



May 18, 2022

Alice E. LaLonde, Project Manager
Levy County Road Department
P.O. Box 336
Bronson, FL 32621
levyrd@levycounty.org

**Re: CEI Services for Widening and Resurfacing existing lanes on CR345 (NW 30th Ave) from SR500 to SR 129
Financial Project ID: 443407-1-54-01**

Dear Ms. LaLonde:

As requested, please see the attached proposal summary and man hour estimates for the Construction Engineering and Inspection (CEI) services for the referenced CR345 project.

AE Engineering, Inc. (AE) has been a professional service provider in the Construction Engineering & Inspection (CEI) services since March of 2006. AE is a registered DBE/MBE with the State of Florida and a JSEB for COJ. Our firm specializes in Quality Control and Verification Testing for asphalt, concrete, and earthwork operations under the FDOT Quality Control guidelines and has the expertise to ensure the success of this project.

Our specific CEI services consist of:

- Construction Inspection Services
- Daily and Weekly Inspection Reports
- Safety Requirements
- Scheduling / Progress Tracking
- Site Inspections
- Cost Savings Initiatives
- Bid Documents Evaluation
- Quality Control & Quality Assurance
- Project Certifications
- Cost Estimating
- Development of 'As-Built' Plans

AE Engineering is excited to provide professional services to Levy County on this contract and for future opportunities. Please feel free to contact me to discuss the details of the proposal at your convenience. Thanks again for this opportunity.

Sincerely,

A handwritten signature in black ink, appearing to read 'Cory Nichols', is written over a light blue horizontal line.

Cory Nichols, P.E.,
Senior Vice President
904-614-4800

CEI Services for Widening and Resurfacing existing lanes on CR345 from SR500 to SR 129
Financial Project ID: 443407-1-54-01

Scope of Services

The scope of services includes providing professional CEI services for the above referenced project. The CEI will be responsible for administering the construction compliance and ensuring the project is completed in accordance with the plans and specifications.

CONSTRUCTION ENGINEERING AND INSPECTION (CEI) SERVICES:

- Act as agent for Levy County to inspect the construction of the CR345 project, monitor the progress of construction, and review and sign-off on requests by the contractor for disbursements and change orders.
- Act as “Construction Inspection” for the project.
- Prepare inspection reports for review by the County in association with each request for disbursement.
- Design Phase constructability review
- Schedule and conduct pre-construction conferences as necessary.
- Ensure that all necessary private property agreements, utility agreements, construction easements and construction/environmental permits are on file.
- Issue Notices to Proceed to the contractor if requested by the County.
- Enforce and perform terms of the construction contracts between the County and contractor.
- Review shop drawings submitted by contractors for conformance to the specifications and distribute to parties as necessary.
- Review thoroughly and answer contractors’ inquiries and RFI’s in a timely manner
- Provide qualified construction inspectors to inspect the work to ensure that construction is proceeding in accordance with the specifications, and that work is constructed in conformance with the contract plans and specifications.
- Direct the contractor, after consultation with the County, on removal and replacement of defective work which does not meet specifications or is otherwise incorrectly constructed.
- Review and analyze contract change order requests and proposals to determine validity and potential cost/time impacts, then recommend appropriate action to the County.
- Review claims and disputes and recommend necessary actions.
- Review and recommend for approval contract change orders and forward necessary documentation and paperwork to the County as to the necessity for such changes, including substantiation of the extra costs thereof.
- Arrange for construction materials testing by third party testing laboratories and review test reports to ensure that materials installed meet the requirements of the contract documents.
- Review construction inspection reports relating to the contractor’s performance and communicate with each, if necessary, regarding non-conformance to plan specifications, workmanship, etc.
- Review contractor’s requests for monthly progress payments and, if appropriate, certify pay application is proper and transmit to the County with recommendation that the invoice be paid.
- If required, review contractor’s pay requests for compliance with minority business enterprise participation requirements.

- If required, review contractor's proposals for additional work or change orders for compliance with minority business enterprise participation requirements
- Adjust requests for monthly progress payments, as necessary, to align amount of pay requested with actual progress of construction satisfactorily performed.
- In the event of the need to revise the contract drawings during the construction period, coordinate with the County and the Design Consultant to obtain the revised originals from the design consultant, review the changes and corrections on behalf of the County, and coordinate the issuance of new prints for the revised drawings to the parties concerned.
- Prepare and maintain monthly progress schedules and reports applicable to all phases of the construction operations, and such special reports as may be required to keep the County fully advised with respect to the progress of construction of the projects.
- Monitor contractor's preparation of in-progress as-built drawings during the course of construction to ensure that final as-built drawings will be easily produced.
- Collect final as-built drawings electronically, review for conformance with the contract documents and specifications, and recommend approval/disapproval to the County.
- If final as-builts are recommended for disapproval, monitor contractor's preparation of revised final as-built drawings.
- Prepare a final engineering report on the construction status of the project, including lessons learned.
- Recommend in writing, that the County make final payment on the project when appropriate.
- Collect documents and deliverables, including release of liens and consent of surety, when required, from the contractor prior to recommending that final payments be made.
- Continue acting as the representative throughout the post-construction phase of the project, which generally cover the contractor's one-year warranty period.
- Deliver final documents, including originals of construction drawings and specifications, approved as-built drawings in Autocad or .pdf format, two sets of blue line prints and the projects files to the County.
- Prepare and deliver final project financial accounting reports to the County.
- Prepare final inspection report in a form satisfactory to the County and FDOT D2, certifying that the project improvements have been constructed in a good and workmanlike manner, are in satisfactory condition, and are ready for immediate use.
- Evaluate and rate the contractor's performance.
- Direct the contractor to replace or correct defective work which becomes known during the warranty period.
- Provide monthly status reports to the County concerning warranty activities and corrective work by contractor.
- Enforce all warranty provisions of the contract documents.
- Schedule and conduct a warranty inspection one month prior to warranty expiration of the project, to include the contractor, design consultant and the County personnel, as appropriate.
- Develop a warranty punchlist and forward to the contractor for corrective action.
- Monitor contractor's performance on addressing the punchlist.
- Advise the County, in writing, when the contractor has satisfactorily completed their obligations under the warranty periods of the contract.

Cost: See attached spreadsheet for additional information.

Firm Name	Position Classification	Hourly Rate	Hours	Cost
AE Engineering, Inc.	Contract Manager / CEI Senior Project Engineer	\$ 215.00	115.5	\$ 24,832.50
AE Engineering, Inc.	CEI Project Administrator	\$ 150.00	577.5	\$ 86,625.00
AE Engineering, Inc.	CEI Contract Support Specialist	\$ 100.00	280.5	\$ 28,050.00
AE Engineering, Inc.	CEI Senior Inspector	\$ 95.00	1072.5	\$ 101,887.50
AE Engineering, Inc.	CEI Inspector	\$ 75.00	495.0	\$ 37,125.00
AE Engineering, Inc.	CEI Resident Compliance Specialist	\$ N/A	0	\$ 0

Total Cost Not to Exceed: \$278,520.00

MANLOADING ESTIMATE C345

ROLE	NAME	FIRM	CEI fro C330 Levy County								TOTAL MAN MONTHS Months	TOTAL MAN HOURS
			Pre	1	2	3	4	5	6	Post		
Senior Project Engineer	Cory Nichols, P.E	AE	0.05	0.10	0.10	0.10	0.10	0.10	0.10	0.05	0.7	115.50
Project Administrator	Michael Clarke	AE	0.25	0.50	0.50	0.50	0.50	0.50	0.50	0.25	3.5	577.50
Contract Support Specialist	Jose Vazques, P.E.	AE	0.10	0.25	0.25	0.25	0.25	0.25	0.25	0.10	1.7	280.50
Senior Inspector	James Bleakley	AE	0.25	1.00	1.00	1.00	1.00	1.00	1.00	0.25	6.5	1072.50
Inspector	Sean Brown	AE	0.00	0.00	0.00	0.00	1.00	1.00	1.00	0.00	3.0	495.00
Resident Compliance Specialist	Levy County Alice	AE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0	0.00
Subtotal Man Months			0.7	1.9	1.9	1.9	2.9	2.9	2.9	0.7	15.4	2541.0

Note: Proposed Manloading Estimate includes 30 days prior to start of construction and 30 days after Final Acceptance. Assume 165 hours per month.