



PANAMA CITY STATE REVOLVING FUND (SRF) GENERAL ENGINEERING PROJECT
AREA D-11 Phase 1 – CE&I
TASK ORDER
CDG, Inc., PROJECT NO. R133723002

This task order is for the purpose of **CDG, Inc.** (***CDG***) as the ENGINEER to provide professional services to the City of Panama City (City) acting by and through its Commission under the SRF General Engineering Continuing Services Engineering Contract.

PROJECT UNDERSTANDING

It is our understanding in discussions with Mr. Chris Forehand, PE (Panhandle Engineering) that CDG will be responsible to provide full-time construction inspection by a technician and office engineering support. Panhandle will provide on-site, engineering support, as we understand that the Client does not want to pay for CDG to travel from its offices. Engineering site visits by Panhandle will be performed 2 to 3 times per week and include monthly labor interviews.

SCOPE OF SERVICES

A. Construction Inspection

CDG shall provide inspection services by a qualified field technician with extensive experience with public utilities and public roadway construction. The inspector shall be FDOT certified in the appropriate categories for this type of project. Construction inspection shall generally include providing a full-time (40 hours per week) resident project representative (RPR) through the completion of the project. The RPR activities will include the following.

- Consult with and act as Panama City's and Panhandle Engineering's representative.
- The primary responsibility of this position will be to help ensure that the proposed improvements are constructed in accordance with the construction plans and specifications. The representative will serve as an advocate for the interests of Panama City.
- Observe, measure, and record all quantities for payment. These quantities and field measurements shall be recorded in the project records.
- Notify the contractor and CDG's and Panhandle's engineers of potential non-conforming work if the RPR believes that such work is defective under the terms and standards set forth in the contract documents.
- Inspect daily erosion control items for conformance to the plans as well as effectiveness in the field and notify the contractor of deficiencies.
- Prepare to justify pay quantities in the case of questions by the City.
- Observations will be recorded in a daily log and summarized in daily reports. Daily reports will be signed by the inspector and consist of:
 - A record of the contractors on the project;
 - Their personnel (number and classification);
 - Equipment (number and type or size);
 - Location and work performed by each contractor or subcontractor;
 - Events of note on the project;
 - Accidents on the project and any details surrounding the accident such as police report number, injuries, causes, time, etc. Obtain a copy of the police report for the project records whenever possible;

- Weather, estimated amount of precipitation and average temperature. A total rain day schedule should be kept;
 - Any other details that may be important later in the project life;
 - Take photos to document progress (photos shall be dated or time stamped digitally); and
 - Assist with resident complaints as they relate to construction activities.
- The RPR will attend monthly progress meetings in person.

The RPR will not authorize deviations from the contract documents, undertake responsibilities of the contractor, issue directions relative to the means, methods, techniques, sequences or procedures of the work, or advise on, direct, or assume control over security or safety practices. CDG will endeavor to identify defects and deficiencies in the work. However, CDG (including its RPR) neither guarantees the performance of any constructor nor assumes responsibility for any constructor's failure to furnish and perform the work in accordance with the construction contract documents.

B. Reporting

- CDG shall assist the City to help ensure that any and all reporting required by the City in the Contract is correctly completed and submitted timely.
- All SRF Reporting and Documentation will be completed. Panhandle Engineering will complete the monthly labor interviews.
- Office engineering support will be provided consisting of guidance regarding the intent of the design documents, shop drawing review, pay app review, and answering requests for information. The preconstruction meeting will be attended in-person by a project professional. No other site visits by professional staff are included. Monthly progress meetings will be attended via conference or video call.

C. Progress Payments

- CDG shall document and check quantities for work completed for all Monthly Progress Payments and recommend payment to the City Project Manager.

D. Final Records

- CDG shall submit a compilation of project records to the City after project completion. These include:
 - Redline inspection plans
 - Inspection reports, photos and copies of other documentation
- PE shall provide a copy of all records in digital format.
- and recommend payment to the City Project Manager.

E. Project Staff

- The staff proposed for the project are as follows:
 - Project Manager / Design Engineer
 - Project Engineer
 - Construction Quality Technician
 - Administrative Assistant / Project Coordinator

F. Budget

Charges for the proposed scope of limited CE&I will be billed on a unit rate basis in accordance with the following fees. For planning purposes, we have prepared the following budget associated with the expected scope of services at the site. The budget is based on an anticipated construction schedule of 9 months (39 weeks). The CQT is planned for eight-hour workdays during the work week, and no overtime is included. Overtime hours in excess of 40 hours per week will be billed at 1.5x the noted rate. The Project Engineer is budgeted for 2 hours per week, the Project Manager for 1.5 hour per week, and the Administrator for 1 hour per week for the estimated duration of 39 weeks.

• Project Manager / Engineer	60 hours	\$220.00/hr.	\$13,200.00
• Project Professional	80 hours	\$165.00/hr.	\$13,200.00
• Technician	1,560 hours	\$105.00/hr.	\$163,800.00
• Administrator	40 hours	\$70.00/hr.	<u>\$2,800.00</u>
		Budget	\$193,000.00

CDG's fee will be billed based on actual hours worked by CDG's staff for all CE&I services. An invoice will be submitted to the City monthly. The final cost will depend on the actual number of hours required and the duration of construction. An adjustment for actual time will either be credited or debited by task order amendment towards the end of the project.

ADDITIONAL SERVICES

There are some services that may be needed for the completion of the project that we are unable to quantify for this task order. These services include but are not limited to construction materials testing, special requested site visits by professional staff including the design engineer, modifications or additions to the design plans as requested by Panama City or Panhandle Engineering, and extended working hours or construction schedules. Services not included in the proposed scope will be provided for additional negotiated compensation.

IN WITNESS WHEREOF, the parties hereto have caused this Task Order to be executed by their undersigned officials as duly authorized.

CITY OF PANAMA CITY, FLORIDA

Address for Correspondence

501 Harrison Avenue
Panama City, FL 32401

By: _____

Name and Title: Mr. Mark McQueen, City Manager

Witnessed: _____

Date: _____