

October 11, 2018

Adam Boukari, City Manager
City of Alachua
15100 NW 142nd Terrace
Alachua, FL 32615

RE: Proposal for Construction Phase Services
RFB 2018-03 Site Civil Landscape - Legacy Park Phase 2
City of Alachua, FL

Dear Mr. Boukari,

We are pleased to submit this proposal to provide construction phase services to assist you with construction of RFB 2018-03 Legacy Park Phase 2 project. The proposed scope of services includes construction phase services for site improvements including the parking lot, sidewalk, drainage, stormwater management facilities, site grading, utilities and landscaping.

Due to the intensive nature of the earthwork and site/civil infrastructure improvements for this project, we have generated a prescriptive scope of services for inspections and monitoring of the site/civil work in order to ensure proper oversight, quality assurance, and diligence is provided. The extensive earthwork operations warrant engineering and inspection oversight beyond the considerations given to the development of a generally level project site. Considering the extensive earthwork operations coupled with the complexity of the site, the following outlines our minimum proposed scope of services.

CHW will provide the following Construction Phase scope of services:

A. Construction Administration Services:

- Pre-Construction Meeting Attendance
- Pre-Soil Undercut Meeting Facilitation – onsite coordination with contractor to ensure proper diligence for over-excavation and stabilization of work for hillside/access and building area.
- Pre-Pave Meeting Facilitation – onsite coordination with contractor to discuss paving construction and general quality control expectations.
- Project Management Oversight
- OAC Meeting Attendance (assumes 15 occurrences)
- RFI Processing & Response
- Submittal & Shop Drawing Review
- Pay App Review & Qualification (site/civil and earthwork activities)

- Substantial Completion Inspection
- Punchlist Preparation
- Final Completion Inspection
- SRWMD SMF As-Built Certification
- Permit Closeout

B. Construction Engineering Inspections:

Inspections assume that the construction will take ten (10) months to complete. If actual construction time extends beyond ten (10) months, CHW will contact you to discuss additional services.

- Inspections, to be administered twice (2) per week, and when required, to include:
 - Initial Erosion & Sedimentation Control Inspection to verify general compliance with project documents.
 - Stormwater Basin Earthwork Inspection – verification of earthwork prior to slope stabilization for proposed stormwater maintenance facilities.
 - Stormwater Basins As-Built Verification – final verification of completed basins for SRWMD permit closeout.
 - Stormwater System Installation Inspection – progressive review and qualification of stormwater conveyance.
 - Soil Improvement Monitoring & Verification – monitoring and verification of critical site soil improvement and undercut to ensure proper stabilization of constructed site.
 - Pavement Base Course Inspection – verification of thickness and slope of base to receive asphalt pavement.
 - Asphalt Paving Quality Control – onsite monitoring and administration of paving quality assurance.
 - General Site Quality Assurance – continuous review of sensitive site/civil aspects of construction, not limited to the above.
- Inspection Reporting & Results including Photographic Documentation of Work
- Progress Reporting

C. Landscape & Hardscape Construction Administration:

During this phase of the project CHW will:

- Attend one (1) Pre-Construction Meeting.
- Complete one (1) substantial completion walk through and one (1) final completion walk through. CHW will prepare a memo and punch list for each walk through to identify items not in compliance with construction documents.

- Provide construction observation services during project construction to include answering requests for information (RFI's) and review of Change Orders submittals prior to City review.
- Attend on-site meetings during construction timeframe of hardscape and landscape items, up to four (4) meetings.

D. Landscape & Hardscape Construction Inspections:

- Attend on-site meetings during construction timeframe of hardscape and landscape items, up to four (4) meetings.
- Provide construction observation services during project construction to include answering requests for information (RFI's) and review of Change Orders submittals prior to City review.

CHW Construction Phase Services Fees:

Item	Description	Fee
A.	Construction Administration Services	\$ 27,500.00
B.	Construction Engineering Inspections	\$ 34,500.00
C.	Landscape & Hardscape Construction Administration	\$ 3,600.00
D.	Landscape & Hardscape Construction Inspections	\$ 2,900.00
	Total	\$ 68,500.00

The above scope of services represents the minimum recommended services for diligence specific to this project and will be provided for a lump sum fee of **\$68,500.00** to be invoiced periodically as work progresses based upon the percentage of services completed to date.

We trust that the proposed scope of services is satisfactory and meets with your approval. If you have any questions regarding this proposal or the proposed scope of services, please do not hesitate to contact me at (352) 672-3427 or at ginag@chw-inc.com. If acceptable, we will look forward to receiving a purchase order as formal authorization to proceed.

Sincerely,
CHW



Gina Goodyear
Project Manager - Construction Services