion with an additional 1 month to final completion.

COMPENSATION

The compensation for Professional Services described in this Scope of Services will be on a Time and Materials basis for \$54,560.00. The Fee Schedule in Exhibit A includes the level of effort and the corresponding estimated costs for this authorization.

PROPOSAL CLARIFICATIONS

The following proposal clarifications govern this Scope of Services. Excluded items may be provided by Jones Edmunds as an Additional Service upon written agreement.

1. Total construction duration from Notice to Proceed to Substantial Completion is 6-months 7-months to final completion. If the construction period is extended additional fees may be required.
2. Daily Construction Resident Observation will be conducted by the City with daily progress logs with photos completed and submitted to Jones Edmunds for review of construction progress.
3. Installed quantities included on the pay applications will be verified and approved by the City's Construction Resident Observer who is onsite daily logging the installed materials before Jones Edmunds will certify the pay application as Engineer of Record.
4. As-built survey preparation (including topographic surveying of as-built site conditions) is excluded from this Scope of Services and is required to be performed by the Contractor under the Construction Contract.
5. Obtaining any County/City building permits will be handled by the Contractor using signed-and-sealed drawings provided by Jones Edmunds.
6. The quantities, labor hours, and reimbursable expenses listed in this scope of work and fee schedule are intended as documentation and justification for the total cost of the project. Deviations or changes in the quantities, labor hours, and reimbursable expenses within a task is not justification for nonpayment provided the total project fee has not been exceeded.

Exhibit A
Fee Schedule



Project Name: Storm Sewer Replacement Engineering Services During Construction
 Client: City of Green Cove Springs
 Opportunity Number: 95884-208-24
 Project Number:

Project Fee Estimate

Green Cove Springs 2024-2025 Rates

Staffing Plan				
Sr. Project Manager	Sr. Engineer	Construction Administrator	Engineer Intern	Construction Proj. Coord.
Billing Rate				
\$265.00	\$265.00	\$160.00	\$145.00	\$115.00

Task No.	Task Description	Hours					Labor Hours	Direct Labor Effort (Rates)	Expenses: Misc. Costs, Raw (ODC's)	Total Fee
2	Construction Contract Administration									
	Submittal Review (12)			24	24	24	72.00	\$10,080.00	\$10,080.00	
	RFI's (6)	2	4	12		6	24.00	\$4,200.00	\$4,200.00	
	Change Orders (2)	2		4		2	8.00	\$1,400.00	\$1,400.00	
	CFO's (8)		4	8		8	20.00	\$3,260.00	\$3,260.00	
	PCM's (4)		4	8		4	16.00	\$2,800.00	\$2,800.00	
	Notices of Non-Compliance (2)	2	2	4		2	10.00	\$1,930.00	\$1,930.00	
	Construction onsite Meetings (6 monthly + 1 Precon)			70		16	86.00	\$13,040.00	\$1,250.00 \$14,290.00	
	Online Coordination Meetings (6 meetings)			12			12.00	\$1,920.00	\$0.00 \$1,920.00	
	Pay Applications (8)			16		8	24.00	\$3,480.00	\$3,480.00	
2	Project Closeout							Task Total	\$43,360.00	
	Substantial Completion Site Review (1)		8	8		2	18.00	\$3,630.00	\$3,630.00	
	Final Completion Site Review (1)			8		2	10.00	\$1,510.00	\$1,510.00	
	Record Drawings	2	2	4	8		16.00	\$2,860.00	\$220.00 \$3,080.00	
	Permit Certifications	2	4		8	2	16.00	\$2,980.00	\$2,980.00	
								Task Total	\$11,200.00	
	Total - Construction Phase Services	10	28	178	40	76	332.00	\$53,090.00	\$1,470.00 \$54,560.00	