

May 21, 2025

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

RE: City of Haines City
Proposal for Engineering Services During Construction
Jones Edmunds Opportunity No.: 95350-130-25

Dear Mr. Keene:

Jones Edmunds is pleased to provide Haines City with the attached Scope of Services for Engineering Services During Construction for Lift Station No. 22 (LS 22).

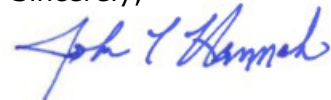
We are submitting this Scope for professional Engineering Services During Construction to assist the City with successfully completing the project. These services were not included in the original LS 22 Lift Station Design Project's Scope since the extent of these services were not known at the time of original contracting. The professional services tasks during construction include the following:

- Pre-construction meeting with 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.
- Attend Startup and Testing of the Master Lift Station.

The Scope of Services describes each item in more detail.

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 (863) 307-5683 or 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

City of Haines City Lift Station 22 Project Engineering Services During Construction (ESDC)

INTRODUCTION

The City of Haines City experienced rapid growth in recent years, placing significant strain on its aging water and wastewater infrastructure. One critical area requiring improvement is Lift Station (LS) No. 22, which needs replacing and upgrading to a Master Lift Station (MLS). These improvements will enable the City to support ongoing growth while improving wastewater system reliability and service levels.

This Scope of Services authorizes Jones Edmunds to provide Engineering Services During Construction (ESDC). These services include Construction Contract Administration, periodic Resident Observation (including site visits by the Engineers of Record), and project closeout with a Florida Department of Environmental Protection (FDEP)-required Certification of Completion. The duration of engineering services aligns with the construction contract Substantial completion dates outlined below.

SCOPE OF SERVICES

TASK 9.0 – CONSTRUCTION CONTRACT SERVICES

Jones Edmunds will deliver Construction Contract Services during the construction phase, verifying that the project is completed 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 9 months to Substantial Completion, a scheduled Contractor pause to allow for completion of the 3-Mile Force Main project work, and then a resumption of the Contractor's contract time for an additional 2 months for Final Completion and construction contract closeout. Jones Edmunds will provide the Construction Contract Administration services described below.

PROJECT DOCUMENTATION

1. Submittals: Jones Edmunds will receive, log, review, and issue comments on project construction submittals. Project submittals 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. Jones Edmunds estimates approximately 50 submittals for this project. 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.

2. Requests for Information (RFIs): Jones Edmunds will review and respond to up to 15 RFIs submitted by the Contractor. RFIs are submitted by the Contractor when questions regarding the Construction Documents arise that require clarification from the Engineer.
3. Change Orders (COs): Jones Edmunds will immediately notify the City when an issue arises that may affect the cost or time of the project and will process up to three minor COs. COs will be submitted to the City for approval before being issued to the Contractor.
4. Construction Field Orders (CFOs): Jones Edmunds will prepare up to five CFOs. CFOs are used for minor adjustments to the Contract Documents that can be completed in the field and have no effect on the project cost or time.
5. Proposed Contract Modifications (PCMs): Jones Edmunds will review up to five PCMs for conformance with the Contract Documents and process the PCMs as requested by the City. PCMs may be submitted by the Contractor when deviations to the Contract Drawings or Specifications occur that they believe affect the cost of the project. PCMs will be submitted to the City for approval before being issued to the Contractor.
6. Notices of Non-Compliance: Jones Edmunds will assist with up to two Notices of Non-Compliance in coordination with the City. Jones Edmunds will prepare, log, and issue the Notices of Non-Compliance.
7. Pay Applications: Jones Edmunds will process up to 12 Pay Applications. We will receive the Pay Applications from the Contractor, log and review them with the City's Resident Observer (RO), and make payment recommendations to the City.

MEETINGS AND SITE VISITS

1. Jones Edmunds will hold one Project Kick-Off Meeting and up to 12 progress meetings during the duration of the project. The progress meetings will be scheduled monthly for the 11-month construction schedule. The progress meetings are to review the construction progress up to that point, review the monthly pay applications, and discuss any issues that have occurred on the project. Jones Edmunds will prepare and distribute the meeting agenda and minutes.
2. Jones Edmunds will schedule with the Contractor and conduct a weekly site visit during construction for a total of up to 48. Site visits will monitor that construction is being completed in general conformance with the Contract Documents. Jones Edmunds will record the observations of each site visit in a field site visit report and submit it to Haines City for its records. 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 reviewed during the submittal process.
3. Jones Edmunds will provide one Project Engineer to attend 1 day of start-up and testing services for the work under Jones Edmunds purview.

4. Davis-Bacon interviews of Contractor personnel, as required by State Revolving Fund funding, are not included but can be provided as an additional service upon request.

TASK 9.1 – CONSTRUCTION CONTRACT CLOSEOUT SERVICES

Construction Contract Closeout Services include Substantial and Final Completion walkdowns, punch list preparation, and final certification of construction 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.
- 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.
- 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.
- 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 CADD-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 CADD 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 270 calendar days to Substantial Completion, a pause to allow for completion of the 3-Mile Force Main project, and then a restart of the Contract Time and work for an additional 60 calendar days to Final Completion, for a total Construction Contract Time of 330 calendar days.

COMPENSATION

Jones Edmunds proposes to provide the services detailed above on a lump-sum basis for Task 9.0 and Task 9.1. The total compensation will be **\$139,985.00**, 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 9.0 – Construction Contract Services	\$ 117,680	\$ 2,880	\$ 120,560
Task 9.1 – Construction Contract Closeout Services	\$ 18,765	\$ 660	\$ 19,425
Total Not-to-Exceed Fee	\$136,445	\$3,540	\$ 139,985

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 270 calendar days, a restart on completion of the 3-Mile Force Main project work, and then an additional 60 calendar days to Final Completion for a total construction Contract Time of 330 calendar days. If the construction period is extended, additional fees may be required.
2. Daily Construction 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 RO 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. Obtaining a City building permit will be handled by the Contractor using signed-and-sealed drawings provided by Jones Edmunds.
6. The 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.

Approved by City Commission:

Date: _____

Mayor of Haines City

City Clerk

Morris L. West

Sharon Lauther

Exhibit A
Fee Schedule

EXHIBIT A - Fee Schedule																				
Engineering Services During Construction (ESDC) LS 22 - Haines City																				
		Senior Manager		EOR		Electrical Engineer		Engineer Intern		Construction Observation		Admin. Assistant		CADD Designer		Labor	Subconsultant	Miscellaneous	Task	Labor
		\$265		\$215		\$265		\$145		\$145		\$115		\$145		Costs	Fee	Reimb Expenses	Fee	Hours
		Hours	Cost	Hours	Cost	Hours	Cost	Man Hrs	Cost	Man Hrs	Cost	Man Hrs	Cost	Man Hrs	Cost	\$	\$	\$	\$	Hrs.
Tasks & Total Fee		12.0	\$3,180	86.0	\$18,490	42.0	\$11,130	110.0	\$15,950	392.0	\$56,840	233.0	\$26,795	28.0	\$4,060	\$136,445	\$0	\$3,540	\$139,985	903
Task 9.0	Construction Contract Services	10.0	\$2,650	67.0	\$14,405	22.0	\$5,830	110.0	\$15,950	368.0	\$53,360	209.0	\$24,035	10.0	\$1,450	\$117,680	\$0	\$2,880	\$120,560	796
Task 9.1	Construction Contract Closeout Services	2.0	\$530	19.0	\$4,085	20.0	\$5,300	0.0	\$0	24.0	\$3,480	24.0	\$2,760	18.0	\$2,610	\$18,765	\$0	\$660	\$19,425	107