

**SCOPE OF WORK**  
TO THE AGREEMENT FOR  
PROFESSIONAL CIVIL ENGINEERING SERVICES, REI#2017-172  
BETWEEN THE CITY OF STUART AND  
THE FIRM OF  
HOLTZ CONSULTING ENGINEERS, INC.

**I. PROJECT DESCRIPTION:**

The City of Stuart (CITY) currently has an existing 6-inch ductile iron water main on the west side of Kanner Highway (SR 76). As part of the upcoming Florida Department of Transportation (FDOT) Project: 443995-1-52-01 Kanner Highway from North of SW Cabana Point Circle to SR 5 (US 1), the CITY would like to replace their existing 6-inch water main at all locations in which the existing sidewalk is proposed to be replaced. The CITY has requested Holtz Consulting Engineers, Inc. (CONSULTANT) provide professional engineering services to prepare construction plans and provide bidding assistance for approximately 1,400 linear feet of water main replacement from Monterey Road to US 1. The water main replacement work will be constructed concurrently with the FDOT project. In order to meet the FDOT schedule, constructability plans are to be completed by September 15, 2020 and production plans in mid-November 2020.

**II. AUTHORIZATION AND PURPOSE**

This scope of work is an attachment to the Standard Agreement for Professional Engineering Services dated December 11, 2017 between the City of Stuart (CITY) and the firm of Holtz Consulting Engineers, Inc. (CONSULTANT) and made a part thereof. The purpose of this scope of work is to provide the CITY with professional engineering assistance for the design and bidding assistance of approximately 1,400 linear feet of 6-inch water main on Kanner Highway from Monterey Road to US 1 as part of FDOT Project 443995-1-52-01.

**III. GENERAL SCOPE OF WORK**

The intent of the following detailed scope of services is to assist the CITY with the items noted above. Specific tasks to be performed by the CONSULTANT are as follows:

**Task 1 – Design Services**

CONSULTANT will provide engineering services consisting of preparation of drawings depicting the proposed water mains replacement in accordance with FDOT and CITY standards. Plan utility sheets will be prepared based upon the contract roadway and drainage plans provided by the City of Stuart and/or Stanley Consultants, Inc. Water main replacement on the west side of Kanner Highway will only be in the locations in which the existing 6.5' sidewalk is noted to be replaced. Water main replacement will be at the same location as the existing water main. Detailed engineering sheets for the water improvements will be prepared based upon CITY standards. CONSULTANT will also provide a summary of FDOT pay items and summary of quantities for the proposed utility work to be inserted into contract drawings based upon CITY and FDOT guidelines.

The utility replacement drawings shall be prepared using information from the roadway and stormwater drawings prepared by Stanley Consultants. CONSULTANT shall use drawings from Stanley as the "base" drawings on which the proposed utility work will be depicted.

The utility drawings shall include the following sheets:

- Cover
- Legend and Notes
- Key Sheet
- Plan Sheets (1"=40'/11"x17") (7 Sheets)
- Detail Sheets

CONSULTANT shall provide drawings at the constructability and production plan design milestones for CITY

review and comment.

CONSULTANT shall also prepare engineer's opinion of probable cost of construction at both the constructability and production plan design milestones.

A Utility Work Schedule in accordance with FDOT standards will be prepared and submitted to the CITY as part of the design services.

#### **Task 2 – Bidding Assistance**

CONSULTANT will perform the following services during the bidding or negotiating phase of the Project:

- Attend the pre-bid meeting
- Respond to questions bidders may have concerning the water adjustment portions of the project. Responses shall be prepared for inclusion in addendum(s) prepared and distributed by others.

#### **IV. CITY RESPONSIBILITIES**

Services and/or materials to be provided by the CITY and other related key assumptions include:

- Prompt review and comment on deliverables.
- Attendance of key personnel at meetings.
- Provide all available as-built information, GIS data, record drawings and other documents that will assist CONSULTANT in preparing Contract Documents.
- Provide design drawings in MicroStation and/or AutoCAD formats.
- Provide the most recent water and sewer standard specifications and details to be incorporated and utilized in the engineering plans.
- No permitting tasks or efforts are included in this work authorization.
- No written specifications are included. The CITY standards and specifications will be utilized for this project.

#### **V. DELIVERABLES**

The project deliverables will be delivered to the CITY in accordance with the schedule provided below:

<b>TASK</b>	<b>DELIVERABLE</b>	<b>QUANTITY</b>
Task 1 – Engineering Design Services	Constructability Plans Production Plans	1 Set of 24" x 36" Plans, 1 Set of 11" x 17" Plans, Electronic Files to include PDF & CAD/MicroStation Files of Plan Sheets – <i>For Each Design Submittal</i>
	Construction Cost Estimate	Electronic signed and sealed copy

#### **VI. SCHEDULES AND TIME CONSTRAINTS**

The total time allowed for the CONSULTANT'S services required under this scope of work shall be approximately 12 weeks. The work shall commence upon notice to proceed from the CITY.

##### **Task 1: Design Services**

- |                           |                  |
|---------------------------|------------------|
| a. Constructability Plans | August 28, 2020  |
| b. Production Plans       | October 30, 2020 |

## VII. COMPENSATION

Payment for all services will be in accordance with the Standard Agreement for Professional Engineering Services. Total compensation shall for all services, materials, supplies and any other items or requirements necessary to complete the work as described herein and shall not exceed \$29,770 on a lump sum basis. Tasks shall be as requested and authorized by the City. The above referenced not-to-exceed total shall not be exceeded without written authorization from the City. The break down by tasks is as follows:

Task	Compensation by Task Lump Sum (LS)
Task 1: Design Services	\$27,520
Task 2: Bidding Assistance	\$2,250
<b>TOTAL</b>	<b>\$29,770</b>

IN WITNESS WHEREOF, the parties have made and executed this Agreement, the day and year first above written.

CONSULTANT: Holtz Consulting Engineers, Inc.

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Andrea Holtz, PE, President  
ATTEST \_\_\_\_\_

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APPROVED AS TO COMPLIANCE WITH PURCHASING & CONTRACTS POLICIES AND  
PROCEDURES

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Alaina Knofla, CPPB, Purchasing Manager

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TECHNICAL PROVISIONS OF CONTRACT AND BUDGETARY REQUIREMENTS APPROVED

By: \_\_\_\_\_ Date: \_\_\_\_\_  
David Peters, Director of Public Works

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APPROVED AS TO FORM AND LEGALITY FOR THE USE AND BENEFIT OF STUART CITY  
ONLY

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Michael Mortell, City Attorney

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CITY OF STUART

By: \_\_\_\_\_ Date: \_\_\_\_\_  
David Dyess, City Manager

**EXHIBIT A**

**“PROFESSIONAL’S PERSONNEL HOURLY RATE SCHEDULE”**

**Holtz Consulting Engineers, Inc.**

<b>Title</b>	<b>Hourly Rates</b>
Senior Principal	\$180
Principal	\$170
Senior Project Manager	\$160
Construction Project Manager	\$135
Project Manager	\$150
Project Engineer (PE)	\$120
Project Engineer (EI)	\$105
Senior Designer	\$105
CAD Technician (Drafter)	\$95
Construction Inspector	\$95
Clerical	\$60

A. Subconsultants will be billed at cost plus 10%.

B. Mileage for authorized travel shall be invoiced at the current IRS rate.