

**TASK ORDER PURSUANT TO
THE MASTER AGREEMENT TO FURNISH
GENERAL ENGINEERING AND UTILITY ENGINEERING SERVICES
BETWEEN THE CITY OF KEY WEST AND CHEN AND ASSOCIATES
CONSULTING ENGINEERS, INC. (C&A)**

DATE: July 30, 2012

TASK ORDER NO. 5 (AMENDMENT NO. 1)

PROJECT NO. 107.006 (Chen Moore and Associates)

TITLE: **BIDDING SERVICES FOR THE RENOVATION AND REPAIRS OF THE SCHOONER WHARF BUILDING**

A. PROJECT TASKS

Based on our construction documents, Chen Moore and Associates (CONSULTANT) will provide Bidding Services for the new renovation and addition (i.e. Schooner Wharf Building).

Property address: 202 William Street Key West, FL 33040
Parcel ID: 00072082-003900

The following tasks describe the specific activities to be performed and the work products to be prepared by the CONSULTANT under this task order.

B. BASIS OF SCOPE

The following assumptions were used in the development of this Task Authorization:

- CONSULTANT will not conduct negotiations, or provide direction to the contractor on issues that could potentially affect Contract Time or Contract Amount without the concurrence of the CITY's Project Manager.
- CONSULTANT is not responsible for obtaining environmental permits, conducting special inspections, preparation of Conformed Contract Documents, preparation of Record Drawings and Certification of Construction Completion that may be required for permitting agencies for this project except as specifically stated in the original Task Order and prior amendments.
- Change orders, claims negotiation, and dispute resolution, as well as, arbitration, litigation, expert witness and/or other activities involving additional parties are specifically excluded from this Scope of Services.

The following services are not included under basic Scope of Service but can be provided as additional services:

- Construction administration services.
- Review schedule of values from responsive bidders and determine acceptability.
- Services for materials testing during construction.

TASK 5. BIDDING SERVICES

CONSULTANT shall provide bidding services in the form of answering technical questions from the contractors during the bidding process. CONSULTANT shall attend pre-bid meeting. Technical Questions regarding the proposed project will be addressed at the meeting. CONSULTANT will provide written answers to questions raised by prospective bidders during the meeting via addendum.

C. SCHEDULE

Work will begin immediately following Notice-to-proceed (NTP). Schedule is based upon the construction duration of three months.

D. COMPENSATION

Compensation for the above scope of services will be billed hourly (Not-to-exceed) as follows:

FEE SUMMARY	
TASK	FEE
Task 5 – Bidding Services	\$7,245
TOTAL FEE	\$7,245