

**PROPOSED SCOPE OF SERVICES FOR
TOWN OF LAKE PARK
BOSTROM PARK GI EOR & CONSTRUCTION PHASE SERVICES**

TASK 1.2 ENGINEERING CONSTRUCTION PHASE SERVICES

2.1A Preconstruction Conference

Engineer (WRMA) shall attend the Project Preconstruction meeting with the Town and contractor.

2.1B Response and Support Services

Engineer (WRMA) will respond to inquiries from the Contractor with regard to interpretations of the construction documents and technical questions in relation to the project design drawings.

2.1C Construction Clarifications

The Engineer (WRMA) shall respond in writing to contractor requests for information (RFI) regarding design documents.

2.1D Shop Drawing Submittal Review

The Engineer (WRMA) shall receive and review Shop Drawings and Product Submittals for general conformance with the design intent and provisions of the contract documents. Engineer will return submittals to Town and Contractor with engineer's analysis, comments, concerns and or approval or rejection.

2.1E Progress Meetings

The Project Engineer (WRMA) shall attend monthly construction progress meetings with the Town and the construction contractor. The Town's Project Manager shall conduct the project progress meetings. Meetings will be held at Town Facilities, or on-site or via Virtual connection. A minimum of 12 progress meetings are included in this Task.

2.1F Field Visit Inspections / Observations

The Engineer, (WRMA), shall be available for site visits and field meetings to observe construction and to respond to questions received from Town staff, which may require field investigation by the engineering design team resulting in a written response to the Town.

Engineer (WRMA) shall provide field observations during on-going construction activities and provide a written report to the Town. Field Observation Reports shall be performed at minimum on a monthly basis.

2.1G Review of Record Drawings

The Engineer, (WRMA) shall review the contractor's record drawings during the closeout period and provide comment related to the development of a Final Set of As-Built Record Drawings. Upon receipt of final set of As-Built Record Drawings consultant shall review and certify as accurate and correct.

2.1H Substantial Completion Services

The Engineer, (WRMA), shall perform a field visit to inspect completed work at substantial completion for identifying elements of work that may not be in conformance with the contract documents.

2.1I Punch List

Engineer will participate in the generation of a contractor punch-list at substantial completion to identify any items not in conformance with the contract documents.

2.1J Final Completion and Project Closeout

The Engineer, (WRMA), shall perform a field visit to inspect completed work at completion for identifying elements of work that may not be in conformance with the contract documents. WRMA shall notify the Town and Contractor in writing once the project is determined to be complete.

The Engineer (WRMA) as part of project close-out shall provide the Town with a “Certification of Completion Letter” and project acceptance letters as required by the Grant Funding Agency.

2.1K Deliverables

Engineer shall provide the following deliverables:

- Field Observation Reports
- Engineer of Record Responses to contractor inquiries, RFI’s and/or clarification requests
- Record Drawing Review Statements
- Substantial Completion Letter
- Punch-list letter
- Certification of Completion and Acceptance Letter
- Grant Agency Close Out Letter(s)

END OF SCOPE OF SERVICES

FEES

TASK / DELIVERABLE No. 1 – Project Implementation

TASK 1.2 ENGINEERING CONSTRUCTION PHASE

****Total not to Exceed \$ 89,857.20**

Engineering Consultant to provide fee breakdown of services:

Consultant Direct Labor	\$ 61,747.20
Materials / Equipment / Other	\$ 0.00
Cotleur & Hearing (Landscape Architect)	\$ 7,150.00
Smith Engineering, Inc. (Electrical Engineer)	\$ 8,000.00
WGI, Inc. (Structural Engineer)	\$ 12,960.00

****Total not to Exceed \$ 89,857.20**

Qualifications / Clarifications

Note that monthly progress billings are not tied to deliverables. Some tasks will require multiple billing periods prior to provision of 100% complete deliverables. Progress billings will be allowed prior to submission of completed deliverables.

A task-by-task breakdown of fees is provided for services.

