DEPARTMENT OF PUBLIC WORKS

Jacksonville
Where Florida Begins.

September 14, 2016

TO: Gregory W. Pease, Chairman
Professional Services Evaluation Committee

THRU: John P. Pappas, P.E.
Director

FROM: Tom Fallin, P. E.
Chief, Engineering and Construction Management Division

Duane Kent, P.E.
Engineer Manager

SUBJECT: P-37-16 Construction Engineering and Inspection Services for Coastline Drive and Liberty Street Bridge Replacement Project
PWCP32EVP519-069505-PW0778-01

The Engineering Division has negotiated with the consultant selected for Construction Engineering and Inspection Services for Coastline Drive and Liberty Street Bridge Replacement Project, resulting in the Scope of Services, Exhibit A and Contract Fee Schedule, Exhibit B. MBE firms to be utilized to meet the 20% Participation Percentage Plan for this contract are detailed on a separate attachment.

Accordingly, this is to recommend that the City of Jacksonville enter into a contract with GAI Consultants, Inc. for the Coastline Drive and Liberty Street Bridge Replacement project, that includes the attached Scope of Services identified as Exhibit "A" and Fee Schedule identified as Exhibit "B", to provide a not to exceed limit for Construction Engineering and Inspection Services in the amount of $1,892,537.00 with the maximum indebtedness to the City in the amount of $1,892,537.00 and with an expiration date of Project Completion. All other terms and conditions as provided in the Public Works Department Prototype Agreement for Professional Services shall apply.

TF/lw

Attachment: Exhibits A & B
MBE Participation

cc: Lori West, Contract Specialist
Alex Baker, Procurement

214 N. Hogan Street, 10th Floor Jacksonville, FL 32202 Phone: 904.255.8762 Fax: 904.255.8926 www.coj.net

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Attachment A

SCOPE OF SERVICES

CLIENT: City of Jacksonville – Department of Public Works

PROJECT: Construction Engineering and Inspection Services for Coastline Drive and Liberty Street Bridge Replacement

CONSULTANT: GAI Consultants, Inc.
1301 Riverplace Blvd., Suite 900
Jacksonville, Florida 32207

ITEM 1 - DESCRIPTION OF PROJECT

The Coastline Drive and Liberty Street Bridge Replacement Project is a Design-Build Project being undertaken by the City of Jacksonville in partnership with the Florida Department of Transportation for the complete demolition and reconstruction of Coastline Drive and the Liberty Street Bridge between Newnan Street and Liberty Street. GAI Consultants, Inc. (GAI) will be providing Construction Engineering and Inspection Services for this project.

ITEM 2 - CLIENT'S OBJECTIVES/PROGRAM

The project program and client objective is for a consultant to provide Construction Engineering and Inspection Services for the above referenced project.

ITEM 3 - SCOPE OF SERVICES

The Consultant will provide professional services and supporting Sub-Consultant services to execute the following activities consistent with Section 4.0 of the RFP, which is attached to this scope of services, based on the following assumptions and special exclusions:

Assumptions and Specific Exclusions:

1. The City will monitor all offsite activities and fabrications including pile production, precast bridge panels.

2. The City will perform inspection and sampling of materials and components at locations remote from the project site. This includes laboratory testing of all concrete and earthwork samples collected by GAI Consultants and its sub consultants at the project site. Asphalt testing at the asphalt plant and roadway cores will be performed by the City.

ITEM 4 - FEE

See the attached Exhibit B titled "Contract Fee Summary for CEI Services for Coastline Drive and Liberty Street Bridge Replacement".

A contingency has been included in the fee summary direct expenses. The contingency may be

authorized by the City Project Manager as the need may arise during this phase of the project.

ITEM 5 – SCHEDULE

This scope of services and fee is based upon an anticipated construction duration of 630 days.

ITEM 6 – PROJECT SUBMITTAL REQUIREMENTS

Submittals required under Section 4.0 of the RFP will be provided to the City of Jacksonville.

ITEM 7 – RESPONSIBILITIES OF THE CLIENT

It is understood that the Client will work with the Consultant to provide any existing information, data, and/or coordination efforts as mutually agreed to be efficient and effective to both parties.

ITEM 8 – ADDITIONAL SERVICES

Additional services, if any are required, will be provided via a separate scope and fee proposal, and will be subject to negotiations between the Consultant and the Client.

ITEM 9 – DIRECT EXPENSES

N/A

ITEM 10 – INVOICING

Project invoicing will occur on a monthly basis and will entail all labor costs and expenses incurred for the applicable month's services.

Section 4
Description of Services and Deliverables

This is a Request for Proposals (RFP) for consultants to provide Professional Construction Engineering and Inspection (CEI) services which are required for contract administration, inspection, and materials sampling and testing for the design and construction of the Coastline Drive & Liberty Street Bridge Replacement Project.

1.0 GENERAL:

Provide services as defined below and in the referenced manuals, and procedures.

Exercise independent professional judgment in performing obligations and responsibilities under this Agreement. The authority of the Consultant's lead person, such as the Senior Project Engineer, and the Consultant's Project Inspector shall be identical to the City's Construction Project Manager and Project Inspector respectively and shall be interpreted as such.

Services provided by the Consultant shall comply with manuals, procedures, and memorandums in effect as of the date of execution of the Agreement unless otherwise directed in writing by the City. Such manuals, procedures, and memorandums are found at the FDOT's Construction Office's website and through coordination with the City's Construction Management Section.

On a single Construction Contract, it is a conflict of interest for a professional firm to receive compensation from both the City and the Contractor either directly or indirectly.

2.0 LENGTH OF SERVICE:

The services for each Construction Contract shall begin upon written notification to proceed by the City.

Track the execution of the Construction Contract such that the Consultant is given timely authorization to begin work. While no personnel shall be assigned until written notification by the City has been issued, the Consultant shall be ready to assign personnel within two weeks of notification. For the duration of the project, coordinate closely with the City and Contractor to minimize rescheduling of Consultant activities due to construction delays or changes in scheduling of Contractor activities.

The anticipated schedules and construction times for the projects are tabulated below:

Construction Contract Estimate

Project	Opening Date (Mo/Day/Yr)	Start Date (Mo/Day/Yr)	Duration (Days)
Bridge Replacement	6/15/2016	8/15/16	630

3.0 DEFINITIONS:

A. Agreement: The Professional Services Agreement between the City and the Consultant setting forth the obligations of the parties thereto, including but not limited to the performance of the work, furnishing of services, and the basis of payment.

B. Contractor: The individual, firm, or company contracting with the City for performance of work or furnishing of materials.

C. Construction Contract: The written agreement between the City and the Contractor setting forth the obligations of the parties thereto, including but not limited to the performance of the work, furnishing of labor and materials, and the basis of payment.

D. Construction Project Manager: The City employee assigned to manage the Construction Engineering and Inspection Contract and represent the City during the performance of the services covered under this Agreement.

E. Consultant: The Consulting firm under contract to the City for administration of Construction Engineering and Inspection services.

F. Consultant Project Administrator: The employee assigned by the Consultant to be in charge of providing Construction Contract administration services for this Construction Project.

G. Consultant Senior Project Engineer: The Engineer assigned by the Consultant to be in charge of providing Construction Contract administration for this Construction Project. This person may supervise other Consultant employees and act as the lead Engineer for the Consultant.

H. City Construction Management Section Manager: The administrative head of the City's Construction Management Office.

I. Engineer of Record: The Engineer noted on the Construction plans as the responsible person for the design and preparation of the plans.

J. Public Information Office: The City's office assigned to manage the Public Information Program.

5.0 ITEMS TO BE FURNISHED BY THE CITY TO THE CONSULTANT:

The City, on an as needed basis, will furnish the following Construction Contract documents for each project. These documents may be provided in either paper or electronic format.

1. Construction Plans,
2. Specification Package,
3. Copy of the Executed Construction Contract.

6.0 ITEMS FURNISHED BY THE CONSULTANT:

6.1 Office Automation:

Provide all software and hardware necessary to efficiently and effectively carry out the responsibilities under this Agreement.

Ownership and possession of computer equipment and related software, which is provided by the Consultant, shall remain at all times with the Consultant. The Consultant shall retain responsibility for risk of loss or damage to said equipment during performance of this Agreement. Field office equipment should be maintained and operational at all times.

6.2 Field Office:

Engineer's Field Office will be included in the Construction Contract. The Contractor shall obtain all necessary permits for setting up the field office and making connections to city, county or local facilities and the cost of such permits shall be included in the pay item for construction field office. The field office will be furnished and will meet the requirements of the Construction Contract.

6.3 Vehicles:

Vehicles will be equipped with appropriate safety equipment and must be able to effectively carry out requirements of this Agreement. Vehicles shall have the name and phone number of the consulting firm visibly displayed on both sides of the vehicle.

6.4 Field Equipment:

Supply survey, inspection, and testing equipment essential to perform services under this Agreement; such equipment includes non-consumable and non-expendable items.

Hard hats shall have the name of the consulting firm visibly displayed.

Equipment described herein and expendable materials under this Agreement will remain the property of the Consultant and shall be removed at completion of the work.

Handling of nuclear density gauges shall be in compliance with their license.

Retain responsibility for risk of loss or damage to said equipment during performance of this Agreement. Field office equipment shall be maintained and in operational condition at all times.

6.5 Licensing for Equipment Operations:

Obtain proper licenses for equipment and personnel operating equipment when licenses are required. The license and supporting documents shall be available for verification by the City, upon request.

Radioactive Materials License for use of Surface Moisture Density Gauges shall be obtained through the State of Florida Department of Health.

7.0 LIAISON RESPONSIBILITY OF THE CONSULTANT:

For the duration of the Agreement, keep the City's Construction Project Manager in Responsible Charge informed of all significant activities, decisions, correspondence, reports, and other communications related to its responsibilities under this Agreement.

Facilitate communications between all parties (i.e. architectural, mechanical, materials, landscaping, local agencies, etc.) ensuring responses and resolutions are provided in a timely manner. Maintain accurate records to document the communication process.

Submit all administrative items relating to Invoice Approval, Personnel Approval, User IDs, Time Extensions, and Supplemental Amendments to the Construction Project Manager for review and approval.

8.0 PERFORMANCE OF THE CONSULTANT:

During the term of this Agreement and all Supplemental Amendments thereof, the City will review various phases of Consultant operations, such as construction inspection, materials sampling and testing, and administrative activities, to determine compliance with this Agreement. Cooperate and assist City representatives in conducting the reviews. If deficiencies are indicated, remedial action shall be implemented immediately. City recommendations and Consultant responses/actions are to be properly documented by the Consultant. No additional compensation shall be allowed for remedial action taken by the Consultant to correct deficiencies. Remedial actions and required response times may include but are not necessarily limited to the following:

A. Further subdivide assigned inspection responsibilities, reassign inspection personnel, or assign additional inspection personnel, within one week of notification.

B. Immediately replace personnel whose performance has been determined by the Consultant and/or the City to be inadequate.

C. Immediately increase the frequency of monitoring and inspection activities in phases of work that are the Consultant's responsibility.

D. Increase the scope and frequency of training of the Consultant personnel.

9.0 REQUIREMENTS OF THE CONSULTANT:

9.1 General:

It shall be the responsibility of the Consultant to administer, monitor, and inspect the Construction Contract such that the project is constructed in reasonable conformity with the plans, specifications, and special provisions for the Construction Contract.

Observe the Contractor's work to determine the progress and quality of work. Identify discrepancies, report significant discrepancies to the City, and direct the Contractor to correct such observed discrepancies.

Seek input from the Construction Project Manager relating to all Change Order or Amendment requests. For any Change Order or Amendment prepare the recommendation to the City, which the City may accept, modify or reject upon review. Consult with the Construction Project Manager as necessary and direct all issues, which exceed delegated authority to the Construction Project Manager for City action or direction.

Inform the Construction Project Manager of any significant omissions, substitutions, defects, and deficiencies noted in the work of the Contractor and the corrective action that has been directed to be performed by the Contractor.

9.2 Survey Control:

Check or establish the survey control baseline(s) along with sufficient baseline control points and bench marks at appropriate intervals along the project in order to: (1) make and record measurements necessary to calculate and document quantities for pay items, (2) make and record pre-construction and final cross section surveys of the project site in those areas where earthwork (i.e., embankment, excavation, subsoil excavation, etc.) is part of the construction project, and (3) perform incidental engineering surveys.

9.3 On-site Inspection:

Monitor the Contractor's on-site construction activities and inspect materials entering into the work in accordance with the plans, specifications, and special provisions for the Construction Contract to determine that the projects are constructed in reasonable conformity with such documents. Maintain detailed accurate records of the Contractor's daily operations and of significant events that affect the work. The City will monitor off-site activities and fabrication unless otherwise stipulated by this Agreement.

Perform underwater bridge construction inspections of bridges with permanently submerged structural members in compliance with CPAM Section 10.6, Underwater Bridge Construction Inspection.

Monitor and inspect Contractor's Work Zone Traffic Control Plan and review modifications to the Work Zone Traffic Control Plan, including Alternate Work Zone Traffic Control Plan, in accordance with the City's procedures. Consultant employees performing such services shall be qualified in accordance with the City's procedures.

9.4 Sampling and Testing:

Perform sampling and testing of component materials and completed work in accordance with the Construction Contract documents. The minimum sampling frequencies set out in the City's Materials Sampling, Testing and Reporting Guide shall be met. In complying with the aforementioned guide, provide daily surveillance of the Contractor's Quality Control activities and perform the sampling and testing of materials and completed work items for verification and acceptance.

The City will perform inspection and sampling of materials and components at locations remote from the project site and the City will perform testing of materials normally done in a laboratory remote from the project site.

Determine the acceptability of all materials and completed work items on the basis of either test results or verification of a certification, certified mill analysis, DOT label, DOT stamp, etc.

The City will monitor the effectiveness of the Consultant's testing procedures through observation and independent assurance testing.

Sampling, testing and laboratory methods shall be as required by the City's Standard Specifications, Supplemental Specifications or as modified by the Special Provisions of the Construction Contract.

Documentation reports on sampling and testing performed by the Consultant shall be submitted during the same week that the construction work is done.

9.5 Engineering Services:

Coordinate the Construction Contract administration activities of all parties other than the Contractor involved in completing the construction project. Notwithstanding the above, the Consultant is not liable to the City for failure of such parties to follow written direction issued by the Consultant.

Services shall include maintaining the required level of surveillance of Contractor activities, interpreting plans, specifications, and special provisions for the Construction Contract.

Maintain complete, accurate records of all activities and events relating to the project and properly document all project changes. The following services shall be performed:

(1) Provide appropriate staff to attend and participate in the pre-construction meeting.

(2) Verify that the Contractor is conducting inspections, preparing reports and monitoring all storm water pollution prevention measures associated with the project. For each project that requires the use of the NPDES General Permit, provide at least one inspector who has successfully completed the "Florida Stormwater, Erosion, and Sedimentation Control Training and Certification Program for Inspectors and Contractors". The Consultant's inspector will be familiar with the requirements set forth in the FEDERAL REGISTER, Vol. 57, No. 187, Friday, September 5, 1992, pages 4412 to 4435 "Final NPDES General Permits for Storm Water Discharges from Construction Sites" and the City's guidelines.

(3) Analyze the Contractor's schedule(s) (i.e. baseline(s), revised baseline(s), updates, as-built, etc.) for compliance with the contract documents. Elements including, but not limited to, completeness, logic, durations, activity, flow, milestone dates, concurrency, resource allotment, and delays will be reviewed. Verify the schedule conforms with the construction phasing and MOT sequences, including all contract modifications. Provide a written review of the schedule identifying significant omissions, improbable or unreasonable activity durations, errors in logic, and any other concerns.

(4) Analyze problems that arise on a project and proposals submitted by the Contractor; work to resolve such issues, and process the necessary paperwork.

(5) Monitor, inspect and document utility construction for conformance with Utility Agency's Standards and the Utility Agency's Approved Materials List. Facilitate coordination and communication between Utility Agency's representatives, City's staff and Contractors executing the work. Identify potential utility conflicts and assist in the resolution of utility issues including City and Local Government owned facilities.

Identify, review, and track progress of Joint Project Agreements, and/or other City and utility agreements. Address work progress, track reimbursement activities, and address betterment and salvage determination. Prepare all necessary documentation to support reimbursement activities and betterment and salvage determination.

(6) Produce reports, verify quantity calculations and field measure for payment purposes as needed to prevent delays in Contractor operations and to facilitate prompt processing of such information in order for the City to make timely payment to the Contractor.

(7) Monitor each Contractor and Subcontractor's compliance with specifications and special provisions of the Construction Contract in regard to payment of predetermined wage rates.

(8) The City will provide Public Information Services.

(9) Prepare and submit to the Construction Project Manager monthly, a Construction

Status report, in a format to be provided by the City.

(10) Video tape the pre-construction conditions throughout the project limits. Provide a digital photo log or video of project activities, with heavy emphasis on potential claim items/issues and on areas of real/potential public controversy.

(11) Provide a digital camera for photographic documentation of pre-construction state and of noteworthy incidents or events during construction.

These photographs will be filed and maintained on the Consultant's computer using a Digital Photo Management system.

Photographs shall be taken the day prior to the start of construction and continue as needed throughout the project. Photographs shall be taken the days of Conditional, Partial and Final Acceptance.

Provide visual documentation of the Project through the periodic collection of a set of panoramic digital photographs at predetermined stations throughout the project. Photographic locations should be located at intervals such that the digital photographs collectively portray the majority of the visible surfaces on the Project. The digital photographs should be taken with a frequency designed to reveal changes in the progress of the Project, which can be compared to other project data including daily reports of construction and scheduling updates. Photographic data files comprising each digital photograph are to be supplied together with an HTML (web page) based access and display system for viewing the photographs. Original photographic data files are to be supplied for archival purposes and comprise photographic data identical in form and content to that produced by the digital camera used to capture the image. Working photographic data files are to be supplied for everyday reference purposes and comprise copies of each original photographic data file, which have been processed to a reduced pixel and color resolution (size and clarity) for distribution via CD ROM and the Internet. The access and display system should be comprised of a series of HTML files (web pages) which allow a user to view each photographic data file at random, and in a sequence which simulates the visual experience of a viewer moving through the actual Project from one photographic station to the next. The original photographic data files, working photographic data files and access and display system are to be distributed on CD ROM and portable hard disk media. The working photographic data files and the access and display system should also be maintained on a server accessible via the Internet.

The prime Consultant may engage the services of a geotechnical subconsultant to perform some of the services indicated in this section. However, the prime Consultant will be responsible to the City for the satisfactory performance and timeliness of these services.

The prime Consultant will be required to interact with any geotechnical subconsultant assigned to the project by the City.

Become familiar with the existing site conditions and the contract documents. Observe and record the progress and quality of foundation work to determine that the foundations are constructed at the correct locations and elevations, identify discrepancies, and direct the Contractor to correct such observed discrepancies. Attend the Preconstruction Conference and/or special geotechnical meeting for the Construction Contract. All services under this section will be performed in accordance to FDOT Specification Section 455. Inspect and verify that the Contractor has performed the foundation work in accordance with

applicable FDOT Specification Section 455 and other contract documents. Observe and verify that all work is performed in accordance with the contract documents. Assure that any specialty work is completed as necessary to accomplish its intent.

The following geotechnical engineering services shall be performed:

Piles:

- Forward the Pile Installation Plan submitted by the Contractor.
- Review, reject or accept Contractor's Pile Installation Plan for conformance with the contract documents and the plans. Provide comments and recommendations. Ensure that comments, rejection or acceptance letters are sent to the Contractor within the deadlines required by the contract documents.
- Schedule a pre-pile installation meeting to go over the pile installation procedures. Prepare and distribute meeting minutes to the attendees within three (3) working days after the meeting.
- Observe installation of test piles and production piles and communicate any concerns.
- Verify the requirements on the plans, applicable specifications, and other contract documents are followed throughout pile installation.
- Review driving criteria and pile length letters. Discuss any concerns regarding the criteria. Submit concern comments to the DB Firm if any within one (1) working day of receiving the driving criteria letters.
- Verify that uninstrumented production piles have satisfied the authorized driving criteria during installation and that instrumented piles have achieved the required nominal bearing resistance.
- Forward all pile driving logs and certification packages submitted by the Contractor. Ensure these submittals are forwarded timely so that the review can be performed within the deadlines required by the contract documents.
- Evaluate problems encountered during construction and coordinate to resolve such problems, including possible verification testing/review and withdrawal of the Design Build Firm's Pile Installation Plan.
- Forward the Foundation Certification Packages. Ensure these submittals are forwarded timely so that their review can be performed within the deadlines required by the contract documents.
- Review certification packages submitted by the Contractor and coordinate for any rejection comments or verification testing requests on the certification packages within the deadlines required by the contract documents.
- Coordinate to select appropriate pile(s) for verification testing within the deadlines required by the contract documents.

- Perform verification testing following the process and timeframe outlined in the contract documents. Ensure the deadlines required by the contract documents are met.

- Ensure that deficiencies found by the verification program are resolved.

10.0 PERSONNEL:

10.1 General Requirements:

Provide qualified personnel necessary to efficiently and effectively carry out its responsibilities under this Agreement.

Unless otherwise agreed to by the City, the City will not compensate straight overtime or premium overtime for the positions of Senior Project Engineer, Project Administrator/Project Engineer, Contract Support Specialist and Assistant or Associate to any of these positions.

10.2 Personnel Qualifications:

Provide competent personnel qualified by experience and education. Submit in writing to the Construction Project Manager the names of personnel proposed for assignment to the project, including a detailed resume for each containing at a minimum: salary, education, and experience. The Consultant Action Request form for personnel approval shall be submitted to the Construction Project Manager at least two weeks prior to the date an individual is to report to work.

Personnel identified in the Consultant technical proposal are to be assigned as proposed and are committed to performing services under this Agreement. Personnel changes will require written approval from the City. Staff that has been removed shall be replaced by the Consultant within one week of City notification.

Cross training of the Consultant's project staff is highly recommended to achieve a knowledgeable and versatile project inspection team but shall not be at any additional cost to the City and should occur as workload permits.

Minimum qualifications for the Consultant personnel are set forth as follows. Exceptions to these minimum qualifications will be considered on an individual basis.

CEI PROJECT ENGINEER - A Civil Engineering degree and registered in the State of Florida as a Professional Engineer (or if registered in another state, the ability to obtain registration in the State of Florida within six months) and six (6) years of engineering experience [(two (2) years of which are in major road or bridge construction)] or [(five (5) of which are in major bridge construction], or for non-degreed personnel the aforementioned registration and ten (10) years of engineering experience (two (2) years of which are in major road or bridge construction). Qualifications include the ability to communicate effectively in English (verbally and in writing); direct highly complex and specialized construction engineering administration and inspection program; plans and organizes the work of subordinate and staff members; develops and/or reviews policies, methods, practices, and procedures; and reviews programs for conformance with City standards. Also must have the following:

QUALIFICATIONS:
Attend the CTQP Quality Control Manager course and pass the examination.

CERTIFICATIONS:
FDOT Advanced MOT

OTHER:
A Master's Degree in Engineering may be substituted for one (1) year engineering experience.

CEI ASSISTANT PROJECT ADMINISTRATOR/PROJECT ENGINEER -
A Civil Engineering degree plus one (1) year of engineering experience in construction of major road or bridge structures, or for non-degreed personnel six (6) years of responsible and related engineering experience, two (2) years of which involved construction of major road or bridge structures.

QUALIFICATIONS:
CTQP Final Estimates Level II

CERTIFICATIONS:
FDOT Intermediate MOT

CEI CONTRACT SUPPORT SPECIALIST - A High School diploma or equivalent and four (4) years of road & bridge construction engineering inspection (CEI) experience having performed/assisted in project related duties (i.e., progress and final estimates, EEO compliance, processing Construction Contract changes, etc.) or a Civil Engineering Degree.

QUALIFICATIONS:
CTQP Final Estimates Level II

CEI RESIDENT COMPLIANCE SPECIALIST - Graduation from an accredited high school or equivalent with one (1) year of experience as a resident compliance officer on a construction project or two (2) years of assisting the compliance officer in monitoring the project. Should have prior experience in both State funded and Federal Aid funded construction projects with FDOT and knowledge of EEO/AA laws and FDOT's DBE and OJT programs. Ability to analyze, collect, evaluate data, and take appropriate action when necessary.

CEI INSPECTOR/ENGINEER INTERN - High school graduate or equivalent plus two (2) years experience in construction inspection, one (1) year of which shall have been in bridge and/or roadway construction inspection, or an Engineer Intern with a Civil Engineering degree (requires certificate) having the ability to earn the required qualifications and certifications within one year, plus demonstrated knowledge in the following:

Must have the following as required by the scope of work of the project:

QUALIFICATIONS:
CTQP Concrete Field Inspector Level I
CTQP Asphalt Roadway Level I
CTQP Earthwork Construction Inspection Level I
CTQP Pile Driving Inspection
CTQP Final Estimates Level I

CERTIFICATIONS:
FDOT Intermediate MOT

Nuclear Radiation Safety
IMSA Traffic Signal Inspector Level I
Florida Stormwater, Erosion, and Sedimentation Control Training and Certification Program for Inspectors and Contractors

Responsible for performing assignments in assisting Senior Inspector in the performance of their duties. Receive general supervision from the Senior Inspector who reviews work while in progress.

10.3 Staffing:

Once authorized, the Consultant shall establish and maintain appropriate staffing throughout the duration of construction and completion of the final estimate. Responsible personnel, thoroughly familiar with all aspects of construction and final measurements of the various pay items, shall be available to resolve disputed final pay quantities until the City has received a regular acceptance letter.

Construction engineering and inspection forces will be required of the Consultant while the Contractor is working. If Contractor operations are substantially reduced or suspended, the Consultant will reduce its staff appropriately.

In the event that the suspension of Contractor operations requires the removal of Consultant forces from the project, the Consultant will be allowed ten (10) days maximum to demobilize, relocate, or terminate such forces.

11.0 QUALITY ASSURANCE (QA) PROGRAM:

11.1 Quality Assurance Plan:

Within thirty (30) days after receiving award of an Agreement, furnish a QA Plan to the Construction Project Manager. The QA Plan shall detail the procedures, evaluation criteria, and instructions of the Consultant's organization for providing services pursuant to this Agreement. Unless specifically waived, no payment shall be made until the City approves the Consultant QA Plan.

Significant changes to the work requirements may require the Consultant to revise the QA Plan. It shall be the responsibility of the Consultant to keep the plan current with the work requirements. The Plan shall include, but not be limited to, the following areas:

A. Organization:

A description is required of the Consultant QA Organization and its functional relationship to the part of the organization performing the work under the Agreement. The authority, responsibilities and autonomy of the QA organization shall be detailed as well as the names and qualifications of personnel in the quality control organization.

B. Quality Assurance Reviews:

Detail the methods used to monitor and achieve organization compliance with Agreement requirements for services and products.

C. Quality Assurance Records:

Outline the types of records which will be generated and maintained during the execution of the QA program.

D. Control of Subconsultants and Vendors:

Detail the methods used to control subconsultant and vendor quality.

E. Quality Assurance Certification:

An officer of the Consultant firm shall certify that the inspection and documentation was done in accordance with FDOT specifications, plans, standard indexes, and City procedures.

11.2 Quality Assurance Reviews:

Conduct semi-annual Quality Assurance Reviews to ensure compliance with the requirements of the Agreement. Quality Assurance Reviews shall be conducted to evaluate the adequacy of materials, processes, documentation, procedures, training, guidance, and staffing included in the execution of this Agreement. Quality Assurance Reviews shall also be developed and performed to achieve compliance with specific QA provisions contained in this Agreement. The semi-annual reviews shall be submitted to the Construction Project Manager in written form no later than one (1) month after the review.

11.3 Quality Records:

Maintain adequate records of the quality assurance actions performed by the organization (including subcontractors and vendors) in providing services and products under this Agreement. All records shall indicate the nature and number of observations made, the number and type of deficiencies found, and the corrective actions taken. All records shall be available to the City, upon request, during the Agreement term. All records shall be kept at the primary job site and shall be subject to audit review.

12.0 CERTIFICATION OF FINAL ESTIMATES:

12.1 Final Estimate and As-Built Plans Submittal:

Submit the Final Estimate(s) and one (1) set of final "as-built plans" documenting the Contractor's work in accordance with the Review and Administration Manual.

Revisions to the Certified Final Estimate will be made at no additional cost to the City.

12.2 Certification:

Consultant personnel preparing the Certified Final Estimate Package shall be CTQP Final Estimates Level II.

Duly authorized representative of the Consultant firm will provide a notarized certification on a form pursuant to City's procedures.

12.3 Offer of Final Payment:

Prepare the Offer of Final Payment package.

13.0 AGREEMENT MANAGEMENT:

13.1 General:

(1) With each monthly invoice submittal, the Consultant will provide a Status Report for the Agreement. This report will provide the an accounting of the additional Agreement calendar days allowed to date, an estimate of the additional calendar days anticipated to be added to the original schedule time, an estimate of the Agreement completion date, and an estimate of the Consultant funds expiration date per the Agreement schedule for the prime Consultant and for each subconsultant. The Consultant will provide a printout from the Equal Opportunity Reporting System showing the previous month's payments made to subconsultants. Invoices not including this required information may be rejected.

(2) When the Consultant identifies a condition that will require an amendment to the Agreement, the Consultant will communicate this need to the Construction Project Manager for acceptance. Upon acceptance, prepare and submit an Amendment Request (AR), and all accompanying documentation to the Construction Project Manager for approval and further processing. The AR is to be submitted at such time to allow the City 12 weeks to process, approve, and execute the AR. The content and format of the AR and accompanying documentation shall be in accordance with the instructions and format to be provided by the City.

(3) The Consultant is responsible for performing follow-up activities to determine the status of each Amendment Request submitted to the City.

13.2 Invoicing Instructions:

Monthly invoices shall be submitted to the City in a format and distribution schedule defined by the City, no later than the 20th day of the following month.

If the monthly invoice cannot be submitted on time, notify the City prior to the due date stating the reason for the delay and the planned submittal date. Once submitted, the Consultant Project Principal or Project Engineer shall notify the Construction Project Manager via e-mail of the total delay in calendar days and the reason(s) for the delay(s).

All invoices shall be submitted to the City in electronic and hard copy formats. The Construction Project Manager must receive hard copy documentation within three (3) workdays of electronic submittal. (Saturday, Sunday, and City holidays are not considered workdays).

All charges to the individual project will end no later than thirty (30) calendar days following final acceptance; or where all items of work are complete and conditional/partial acceptance is issued; unless authorized in writing by the City.

A Final Invoice will be submitted to the City no later than the 60th day following Final Acceptance of the individual project or as requested by the City.

14.0 OTHER SERVICES:

Upon written authorization by the City Engineer or designee, the Consultant will perform additional services in connection with the project not otherwise identified in this Agreement. The following items are not included as part of this Agreement, but may be required by the City to supplement the Consultant services under this Agreement.

A. Assist in preparing for arbitration hearings or litigation that occurs during the Agreement time in connection with the construction project covered by this Agreement.

B. Provide qualified engineering witnesses and exhibits for arbitration hearings or litigation in connection with the Agreement.

C. Provide inspection services in addition to those provided for in this Agreement.

D. Provide services determined necessary for the successful completion and closure of the Construction Contract.

15.0 POST CONSTRUCTION CLAIMS REVIEW:

In the event the Contractor submits a claim for additional compensation and/or time after the Consultant has completed this Agreement, analyze the claim, engage in negotiations leading to settlement of the claim, and prepare and process the required documentation to close out the claim. Compensation for such services will be negotiated and effected through a Supplemental Amendment to this Agreement.

16.0 CONTRADICTIONS:

In the event of a contradiction between the provisions of this Scope of Services and the Consultant's proposal as made a part of their Agreement, the provisions of the Scope of Services shall apply.

17.0 THIRD PARTY BENEFICIARY:

It is specifically agreed between the parties executing this Agreement that it is not intended by any of the provisions of any part of the Agreement to create in the public or any member thereof, a third party beneficiary hereunder, or to authorize anyone not a party to this Agreement to maintain a claim, cause of action, lien or any other damages or any relief of any kind pursuant to the terms or provisions of this Agreement.

18.0 DEPARTMENT AUTHORITY:

The City shall be the final authority in considering modifications to the Construction Contract for time, money or any other consideration except matters agreed to by the Contractor through contract changes negotiated by the Consultant, as authorized in Section 9.1 herein.

(End of Section 4 – Remainder of page intentionally left blank)

Exhibit B

CONTRACT FEE SUMMARY FOR Construction Engineering and Inspection Services for Coastline Drive and Libert Street Bridge Replacement

PART I - GENERAL

1. Project CEI Services for Coastline Drive and Libery Street Bridge Replacement	**2. City Contract Number** TBD
3. Name of Consultant GAI Consultants, Inc.	**4. Date of Proposal** 8/15/2016

PART II - LABOR RELATED COSTS

5. DIRECT LABOR	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
Design Liaison- GAI	$ 71.19	280.5	$ 19,967.78	
Senior Project Engineer- GAI	$ 71.19	1311.8	$ 93,378.75	
Asst. Project Administrator- GAI	$ 38.29	3300.0	$ 126,353.51	
Contract Support Specialist-GAI	$ 22.28	1625.3	$ 36,208.78	
Sr. Bridge Inspector- GAI	$ 37.10	3052.5	$ 113,246.75	
Sr. Bridge Inspector Overtime- GAI	$ 18.55	305.3	$ 5,662.34	
Sr. Roadway Inspector-GAI	$ 34.19	1485.0	$ 50,776.32	
Sr. Bridge Inspector Overtime- GAI	$ 17.10	148.5	$ 2,538.82	
Roadway Inspector- GAI	$ 25.46	495.0	$ 12,603.49	
Roadway Inspector OT- GAI	$ 12.73	49.5	630.17	
3 Man Survey Crew- GAI	$ 79.04	173.3	$ 13,693.68	
Sr. Surveyor/Mapper- GAI	$ 58.62	69.3	$ 4,062.37	
				$479,122.76
Sr. Bridge Inspector- C&ES (JSEB)	$ 35.00	2145	$ 75,075.00	
Roadway Inspector- C&ES (JSEB)	$ 28.75	495	$ 14,231.25	
				$89,306.25
Chief Engineer- MESKEL (JSEB)	$ 44.43	119	$ 5,285.61	
Senior Pile Inspector -MESKEL (JSEB)	$ 28.00	1112	$ 31,129.56	
Senior Pile Inspector Overtime-MESKEL (JSEB)	$ 14.00	111	$ 1,556.48	
Clerical- MESKEL (JSEB)	$ 17.00	45	$ 757.35	
				$38,729.00
3 Man Dive Crew- THOMAS	$ 250.00	165	$ 41,250.00	
Principal-THOMAS	$ 75.00	53	$ 3,960.00	
				$45,210.00
			TOTAL DIRECT LABOR	$652,368.01

6. OVERHEAD (Combined Fringe Benefits & Administrative)		
GAI Consultants C&ES Consulting Meskel & Associates	172.94%	$828,594.89
Thomas Contracting- 3 Man Dive Crew	175.00%	$156,285.94
Thomas Contracting- Principal	200.00%	$77,458.01
	0.00%	$0.00
	146.00%	$5,781.60
	TOTAL OVERHEAD	$1,068,120.44

7. SUBTOTAL: Labor + Overhead (Items 5 & 6)	
GAI Consultants	$1,307,717.65
C&ES Consulting	$245,592.19
Meskel & Associates	$116,187.01
Thomas Contracting Professional Divers	$50,991.60
TOTAL LABOR + OVERHEAD	$1,720,488.45

8. PROFIT: Labor Related Costs (Item 7)		
GAI Consultants	10%	$130,771.77
C&ES Consulting	10%	$24,559.22
Meskel & Associates	10%	$11,618.70

Thomas Contracting Professional Divers	10%	$5,099.16
TOTAL LUMP SUM LABOR FEE		
GAI Consultants		**$1,438,489.42**
C&ES Consulting		**$270,151.41**
Meskel & Associates		**$127,805.71**
Thomas Contracting Professional Divers		**$56,090.76**
TOTAL NOT TO EXCEED Labor FEE		**$1,892,537.29**
PART III - OTHER COSTS		
9. MISCELLANEOUS DIRECT COSTS		
Contingency (A scope and fee/upset limit will need to be approved prior to any work being performed.)		$ -
Direct Expenses		$ -
MISCELLANEOUS DIRECT COSTS SUB-TOTAL		**$0**
10. SUBCONSULTANTS- INCLUDED ABOVE		
Subconsultant 1		$0
Subconsultant 2		$0
Subconsultant 3		$0
Subconsultant 4		$0
SUB-CONTRACT SUB-TOTAL		**$0**
PART IV - FEE SUMMARY		
TOTAL FEE (Not to Exceed) - (Items 5, 6, 8, 9 and 10)		**$1,892,537**