

TASK ORDER No. 7

**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 5/13/2025 and services are generally described as: Alleyway Water Main Improvements (the “Project”).

2.0 Scope

Under this Task Order, the CONSULTANT will provide the City of Lake Worth Beach with civil engineering design services related to water consulting services for the Project as specified 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 365 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 \$149,030. 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 as a minimum.

7.0 Compliance with section 787.06, Florida Statutes.

By signing this Task Order before a notary public and taking an oath under the penalty of perjury, the CONSULTANT attests and warrants that the CONSULTANT does not use coercion for labor or services as defined in section 787.06, Florida Statutes (2024).

8.0 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 3/28/2023 (“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 Task Order No. 7 as of the day and year set forth above.

CITY OF LAKE WORTH BEACH, FLORIDA

By: _____
Betty Resch, Mayor

ATTEST:

By: _____
Melissa Ann Coyne, MMC, 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

CONSULTANT: **HOLTZ CONSULTING ENGINEERS, INC.**

By: _____
Stephen Fowler, Vice President

[Corporate Seal]

STATE OF Florida)
COUNTY OF Palm Beach)

THE FOREGOING instrument was acknowledged before me by means of physical presence or online notarization on this 14 day of May 2025, by **HOLTZ CONSULTING ENGINEERS, INC.**, as the Vice President [title] of Stephen Fowler Holtz Consulting Engineers, Inc., a FL Corp 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.

Notary Public Signature

Notary Seal:

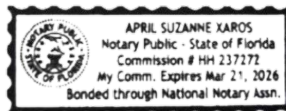


Exhibit “1”



HOLTZ CONSULTING ENGINEERS, INC

May 13, 2025

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

Subject: **City of Lake Worth Beach
Alleyway Water Main Improvements Project**

Dear Ms. Baker,

We are pleased to offer the following proposal for the Alleyway Water Main Improvements Project. The existing water mains in the project limits are installed at a depth that does not meet the City's minimum requirements and City would like to install new water mains with a minimum of 3-feet of cover to replace the existing water mains. This proposal includes engineering services for design, permitting, contractor procurement, and construction engineering services for water main improvements in the following alleys:

- Village Flats Phase 1 – between Lake Ave, Lucerne Ave, North D St, North E St
- Village Flats Phase 2 – between Lake Ave, Lucerne Ave, North C St, North D St
- Village Flats Phase 3 – between Lake Ave, Lucerne Ave, North E St, North F St
- TooJay's Alley – between Lake Ave, 3rd Ave S, South M St, and Federal Hwy

The Scope of Services will consist of the following tasks:

Task 1 – Engineering Design

- 1.1 HCE will provide engineering services consisting of preparation of construction plans and specifications for the improvements listed below.

Village Flats Phase 1:

- Replace the existing 4-inch water main with approx. 330 LF of new 6-inch main.
- Reconnect all existing water services to the new water main.
- Remove or abandon in place the existing water main.



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Village Flats Phase 2:

- Replace the existing 4-inch water main with approx. 310 LF of new 6-inch main.
- Reconnect all existing water services to the new water main.
- Remove or abandon in place the existing water main.

Village Flats Phase 3:

- Replace the existing 4-inch water main with approx. 350 LF of new 6-inch main.
- Reconnect all existing water services to the new water main.
- Remove or abandon in place the existing water main.

TooJay's Alley:

- Replace the existing 4-inch water main with approx. 1,300 LF of new 6-inch water main.
- Reconnect all existing water services to the new water main.
- Remove or abandon in place the existing water main.

The City will provide topographic surveys (PDF and AutoCAD format) for the Village Flats Phase 1 and TooJay's Alley project sites for HCE to use for preparing the construction plans. Aerial photographs, GIS information, and record drawings provided by the City will be used to prepare the drawings for the Village Flats Phase 2 and Village Flats Phase 3 project sites. No utility locating services or survey services are included in this proposal. Construction plans will be suitable for obtaining pricing from the City's on-call contractors and for obtaining the necessary permits listed under Task 2.

HCE will provide one (1) digital PDF set, one (1) full size (24" x 36") set, and two (2) half size (11" x 17") sets of plans for review and comment by the City at the 60%, 90%, and 100% complete stages. The submittals will also include a draft outline of the specifications table of contents with the 60% complete submittal, and an updated table of contents and complete draft of the technical specifications with the 90% complete submittal. HCE will also provide CAD files and PDF files of the final (100% complete) drawings and specifications.

HCE will prepare an Engineer's Opinion of Probable Construction Cost at the 60%, 90%, and 100% design stages. These cost estimates will be provided with the 60%, 90%, and 100% complete submittal packages.

Task 3 Deliverables:

1. 60% complete drawings, specifications table of contents, and cost estimate.
2. 90% complete drawings, specifications, and cost estimate.
3. 100% complete drawings, specifications, and final cost estimate.



Task 2 – Permitting

- 2.1 HCE shall prepare permit and submit applications for construction of the water main improvements to the following agencies:
 - Palm Beach County Health Department (PBCHD) (assumed 2 applications total – one for Phases 1 through 3 and one for TooJay’s alley).
 - City of Lake Worth Beach Road ROW
- 2.2 HCE will coordinate with the permitting agency during the review process on a regular basis in an effort to keep the project on schedule and respond to their review comments. HCE will respond to Requests for Additional Information (RAI) during the permitting process. It is anticipated that no more than two (2) RAI’s will be issued by the permitting agencies.
- 2.3 Permit fees will be paid by the City.
- 2.4 It is assumed that new water main installations and connections will be made in City rights-of-way and easements and permits will not be required from the FDOT or any other right-of-way agencies.

Task 2 Deliverables:

1. Copies of all permits obtained.

Task 3 – Contractor Procurement Assistance

Under this task, HCE will perform the following activities:

- 3.1 Prepare bid documents.
 - 3.2 Provide bid documents to the contractors listed under the City’s existing Continuing Construction Contract. If the City chooses a single contractor from the Continuing Construction Contract list, then HCE will negotiate a price to construct the project with the selected contractor.
 - 3.3 Conduct a pre-bid meeting and project site walkthrough with the City’s contractors.
 - 3.4 Respond to questions bidders may have concerning the bid documents.
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- 3.5 Issue addenda as necessary to clarify the bid documents.
- 3.7 Attend bid opening and prepare bid tabulation form.
- 3.8 Evaluate bids and prepare recommendation of award to the lowest responsive, responsible bidder.
- 3.9 Prepare Contractor's Notice of Award.
- 3.10 Prepare and review executed contract documents.
- 3.11 Prepare Contractor's Notice to Proceed.

Task 3 Deliverables:

- 1. Addenda as necessary.
- 2. Bid tabulation form.
- 3. Written recommendation for award of the contract.
- 4. Copy of Notice of Award and Notice to Proceed.
- 5. Executed Contract Documents

Task 4 – Engineering Services During Construction

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

- 4.1 Administer the City's Construction Contract with the Contractor in accordance with the General Conditions of the Construction Contract.
- 4.2 Direct the preconstruction meeting with the City, Contractor, and other interested parties and prepare meeting agenda and minutes.
- 4.3 Receive, log, and review and comment on shop drawings and submittals submitted by the Contractor for general conformance with the design intent and provisions of the Contract Documents.
- 4.4 Provide the contractor with clarifications concerning questions about the Contract Documents and respond to RFI's.
- 4.5 Review and make the recommendations necessary for the approval or rejection of the Contractor's monthly payment applications including verifying the quantities as represented on the pay requests.



- 4.6 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.
- 4.7 Prepare and negotiate City requested Change Orders or review Contractor's Change Order requests, prepare and issue Work Change Directives and/or Change Orders.
- 4.8 Conduct monthly progress meetings with the City and Contractor. Prepare and distribute meeting minutes to all attendees.
- 4.9 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. 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).
- 4.10 Specific inspections at key points during construction including pressure tests and connecting to existing mains.
- 4.11 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.
- 4.12 Verify that the work items identified on the punch list prepared pursuant to the preceding subparagraph (4.10) 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.
- 4.13 Review Record Drawings submitted with each Pay Request and at completion of the project.
- 4.14 Prepare final documentation for Contract close-out.
- 4.15 Certification and Closeout of permits.



HOLTZ CONSULTING ENGINEERS, INC

SCHEDULE

The above tasks will be completed according to following schedule:

Task 1 – Engineering Design

60% Design Submittal	45 days from Notice to Proceed
90% Design Submittal	30 days from receipt of City comments on the 60% Submittal
100% Design Submittal	15 days from receipt of City comments on the 90% Submittal

Task 2 – Permitting of Lift Station Improvements

Applications submitted with the 90% plans

Task 3 – Contractor Procurement Assistance

30 days

Task 4 – Services During Construction

Throughout Construction Duration

COMPENSATION

Compensation will be in accordance with the attached budget summary (Attachment A) for a lump sum amount of \$149,030. Monthly progress payments will be authorized based on percent complete as determined by HCE and approved by the City.

Sincerely,

HOLTZ CONSULTING ENGINEERS, INC.

Stephen Fowler, P.E.
Vice President

PHASE 1



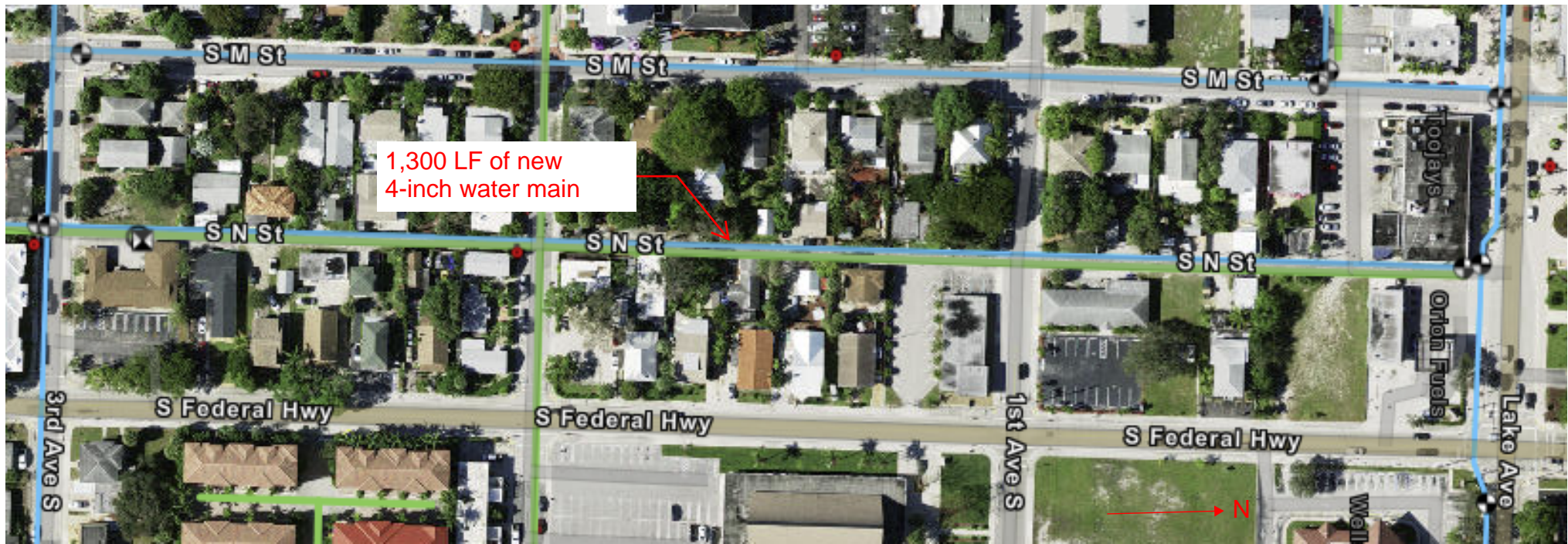
PHASE 2



PHASE 3



TOOJAYS ALLEY



Attachment A: City Lake Worth Beach Alleyway Water Main Improvements Budget Summary

		Principal	Senior Project Manager	Project Engineer (PE)	Senior Designer	Construction Manager	Administrative Assistant	Subconsultant	Item Cost (Note Subconsultant fee is marked up 10%)	Task Cost
Rate		\$220	\$195	\$160	\$135	\$160	\$85	--		
Task	Item	Hours						Fees		
1. Engineering Design Services	Prepare Agenda, Attend Kickoff Meeting with City and Site Visits	4	4	5					\$2,460.00	\$38,535.00
	60% Plans	3	10	12	36		2		\$9,560.00	
	60% Specifications	4	8	24					\$6,280.00	
	60% Cost Estimate	1	6	12					\$3,310.00	
	90% General Drawings and Details	3	4	8	16				\$4,880.00	
	90% Specifications	2	4	12					\$3,140.00	
	90% Cost Estimate	1	4	8					\$2,280.00	
	100% General Drawings and Details	2	2	2	8				\$2,230.00	
	100% Specifications	1	2	4					\$1,250.00	
	100% Cost Estimate	1	2	4					\$1,250.00	
	Monthly Progress Meetings (including submittal review meetings, 3 meetings total)	3	3	3			2		\$1,895.00	
	2. Permitting	Prepare and Submit PBC Health Department Permit Applications	2	7	9			2		
Prepare and Submit Lake Worth Roadway Permit Application		1	6	6			1		\$2,435.00	
Respond to RFIs (Assume 2)			3	3	3				\$1,470.00	
3. Contractor Procurement Assistance	Prepare, Attend Pre-Bid Meeting or Negotiation Meeting and Prepare Minutes	2	2	2					\$1,150.00	\$4,190.00
	Site Visit with Contractor(s)	3	3						\$1,245.00	
	Issue Addenda		1		4		1		\$820.00	
	Attend Bid Opening and Prepare Bid Tab		2						\$390.00	
	Recommendation of Award		1						\$195.00	
	Assist with Contract Execution, NTP		2						\$390.00	
4. Services During Construction	Pre-Construction Meeting Agenda, Attend and Minutes	1	3	3		3			\$1,765.00	\$98,985.00
	Coordinate with Owner and Contractor	4	20	40					\$11,180.00	
	Review Submittals (Assume 10)	1	5	10		5			\$3,595.00	
	Respond to RFIs (Assume 2)		1	2	4	4			\$1,695.00	
	Review Pay Requests (Assume monthly for 6 months)		3	6		6			\$2,505.00	
	Monthly Construction Schedule Review		1	4		4			\$1,475.00	
	Review CO Requests and Issue COs (Assume 1)	1	2	2		4			\$1,570.00	
	Attend Monthly Progress Meetings and Prep Minutes (Assume 5)	5	15			15			\$6,425.00	
	General Inspections Const. Manager (20 hrs/week for 18 weeks)					360			\$57,600.00	
	General Inspections for Engineer (Periodic during Construction, 6 visits total)	4	12						\$3,220.00	
	Specific Inspections for Connections to Existing Mains					12			\$1,920.00	
	Specific Inspections for Pressure Testing			6		6			\$1,920.00	
	PBC Health Department Permit Certification	2	4						\$1,220.00	
	Substantial Completion Inspection and Issue Punchlist		1			4			\$835.00	
	Monitor Punchlist Through Final Completion					4			\$640.00	
	Review Progress and Final Record Drawings		4			4			\$1,420.00	
			51	147	187	71	431	8	\$0.00	