

**WORK ASSIGNMENT NO. 08  
PURSUANT TO THE JULY 13, 2010 AGREEMENT BETWEEN THE  
CITY OF VENICE, FLORIDA AND  
ATKINS NORTH AMERICA, INC. (ATKINS)**

**WHEREAS**, on July 13, 2010 the parties entered into an Agreement whereby ATKINS (CONSULTANT) would perform professional services for the OWNER pursuant to an executed Work Assignment; and

**WHEREAS**, the OWNER wishes to authorize the CONSULTANT to perform professional services concerning the **Construction Inspection Services** as more particularly described in the Scope of Services contained herein; and

**WHEREAS**, the CONSULTANT wishes to perform such professional services.

**NOW THEREFORE**, in consideration of the premises and mutual covenants contained in the July 13, 2010 Agreement and in this Work Assignment, the parties agree as follows:

- I. General description of the project: Provide construction inspection services for various utility projects as described in the attached scope of services.
- II. Scope of services to be performed. CONSULTANT shall perform the services described in the scope of services attached as Attachment "A".
- III. Compensation to be paid. OWNER shall pay the CONSULTANT a total amount not to exceed \$137,200.00 for performance of the professional services specified in this work assignment. This amount includes a \$25,000 OWNER's allowance.
- IV. Time for completion. CONSULTANT shall complete the professional services specified in this work assignment within the construction period specified in each construction contract.

**IN WITNESS WHEREOF**, the parties have executed this work assignment on the \_\_\_\_ day of \_\_\_\_\_, 2014.

ATKINS NORTH AMERICA, INC.

By: 

R. Christopher Sharck, PE, BCEE, PMP  
Division Manager

CITY OF VENICE, FLORIDA

By: \_\_\_\_\_  
Mayor

**ATTEST:**

\_\_\_\_\_  
City Clerk

## **Attachment “A”**

### **Scope of Services**

#### **“As-Needed” Utility Inspection Services; Multiple Projects**

##### **1.0 Background**

The City of Venice (OWNER) has requested ATKINS (CONSULTANT) to provide construction inspection services for the Water Main Replacement Phase 2 and Water Main Replacement Phase 3. These projects have been designed by others whom will provide Engineer of Record (EOR) services. CONSULTANT will be limited to providing inspection only services for the specified projects.

##### **2.0 Brief Description**

The construction inspection services will include construction observation, daily log and construction documentation, photographic record, general coordination with the OWNER, EOR and Contractor, construction progress meetings, observe inspections, substantial and final completion inspections, and input on as-constructed field drawings.

##### **3.0 Detailed Scope of Work**

3.1 Construction Observation – Inspector will coordinate with the OWNER and conduct on-site observations and inspections of infrastructure construction activities (including overnight tie-ins) on the project to ensure that the work is completed in accordance with the Contract Documents. The Inspector will inform an on-site representative of the construction contractor of any concerns related to conformance with the Contract Documents (a concern or an Issue) as an attempt to resolve any concern or issue on-site. If the concern or issue is not immediately resolved in the field, the Inspector shall inform the OWNER about the concern or issue within eight (8) business hours, but not more than one business day after the discovery of any concern or issue. Inspector will maintain a separate Issue Resolution Log documenting any issue or concern that is conveyed to the OWNER, including any written directive resolving the issue or concern.

3.2 Daily Log and Construction Documentation – Inspector will prepare a daily log recording activities and details related to the work on a form approved in advance by the OWNER. Information will be recorded in the daily log for each day inspection services are performed. The daily log entries will record construction crew (labor) details, equipment used, materials used, compliance testing and inspection performed, site conditions, and location of the work. In addition to the construction details, the daily log will contain information related to: time and hours on the job

site, weather conditions, quantities installed and a list of visitors. The daily log, photograph files and other construction documentation will be provided to the OWNER on a weekly basis on the first day of the week following the week of daily logs.

- 3.3 Photographic Record – Inspector will provide a comprehensive digital photographic record related to the projects. Digital photos will be taken each day that inspection services are performed. The digital files will be submitted weekly to the OWNER along with the daily logs.
- 3.4 Construction Progress Meetings – Inspector will attend, when requested by OWNER, scheduled progress meetings chaired by others, with the construction contractor and the EOR to review project status and identify issues that may affect the projects.
- 3.5 Substantial and Final Completion Inspections – Inspector will attend substantial completion inspections with the OWNER and EOR. During the substantial completion inspection the Inspector will prepare a punch list of items requiring completion or correction to the satisfaction of the Contract Documents. The Inspector will be responsible for maintaining the punch-list and issuing updates to the punch-list on a weekly basis. The Inspector will participate in the final walk-through to ensure that the punch-list items are completed to the satisfaction of the OWNER. Upon the request of the construction contractor and concurrence of the OWNER, the Inspector will conduct final completion inspections of portions of the project, as they are finished to determine if construction has been completed in accordance with the Contract Documents and the construction contractor has fulfilled all obligations therein.
- 3.6 Application for Payment Review – Coordinate with the OWNER and/or EOR and review the construction contractor's monthly applications for payment and accompanying data and recommend approval of payments due to the construction contractor. Verify that the construction quantities in the applications for payment accurately reflect the progress of the work and that the payment is for work constructed in accordance with the Contract Documents.
- 3.7 As-Constructed Field Drawings – Inspector shall maintain red pencil "mark-up" notations and sketches on construction plans that reflect the actual details of constructed facilities. These field drawings will be used by the OWNER and/or EOR to validate the "As Built" documentation provided by the construction contractor.

#### **4.0 Project Assumptions**

- 4.1 CONSULTANT will provide inspection only services, no contract administration, management, or testing.
- 4.2 The inspector should have good communications skills, being able to cross communicate with the OWNER, EOR and contractor.
- 4.3 The inspector should be flexible and able to cover 1 or more projects in a week and potentially in a day.
- 4.4 The inspector shall not undertake any responsibilities of the Contractor or subcontractors and the inspector will not issue direction to the Contractor or subcontractor pertaining to construction means, methods or sequencing of activities.
- 4.5 Site safety and the safety of personnel performing construction activities is the responsibility of the prime contractor.

#### **5.0 Compensation**

The CONSULTANT shall be reimbursed for Time and Materials based on the established hourly rates for this Work Assignment. The established Fee Proposal is limited to the scope of services described above. Invoices shall be due and payable monthly and will include a summary of the number of hours spent on each task. The budget associated with each task item will not be exceeded without the OWNER's written approval. This Work Assignment includes an Owner's Allowance of \$25,000 for unforeseen tasks required to complete the project, which will be used only with the written approval of the OWNER.

Since the actual construction periods for these projects have not been finalized, this work will be performed in coordination with the OWNER. The hours assigned to each task is based upon the anticipated construction schedule provided by the OWNER for each project.

<b>Fee Proposal</b>			
<b>Task</b>	<b>Description</b>	<b>Basis</b>	<b>Fee</b>
1	Water Main Replacement Phase 2	T&M	\$63,112.50
2	Water Main Replacement Phase 3	T&M	\$49,087.50
3	Owners Allowance	T&M	\$25,000.00
	<b>Total</b>		<b>\$137,200.00</b>