

**CITY OF PALM BAY, FL**  
**SOUTH REGIONAL WATER TREATMENT PLANT**  
**EXPANSION TO 8 MGD**  
**ENGINEERING SERVICES DURING CONSTRUCTION**

In accordance with City's Master Agreement 36-0-2020 Dated July 28, 2020

December 12, 2024  
TASK ORDER NO. 24-18-WT  
CITY PROJECT NUMBER: 23WS20

**Section I. BACKGROUND**

The City of Palm Bay Utilities Department has requested Wade Trim to provide Engineering Services During Construction (EDC) for the construction phase of expanding the SRWTP from 6 MGD to 8 MGD. The construction project includes:

- New Production Well No. 5
- One New Reverse Osmosis Feed Pump
- One New Degasification Unit
- Replacing one 1,111 GPM high service pump with a new 2,222 GPM high service pump

The overall construction duration for the project is estimated at approximately 16 months. The EDC services do not include daily inspection of materials and/or work.

Details of the scope of work are provided below.

**Section II. SCOPE OF WORK**

Wade Trim agrees to perform the following tasks:

**TASK A: CONFORMED CONTRACT DOCUMENTS**

**Task A-1: Bidding Assistance and Preparation of Conformed Contract Documents**

Final signed and sealed design documents were provided under Task Order 23-10-WT. Under this Task Order, Wade Trim will provide responses to bidder questions and conformed documents for construction. The City will provide Wade Trim with groups of bidder questions via email. Wade Trim will complete the City's bid question response form for each group of bidder questions.

Wade Trim will incorporate comments and modifications compiled during the bidding process into a revised set of conformed drawings and specifications. Wade Trim will provide the conformed construction documents in hardcopy and electronic format per Section VI of this Task Order.

Wade Trim will also review low bidder's references and prepare a recommendation of award.

## **TASK B: CONSTRUCTION ENGINEERING SERVICES**

### Task B-1: Pre-Construction Conference and Progress Meetings

Wade Trim will attend the pre-construction conference with the Contractor to review the project communication, coordination, and other procedures and discuss the Contractor's general approach and requirements for the project.

Wade Trim will attend progress meetings with the City and Contractor to track construction progress and answer Contractor questions throughout the construction phase. A total of 16 progress meetings have been budgeted for this task. Within 3 days of each meeting, Wade Trim will prepare and distribute meeting summaries of the items discussed in each meeting.

### Task B-2: Shop Drawings and Submittals

Wade Trim will review shop drawings deemed required for this project in electronic pdf format. A total of 70 shop drawing submittals are anticipated for this project.

Review of shop drawing submittals will be for general conformance with the design concept and general compliance with the requirements of the contract for construction. Such review shall not relieve the Contractor from its responsibility for performance in accordance with the contract documents, nor is such review a guarantee that the work covered by the shop drawing is free of errors, inconsistencies, or omissions.

### Task B-3: Requests for Information and Field Directives

Wade Trim will review, when requested by the City, the Contractor's requests for information or clarification of the contract documents. Responses will be delivered to the Contractor through the City. Wade Trim will provide technical interpretations of the drawings and evaluate requested deviations from the approved design or specifications. A total of 35 RFIs have been budgeted for this Project.

### Task B-4: Site Visits

Wade Trim will conduct site visits during the construction phase to evaluate general compliance with the requirements of the contract documents and design intent. The purpose of these site visits is to provide guidance and feedback to the construction field staff and evaluate conformance with design requirements. A site visit log will be prepared at the conclusion of each site visit. Wade Trim has budgeted for a total of 64 site visits during the duration of the anticipated 16-month construction phase.

### Task B-5: Review of Pay Requests

Wade Trim will review monthly pay requests from the Contractor based on information provided by the City, from information provided during the monthly progress meetings, and from observations during the site visits described in Task B-4. Monthly review will include a review the Contractor's updated completion schedule and red-line drawings. A total of 16 monthly pay requests have been budgeted for this project.



- 2 – full size plan sets signed and sealed
- 1 – Specification bound set signed and sealed
- 1 – Electronic file of plans and specs in PDF format

Task B-1: Pre-Construction Conference and Progress Meetings

- Pre-Construction meeting agenda and summaries
- Monthly progress meeting agenda and summaries

Task B-2: Shop Drawings and Submittals

- Shop drawing log and engineering review comments for each submittal

Task B-3: Request for Information and Field Directives

- RFI/Clarification request responses

Task B-4: Site Visits

- Site Visit Reports
- Substantial Completion Punch List
- Final Completion Sign-Off Documentation

Task B-5: Pay Requests

- Pay Requests Recommendations

Task B-6: Change Order Technical Review

- Change Order Form with Response

Task B-7: Project Closeout

- Record Drawings
  - Electronic file of plans in PDF format.

**SECTION VII: SCHEDULE**

Wade Trim will adhere to the Contractor's schedule upon City approval. The overall construction duration for the project is estimated at approximately 16 months. Wade Trim will continue to provide EDC services upon City-approved extensions of the construction schedule beyond 16 months. Wade Trim will bill the City on a time and material basis at Wade Trim standard rates should extension of construction occur.

**SECTION VIII: BASIS OF COMPENSATION**

The fee for the scope of work described in Section II, shall not exceed a total lump sum fee of **\$297,785.00** and shall not exceed the amounts shown in the table below for each specific task. The City shall periodically compensate the Wade Trim a portion of the task fee based on mutually agreed upon percentages of completion of each task.

<b>TASK</b>	<b>DESCRIPTION</b>	<b>FEE</b>
A-1	Bid Assistance and Preparation of Conformed Contract Documents	\$ 44,440.00
B-1	Pre-Construction Conference and Progress Meetings	\$ 33,260.00
B-2	Shop Drawings and Submittals	\$ 57,110.00
B-3	Requests for Information and Field Directives	\$ 40,615.00
B-4	Site Visits	\$ 64,200.00
B-5	Pay Requests	\$ 13,070.00
B-6	Change Order Technical Review	\$ 7,300.00
B-7	Project Closeout	\$ 37,790.00
	<b>TOTAL</b>	<b>\$ 297,785.00</b>

At the direction of the City, Wade Trim may be requested to provide additional services. These additional services will be billed at the standard hourly billing rates on a negotiated Lump Sum basis.

**SECTION IX: ESTIMATED COST OF CONSTRUCTION**

The estimated cost of construction for this project is \$6,068,724.12.

**SECTION X. ACCEPTANCE**

If the above scope and fees meet your approval, please indicate by your signature in the space provided below and return one signed copy which will constitute an "Agreement and Notice to Proceed" for the accomplishment of this work.

WADE TRIM, INC.

City of Palm Bay, Florida

  
\_\_\_\_\_  
Dennis Prevo  
Senior Vice President

\_\_\_\_\_  
George Barber, CPPO, CPPB  
Chief Procurement Officer

12-20-2024  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

