

**PROPOSED SCOPE OF SERVICES FOR  
TOWN OF LAKE PARK  
SECOND STREET G I EOR POST DESIGN SUPPORT**

**TASK 1.0 ENGINEER OF RECORD POST-DESIGN SUPPORT SERVICES**

***1.1 Provide Post-Design Engineering Support for Questions***

ENGINEER shall provide TOWN with prepared responses to questions pertaining to engineering plans interpretations during the pre-construction and construction phases.

***1.2 Shop Drawing Review***

ENGINEER shall provide review of shop drawings from the selected contractor during the submittals process. Shop drawings deemed to be in accordance with the engineering plans shall be digitally stamped 'Approved'. Otherwise, ENGINEER shall provide formal letter responses for any rejected shop drawings.

***1.3 Monitoring & Site Visits***

The ENGINEER shall provide on-site monitoring site visits at the following milestones, including the pre-construction meeting, 30/60/90 milestones, as well as additional site visits during the construction phase, up to a maximum of three times per week, or to resolve questions from the TOWN which are specifically related to design elements on the construction plans.

***1.4 Review As-Built Record Drawings and Engineer's Final Certification Letter***

ENGINEER shall review As-Built Records and participate in on-site "final walkthroughs" once the TOWN has deemed the Contractor has reached Final Completion. Upon ENGINEER's recommendation, and final acceptance by the TOWN, ENGINEER shall provide a final sealed certification letter confirming the completion of the work as specified in the construction plans and specifications.

## DELIVERABLES

### Task 1 Deliverables

- During the post-design support phase, ENGINEER shall provide the TOWN with written responses (in PDF format) to questions relating to interpretations of the plans and provide general support to the TOWN in regard to the engineering design or estimated quantities.
- ENGINEER to provide copies of stamped approved shop drawings, and/or rejection letters when necessary.
- ENGINEER to provide photo documentation of on-site EOR monitoring visits.
- ENGINEER to provide written ENGINEER's final sealed certification letter upon final completion and TOWN's acceptance of the work.

Exclusions: This Scope of Work specifically excludes work not mentioned above, including, but not limited to, the following:

- a) Construction Management Services, Testing Services and Regular (daily) Inspections
- b) Biological/ecological evaluation assistance, including wetlands (delineation), threatened and endangered species and seagrasses
- c) Water sampling and testing
- d) Easement/property acquisition
- e) Distribution of bid packages to potential bidders.
- f) Traffic Studies

## END OF SCOPE OF SERVICES

### FEES

The Not-to-Exceed fee for this project is \$23,445.00. This fee includes all time and materials, and lump sum subconsultant fees.

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.

TOWN OF LAKE PARK  
EOR POST DESIGN SUPPORT  
BREAKDOWN OF RATES AND MANHOURS

TASK ITEM AND DESCRIPTION	Senior Engineer	Associate Engineer	Total Hours (hrs)	Subconsultant Lump Sum Fees (Not to Exceed)	T&M Fees (Not to Exceed)	Task Total
	\$ 115.00	\$ 110.00				
<b>1.0 ENGINEER OF RECORD POST-DESIGN SUPPORT SERVICES</b>						\$ 23,455.00
1.1 Provide Post-Design Engineering Support for Questions	1	8	9		\$ 995.00	
1.2 Shop Drawing Review	1	4	5		\$ 555.00	
1.3 Monitoring & Site Visits	24	144	168	\$ 2,750.00	\$ 18,600.00	
1.4 Review As-Built Record Drawings and Engineer's Final Certification Letter	1	4	5		\$ 555.00	
<b>SUBTOTAL DIRECT LABOR HOURS</b>	<b>27</b>	<b>160</b>				
<b>GRAND TOTAL FEE</b>						<b>\$ 23,455.00</b>

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