

TASK ORDER No.

**CONTINUING PROFESSIONAL SERVICES
(Civil Engineering – Water)**

THIS TASK ORDER FOR CONTINUING PROFESSIONAL SERVICES (“Task Order”) is made on the day of _____, between the **City of Lake Worth Beach**, a Florida municipal corporation (“City”) and Holtz Consulting Engineers, Inc., a Florida corporation (“Consultant”).

1.0 Project Description:

The City desires the Consultant to provide those services as identified herein for the Project. The Project is described in the Consultant’s Proposal, dated December 18, 2024, and services are generally described as: City Lake Worth Beach Lift Station Nos. 5, 13, 15, 18, & 19 Improvements Project (the “Project”).

2.0 Scope

Under this Task Order, the Consultant will provide professional services to the City as detailed in the **Consultant’s proposal attached hereto and incorporated herein as Exhibit “1”**.

3.0 Schedule

The services to be provided under this Task Order shall be completed within 540 calendar days from the City’s approval of this Task Order or the issuance of a Notice to Proceed.

4.0 Compensation

This Task Order is issued for a lump sum, not to exceed amount of \$239,998. The attached proposal identifies all costs and expenses included in the lump sum, not to exceed amount.

5.0 Project Manager

The Project Manager for the Consultant is Stephen Fowler, P.E., phone: (561) 575-2005; email: Stephen.fowler@holtzconsulting.com; and, the Project Manager for the City is Vaughn Baker, P.E., phone: 561-586-1798; email: vbaker@lakeworthbeachfl.gov.

6.0 Progress Meetings

The Consultant shall schedule periodic progress review meetings with the City Project Manager as necessary but every 30 days at a minimum.

7.0 Authorization

This Task Order is issued pursuant to the Continuing Professional Services Agreement (Civil Engineering – Water) based on RFQ#23-300 between the City of Lake Worth Beach and the Consultant, dated March 28, 2023 (“Agreement” hereafter). If there are any conflicts between the terms and conditions of this Task Order and the Agreement, the terms and conditions of the Agreement shall prevail.

IN WITNESS WHEREOF, the parties hereto have made and executed this Taks Order No. ____ as of the day and year set forth above.

CITY OF LAKE WORTH BEACH, FLORIDA

By: _____
Betty Resch, Mayor

ATTEST:

By: _____
Melissa Ann Coyne, City Clerk

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:

By: _____
Glen J. Torcivia, City Attorney

APPROVED FOR FINANCIAL
SUFFICIENCY

By: _____
Yannick Ngendahayo, Financial Services Director

CONTRACTOR: **Holtz Consulting Engineers, Inc.**

By: _____
[Signature]

[Corporate Seal]

Print Name: Stephen Fowler, P.E.

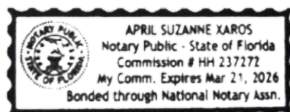
Title: Vice President

STATE OF Florida)
COUNTY OF Palm Beach)

THE FOREGOING instrument was acknowledged before me by means of physical presence or online notarization on this 6 day of February 2025, by Stephen Fowler, as the Vice President of Holtz Consulting Engineers, Inc., a company authorized to do business in the State of Florida, who is personally known to me or who has produced _____ as identification, and who did take an oath under penalty of perjury that the facts stated with regard to section 787.06, Florida Statutes, are true and correct, and that he or she is duly authorized to execute the foregoing instrument and bind Holtz Consulting Engineers, Inc. to the same.

April Karos
Notary Public Signature

Notary Seal:





HOLTZ CONSULTING ENGINEERS, INC

December 18, 2024

Vaughn Baker, P.E.
Director
Water Utilities Department
City of Lake Worth
301 College Street
Lake Worth, FL 33460

Subject: **City of Lake Worth Beach
Lift Station Nos. 5, 13, 15, 18, & 19 Improvements Project
Engineering Services During Construction**

Dear Ms. Hayduk,

We are pleased to offer the following proposal for engineering services during construction for the Lift Station Nos. 5, 13, 15, 18, & 19 Improvements Project. This proposal includes construction management and inspection services for the construction of the improvements at the previously listed lift stations. The Scope of Services will consist of the following:

Task 1 – Engineering Services During Construction

During the construction phase of the project, HCE will provide the following services:

- 1.1 Administer the City's Construction Contract with the Contractor in accordance with the General Conditions of the Construction Contract. This proposal is based on a construction contract time of 420 days (14 months) to substantial completion and 480 (16 months) to final completion.
- 1.2 Direct the preconstruction meeting with the City, Contractor, and other interested parties and prepare meeting agenda and minutes.
- 1.3 Receive, log, and review and comment on shop drawings and submittals submitted by the Contractor (assume 65 total) for general conformance with the design intent and provisions of the Contract Documents.
- 1.4 Provide the contractor with clarifications concerning questions about the Contract Documents and respond to RFI's (assume 2 per lift station).



- 1.5 Review and make the recommendations necessary for the approval or rejection of the Contractor's monthly payment applications (assume 16) including verifying the quantities as represented on the pay requests.
- 1.6 Monitor the construction schedule monthly and report to the City conditions which may cause a delay in completion. If schedule slippage is identified, HCE will notify the Contractor in writing and request the Contractor to provide a recovery plan.
- 1.6 Prepare and negotiate City requested Change Orders or review Contractor's Change Order requests, prepare and issue Work Change Directives and/or Change Orders (assume 4).
- 1.7 Conduct monthly progress meetings with the City and Contractor. Prepare and distribute meeting minutes to all attendees (16 meetings total).
- 1.8 General site inspections of the work in progress to assist in determining if the work is proceeding in accordance with the contract documents and that completed work conforms to the Contract Documents. This task includes periodic visits to the site to evaluate the Contractor's compliance with Contract Documents (Approximately 61 weeks of actual construction on an average of 12 hours per week plus 14 additional site visits for the Project Manager) and to monitor progress. Prepare site inspection reports, including photographs, at every site inspection. These reports and photographs will be made available to the City via HCE's project management software (Procore).
- 1.9 Specific inspections at key points during construction including the installation of the new structures, inspections for rebar and concrete placement, setting of pumps, generator startup, and pressure testing of new mains. This task also includes participating in the system startup and evaluation of the system performance.
- 1.10 Verify that the work has progressed to the substantial completion point in accordance with the Contract Documents. The Engineer will prepare a punch list of items remaining to be completed which will be attached to the Certificate of Substantial Completion.
- 1.11 Verify that the work items identified on the punch list prepared pursuant to the preceding subparagraph (1.10) and all other Work identified as being incomplete have been completed in accordance with the Contract Documents. HCE will ensure the final punch list is satisfactorily completed prior to approval of the Contractor's Final Payment Request.
- 1.12 Review Record Drawings submitted with each Pay Request and at completion of the project.



HOLTZ CONSULTING ENGINEERS, INC

- 1.13 Prepare final documentation for Contract close-out.
- 1.14 Closeout the Palm Beach County right-of-way permits, including attending site inspections with the County's inspector.

SCHEDULE

The above tasks will be completed according to following schedule:

Task 1 - Services During Construction Throughout Construction Contract duration

COMPENSATION

Compensation will be in accordance with the attached budget summary (Attachment A) for a lump sum amount of \$239,998.00. Monthly progress payments will be authorized based on percent complete as determined by HCE and approved by the City.

Sincerely,

HOLTZ CONSULTING ENGINEERS, INC.

A handwritten signature in blue ink, appearing to read "S. Fowler".

Stephen Fowler, P.E.
Vice President

Attachment A: City Lake Worth Beach Lift Station Nos. 5, 13, 15, 18, & 19 Improvements Project - Services During Construction Budget Summary

		Principal	Senior Project Manager	Project Engineer (PE)	Project Engineer (EI)	Construction Manager	Administrative Assistant	Subconsultant	Item Cost (Note Subconsultant fee is marked up 10%)	Task Cost
Rate		\$220	\$195	\$160	\$120	\$160	\$85	--		
Task	Item	Hours					Fees			
1. Services During Construction	Pre-Construction Meeting Agenda, Attend and Minutes	3			3	3			\$1,500.00	\$239,998.00
	Coordinate with Owner and Contractor	35			35				\$11,900.00	
	Review Submittals (Assume 10 lift station specific and 15 general)	8			23	10			\$6,120.00	
	Respond to RFIs (Assume 2 per lift station)	10			10	5			\$4,200.00	
	Review Pay Requests (Assume monthly for 16 months)	8			8	8			\$4,000.00	
	Monthly Construction Schedule Review	4			8	8			\$3,120.00	
	Review CO Requests and Issue COs (Assume 4)	4			4	16			\$3,920.00	
	Attend Monthly Progress Meetings and Prep Minutes (Assume 16)	32				32			\$12,160.00	
	General Inspections Const. Manager (12 hrs/week for 61 weeks)					732			\$117,120.00	
	General Inspections for Engineer (Periodic during Construction. 14 visits total)	28							\$6,160.00	
	Specific Inspections for Rebar and Concrete Placement					26			\$4,160.00	
	Specific Inspections for Startup and Testing of Pumps and Controls	5			10	10			\$3,900.00	
	Specific Inspections for Pressure Testing				6	6			\$1,680.00	
	Specific Inspections for Generator Startup					6			\$960.00	
	Substantial Completion Inspection and Issue Punchlist	8				8			\$3,040.00	
	Monitor Punchlist Through Final Completion					12			\$1,920.00	
	Review Progress and Final Record Drawings	10				10			\$3,800.00	
PBC ROW Permit Closeout	1			3	3			\$1,060.00		
System Startup and Evaluation	5			10	10			\$3,900.00		
Electrical Subconsultant Construction Services	4						16	\$39,216.00	\$45,378.00	
		165	0	0	120	905	16	\$39,216.00		
Total Engineering Fee									\$239,998.00	