



CITY OF DELRAY BEACH
100 N.W. 1ST AVENUE, DELRAY BEACH, FL 33444

Solicitation Addendum

Addendum No.: 4

Solicitation No.: 2018-003

Project No.: 16-032

Solicitation Title: CONSTRUCTION ENGINEERING AND INSPECTION SERVICES FOR
PHASE 2 OF SEACREST BEAUTIFICATION

Addendum Date: January 2, 2018

Purchasing Contact: hidalgoj@mydelraybeach.com

RFQ 2018-003 IS HEREBY AMENDED AS SET FORTH HEREIN BELOW. THIS ADDENDUM NO. 4 IS HEREBY INCORPORATED IN AND MADE A PART OF RFQ 2018-003.

ADD:

SECTION 5 – SCOPE OF SERVICES, ITEM 5.1 SCOPE OF SERVICES AND/ OR SPECIFICATIONS

SCOPE OF SERVICES

Construction Administration

The CONSULTANT (PM) shall provide construction administration services. The PM will be the primary point of contact for and during the construction contract and will have the responsibility for all communications with the CITY Engineer, the design Engineers and the CONTRACTOR.

PM will assign a Resident Project Representative (RPR) to assist the PM in carrying out contract administration responsibilities to the CITY at the site. Resident Project Representative is PM's agent at site, will act as directed by and under the supervision of the PM, and will confer with PM regarding Resident Representative's actions. PM will have additional inspection personnel visit the site at times in conjunction with the RPR and the PM. All staff dealing in matters pertaining to the on-site work shall in general be with knowledge of the PM and CONTRACTOR keeping the CITY Engineer advised as necessary. Any PM team's dealing with subcontractors shall be only through or with the full knowledge and approval of the CONTRACTOR. The Resident Project Representative shall generally communicate with the CITY with the knowledge of and under the direction of the PM.

PM shall provide the following services as a function of Construction Administration:

General Duties

1. PM shall be responsible for coordinating with property owner the removal of private landscaping and above ground appurtenances in right-of-way prior to the start of construction. The Contractor shall be responsible for the removal, disposal and / or relocation of said materials.

2. Pre-Construction Services and Meeting

The PM will conduct the project pre-construction meeting held with the selected Contractor. The pre-construction meeting agenda may include, but it is not limited to:

- Organization and team member roles;
- Project communications;
- Prepare agenda;
- Prepare minutes of pre-construction meeting;
- Procedures for shop drawing submittals during construction;
- Discussion of project safety;
- Pollution prevention;
- Phasing and Sequencing Plan;
- Work Schedules;
- Communications/coordination protocols with the CITY and stakeholders;
- Maintenance of Traffic (MOT);
- Scheduling progress meetings;
- Shop drawings / submittals review and approval process;
- Change order process management;
- Progress payments and progress reporting;
- Inspections and testing;
- Utilities locating requirements;
- Record drawings;
- Warranties;
- Substantial Completion;
- Project Closeout; and
- Additional items proposed by attendees.

3. Review of Required Documents and Submittal from Contractor:

The PM will review the required documents submitted by the Contractor. The document review will include miscellaneous submittals, such as; schedule of values, cost loaded CPM schedule and sequencing, Quality Assurance Plan, MOT Plan, Safety Plan, Pollution Prevention Plan, Phasing Plan, Contractor's list of sub-contractors and suppliers, as well as

compliance submittals, such as; shop drawings, inspections and testing reports.

Review and approval of the Contractor's submittals is not an assumption of liability. PM is not responsible for Contractor's construction means and methods, on-site safety, sequencing and phasing, quality assurance, maintenance of traffic or pollution prevention. The purpose of the review is to confirm that the Contractor's plans are in accordance with contract documents.

Services for the review of submittals as part of this task include the initial and the review of any required re-submittals.

4. Review of Contractor's Update to the Construction Schedule and Sequencing:

The PM will review the Contractor's weekly updates to the proposed project schedule to ensure that the construction of the project is on schedule or advise the CITY Engineer of any variance from the originally approved project schedule.

Review of Contractor submittals to address progress updates as part of financing requirement of the project during construction and at project close out, if required.

5. Review of Contractors Application for Payment:

The PM will perform review and verify the completed pay requests submitted monthly by the Contractor based on observed and documented work completed and materials stored on-site during the pay period as well as supporting documentation submitted by the Contractor as an attachment to the pay request.

6. Progress Meetings:

The PM will conduct; prepare agendas and minutes for weekly construction progress meetings. The progress meeting agenda will include, but not limited to, the following items; Review of the previous minutes, project safety, CITY and resident issues, permitting, construction schedule, submittals, RFIs, quality control issues, construction sequencing & phasing, MOT, change orders and payment applications.

7. Change Order Review and Assistance:

The PM will review all submitted requests for work change directives and change orders and assist the CITY Engineer with the facilitation of the directive and/or change order.

8. Construction Observations/Inspections:

The PM and/or designated Resident Project Representatives (RPR's) will provide full-time construction observation during the Construction Phase to fulfill the responsibilities of the PM. Tasks to be performed include;

attendance at meetings or conferences and addressing Contractor's Request For Additional Information (RAI's), serving as the CITY's liaison with the Contractor, maintaining orderly files for communication, progress photos, submittals and reports, maintaining a daily log book of activities and review of completion certificates.

9.Substantial Completion:

The PM and RPR's will perform a joint inspection, with CITY Engineer, of work completed to determine if the requirements of the substantial completion have been met. The PM and RPR's will generate the Substantial Completion Inspection Punch List that includes items to be addressed prior to Final Inspection.

10.Final Inspection and Acceptance:

Services included under this task are the Final Inspection in coordination with the CITY Engineer for review of the completed project and verification that all items listed on the Substantial Completion Inspection Punch List have been satisfied. Upon review, the PM will provide written opinion to the CITY and the financing authority that the Contractor has completed all work required as required under the contract documents. The PM shall also submit the certification documents to PBC, FDEP, or other agencies as required.

11.Record Drawings:

The PM will review and approve the Contractor's field mark-up drawings (redlines of original construction prints) to be used by the CITY for creation of record as-built drawings. The Contractor's field mark-up drawings will include post-construction project information and identify any significant deviation from the approved project design.

12.Project Close Out:

In conformance with contract documents, the PM will review, and deliver to the CITY Engineer, the required contract documentation to be submitted by the Contractor as listed under the construction agreement. In addition, the PM will provide one complete set of final shop drawing submittals and the Contractor's field mark-up drawings demonstrating any construction deviations from the original construction plans.

13.Final Payment and Release of Retainage:

In conformance with the contract documents, the PM will verify that:

a.The Contractor's accounts are in order; considering items such as original contract sum, additions and deductions (per Change Order Summary) and any changes or adjustments required of the Schedule of Values has been accepted.

b.Retainage amount is correct.

c.Certificate of Final Completion has been issued.

- d. Final acceptance has been obtained from the Palm Beach County and the Florida Department Environmental Protection, if required.
- e. The CONTRACTOR has provided a Final Release in accordance with the contract.
- f. All required certificates of inspection and occupancy have been obtained from public authorities, utility companies, and other public agencies.
- g. Completed CONTRACTOR's field mark-up drawings have been received and accepted by the CITY.
- h. Notification of consent to surety, if any, to make Final Payment to CONTRACTOR.
- i. Amount of Liquidated Damages withheld (is applicable).
- j. CONTRACTOR's Warranty has been received and accepted by the CITY.

Resident Project Representative Duties

In support of PM's responsibilities and General Duties defined above, Resident Project Representatives shall where applicable:

1. Review the progress schedule, schedule of Shop Drawing submittals and schedule of values prepared by CONTRACTOR and consult with the PM concerning its general acceptability.
2. Attend meetings with the CONTRACTOR, such as pre-construction conferences, progress meetings, job conferences and other project-related meetings, and prepare and circulate copies of minutes thereof.
3. Working principally through CONTRACTOR's superintendent, assist PM in serving as CITY's liaison with CONTRACTOR, when CONTRACTOR's operations affect the CITY's on-site operations.
4. Assist in obtaining from the CITY additional details or information, when required for proper execution of the work.
5. Record date of receipt of Shop Drawings and samples.
6. Receive samples, which are furnished at the site by CONTRACTOR, and notify the PM of availability of samples for examination.
7. Advise the PM and CONTRACTOR of the commencement of any Work requiring a Shop Drawing, if the submittal has not been approved by the PM.
8. Conduct on-site observations of the Work in progress to assist the PM in determining if the Work is, in general, proceeding in accordance with the Contract Documents.
9. Report to the PM whenever Resident Project Representative believes that any work is unsatisfactory, faulty or defective or does not conform to the Contract

- Documents; or has been damaged, or does not meet the requirements of any inspection, test or approval required to be made.
10. Advise the PM of Work that the Resident Project Representative believes should be uncovered for observation, or requires special testing, inspection or approval. Nothing herein shall relieve the CONTRACTOR or the PM from the duties imposed by the contract.
 11. Verify that the tests, equipment and systems startups, and operating and maintenance training are conducted in the presence of appropriate personnel, and that the CONTRACTOR maintains adequate records thereof; and observe, record and report to the PM appropriate details relative to the test procedures and startups.
 12. Accompany visiting inspectors representing public or other agencies having jurisdiction over the project, record the results of these inspections and report to the PM.

NOTE: Items that are ~~struck through~~ are deleted. Items that are underlined have been added. All other terms and conditions remain as stated in the RFQ.

End of Addendum

INSTRUCTIONS:

Receipt of this addendum must be acknowledged as instructed in the solicitation document. Failure to acknowledge receipt of this Addendum may result in the disqualification of Respondent's response.