

**SCOPE OF SERVICES FOR
CONSTRUCTION ENGINEERING AND INSPECTIONS SERVICES
FINAL MILE BIKE PARKING FACILITIES**

1.0 PURPOSE

Consultant shall provide Construction Engineering and Inspections Services (CEI) to The City of Key West (Owner) for the Final Mile Bike Parking Facilities project. RS&H, Inc. (Consultant) is the prime consultant and is responsible for providing inspection services for construction activities to ensure the project is constructed in accordance with the contract documents. The Team providing CEI support for this project is comprised of RS&H with Wingerter Labs who will provide laboratory testing services as needed.

The Engineer of Record for the project is KCI Technologies, Inc. The Contractor will be under direct contract with Owner. The construction project generally includes constructing bicycle facilities at multiple locations from Key Largo to Key West in Monroe County. The improvements include, but are not limited to, mobilization, maintenance of traffic, sidewalks, signage, flagging devices, bicycle racks and lockers, bicycle repair stations, and trash receptacles.

2.0 CONSTRUCTION ENGINEERING INSPECTION SERVICES

Consultant shall provide Construction Engineering and Inspection (CEI) Services which includes construction inspections services, quality assurance materials testing, and construction support services for coordination associated with Owner, Engineer of Record, Contractor and FDOT. The construction inspections services and quality assurance materials testing shall include but are not limited to the following:

- A. Consultant shall provide FDOT qualified inspectors and project staff.
- B. As applicable, electronic copies of the final construction documentation shall be submitted via the FDOT LAP Document Management Portal.
- C. As required, provide one full-time inspector(s) to monitor construction activities: Consultant will provide on-site observations of the quality and progress of the contractor's work in order to determine if the construction is proceeding in accordance with the Contract Documents. The Consultant's efforts will be directed toward determining whether the constructed project conforms to the Contract Documents. Inspector(s) will develop Inspection Reports, monitoring the Contractor's progress, serving as the Owner's liaison with the Contractor, coordinating materials testing, and conducting on-site observations of the construction activities in progress to assist in determining if the work is being carried out in compliance with the Contract Documents.
- D. Schedules: Review the progress schedule, schedule of shop drawing submittals and schedule of values prepared by Contractor and consult with Engineer of Record concerning acceptability.
- E. Pre-construction Meeting and Construction Progress Meetings: Conduct the pre-construction meeting as a representative of the Owner and attend progress meetings biweekly with Engineer of Record, Owner and Contractor(s) and prepare minutes thereof.
- F. Liaison: Serve as the Owner's liaison with Contractor(s), working principally through Contractor's superintendent and assist Engineer of Record in serving as the Owner's liaison with Contractor when Contractor's operations affect Owner's on-site operations. Assist in obtaining from the Owner additional details or information, when required for proper execution of work.
- G. Review of Work, Rejection of Defective Work, Inspections and Tests: Conduct periodic on-site observations of the work in progress to assist in determining if the work is in general proceeding in accordance with the Contract Documents. Report to the Engineer/Owner whenever inspector believes that

any work is unsatisfactory, faulty or defective or does not meet the requirements of any inspections, test or approval required to be made and advise the Owner of work that inspector believes should be corrected or rejected or should be uncovered for observation or required special testing inspection or approval. Verify that tests, equipment and systems start-ups and operating maintenance training are conducted in the presence of appropriate personnel and that Contractor maintains adequate records thereof, and observe, record and report to the Owner appropriate details relative to the test procedures and start-ups.

- H. Interpretation of Contract Documents: Report to the Owner/ Engineer of Record when clarifications and interpretations of the Contract Documents are needed and transmit to Contractor clarifications and interpretations as issued by the Owner/ Engineer of Record.
- I. Modifications: Consider and evaluate Contractor's suggestions for modifications in drawings or specifications and report recommendations to the Owner/ Engineer of Record. Transmit to Contractor decisions as issued by the Engineer of Record and approved by the Owner.
- J. Records: Maintain electronic files of correspondence, reports of job conferences, shop drawings and samples logs, reproductions of original Contract Documents including work directive changes, addenda, change orders, field orders, additional drawings issued subsequent to the execution of the contract, Engineer of Record's clarifications and interpretations of the Contract Documents, progress reports and other project related documents. Record names, addresses and telephone numbers of the Contractors, subcontractors and major suppliers of material and equipment.
- K. Reports: Furnish Engineer of Record and Owner periodic reports as required of the progress of the work and of Contractor's compliance with the progress schedule and schedule of shop drawings and sample submittals. Consult with Engineer of Record in advance of scheduled major tests, inspections or start of important phases of the work.
- L. Quantities and Weekly Inspections Reports: Maintain a quantities log and review the quantities with the Contractor Superintendent on a regular basis. Document construction related inspections and provide weekly status reports containing: weather conditions, visitors to site, general construction equipment; construction activities conducted, photographs, constructions issues, work stoppage time frames that could lead to change orders, failed materials tests, shop drawings logs, RFI/Change Orders log, and other significant construction activities that could result in potential for change orders.
- M. Payment Requests: Review applications for payment with Contractor for compliance forward with recommendations to the Owner, noting particularly the relationship of the payment requested to the schedule of values, work completed, and materials and equipment delivered at the site but not incorporated in the work.
- N. Quality Assurance Materials Testing: Using an FDOT certified testing laboratory perform quality assurance testing as required by specifications; perform oversight of contractor's quality control materials testing.
- O. Substantial and Final Completion: Conduct/coordinate substantial and final completion inspection meetings and prepare a punch list of items.
- P. Certificates, Maintenance and Operations Manuals: During the course of the work, verify that certificates, maintenance and operations manuals and other data required to be assembled and furnished by Contractor are applicable to the items actually installed in accordance with the Contract Documents and have this material delivered to the Engineer for review and forwarding to the Owner prior to final payment for the work.

3.0 SCHEDULE:

The schedule will be dependent of the actual construction duration. Tentatively the duration is 180 days.

4.0 BUDGET

The overall costs associated with this task order is estimated to be \$198,142.39 based on the contract duration and proposed hours. Refer to the labor hours fee estimate attached. Rates and classification shall comply with the contract between The City of Key West and RS&H referenced as "DocuSign Envelope ID: 64BE65FC-EE08-4845-B3EF-9B0B6010E122" executed April 29, 2020, as a result of The City of Key West RFQ 20-003 (Feb 4, 2020).



Prepared by Jacki Hart, PE
6/29/2022

MANPOWER TABLE		CONSTRUCTION CONTRACT DAYS 180									
Name	Position	Rate	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Hrs	Cost
Jacki Hart, P.E.	Senior Project Engineer.	\$ 208.61	40	16	16	16	16	16	16	136.0	\$ 28,370.96
Jackson Taylor	Project Administrator	\$ 146.61	40	32	32	32	32	32	32	232.0	\$ 34,013.52
Senior Inspector**	Senior Inspector	\$ 99.93	160	175	180	175	175	175	175	1215.0	\$ 121,414.95
Sarah Norris/Linda Clark (RCS dependent on contract start date)	Registered Compliance Specialist (RCS)	\$ 85.48	32	20	20	20	20	20	20	152.0	\$ 12,992.96
										MANPOWER	\$ 196,792.39

LABORATORY TESTING		Rate	Description	Hrs	Cost
Standard Proctor AASHTO T-99	Each	\$ 225	Category 1 soils- Standard Proctor with requirements to meet 95%	3	\$ 675.00
Soil Classification/Sieve Analysis (AASHTO T88)	Each	\$ 110		3	\$ 330.00
Concrete Compressive Strength (Set of 3)	Per Set	\$ 115	Sidewalk Category 1, Non Structural. As a result, compressive testing is not anticipated. Samples will be taken for informational purposes at the request of the City of Key West or if there are concerns with the material on site and requested by the Engineer.	3	\$ 345.00
**The name and resume of a qualified FDOT Sr. Inspector will be provided once the actual start date is confirmed.				TESTING	\$ 1350.00

NOTES:

1. FIELD DENSITY TESTING AND NUCLEAR GUAGE ARE INCLUDED IN HOURLY RATES
2. TRAVEL TO PROJECT SITES INCLUDED IN MANPOWER TABLE
3. CONTRACTOR CONTRACT DAYS 180
4. CEI HOURS BASED ON 180 DAYS OF CONSTRUCTION AND 30 DAYS AFTER FOR CLOSEOUT

PROJECT ESTIMATE TOTAL	\$ 198,142.39
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