

June 5, 2025

James Keene  
Infrastructure Director  
City of Haines City  
300 N. 5<sup>th</sup> Street  
Haines City, Florida 33844

RE: City of Haines City  
Proposal for Engineering Services During Construction of 3-Mile Force Main  
Jones Edmunds Opportunity No.: 95350-131-25

Dear Mr. Keene:

Jones Edmunds is pleased to provide Haines City with the attached Scope of Services for Engineering Services During Construction (ESDC) of 3-Mile Force Main.

We are submitting this scope for professional ESDC to assist the City with successfully completing this project. These services were not included in the original 3-Mile Force Main design project's scope of service because the extent of these services was not known at the time of original contracting. The professional services tasks during construction include the following:

- Pre-construction meeting with the selected contractor.
- Respond to Requests for Information.
- Review and process Change Orders.
- Review and process Submittals.
- Attend Construction Progress Meetings.
- Perform Limited Site Observation.
- Permitting support during construction.
- Review and process Contractor Pay Applications.
- Perform Contract Closeout Services.

The Scope of Services describes each item in more detail.

## SCOPE OF SERVICES

### TASK 8.0 – CONSTRUCTION CONTRACT ADMINISTRATION SERVICES

Jones Edmunds will deliver Construction Contract Administration Services during the construction phase, documenting that the project is complete in general conformance with the Drawings, Technical Specifications, and Permit Requirements. This work includes the following:

- Essential office support to review the Contractor's submittals, respond to inquiries, and manage the documentation for the Final Certification of Construction Completion.
- Project meetings and site visits by the Engineer of Record.

Our Construction Contract Administration Services are based on an on-site construction schedule of 500 calendar days to Substantial Completion. Jones Edmunds will provide the Construction Contract Administration services described below.

#### PRE-CONSTRUCTION MEETING WITH SELECTED CONTRACTOR

Jones Edmunds will attend a Pre-Construction Meeting and provide five sets of conformed Construction Drawings and Technical Specifications to the City for distribution to the Contractor.

#### REQUESTS FOR INFORMATION (RFIs)

Jones Edmunds will receive, log, review, and respond to up to eight RFIs submitted by the Contractor.

#### REVIEW AND PROCESS CHANGE ORDERS

Jones Edmunds will review up to four change order requests from the Contractor for changes in contract price or contract time and provide written comments to the City.

#### REVIEW AND PROCESS SUBMITTALS

Jones Edmunds will receive, log, review, and issue comments on project submittals. Project submittals will include administrative submittals (i.e., construction schedules and work plans), shop drawings and product data for the materials to be incorporated into the project, warranties, samples, and operations and maintenance manuals. This Scope of Services includes an initial review and one re-submittal review for each submittal. Submittals will be immediately returned to the Contractor if all deviations are not listed as requested on the project forms.

#### CONSTRUCTION PROGRESS MEETINGS

Jones Edmunds will attend up to 17 on-site Construction Progress Meetings (one per month). We assume that the agenda, sign-in sheets, and meeting minutes will be prepared and distributed by the Contractor.

#### LIMITED SITE OBSERVATION

Jones Edmunds' Engineer of Record, or a designated representative, will provide limited observation during construction activities to monitor that construction is being completed in general conformance with the Contract Documents. This Scope of Services assumes that up to 72 observation site visits will occur with 17 occurring on the same day as the Construction Progress Meetings. We assume that the City's Construction Inspector will witness and document testing, take photographs, provide a daily observation record, and verify that materials delivered to the site are consistent with submitted materials.

On the day of Jones Edmunds' observation site visit, we will observe construction and review the City's daily records/logs and other items with the City's Construction Inspector.

## CONTRACTOR PAY APPLICATIONS

Jones Edmunds will review up to 17 monthly Applications for Payment submitted by the Contractor, including updated progress schedules. The City's Construction Inspector will verify that the requested quantities are correct. Our recommendation of payment will constitute a representation by Jones Edmunds that:

1. The work has progressed to the point indicated.
2. The quality of the work is generally in accordance with the Contract Documents.
3. The conditions precedent to the Contractor being entitled to such payment appear to have been fulfilled based on our site observations.

## TASK 8.1 – CONSTRUCTION CONTRACT CLOSEOUT SERVICES

### CONTRACT CLOSEOUT SERVICES

The Substantial Completion review will be scheduled approximately 500 calendar days after the start of construction and on the day of the Construction Progress Meeting. The Jones Edmunds' Engineer of Record will review the completed work, prepare a punch list, and issue the Certificate of Substantial Completion.

- Substantial Completion Walkdown: Jones Edmunds will conduct two Substantial Completion walkdowns with the Contractor and the City. The walkdowns will be performed by project team members such as the Project Manager, the Engineers of Record, and the Contract Administrator to observe that the system is operating as designed. Jones Edmunds will prepare a punch list of items to complete during each Substantial Completion walkdown and verify that everything is complete at the Final Completion walkdown.
- The Final Completion review (one visit) will be scheduled on the last planned site visit on the day of the final Construction Progress Meeting. During the final site visit, Jones Edmunds will attend the Final Completion review to document that punch list items have been completed. Any additional visits to verify that outstanding punch list items are completed will be performed by the City.
- Final Completion Walkdown: Jones Edmunds will conduct one Final Completion walkdown once all project aspects have achieved Substantial Completion. The Final Completion walkdown will be performed by project team members such as the Project Manager, the Engineers of Record, and the Contract Administrator and accompanied by the City. This will be to observe that all punch list items are complete, and that the Contractor has completed demobilization.

Jones Edmunds will prepare the following FDEP completion forms:

- FDEP Certification: Jones Edmunds will prepare the FDEP *Request for Approval to Place a Domestic Wastewater Collection/Transmission System into Operation* (DEP Form 62-604.300(8)(b)) for the new sewer systems.

- Jones Edmunds will review the Contractor's AutoCAD-based as-built drawings. After the as-built drawings are completed by the Contractor, we will incorporate them into Record Drawings and provide the City with up to three full-size (22-x-34-inch) paper copies and one electronic copy (.pdf format and original file format) of the Record Drawings.
- The Contractor's as-built drawings will be used for the Certification of Completion submitted to FDEP. The final Record Drawings for the project will be prepared and compiled at the final certification of the entire project's completion.
- Record Drawings: Jones Edmunds will review the Contractor's CAD-based as-built drawings. After the as-built drawings are completed by the Contractor, we will incorporate them into Record Drawings and provide the City with electronic copies (.pdf format and original file format) of the Record Drawings. The final CAD as-built drawings will also be provided to the City.

## SCHEDULE

Jones Edmunds will complete this Scope of Services in accordance with the Contractor's scheduled times included in the Construction Contract. The timeframes included in the Construction Contract are 500 calendar days to Substantial Completion and an additional 30 calendar days for construction closeout services to Final Completion, for a total Construction Contract Time of 530 calendar days.

## COMPENSATION

Jones Edmunds proposes to provide the services detailed above on a lump-sum basis for Task 8.0 and Task 8.1. The total compensation will be **\$171,853.00**, invoiced monthly on a percent complete basis. The table below summarizes the labor effort and subconsultant cost by task.

TASK	Jones Edmunds Labor Effort	Miscellaneous Expenses	TOTAL
Task 8.0 – Construction Contract Administration Services	\$ 145,710	\$ 4,686	\$ 150,396
Task 8.1 – Construction Contract Closeout Services	\$ 20,863	\$ 594	\$ 21,457
<b>Total Not-to-Exceed Fee</b>	<b>\$166,573</b>	<b>\$5,280</b>	<b>\$ 171,853</b>

The Fee Schedule in Exhibit A includes the level of effort and corresponding cost breakdowns for this authorization.

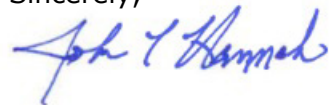
## PROPOSAL CLARIFICATIONS

The following proposal clarifications govern this Scope of Services. Excluded items may be provided by Jones Edmunds as an additional service on written agreement.

1. Total construction duration from Notice to Proceed to Substantial Completion is 500 calendar days and an additional 30 calendar days to Final Completion for a total construction Contract Time of 530 calendar days. If the construction period is extended, additional fees may be required.
2. Daily Construction resident observation (RO) tasks will be conducted by others with daily progress logs, including photographs completed and submitted to Jones Edmunds for review of construction progress.
3. Installed quantities included on the Pay Applications will be verified and approved by the Construction Inspector who is on site daily logging the installed materials before Jones Edmunds will certify the Pay Applications as the Engineer of Record.
4. As-built survey preparation (including topographic surveying of as-built site conditions) is excluded from this Scope of Services and is required to be performed by the Contractor under the Construction Contract.
5. Quantities, labor hours, and reimbursable expenses listed in this fee schedule are intended as documentation and justification for the total cost of the project. Deviations or changes in the quantities, labor hours, and reimbursable expenses within a task is not justification for nonpayment provided that the total project fee has not been exceeded.

As always, we appreciate this opportunity to serve Haines City and look forward to working with you on this important project. If you have any questions or comments, please contact me at (813) 258-0703 or [jhannah@jonesedmunds.com](mailto:jhannah@jonesedmunds.com).

Sincerely,



John T Hannah, PE  
Senior Manager  
324 S. Hyde Park Ave, Suite 250  
Tampa, Florida 33606

XC: Alan Foley, PE, Jones Edmunds

**Approved by City Commission:**

Date: \_\_\_\_\_

**Mayor of Haines City**

**City Clerk**

\_\_\_\_\_  
Morris L. West

\_\_\_\_\_  
Sharon Lauther

**Exhibit A**  
**Fee Schedule**

Exhibit A - Fee Schedule  
Construction Phase Services  
3-MI Force Main - Haines City

		Senior Manager		EOR		Sr Construction Administrator		Engineer Intern		Construction Observation		Admin. Assistant		CADD Designer		Labor	Subconsultant	Miscellaneous	Task	Labor	Labor
		\$265		\$215		\$215		\$145		\$145		\$115		\$145		Costs	Fee	Reimb Expenses	Fee	Hours	Rate
		Hours	Cost	Hours	Cost	Hours	Cost	Man Hrs	Cost	Man Hrs	Cost	Man Hrs	Cost	Man Hrs	Cost	\$	\$	\$	\$	Hrs.	\$/hr
	Tasks & Total Fee	19.0	\$5,035	79.5	\$17,093	64.0	\$13,760	60.0	\$8,700	608.0	\$88,160	250.0	\$28,750	35.0	\$5,075	\$166,573	\$0	\$ 5,280	<b>\$171,853</b>	1,115.5	\$149.33
Task 8.0	Construction Contract Services	17.0	\$ 4,505	66.0	\$ 14,190	48.0	\$ 10,320	56.0	\$ 8,120	568.0	\$ 82,360	204.0	\$ 23,460	19.0	\$ 2,755	\$145,710	\$0	\$ 4,686	\$150,396	978.0	\$148.99
Task 8.1	Construction Contract Closeout Services	2.0	\$ 530	13.5	\$ 2,903	16.0	\$ 3,440	4.0	\$ 580	40.0	\$ 5,800	46.0	\$ 5,290	16.0	\$ 2,320	\$20,863	\$0	\$ 594	\$21,457	137.5	\$151.73