

REQUEST FOR PROPOSAL:

RFP 03.28.2024

Additional Professional Services for the Southern Outfall Pipe Replacement Project

The Town of Lake Park is requesting a price proposal for additional professional services from your firm in connection with the Southern Outfall Pipe Replacement Project. The Services requested are Construction Phase Professional Services as identified in TASK 1.2 Engineering Construction Phase and are included in the Grant Agreement as an addition work component under the "TASK / DELIVERABLE No. 1 – Project Implementation.

The additional professional services proposal, if accepted, will be considered an amendment to the Consultants current Design Services Agreement with the Town of Lake Park for the MT130 Mitigation project.

Please submit your proposal on company letterhead to

Town of Lake Park
Public Works Department
640 Old Dixie Highway
Lake Park, Florida 33403
Attention: John Wille

The Town is looking to amend the Consultants Engineering and Design scope of services to include Construction Phase Services as identified and described below.

TASK 1.2 ENGINEERING CONSTRUCTION PHASE

Task 1.2.A --- Preconstruction Conference

Engineer (B&W) shall attend the Project Preconstruction meeting with the Town and contractor.

Task 1.2.B – Response and Support Services

Engineer (B&W) 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.

Task 1.2.C – Construction Clarifications

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

Task 1.2.D – Shop Drawing Submittal Review

The Engineer (B&W) 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.

Task 1.2.E – Progress Meetings

The Project Engineer (B&W) 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.

Task 1.2.F – Field Visit Inspections / Observations

The Engineer, (B&W), 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 (B&W) 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.

Task 1.2.G – Review of Record Drawings

The Engineer, (B&W) 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.

Task 1.2.H – Substantial Completion Services

The Engineer, (B&W), 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.

Task 1.2.I – 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.

Task 1.2.J – Final Completion and Project Closeout

The Engineer, (B&W), 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. B&W shall notify the Town and Contractor in writing once the project is determined to be complete.

The Engineer (B&W) 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.

Task 1.2.K -- Deliverables anticipated as part of this Task 1.2 scope include:

- 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)

Engineering Consultant's proposal shall include a lump sum not to exceed price for the above-mentioned services in the following format. Fees shall include all time, materials and equipment including sub-consultant fees.

TASK / DELIVERABLE No. 1 – Project Implementation

TASK 1.2 ENGINEERING CONSTRUCTION PHASE

****Total not to Exceed: \$ 49,875.00**

Engineering Consultant to provide fee breakdown of services:

| | |
|--|---------------------------|
| Consultant Direct Labor | \$49,575.00 |
| Reimbursables (Milage to site from WPB Office) | \$ 300.00 |
| **Total not to Exceed | <u>\$49,875.00</u> |

** should be same total cost \$ number

Qualifications / Clarifications:

Consultant to identify any exceptions or clarifications to the identified scope of services.

1. It is understood that daily construction inspections may be performed by a contractor other than B&W. Since the pay applications and certifications rely on these inspections (in addition to B&W's monthly field observations), it is assumed that an expected standard of care will be taken including adequate reporting sufficient for the Engineer to determine completeness and correctness of the construction activities.