

October 21, 2020

Terrence N. Bailey, PE
Director of Public Works
City of Riviera Beach
1481 W. 15th Street
Riviera Beach, FL, 33404

**SUBJECT: Proposal for Professional Services
Singer Island – Bridges Construction Phase**

Dear Mr. Bailey:

Erdman Anthony is pleased to submit this proposal for Professional Construction Phase Services to the City of Riviera Beach (City), in connection with the subject project.

Project Understanding

The City will replace six bridges on Singer Island; Erdman Anthony and its subconsultants will provide construction phase services for this project, which will include project management, civil, structural, and environmental services.

Based on our understanding of the project, Erdman Anthony is pleased to present the following proposed scope of services for your consideration.

Scope of Work and Deliverables

1. Project Management

Bidding

Consultant will provide engineering services during the bidding and award of the project for one bid package. The following tasks are anticipated:

- a. Gather and assemble bid documents based on the previously completed design and construction plans to the City in electronic format (.pdf and .dwg files) for the City and DemandStar's use.
- b. Prepare a scope of work document and a schedule of bid items for the City's use in bidding.
- c. Respond to prospective bidders' written inquiries.

Tasks by City:

- a. Bid advertisement to be posted by the City.
- b. The City will issue project documents to plan review rooms selected by the City and maintain a plan holders list.
- c. Host pre bid meeting and bid opening.
- d. Prepare and provide Addendum, if required.
- e. Prepare the bid tabulation.

- d. Evaluate bidders by calling references, reviewing bid documents submitted, etc.

Construction Phase Services

Consultant will provide construction phase services outlined below:

- a. Consultant will conduct the preconstruction meeting between the City and project representatives to assist in explaining construction administration procedures.
- b. Consultant will review required Contractor submittals to determine general conformance to the design concept and the construction documents.
- c. Consultant will respond to requests for information (RFI) by the Contractor and prepare supplementary drawings to resolve actual field conditions encountered. It is assumed that there will be 10 RFI's.
- d. Consultant will attend monthly construction progress meetings and/or telephone conferences.
- e. Consultant will review the test reports and surveys submitted by the Contractor for completeness and general conformance with the plans and specifications.
- f. Consultant will perform a Substantial Completion inspection and prepare a punch list.
- g. Consultant will conduct a final inspection to confirm that the punch list has been completed.
- h. Consultant will review the signed and sealed record drawings to be provided by the Contractor showing changes made during construction provided by the contractor, as required in the contract specifications, depicting any significant deviations and changes in the Contract Drawings. The Consultant will prepare Record Drawings based on the Contractor provided as-builts. The Contractor provided as-builts may serve as the record plan for some sheets. Consultant will provide Certification of Completion of Construction.
- i. Consultant will assist the City in securing permit releases.

2. Civil Engineering Services

Consultant shall perform intermittent site inspections to spot check the Contractor's work, including the following general items:

- a. Bridge approach slabs
- b. Utility relocations and installations
- c. Stormwater pollution prevention measures
- d. Site restoration

3. Structural Services

The structural engineer will provide project administration and construction inspection and observation services. This task will be provided by Alan Gerwig & Associates with support from the geotechnical engineer, Terracon, for the bridge pipe installation (see their proposal attached), including the general items listed below.

- a. Attend preconstruction meeting
- b. Review structural shop drawings
- c. Respond to structural RFI's
- d. Perform key inspections
- e. Review test reports and surveys
- f. Prepare an engineer's certification

4. Environmental Services

Cyriacks Environmental Consulting Services, Inc. (CECOS) will provide environmental permitting and benthic resource survey services for the subject project, (see their proposal attached), including the general items listed below.

- a. Preparation of additional items required by US Army Corps of Engineers (USACE) for permit review (additional UMAM evaluations, modification of the mitigation plan, respond to additional comments, assist with emergency permitting approach, attend additional meetings).
- b. Review of environmental shop drawings, construction methods, provide permit coordination and close out.
- c. Provide monitoring surveys of the seagrasses and prepare an annual monitoring report for 5 years as required by USACE.

Assumptions/Clarifications

- The Contractor will provide record drawings and all testing.
- Construction will be active for 70 weeks.
- Construction observation will be intermittent to review key elements, to attend scheduled inspections, and to perform spot checks. A full-time inspector is not included.
- Up to 100 hours is included for an estimated 25 shop drawing submittals.
- Up to 100 hours is included for an estimated 25 RFI's.
- Evaluation of Change Orders will be an Additional Service.
- Erdman Anthony may rely upon the accuracy and completeness of any information, requirements, reports, data, surveys, and instructions (information) provided by Client unless expressly stated otherwise with respect to such information.
- Erdman Anthony shall use that degree of usual and customary professional skill and care ordinarily exercised by members of its profession under similar circumstances practicing in the same or similar locality at a similar time.
- Erdman Anthony will be promptly paid for services performed.
- In this document, the terms inspect, and inspection shall be defined as follows: The visual observation of construction to permit the CM to determine that the Work, when completed by the Contractor, generally conforms to the Contract Documents.
- The Consultant is not guaranteeing the work of the Contractor. The Consultant shall have no responsibility for the means, methods, techniques, sequences or procedures selected by the Contractor or for the Contractor's safety precautions and programs nor for failure by the Contractor to comply with any laws or regulations relating to the performance or furnishing of the Work by the Contractor.
- Governmental Review – All plans and reports prepared by Erdman Anthony under this Agreement will be in sufficient detail for review by the government agencies. However, we cannot guarantee approvals or that permits will be issued.

Schedule

Erdman Anthony will begin work on the project after receipt of a fully executed agreement. Our work will be largely dependent on the performance of the contractor. It is assumed that the duration of our work will be one year and that it will occur from September 2020 to September 2021.

Compensation

Erdman Anthony proposes to complete the above described scope of services for the fees shown in the table below. The tasks shown will be billed based on our contract hourly rate schedule on a periodic basis.

| Task | Description | Fee |
|------|--------------------------------|-----------|
| 1 | Project Management | \$70,000 |
| 2 | Civil Engineering Services | \$100,000 |
| 3 | Structural Services (Gerwig) | \$165,000 |
| 4 | Environmental Services (CECOS) | \$82,000 |
| | Expenses | \$8,000 |
| | TOTAL | \$425,000 |

Mileage expenses will be charged for trips to the project site. Should services extend over 18 months from Notice to Proceed, Erdman Anthony may, at its option, adjust the fees shown to compensate for an escalation in hourly rates or expenses.

Proposal Acceptance

This is a work order and subject to the conditions of our agreement dated May 6, 2015. Receipt of a purchase order shall constitute Erdman Anthony's Authorization to Proceed with the work. We appreciate your time and consideration in reviewing our proposal. If you have any questions or require additional information, please contact me at 561-308-04546. We look forward to working with you and continuing our successful relationship. If you have any questions or require additional information, please contact me at 561-753-9723, ext. 6015. We look forward to working with you and continuing our successful relationship.

Sincerely,
ERDMAN ANTHONY



Dana I. Gillette
Principal Associate

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