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May 9, 2019

Sent Via Email

Mr. Juan Martin Cala, PE
City Engineer
City of Lauderdale
5581 W. Oakland Park Blvd.
Lauderhill, Florida 33313

**REFERENCE: SERVICE ORDER
EWP CANAL 20 AND 30 HIGH PRIORITY CANAL BANK
STABILIZATION CONSTRUCTION OBSERVATION SERVICES**

Dear Mr. Cala:

A.D.A. Engineering, Inc. (ADA) is submitting this Service Order proposal for continuation of services of post design services for the construction of the EWP Canal 20 and 30 Bank Stabilization due to the extension of the NRCS contract from April 17, 2019 to May 18, 2019, including an on-site representative.

I. SCOPE OF WORK

Task 1: Post-design Services for Contract Extension

ADA's duties will include providing a part-time Field Representative working on behalf of the City that will be responsible for performing observations of the proposed improvements, documenting work quantities, and verifying completion of work as per contract plans. Field Representative Personnel will coordinate work with the crew(s) in the field and the Engineer-of-Record when on site. It's anticipated that there will be no overtime as part of this project. A duration of 1 month is included.

The duties of the Construction Observation Personnel will be on a full-time basis and are described below.

1. ADA's Field Representative will be on site witnessing the construction activities on a part-time basis when the Contractor is working on site. When on site, the Field Representative will document all activities and the time it occurred in a field book that is kept with the Field Representative at all times. Items to be included in the field book are the following:
 - a. Date, weather, temperature & Inspector's Name and Company
 - b. Work Order Number
 - c. Time Contractor started and finished
 - d. Location of work (house addresses or streets)
 - e. Damage to property by the Contractor (what, when, where & how)

- f. Materials delivered to job site (what, when & where)
 - g. Work performed by Contractor (what, when & where)
 - h. Instructions given to Contractor
 - i. Obstructions (boxes, landscaping, fences, hedges, etc.)
 - j. Visitors to job site
 - k. Field Representative's signature
2. The work completed will be documented in the Daily and Weekly Reports.
 3. Document any existing damage in the area or any damage caused by the Contractor.
 4. Immediately contact the City of any safety issues that may arise.
 5. Verify that the Contractor is performing work within geographical limits and is adhering to plans, specifications and work orders.

As part of the task, the Project Engineer will be onsite at the City's or Contractor's request to expedite any RFI's or and project issues that arise during construction. The Project Engineer or a representative will be on site for all NRCS interaction. This task also includes the additional bi-weekly progress meetings and progress reports issued to the NRCS during the time extension.

ADA will also assist the City in reviewing additional Contractor pay requests. ADA will provide the City with a letter with recommendation to release payment, if the Contractor's cost and quantities match what was observed in the field. ADA will also review and provide comments on the final as-built plans to be prepared and provided by the Contractor.

II. EXCLUSIONS

The services outlined below are not included as part of the scope of work, although additional service agreements can be executed to assist the City with these services if necessary:

- Creating or distributing Construction Notification Letters
- Coordinating or performing geotechnical testing
- Baseline schedule review and subsequent monthly schedule reviews
- Community workshops
- Obtaining City required permits
- Preparing As-Built drawings
- Any other services not specifically outline in the Scope of Work

IV. COMPENSATION

ADA will be compensated for the work outlined in the Scope of Work on a time and material not to exceed basis and in accordance with the terms and conditions of the January 2017 Agreement between the City and ADA for Miscellaneous Professional Services for the Public Works Department authorized by Resolution Number 16R-10-249.

Mr. Cala, PE

05/09/19

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The total fee for the work included in this scope of work shall be \$18,725.40. Table 1 (attached) shows the costs associated with each of the tasks outlined in the Scope of Work.

We look forward to assisting the City on this important project assignment. If you have any questions or need additional information, please do not hesitate to contact Alex Vazquez, PE or myself at 305-551-4608.

Cordially,

A.D.A. Engineering, Inc.



Albert Argudin, CGC
Vice President

Enclosures

Table 1 – Fee Estimate

CITY OF LAUDERHILL

By: _____

Name: Charles Faranda

Title: City Manager

TABLE 1
CITY OF LAUDERHILL
EWP CANAL 20 AND 30 HIGH PRIORITY CANAL BANK STABILIZATION AREAS CEI
FEE ESTIMATE



Date Prepared: 9/5/18

WORK ACTIVITY	Principal QA/QC	Project Manager	Engineer P.E.	Engineer E.I.	Inspector	Drafting Technician	Clerical	TOTAL HOURS	TOTAL LABOR COST	TOTAL DIRECT COST*	TOTAL ADA LABOR FEE	ASSUMPTIONS/COMMENTS
HOURLY RATE	\$225.00	\$155.00	\$175.00	\$120.00	\$115.00	\$95.00	\$70.00					
Task 1 – Post-Design Services for Contract Extension	0	8	60	0	56	0	0	124	\$18,180.00	\$545.40	\$18,725.40	
1.1 Construction Observations and Meetings		8	52		56			116	\$16,780.00	\$503.40	\$17,283.40	
1.2 Project Closeout			8					8	\$1,400.00	\$42.00	\$1,442.00	
								0	\$0.00	\$0.00	\$0.00	
SUB-TOTALS	0.0	8.0	60.0	0.0	56.0	0.0	0.0	124	18,180.00	545.40	18,725.40	

* Direct cost assumed at 3% of labor cost

ADA FEE \$18,725.40

TOTAL FEE =	\$18,725.40
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