



November 26, 2024

Mayor Julie Wilkins
City of LaBelle
481 West Hickpochee Ave.
LaBelle, FL 33935

Re: Proposal for Construction Administration and Construction Engineering Inspection (CEI) Services Associated with Helms Road Water Main

Dear Mayor Wilkins:

Thank you for the opportunity to submit our professional services proposal to assist the City of LaBelle (City) with the bidding, construction administration and construction engineering inspection (CEI) associated with the Helms Road Watermain Extension.

BACKGROUND

Four Waters Engineering has completed the design and permitting for the Helms Road Watermain Extension which consists of installation of the following:

- 13,560 linear feet (LF) of 12-inch Polyvinyl Chloride (PVC) watermain installed via open-cut
- 400 LF of 12-inch PVC DR-14 watermain installed via open-cut installation
- 2 LF of 10-inch PVC DR-18 watermain installed via open-cut installation
- (28) fire hydrants
- (28) 12-inch vertical gate valves
- (1) 10-inch vertical gate valve
- Connections to the existing watermains (at State Road (SR) 80 and SR 29)
- (8) stubouts for future connections

The project will create a loop along Helms Road that will provide redundancy for better pressure and fire flow conditions. Along with the watermain, the project will include the restoration/reconstruction of any impacted sidewalks, driveways, roadway, and grassed areas of the rights-of-way.

SCOPE OF SERVICES

The City has requested Tetra Tech's assistance to provide bidding, construction administration and CEI services for the above-described project. This scope of services is based on a construction period of 270 days to substantial completion and an additional 30 days (300 total) to final completion. Throughout the implementation of this project, Four Waters Engineering will remain as the Engineer of Record and will be required to answer project design questions as such.

Task 1 – Bid Assistance

Upon authorization, Tetra Tech will assist the City with the following:

- a. Obtain CAD files and Word documents of the drawings and technical specifications from the City.
- b. Attend a Pre-Bid Meeting at City Hall, followed by a site visit, if desired by the City/prospective bidders.
- c. Respond to questions and prepare addenda as required to interpret, clarify or expand the bidding documents. The City shall be responsible for distribution of addenda to all registered planholders.
- d. Receive bids from the City and assist in performing a review of the bids and ultimately, making a recommendation of award.
- e. Following completion of the bidding process, modify the technical specifications and drawings to incorporate changes made during the bidding process. Provide conformed documents in PDF format.

Notes:

1. The services during bidding are proposed as supplemental. As understood, the City will prepare the advertisement, release documents to bidders, maintain the plan holders list, administer the bid opening and all other aspects of bidding required to receive bids from qualified vendors.
2. All project bidding fees to be paid by the City.
3. Tetra Tech will assist the City in addressing bidder questions through preparation of addenda. If questions arise from bidders that are directly related to or may impact the design, then the City may need to engage Four Waters Engineering to address such items, as the Engineer of Record.
4. Tetra Tech will prepare the conformed documents incorporating any changes made during the bidding process. Any signed/sealed documents required will need to be performed by Four Waters Engineering as the Engineer of Record.

Task 2 - Construction Administration

Upon award of the project, Tetra Tech will assist the City with Construction Administration and shall complete the following tasks defined below. Our scope of services is based on an estimated construction period of 300 calendar days (270 days to substantial completion and 30 additional days to final completion).

- a. Prepare for and administer one (1) Pre-Construction meeting and prepare written minutes of the meeting for distribution to attendees.
- b. Attend progress and specially scheduled meetings throughout progress of the project. Progress meetings are anticipated to be held monthly in person at the City's office as needed to coordinate work in progress with the City and awarded contractor. It is anticipated that 10 progress meetings, followed by a site visit and associated time for preparation of meeting minutes. Tetra Tech will be responsible for preparing and distributing meeting minutes.
- c. Make site visits to the construction site at intervals appropriate to the various stages of construction to observe the progress and quality of the Work. These will be scheduled during critical points during the construction of the project and will be determined based upon the Contractor's schedule. It is anticipated that 18 site visits (2 per month) plus office time for report preparation will be required. These site visits will be to observe the progress and quality of the construction and its general conformance to the Contract Documents. In addition, Tetra Tech will notify the City of observed work which does not conform to the Contract Documents, make recommendations for its correction,

- and as authorized by the City, issue instruction to the Contractor, to carry out the corrective measures.
- d. Review Contractor proposed MOT plans and coordination efforts between adjacent construction areas.
 - e. Review shop drawings and other required Contractor submittals to determine conformance with the design concepts of the project and compliance with the requirements provided in the Contract Documents. Shop drawings will be reviewed up to two (2) times per submittal with additional review fees to be paid by the Contractor through the City. It is anticipated that up to 30 shops drawings will be submitted for review.
 - f. Review requests for information (RFIs), provide interpretation of construction documents, and issue written clarifications or interpretations with Four Waters' input as the EOR. Up to 10 RFIs are anticipated.
 - g. Develop and process Change Orders with City's and Four Waters' input and approval as required due to unforeseen conditions. Up to 4 change orders are anticipated.
 - h. Review the Contractor's applications for payment and the accompanying data and schedules, determine the amounts owed to the Contractor, and advise the City of the recommended payments to the Contractor. Up to 10 pay applications are anticipated.
 - i. Upon written request by Contractor, conduct a substantial completion inspection of the Project to determine if Work is substantially complete or compile and distribute a punch list of items to be addressed. Upon written request by Contractor, conduct a re-inspection to confirm that final completion punch list items have been addressed and subsequently provide a final completion certification to the City and recommend that the City make final payment to the Contractor.
 - j. Review Contractor closeout documentation (to be submitted with Final Pay Request), to include but not be limited to warranties, release of liens and related documentation as required by the City and/or funding agencies.
 - k. Review the Contractor's as-built submittals monthly for adequacy and review listing of deviations from the construction permit and approved construction documents. Prepare record drawings for City's use from information provided by the Contractor delineating the location, and elevation of all facilities constructed. Provide the City with one (1) CD-ROM electronic file of record drawings in PDF format and three (3) sets of prints of the record drawings for each construction contract. Record drawings to be based on electronic survey as-built data to be provided by the Contractor.
 - l. Prepare and submit certifications and required supporting documentation to regulatory agencies having issued permits for construction.

Deliverables

- Meeting minutes for each meeting
- Site visit summary reports
- Copies of Shop Drawing Reviews
- Copies of RFIs
- Change Proposals
- Executed Change Orders
- Approved Pay Requests with supporting documentation
- Substantial and Final Completion Punch Lists
- Record Documents (3 printed sets and 1 electronic copy)
- Copies of certifications of completion

Notes:

1. During construction, questions may arise which could require modifications to construction. In the event that such change may impact the intent or integrity of the design, the City may need to consult with Four Waters Engineering to address such items, as the Engineer of Record. Tetra Tech will act as the City's representative and administrator during construction, however any changes to the original intent of the design will require Four Waters Engineering input and will not be finalized by Tetra Tech without said input.

Task 3 – Construction Engineering Inspection (CEI)

Upon commencing the construction phase of the project, Tetra Tech will provide construction engineering inspection (CEI) services. Our scope of services is based on an estimated construction period of 300 calendar days (270 days to substantial completion and 30 additional days to final completion) and the use of one (1) Residential Project Representative (RPR) working directly under Tetra Tech's Project Manager.

CEI services as proposed are based on full-time inspection of 40 hours per week. 300 calendar days equates to 43 weeks which further equates to 1,720 work hours. It is understood that the City will provide inspection staff to assist on a daily basis. The role of the Tetra Tech's RPR is to assist the City with the following:

- a. RPR is to assist the City in observing progress and quality of the Work while present on-site.
- b. Through such additional observations of Contractor's work in progress and field checks by the RPR, Tetra Tech shall endeavor to provide further protection for the City against defects and deficiencies in the Work. However, Tetra Tech's RPR shall not, during such visits or as a result of such observations of Contractor's work in progress, supervise, direct, or have control over the Contractor's Work nor shall Tetra Tech's RPR have authority over or responsibility for the means, methods, techniques, sequences, or procedures selected by Contractor, for safety precautions and programs incident to the Contractor's work in progress, for any failure of Contractor to comply with Laws and Regulations applicable to Contractor's performing and furnishing the Work, or responsibility of construction for Contractor's failure to furnish and perform the Work in accordance with the Contract Documents.
- c. The duties and responsibilities of Tetra Tech's RPR are limited to those specified within this scope of services and in the Contract Documents, and are further limited and described as follows:
 1. General: Tetra Tech's RPR to act as Tetra Tech's agent at the Site, will act as directed by and under the supervision of Tetra Tech, and will confer with Tetra Tech regarding RPR's actions. RPR's dealings in matters pertaining to the Contractor's work in progress shall in general be with Tetra Tech and Contractor, keeping the City advised as necessary. Tetra Tech's RPR's dealings with subcontractors shall only be through or with the full knowledge and approval of Contractor. RPR shall generally communicate with the City with the knowledge of and under the direction of Tetra Tech.
 2. Liaison:
 - Serve as Tetra Tech's liaison with Contractor, working principally through Contractor's superintendent and assist in understanding the intent of the Contract Documents.
 - Assist Tetra Tech in serving as the City's liaison with Contractor when Contractor's operations affect the City's on-site operations.

- Assist in obtaining from the City additional details or information, when required for proper execution of the Work.
- d. Modifications: Consider and evaluate Contractor's suggestions for modifications in Drawings or Specifications and report with RPR's recommendations to Tetra Tech. Transmit to Contractor in writing decisions as issued by Tetra Tech.
- e. Review of Work and Rejection of Defective Work:
 - Conduct on-site observations of Contractor's work in progress to assist Tetra Tech in determining if the Work is in general proceeding in accordance with the Contract Documents.
 - Report to Tetra Tech whenever RPR believes that any part of Contractor's work in progress will not produce a completed Project that conforms generally to the Contract Documents or will prejudice the integrity of the design concept of the completed Project as a functioning whole as indicated in the Contract Documents, or has been damaged, or does not meet the requirements of any inspection, test or approval required to be made; and advise Tetra Tech of that part of work in progress that the RPR believes should be corrected or rejected or should be uncovered for observation, or requires special testing, inspection or approval.
- f. Inspections and Tests:
 - Consult with Tetra Tech's Project Manager in advance of scheduled major inspections, tests, and important phases of the Work.
 - Verify that tests are conducted in the presence of appropriate City's personnel, and that Contractor maintains adequate records thereof.
 - Observe, record, and report to Tetra Tech's Project Manager appropriate details relative to the test procedures.
 - Accompany visiting inspectors representing public or other agencies having jurisdiction over the Project, record the results of these inspections, and report to Tetra Tech's Project Manager.
- g. Records:
 - Maintain orderly files for correspondence, reports of job conferences, reproductions of original Contract Documents including all Change Orders, Field Orders, Work Change Directives, Addenda, additional Drawings issued subsequent to the execution of the Contract, clarifications and interpretations of the Contract Documents, progress reports, Shop Drawing and Sample submittals received from and delivered to Contractor, and other Project related documents.
 - Prepare a daily report or keep a diary or log book, recording hours on the Site, weather conditions, data relative to questions of Change Orders, Field Orders, Work Change Directives, or changed conditions, Site visitors, daily activities, decisions, observations in general, and specific observations in more detail as in the case of observing test procedures; and send copies to Tetra Tech's Project Manager.
 - Record names, addresses and telephone numbers of all Contractors, subcontractors, and major suppliers of materials.
 - Maintain records for use in preparing Project documentation.
 - Upon completion of the Work, furnish original set of all CEI related project documentation to Tetra Tech's Project Manager.
- h. Reports
 - Furnish to Tetra Tech's Project Manager and the City copies of all inspection and test reports.
 - Report immediately to Tetra Tech's Project Manager the occurrence of any Site accidents, any Hazardous Environmental Conditions, emergencies, or acts of God endangering the Work, and property damaged by fire or other causes.

- i. Payment Requests: Review Draft Applications for Payment with Contractor for compliance with the established procedure for their submission and forward with recommendations to Tetra Tech's Project Manager, noting particularly the relationship of the payment requested to the schedule of values, Work completed, and materials and equipment delivered at the Site but not incorporated in the Work.
- j. Completion:
 - Before Tetra Tech issues a Certificate of Substantial Completion, submit to Contractor a list of observed items requiring completion or correction.
 - Observe whether Contractor has arranged for inspections required by Laws and Regulations, including but not limited to those to be performed by public agencies having jurisdiction over the Work.
 - Participate in a final inspection in the company of Tetra Tech's professional staff, the City, and Contractor and prepare a final list of items to be completed or corrected.
 - Observe whether all items on final list have been completed or corrected and make recommendations to Tetra Tech's Project Manager concerning acceptance and issuance of the Notice of Acceptability of the Work.
- k. CEI staff members shall not:
 - Authorize any deviation from the Contract Documents or substitution of materials or equipment (including "City approved or equal" items).
 - Exceed limitations of Tetra Tech's authority as set forth in the Agreement or the Contract Documents.
 - Undertake any of the responsibilities of Contractor, subcontractors, suppliers, or Contractor's superintendent.
 - Advise on, issue directions relative to or assume control over any aspect of the means, methods, techniques, sequences or procedures of Contractor's work unless such advice or directions are specifically required by the Contract Documents.
 - Advise on, issue directions regarding, or assume control over safety precautions and programs in connection with the activities or operations of the City or Contractor.
 - Participate in specialized field or laboratory tests or inspections conducted off-site by others except as specifically authorized by Tetra Tech.
 - Accept Shop Drawing or Sample submittals from anyone other than Contractor.

Deliverables

- Red-line Drawing Markups
- Daily Reports
- Correspondence related to CEI services

COMPENSATION

Compensation for the professional services will be based on time and materials at a not to exceed fee of **\$349,715** as summarized in the table below and displayed in Exhibit A.



| Task Number | Task Title | Amount of Compensation | Basis of Compensation LS or NTE |
|-------------|---|------------------------|------------------------------------|
| 1 | Bid Assistance | \$16,655 | NTE |
| 2 | Construction Administration | \$92,360 | NTE |
| 3 | Construction Engineering Inspection (CEI) | \$232,200 | NTE |
| | Reimbursable Expenses | \$8,500 | NTE |
| TOTAL | | \$349,715 | NTE |

SCHEDULE

Tasks have an estimated project duration of 420 days from notice to proceed, which is broken down as follows:

| Task Number | Task Title | Number of Calendar Days For Completion of Each Task | Cumulative Number of Calendar Days For Completion from Date of Notice to Proceed |
|-------------|---|---|--|
| 1 | Bid Assistance | 60 | 60 |
| 2 | Construction Administration | 360* | 420 |
| 3 | Construction Engineering Inspection (CEI) | 300(Concurrently with Construction) | 360 |

- * Although construction is anticipated to be completed within 300 calendar days, an additional 60 days is included for closeout, record drawing preparation and regulatory certification. Should the project be delayed for any reason at no fault to the Engineer, updates to the individual billing rates to account for raises, promotions and/or new employees may be necessary. Rates will not be updated without written approval from the City.

TERMS AND CONDITIONS

Terms and Conditions of this work shall be in accordance with Professional Master Service Agreement between the City of LaBelle and Tetra Tech dated October 10, 2024.

CLOSING

We look forward to working with the City on this important project. If you accept this Scope of Services and wish to proceed, please sign in the space indicated on the following page and return a copy in electronic format for our files. Please feel free to contact me at 239-438-2108 if you have any questions regarding this proposal or require any further information.

Sincerely,

Danny Nelson, PE



Vice President

IN WITNESS WHEREOF, the parties hereto have executed this Agreement by their duly authorized agents as of the date indicated below.

AUTHORIZATION BY:

TETRA TECH, INC.

CITY OF LABELLE, FLORIDA

Signature Date

Daniel Nelson, PE
Name (printed)

Vice President
Title

Signature Date

Name (printed)

Title