

**TASK ORDER #1
HDR CONSTRUCTION CONTROL CORP.
CONSTRUCTION ENGINEERING AND INSPECTION SERVICES**

SCOPE OF SERVICES

This Exhibit forms and integral part of the agreement between the City of Key West (hereinafter referred to as the CITY) and HDR Construction Control Corp. (hereinafter referred to as the CONSULTANT) relating to the existing contract with the CITY, per Resolution 20-057 and RFQ 20-003. This Scope of Services is for Construction Engineering Inspection (CEI) services described as follows:

PROJECT TITLE

Construction Engineering and Inspection (CEI) services to provide assistance to City Engineer or City Project Manager on ITB #21-009, Whitehead and Front Street Improvements.

OBJECTIVE

The overall objective of the project includes construction inspection services for the project described above along with coordination with the CITY and/or other stakeholders as required.

PROJECT DESCRIPTION

The CITY project generally consists of water utility replacement including, but not limited to, the replacement of existing water main and service laterals, minor storm drainage (curb inlets and pipes), sidewalks, ADA curb ramp upgrades, utility trench repairs, milling and resurfacing of the existing roadway surface, utility cover adjustments, signing and pavement markings.

SCOPE OF WORK

The CONSULTANT is tasked with providing assistance to City Engineer or City Project Manager with the CEI administration of ITB #21-009, Whitehead and Front Street Improvements. Such services to include verification of Contractor compliance with the Plans and Specifications and Contract Documents for various activities.

Field Inspection Services

CONSULTANT will perform the following inspection tasks:

- The CONSULTANT will monitor, inspect, and document the Milling and Resurfacing activities, Curb Ramp activities, Pavement Markings activities, and Signing activities included in the Construction Contract such that the project is constructed in reasonable conformity with the plans, specifications, and special provisions for the Construction Contract.
- The CONSULTANT will perform weekly observation reports of the Contractor's work to determine the progress, manpower and equipment quantities, and quality of work. Report significant discrepancies to the CITY and advise the Contractor to correct such observed discrepancies.

Sampling and Materials Testing

- N/A

Engineering Services

- The CONSULTANT will provide assistance to City Engineer or City Project Manager in scheduling and conducting the Pre-Construction meeting with the Contractor and CITY personnel. Assist in preparation of the agenda utilizing CITY template and provide meeting minutes to all in attendance and others as directed by the City Project Manager within 7 calendar days of the meeting.
- The CONSULTANT will provide assistance to City Engineer or City Project Manager in scheduling and conducting Pre-Activity and Progress Meetings with the Contractor and CITY personnel. Assist in preparation of the agenda utilizing CITY template and provide meeting minutes to all in attendance and others as directed by the City Project Manager within 7 calendar days of the meetings.
- Analyze the Contractor's schedule (if required) for compliance with the contract documents.

Deliverables / Project Closeout

- Provide C E I project documentation for long term CITY storage within 30 days of Final Acceptance of the Construction Contract on a flash drive and hard copy, if requested.
- Include a complete listing of all documents included in the files which are to include but not limited to the following:

Photos and/or Videos of the project's progression, Pre- and Post-Construction, electronic only.
Asphalt tickets, Asphalt Reports, and Cross-Slope Reports
Record retainage of all project documents will be maintained for 5 years.
- Collect and document all Contractor's Request for Information (RFIs) and Request for Modifications (RFMs). Coordinate their timely reviews to appropriate parties and document responses.

COMPENSATION – ESTIMATED COST OF SERVICES

- Task Order #1 = \$49,577.25

Payment for the work accomplished will be in accordance with subarticles 5.1.2 and 5.2 of the Agreement and will be on a time and materials basis using contract rates, further described in the attached Task Order No. 1 – Fee Estimate and Task Order No. 1 – Man-hour Estimate.

Invoices shall be submitted to the CITY Project Manager and the CONSULTANT shall monitor the cumulative invoiced billings to assure the reasonableness of the billings compared to the project schedule and the work accomplished.

SCHEDULE

The length of services for Task Order No. 1 shall be 200 calendar days.

The CONSULTANTS services shall commence upon receipt of written notice to proceed (NTP) or Purchase Order issued by the CITY and delivered to CONSULTANT. If the need for the CONSULTANTS services exceeds the agreed upon fee and/or schedule, An equitable adjustment shall be made through an amendment to the Task Order.

CITY AUTHORITY

The CITY shall be the final authority in considering modifications to the Scope of Services for time, compensation, funds, or any other consideration.

END OF SCOPE OF SERVICES

CITY
City of Key West



Patti McLauchlin

Interim City Manager
Title

June 14, 2021
Date

CONSULTANT
HDR Construction Control Corporation



Jennifer Erin Hunt, PE

Sr. Vice-President
Title

June 8, 2021
Date

Task Order No. 1 - Fee Estimate**Date:** 5/20/2021**Project:** Provide assistance to City Engineer or City Project Manager on ITB #21-009, Whitehead and Front Street Improvements**Duration:** 200 calendar days

Classification	Loaded Hourly Rate	Total Hours/Qty	Extended Costs
CEI Project Engineer	\$ 213.46	106	\$ 22,626.76
CEI Contract Support Specialist	\$ 104.16		
CEI Resident Compliance Specialist	\$ 72.99		
CEI Senior Inspector	\$ 94.97	232	\$ 22,033.04
Laboratory Materials Testing **			
Concrete: ASTM C-39, Compressive Strength Cylinders	Unit	Rate Per Unit	
Asphalt: FM 1, T-166, Bulk Specific Gravity, Per Core	Each	\$ 22.00	
Earthwork/Soils: FM 5-515, L.B.R.	Each	\$ 45.00	
Earthwork/Soils: AASHTO T-99, Standard Proctor	Each	\$ 335.00	
Earthwork/Soils: AASHTO T-180, Modified Proctor	Each	\$ 111.00	
Earthwork/Soils: AASHTO M-145, Soils Classification	Each	\$ 115.00	
Earthwork/Soils: FM 1, T-267, Organic Content, Ignition	Each	\$ 27.00	
Earthwork/Soils: AASHTO T-88, No Hydrometer	Each	\$ 40.00	
	Each	\$ 62.00	
Lodging (if applicable)			
Lodging, hotel (max. room rate allowed by State of Florida)	Unit	Rate Per Unit	
Lodging, hotel tax	Nightly	\$ 150.00	6 \$ 900.00
Subconsultant / RS&H, Inc.	12.50%	\$ 3.38	6 20.25
RS&H, Inc. Classification			
CEI Project Engineer	RS&H, Inc. Loaded Hourly Rate		
CEI Senior Inspector	\$ 208.61		
	\$ 99.93	40	\$ 3,997.20
			\$ 49,577.25

** These costs are for laboratory testing of materials only. All field/job site sampling and testing (ie: concrete slump, air, cylinders, density tests, etc.) is included in the loaded hourly rate for CEI Senior Inspector.

Task Order No. 1 - Man-hour Estimate

HDR Construction Control Corp.

	HDR			RS&H, Inc.	
	CEI Project Engineer	CEI Senior Inspector	CEI Senior Inspector		
Attend Pre-construction Conference	4	4			
Attend Progress Meetings	24	10			200 days / 30 = 7 mos x 4 / mo. = 28 meetings @ 1 hour ea
Pre-Activity Meetings	4	4			drainage, concrete, WM, restoration = 4 @ 1 hour ea
Curb Ramp Layout Inspections	12	12			curb ramps & driveways @ 52 ea @ 30 min. ea
Curb Ramp Form Inspections	12	12			curb ramps & driveways @ 52 ea @ 30 min. ea
Curb Ramp Concrete Inspections	12	12			curb ramps & driveways @ 52 ea @ 1 hour/ ea
Drainage Excavations		0			drainage structures @ 4 ea, 2 days each, 8 days / City Staff Performs
Drainage Installation and Backfill		0			drainage structures @ 4 ea, 4 days ea, 16 days / City Staff Performs
Milling and Paving		60	40		milling @ 2,640 LF 3-4 passes, approx. 12 city blocks (6 mobs)
Pavement Markings		0	60		6 mobs at 2 days/nights each paving, 1 day/night each milling
Random Observation (Progress, Manpower, Equip.) Reports	24	0			200 days / 30 = 7 mos x 4 / mo. = 28 reports @ 1 hour ea
Public Concerns / Field Visits	0				6 ea
RFI Reviews	0	20			6 ea
Project Issues Review	0				6 ea
Signing Installations	8	32			76 ea, use 5 days
Outstanding Work/Punch Lists	6	6			3 segments, 2 hours prepare and 2 hours follow up
	106	232	40		