

**WORK ORDER NUMBER 3**  
**NORTH COUNTY SEWER SYSTEM – PHASE ONE**  
**BIDDING & CONSTRUCTION SERVICES**

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This Work Order Number   3   is entered into as of this        day of \_\_\_\_\_, 201  , pursuant to that certain Continuing Contract Agreement for Professional Services dated November 15, 2011, and that certain Extension and Amendment of Continuing Contract Agreement for Professional Services entered into as of this 4<sup>th</sup> day of November, 2014 (collectively referred to as the "Agreement"), by and between INDIAN RIVER COUNTY, a political subdivision of the State of Florida ("COUNTY") and Masteller & Moler, Inc. ("Consultant").

The COUNTY has selected the Consultant to perform the professional services set forth on Exhibit 1a (Scope of Work), attached to this Work Order and made part hereof by this reference. The professional services will be performed by the Consultant for the fee schedule set forth in Exhibit 1b (Fee Schedule), attached to this Work Order and made a part hereof by this reference. The Consultant will perform the professional services within the timeframe more particularly set forth in Exhibit 1c (Time Schedule), attached to this Work Order and made a part hereof by this reference all in accordance with the terms and provisions set forth in the Agreement. Pursuant to paragraph 1.4 of the Agreement, nothing contained in any Work Order shall conflict with the terms of the Agreement and the terms of the Agreement shall be deemed to be incorporated in each individual Work Order as if fully set forth herein.

IN WITNESS WHEREOF, the parties hereto have executed this Work Order as of the date first written above.

**CONSULTANT:**  
**MASTELLER & MOLER, INC**

**BOARD OF COUNTY COMMISSIONERS**  
**OF INDIAN RIVER COUNTY**

By:   
Earl H. Masteller, PE, BCEE

By: \_\_\_\_\_  
Joseph E. Flescher, Chairman

Title:   President  

BCC Approved Date: \_\_\_\_\_

Attest: Jeffrey R. Smith, Clerk of Court and Comptroller

By: \_\_\_\_\_  
Deputy Clerk

Approved: \_\_\_\_\_  
Jason E. Brown, County Administrator

Approved as to form and legal sufficiency: \_\_\_\_\_  
Dylan T. Reingold, County Attorney

**NON-EXCLUSIVE PROFESSIONAL ENGINEERING AGREEMENT**  
**CONTINUING CONSULTING SERVICES**

**“EXHIBIT 1a”**

**WORK ORDER NO. 3**  
**(Scope of Work)**

The Indian River County Utilities Department has decided to move forward with bidding and construction of Phase One of the North County Sewer System. A previous Work Order provided for Engineering Services in connection with the design and preparation of construction plans and permitting applications for a gravity sanitary sewer collection and conveyance system to serve commercial areas in the North County and the City of Sebastian known as Study Area Number 1. Masteller & Moler, Inc. has completed this part of the project. The County has been successful in securing grant funding for construction and the County wishes to construct the project. This Work Order provides for Engineering Services necessary for the project's bidding and construction.

The estimated construction cost of this project is \$ 1,967,394.70.

A brief description of the scope of services and deliverables for Work Order No. 3 is provided below:

• **SCOPE OF SERVICES**

Task A – Contract Specifications & Bid Documents

Task A provides for professional engineering services in order to prepare contract specifications and bid documents to be used along with the construction plans to bid and construct the project.

Task B – Bidding Services

Task B provides engineering services during the project's bidding process generally including the following:

1. Preparation for and attendance at a mandatory pre-bid meeting and preparation of a letter of response to include in an addendum.
2. Research and responses to bidders' questions to be incorporated into written addenda during the bidding process.
3. Review submitted bids, evaluate for correctness and completion, contact references (if applicable), and provide Letter of Findings and Recommendation of Contract Award.

Task C – Construction Administration / Observation

Task C provides engineering services during the project's construction and completion process generally including the following:

*Construction Administration / Certifications*

1. Upon issuance of the Notice to Proceed, schedule and conduct a pre-construction conference with involved/affected parties and record and maintain minutes of meeting.

2. Review/evaluate Contractor's Maintenance of Traffic Plan and critical path schedule.
3. Process (catalog) and review shop drawing and material submittals and provide recommendations to Utilities Dept.
4. Conduct periodic progress meetings (record and maintain meeting minutes).
5. Interpret the project documents (contract, plans and specifications) to help facilitate the construction activities and to respond to issues raised by the Contractor.
  - Analyze and address problems that arise (trouble-shoot).
  - Evaluate value engineering change order proposals and provide recommendations to Utilities Dept. for their direction.
  - Evaluate change orders and time extension requests.
6. Review Contractor pay requests and provide recommendations to Utilities Dept. to prevent delays and to facilitate prompt process by the County.
  - Contractor's pay request will be submitted to the County with appropriate backup and recommendations for payment and/or withholding of payment.
7. Process (catalog) and review RFIs and provide recommendations to Utilities Dept.
8. Coordinate and conduct punchlist procedures beginning with Initial Walkthrough (IW) within five (5) days of Substantial Completion.
9. As-built reviews.
10. Project close-out procedures and Engineer's Certifications as required.

Upon satisfaction that items of work have been completed in substantial conformance with the project documents, a construction completion package will be prepared and submitted to the Utilities Dept. The package will include inspection reports; field survey data provided by the Contractor; testing data provided by the Contractor; final as-built plans provided by the Contractor; meeting documentation; documentation of field changes; progress and final payment documentation; Contractor RFIs and change order requests; approved change orders; and final project punchlists.

#### *Construction Observation & Start-Up*

1. Conduct a pre-work walk through to document existing conditions with an emphasis on minimizing interruption of Utilities Dept. operations and vehicular traffic.
2. Observe the Contractor's construction activities and materials incorporated into the work during periodic site visits.
  - Prepare and maintain written reports of the Contractor's progress and of significant events affecting the work.
  - Record noteworthy incidents or events with video and/or still photography.
3. Observe and document construction testing activities – including materials testing, utility testing, and other related activities.
4. Observe start-up of pumping systems to verify proper operation.



**WORK ORDER NO. 3**

**“EXHIBIT 1b”**

**(Fee Schedule)**

Method and Amount of Compensation

Masteller & Moler, Inc. proposes to provide the outlined Scope of Services based on the following fees:

Task A. Preparation of Contract Specifications & Bid Documents (Lump Sum Fee)	\$ 17,400.00
Task B. Services during Project Bidding (Lump Sum Fee)	\$ 7,925.00
Task C. Project Construction Administration & Observation Services (Not to Exceed Fee - See Attached Estimated Fee Breakdown)	\$ 99,945.00

**WORK ORDER NO. 3**

**“EXHIBIT 1c”**

**(Time Schedule)**

Time of Performance

The estimated time frame for completion of services from the approval of this Work Order No. 3 is as follows:

<u>MILESTONE</u>	<u>COMPLETION DATE</u>
Tasks A	90 Calendar Days after Notice To Proceed
Tasks B & C	412 Calendar Days after receipt of Notice to Proceed

**INDIAN RIVER COUNTY NORTH COUNTY SEWER SYSTEM  
PHASE ONE - BIDDING & CONSTRUCTION SERVICES**

**WORK ORDER NO. 3**

**ESTIMATED FEE BREAKDOWN FOR TASK C**

**BASED ON 230 WORKING DAYS OR 322 CALENDAR DAYS**

	Professional Engineer		Project Manager		Project Inspector		Administration		Total Costs
		\$ 175.00		\$ 110.00		\$ 85.00		\$ 60.00	
	Hours	Amount	Hours	Amount	Hours	Amount	Hours	Amount	
Pre-Construction Meeting	16	\$ 2,800.00	10	\$ 1,100.00	9	\$ 765.00	10	\$ 600.00	\$ 5,265.00
Review Critical Path Maintenance of Traffic	10	\$ 1,750.00	4	\$ 440.00		\$ -	8	\$ 480.00	\$ 2,670.00
Shop Drawings	10	\$ 1,750.00	20	\$ 2,200.00		\$ -	6	\$ 360.00	\$ 4,310.00
Address Issues Change Orders	10	\$ 1,750.00		\$ -		\$ -	40	\$ 2,400.00	\$ 4,150.00
Periodic Progress Meetings	12	\$ 2,100.00		\$ -	12	\$ 1,020.00	12	\$ 720.00	\$ 3,840.00
Pay Requests	12	\$ 2,100.00		\$ -		\$ -	40	\$ 2,400.00	\$ 4,500.00
RFI	20	\$ 3,500.00	10	\$ 1,100.00		\$ -	10	\$ 600.00	\$ 5,200.00
Punch List / Walkthru	12	\$ 2,100.00		\$ -	12	\$ 1,020.00	4	\$ 240.00	\$ 3,360.00
As-Built Review	8	\$ 1,400.00	12	\$ 1,320.00		\$ -	4	\$ 240.00	\$ 2,960.00
Construction Observations	150	\$ 26,250.00		\$ -	300	\$ 25,500.00	30	\$ 1,800.00	\$ 53,550.00
Start-Up	8	\$ 1,400.00		\$ -	16	\$ 1,360.00		\$ -	\$ 2,760.00
Project Close-out / Certifications	12	\$ 2,100.00	20	\$ 2,200.00	8	\$ 680.00	40	\$ 2,400.00	\$ 7,380.00
<b>Total (hrs/cost)</b>	<b>280</b>	<b>\$ 49,000.00</b>	<b>76</b>	<b>\$ 8,360.00</b>	<b>357</b>	<b>\$ 30,345.00</b>	<b>204</b>	<b>\$ 12,240.00</b>	<b>\$ 99,945.00</b>

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PHASE ONE - BIDDING & CONSTRUCTION SERVICES**

**PREPARATION OF SPECIFICATIONS, BID DOCUMENTS AND CONSTRUCTION ADMINISTRATION / OBSERVATION SERVICES  
MANHOUR BREAK DOWN**

11/8/2016

	Principal / PE		Project Manager		Project Inspector		Administration		Total Costs	Comments
		\$ 175.00		\$ 110.00		\$ 85.00		\$ 60.00		
	Hours	Amount	Hours	Amount	Hours	Amount	Hours	Amount		
Task A - Contract Specifications & Bid Documents	72	\$ 12,600.00		\$ -		\$ -	80	\$ 4,800.00	\$ 17,400.00	
Task B - Bidding Services	35	\$ 6,125.00		\$ -		\$ -	30	\$ 1,800.00	\$ 7,925.00	
Task C - Construction Administration / Observation	280	\$ 49,000.00	76	\$ 8,360.00	357	\$ 30,345.00	204	\$ 12,240.00	\$ 99,945.00	
Total (hrs/cost)	387	\$ 67,725.00	76	\$ 8,360.00	357	\$ 30,345.00	314	\$ 18,840.00	\$ 125,270.00	

NOTE: Task C is a "Not To Exceed" amount and is based on an estimated timeframe of (230) working days or (322) calendar days. According to a reputable utility contractor, the portion of the project along U.S. #1 will require approximately (130) working days to construct due to the limited construction area and conflicts with existing storm sewer, gas pipeline, and potable water pipeline. This portion of the project will require more time and more frequent on-site engineering visits by the Engineer-of-Record as part of construction observation.