

## **AMENDMENT TO AGREEMENT BETWEEN COUNTY AND CONSULTANT RFQ2022-3380**

**THIS AMENDMENT #2** made and entered into this 6th day of January in the year 2026, by and between **MARTIN COUNTY**, a political subdivision of Florida, (Hereinafter "County"), 2401 SE Monterey Road, Stuart, Florida 34996 and **WADE TRIM, INC.** (Hereinafter "Consultant"), 3790 Dixie Highway NE, Suite D, Palm Bay, FL 32905.

### **WITNESSETH**

**WHEREAS**, the **County** and **Consultant** entered into an Agreement for Coral Gardens Vacuum Sewer System – Engineering Services on April 5, 2022; and

**WHEREAS**, the original scope of services included Construction Engineering and Inspection (CEI) services to be negotiated between the **County** and the **Consultant** when such services were required, and therefore were not included in the original contract scope or fee;

**WHEREAS**, the **County** now requires the **Consultant** to perform CEI services for the Coral Gardens Vacuum Sewer System and the parties have negotiated the scope, fee, and schedule as shown in Exhibit A;

**WHEREAS**, the negotiated cost for the CEI services is One Million Five Hundred Eleven Thousand Eight Hundred Forty-Seven Dollars (\$1,511,847.00);

**NOW THEREFORE**, in consideration of the promises, covenants, and mutual benefits which all accrue to the parties in carrying out the terms of this Agreement, it is mutually covenanted and agreed that the contract will be amended as follows:

1. The Agreement is amended to include the negotiated Construction Engineering and Inspection (CEI) services as described in Exhibit A.
2. Compensation is increased by \$1,511,847.00, revising the total contract amount to \$2,277,661.00.
3. The project schedule is adjusted as outlined in Exhibit A, to accommodate the additional services.

(continued on next page)

**IN WITNESS WHEREOF**, the parties hereto have executed this Amendment to the Agreement as of the date first set forth above.

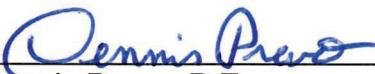
**REVIEWED BY**

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Samuel T. Amerson, P.E.  
Utilities & Solid Waste Director

**WADE TRIM, INC.**

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Dennis Prevo, P.E.  
Senior Vice President

**BOARD OF COUNTY COMMISSIONERS  
MARTIN COUNTY, FLORIDA**

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Matthew Graham  
Assistant County Administrator

**APPROVED AS TO FORM AND LEGAL  
SUFFICIENCY**

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Elysse Elder  
County Attorney



**MARTIN COUNTY CORAL GARDENS VACUUM SEWER SYSTEM  
CONSTRUCTION PHASE SERVICES  
Amendment No. 2**

**August 29, 2025**

**SECTION A – PROJECT DESCRIPTION**

Martin County (COUNTY) desires to install a vacuum sanitary sewer system for the Coral Gardens service area (Project). The proposed vacuum sewer system will serve approximately 638 parcels with sanitary sewer. Wade Trim (PROFESSIONAL) has been selected under RFQ 2022-3380 to provide the County with design, permitting, bidding, and construction services for the project.

The original Scope of Services includes project management, data collection, preliminary design, final design, site plan application, and bid phase services. The construction of the project is anticipated to be awarded December 2026 with an anticipated NTP of February 2026. This Amendment No. 2 to the original Scope of Services is to perform construction phase services during the estimated eighteen (18) months for substantial completion and an additional 60 days for final completion for the installation of the vacuum mains and vacuum pump station. These services include construction administration, engineering services, resident project representative services, startup and training, close-out services, and community meeting support.

**SECTION B – AMENDED SCOPE OF WORK**

**TASK 8 -CONSTRUCTION PHASE SERVICES**

Through the duration of the project, the PROFESSIONAL will perform the following construction phase services.

**8.1 Construction Administration Services**

- A. Wade Trim will coordinate and conduct a pre-construction conference with the Contractor and the COUNTY's SRF Consultant to review communication, coordination, and other procedures, and discuss the Contractor's general work plan and requirements. Wade Trim will establish the agenda and meeting location, and record/distribute the meeting summary within 7 days after the meeting.

*Deliverables: Pre-Construction Meeting Summary*

- B. Wade Trim will coordinate with the COUNTY's SRF Consultant throughout construction.
- C. A Wade Trim Construction Manager/Project Manager will be assigned to provide QA/QC supervision and act as the COUNTY's Representative for up to 10 hours per week for a 20-month construction period.
- D. Monthly in-person construction progress meetings will be conducted during the Work. A Wade Trim Senior Construction Engineer will be assigned to preside over monthly meetings to review project status, and to review schedule implications and cost issues. The meetings are anticipated to be the 3<sup>rd</sup> Tuesday of the month and will include the COUNTY'S SRF Consultant. Wade Trim will establish the agenda and meeting location, and record/distribute the meeting summary within 7 days after the meeting.

***Deliverables: Up to 20 Meeting Summaries***

- E. Cloud-based construction management software will be used to manage, track, report, and store relevant documents between the Contractor, Engineer, and COUNTY that are produced during the construction and closeout phases. It is anticipated that Wade Trim will use Autodesk Construction Cloud (ACC) software unless otherwise specified by the COUNTY.

***Deliverables: Digital copies of documents exported from ACC***

- F. Wade Trim will review and work with the Contractor to obtain an acceptable Schedule of Values for basis of payment applications, review the Contractor's monthly payment applications to verify quantities and progress of the Contractor's work in accordance with the contract terms, and recommend acceptability of requests to the COUNTY. Wade Trim will coordinate with the COUNTY's SRF Consultant to support related reimbursement requests.

Recommendations for payment will be based upon knowledge, information, and data from Wade Trim's onsite observations of the work. These recommendations do not represent that continuous or detailed examinations have been made relative to exact accordance with the contract, but that Wade Trim has examined the work to ascertain how or for what purpose the Contractor has completed the work, and that work, materials, or equipment has passed to the COUNTY free and clear of liens, claims, security interests, or encumbrances. Further, Wade Trim's recommendations for payment do not indicate a responsibility to supervise, direct, or control the Contractor's work in progress relative to the Contractor's means, methods, techniques, sequences, procedures, safety precautions, or other programs incident thereto, or the Contractor's compliance with laws and regulations applicable to the work.

***Deliverables: Up to 20 Months of Pay Request Reviews***

- G. A cursory review of the Contractor's baseline schedule and monthly updates will be completed by Wade Trim to verify consistency with the contract requirements and advise where the schedule is not in compliance with Contract requirements. Note: Comments related to schedule reviews will not be considered a guarantee or confirmation that the Contractor will complete the work in accordance with the contract for construction. Review of the Contractor's monthly schedule updates or other schedule submissions ascertains compliance with the contract. Wade Trim may also provide opinions of progress or issues regarding the risks or other pertinent updates relative to performance.

***Deliverables: Up to 20 Months of Schedule Reviews***

- H. Minor changes to design work will be addressed based on conditions encountered in the field and/or at the direction of the COUNTY, including:
  - 1. Field Orders - Minor variations in the work will be made through field orders issued to the Contractor. Field orders do not involve adjustments to construction contract price nor time for construction and are not considered inconsistent with the Contract Documents.
  - 2. Change Proposal Requests (CPR) and Work Change Directives (WCD) - When RFIs or construction changes result in contract Time or cost adjustments, Wade Trim will review and recommend acceptance or rejection to the COUNTY based on negotiations of the Contractor's proposal, as needed.
  - 3. Change Orders - Individual CPRs and WCDs will be combined into a change order and provided to the COUNTY for action.

***Deliverables: Forms and Correspondence to Address up to 28 Field Orders, 28 CPRs/WCDs, 14 Change Orders***

- I. Wade Trim will attend one (1) public meeting in support of the project. The meeting will be organized and facilitated by the COUNTY. Wade Trim will attend to answer engineering-

related questions and will supply (2) sets of full size drawings for community review at the meeting.

## 8.2 Construction Engineering Services

1. Review shop drawings, samples, and submittals using procedures outlined in the Contract Documents, including requests for proposed substitutions. Wade Trim will coordinate reviews with design engineers for conformance with the design concept and compliance with the specified requirements. The COUNTY's SRF Consultant shall review each submittal prior to the PROFESSIONAL to verify compliance with funding requirements.

***Deliverables:*** Up to 45 vacuum main submittals and 60 vacuum pump station submittals. A 20% resubmittal rate is assumed for budgeting purposes.

2. Logs will be maintained using the construction document software noted above to identify and track shop drawing submittals, samples, and O&M manuals. Monthly updates of the Shop Drawing Log will be provided at monthly progress meetings.

***Deliverables:*** Up to 20 monthly Shop Drawing Logs will be submitted for budgeting purposes

3. Review Contractor-provided inspections or tests required by the construction documents for conformance to specified parameters for materials, equipment, and/or installed work. Wade Trim's review of Contractor-provided certificates and test data, or other approvals information provided by the Contractor does not constitute that an independent evaluation was performed or validated.

4. Review, log, and respond to the Contractor's Requests for Information (RFIs) including coordination with design engineers and provide appropriate responses. Distribute RFI responses to the Contractor and the COUNTY.

***Deliverables:*** Up to 15 RFIs are assumed for the vacuum main and up to 20 RFIs are assumed for the vacuum pump station to be Processed for Budgeting Purposes

- B. On a monthly basis, Wade Trim will verify the Contractor is maintaining a marked-up, redline version of the Work installed and separately will maintain a field version of marked-up, redline documents. Any observed differences with the Contractor's set will be reconciled regularly (at least monthly) as part of the pay application review process. At completion, a set of reconciled redline construction documents will be provided for development of record drawings.

- C. Wade Trim will provide periodic site visits by the engineer of record or other design professional as appropriate to observe compliance of the Work with the Contract Documents and to also supplement the work of the Resident Project Representative (RPR) and construction engineer for up to twenty (20) site visits.

***Deliverables:*** Up to 20 site visits are assumed for budgeting purposes.

- D. Provide routine technical support, including:
  1. Provide engineering support to resolve routine field issues, including design clarifications or modifications.
- E. Review and approve alternative construction methods or materials proposed by the Contractor. Substantial and final completion inspections will be facilitated to prepare punch lists of items requiring completion or correction. Promptly after the Contractor gives notice that the entire work is ready for its intended use, Wade Trim, along with the COUNTY and Contractor, will facilitate an inspection for substantial completion, considering any objections of the COUNTY and/or Wade Trim, and again, upon final completion. The RPR will reinspect

work once after each initial inspection to confirm any outstanding items are addressed to allow for acceptance of the work and issuances of certificates of substantial completion and final completion.

**Deliverables:** Certificates of Substantial Completion and Final Completion

### **8.3 Resident Project Representative Services**

- A. Wade Trim will assign a full time Resident Project Representative (RPR) to conduct onsite observations and document daily the work completed by the Contractor and overall conformance with the vacuum main and vacuum pump station construction documents. Typical responsibilities include:
  1. Review the Conformed Contract Documents, permits and approved shop drawings as it pertains to the construction of the project.
  2. Monitor the Project's construction progress for conformance with the Contract Documents and approved shop drawings using a standardized inspection daily report (IDR) template and photographic logs.
  3. Accompany building department inspectors and document inspection results.
  4. Promptly notify the Contractor of deficient or non-compliant work using a non-conformance report requiring the Contractor's corrective action.
  5. Coordinate with the Construction Engineer to provide proper directions to the Contractor for field related design issues.
  6. Attend monthly project progress meetings.
  7. Assist with the field review of the Contractor's monthly requests for progress payments.
  8. Observe the Contractor's work for compliance with regulatory agency permits.
  9. Observe field tests and review test results required of the Contractor under the Contract Documents.
  10. Observe and document delivery of spare parts and other contract closeout related items per the requirements of the Contract Documents.
  11. Attend substantial and final completion inspections and assist with the development of punch lists to determine if the Project has obtained Substantial and Final Completion in accordance with the Contract Documents.
  12. Notify Wade Trim construction engineer of any unexpected site condition (such as archeological, geotechnical, or environmental).

Services for the assigned RPR is planned for 20 months to cover the entire construction and close-out period. Five (5) days per week observation is anticipated at 40 hours per week. The RPR will also attend meetings and assist with administration tasks throughout construction. Overtime payment above 40 hours per week is not anticipated.

**Deliverables:** RPR IDRs, punch lists, and Non-conformance Forms, as appropriate

### **8.4 Startup and Training Services**

- A. Wade Trim will provide oversight in connection with the testing and startup of project equipment and systems.
- B. Wade Trim will review the Contractor's startup and training submittals for compliance with the Contract Documents and coordinate startup and training activities performed by the Contractor with the COUNTY staff.
- C. A Wade Trim project engineer will attend startup and testing activities for three (3) 8-hours days to ensure adherence to the specification requirements and provide technical support.

## 8.5 Close-Out Services

- A. Wade Trim will document final review of the Project using a detailed checklist and confirm, as part of final documentation, that project requirements of the Contractor are met. The review will include operation and maintenance manuals, schedules, guarantees, bonds, certificates, and/or other evidence of insurance not previously submitted and required by the Contract Documents, certificates of inspection, tests and approvals, shop drawings, samples, and other data for the COUNTY to accept the project as final. During this step, receipt of the Final Contractor's payment application will be verified.

**Limitation of Responsibilities** – Wade Trim is not responsible for acts or omissions of the Contractor, or their subcontractors, suppliers, or other individuals or entities performing or furnishing work for the project. Wade Trim is also not responsible for the failure of the Contractor to perform or furnish the work in accordance with the Contract Documents.

**Deliverables:** Checklist/Letter of Final Project Review

- B. Wade Trim will assist the COUNTY with completion of the Maintenance Summary Forms based on information provided by Contractor and their suppliers.

**Deliverables:** Up to twenty (20) completed Maintenance Summary Forms

- C. Record drawings will be developed after completion of the construction and final survey of the Project by the Contractor. As-built information documented by the RPR and the Contractor will update the construction drawings to reflect changes during construction.

**Deliverables:** Digital Native and PDF files of Complete Record Drawing Set

- D. Wade Trim will prepare and submit the Notification of Completion of Construction for Wastewater Facilities or Activities to the FDEP, including the required certifications.

**Deliverables:** Notification of Completion for review and approval by the COUNTY

- E. Wade Trim shall prepare a Reconciliation Change Order at the conclusion of construction to account for final as-built quantities and any contract modifications made during the project. This effort shall include coordination with the Contractor to verify final quantities, review of pay applications, and compilation of authorized changes.

**Deliverables:** Final Reconciliation Change Order for review and approval by the COUNTY

- F. Close-out files will be provided at project completion including documents and records received throughout the course of the project.

**Deliverables:** Digital PDF files on hard drive or provided through online file transfer site

## TASK 9 -MISCELLANEOUS SERVICES

An Allowance of \$25,000 is established for additional services not identified in the Scope of Services. Additional services may be performed only upon receipt of prior written authorization from the COUNTY and such authorization shall set forth the additional services to be provided by the PROFESSIONAL.

## SECTION C – COORDINATION

The PROFESSIONAL will coordinate with the County Staff members/Consultants listed below as appropriate.

Function	Name	Email	Phone
Deputy Director	Jeremy Covey	jcovey@martin.fl.us	(772) 221-2353
Utilities Project Manager	Vincent Matonti	vmatonti@martin.fl.us	(772) 223-7948
SRF Consultant	Gregg Fruecht	GFRUECHT@jonesedmunds.com	(813) 258-0703
SRF Consultant	Christopher Seufert	CSeufert@JonesEdmunds.com	(813) 258-0703
SRF Consultant	Jamila Morrison	JMorrison@jonesedmunds.com	(352) 377-5821
SRF Consultant	Lee Stirling	LStirling@jonesedmunds.com	(321) 269-2950

## SECTION D – SUBCONSULTANT

The PROFESSIONAL will be utilizing CHA Solutions for vacuum pump station, site, and force main CEI services. A copy of CHA's proposal is attached for reference only.

## SECTION E – COUNTY'S RESPONSIBILITIES

## SECTION F – PROFESSIONAL SERVICES SPECIFICALLY NOT INCLUDED

The following services are not included within the current scope of services:

- a) State Revolving Fund (SRF) assistance services, including but not limited to Davis-Bacon wage compliance, Buy American documentation, and other grant or loan program closeout requirements Grant or loan construction activities
- b) Easement acquisitions, title research, or any legal services
- c) Construction survey layout
- d) Expert witness services or participation in legal proceedings
- e) Claims and disputes
- f) 3<sup>rd</sup> Party testing and inspection

## SECTION G – BASIS OF COMPENSATION

The fee for the scope of work described in Section B, above shall be in the lump sum amount shown in the table below. The COUNTY shall periodically compensate the PROFESSIONAL a portion of the task fee based on mutually agreed upon percentages of completion of each task. A detailed fee schedule for the project is provided in Attachment A.

Task Description	Amount
Task 8.1 Construction Administration Services	\$473,939
Task 8.2 Construction Engineering Services	\$386,920
Task 8.3 Resident Project Representative Support Services	\$546,710
Task 8.4 Startup and Training Services	\$20,786
Task 8.5 Close-Out Services	\$58,491
Task 9 Miscellaneous Services	\$25,000
Total Cost	\$1,511,847

Coral Gardens - Septic to Sewer Conversion CEI  
Attachment A - Fee



TASK	FIRM)		
	Wade Trim	CHA	Total Dollars
<b>Construction Phase Services</b>			
<b>Task 8.1 - Construction Administration</b>			
<b>Task 8.1 - Construction Engineering Services</b>	<b>TASK 8.1 TOTAL</b>	<b>\$388,928</b>	<b>\$85,011</b>
<b>Task 8.2 - Construction Engineering Services</b>	<b>TASK 8.2 TOTAL</b>	<b>\$191,047</b>	<b>\$195,873</b>
<b>Task 8.3 - Resident Project Representative Support Services</b>	<b>TASK 8.3 TOTAL</b>	<b>\$546,710</b>	<b>\$0</b>
<b>Task 8.4 - Startup and Training Services</b>	<b>TASK 8.4 TOTAL</b>	<b>\$8,207</b>	<b>\$12,578</b>
<b>Task 8.5 - Close Out Services</b>	<b>TASK 8.5 TOTAL</b>	<b>\$18,047</b>	<b>\$20,786</b>
<b>PROJECT TOTALS</b>	<b>PROJECT TOTALS</b>	<b>\$1,152,940</b>	<b>\$333,907</b>
			<b>\$1,486,847</b>
			Lump Sum Allowance
			<b>\$1,486,847</b>
			<b>\$25,000</b>
			<b>PROJECT TOTAL</b>
			<b>\$1,511,847</b>

TASK							Total Direct Labor			Other Direct Cost		Total Dollars
	Sr. PM	DPM	PE Y	PE IV	Admin	Const. Obs 1	Labor Hours	Labor Dollars	Transportatio n/Mileage	Lodging/Food		
	873	1,047	72	661	19	2,680						
	\$ 310	\$ 160	\$ 226	\$ 194	\$ 138	\$ 165						
<b>Construction Phase Services</b>												
<b>Task 8.1 - Construction Administration</b>												
Precon Meeting	12	16	2				30	\$ 6,680	\$ 900	\$ 120		
Coordinate w/ County SRF Consultant (JEAs)	38						38	\$ 6,066				
Construction Manager PM Time	608		152				760	\$ 217,381				
Monthly Progress Meetings	81	180	18				279	\$ 57,319	\$ 3,600	\$ 720		
Setup & Maintain - Autodesk Management and Tracking	38		19				57	\$ 8,696				
Review Monthly Pay Apps	19						19	\$ 3,033				
Monthly Schedule Reviews	19	19						38	\$ 8,921			
Field Orders	18	36						54	\$ 11,324			
Change Proposal Requests	18	36	36					90	\$ 18,298			
Work Change Directives	18	36	36					90	\$ 18,298			
Change Orders	36	72					108	\$ 22,648				
Attend Public Outreach Meeting	8		8				16	\$ 4,029	\$ 196	\$ 250		
<b>TASK 8.1 TOTAL</b>	<b>818</b>	<b>490</b>	<b>0</b>	<b>252</b>	<b>19</b>	<b>0</b>	<b>1,579</b>	<b>\$ 383,142</b>	<b>\$ 4,696</b>	<b>\$ 1,090</b>	<b>\$ 388,928</b>	
<b>Task 8.2 Construction Engineering Services</b>												
Shop Drawing Reviews	54		135				189	\$ 34,770				
CDM Reviews								-	\$ -			
ECRs Review of Test Reports	19						19	\$ 3,033				
Requests for Information	36	36	36				108	\$ 23,876				
ECR Site Visits							216	\$ 44,177	\$ 15,120	\$ 720		
Routine Field Coordination (NOT REFI(s))	360		72	144			360	\$ 57,464				
Substantial Completion Inspection	8	12	8				28	\$ 5,944				
Final Completion Inspection	8	12	8				28	\$ 5,344				
<b>TASK 8.2 TOTAL</b>	<b>52</b>	<b>493</b>	<b>72</b>	<b>331</b>	<b>0</b>	<b>0</b>	<b>948</b>	<b>\$ 175,207</b>	<b>\$ 15,120</b>	<b>\$ 720</b>	<b>\$ 191,047</b>	
<b>Task 8.3 - Resident Project Representative Support Services</b>												
RRR Services												
<b>TASK 8.3 TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2880</b>	<b>\$ 2,880</b>	<b>\$ 474,710</b>	<b>\$ 36,000</b>	<b>\$ 36,000</b>	<b>\$ 546,710</b>
<b>Task 8.4 - Startup and Training Services</b>												
Review Startup and Training Documentation												
Coordinate with County Staff on Training	16							16	\$ 3,099			
Asset Management (County's Maintenance Summary Forms)	16							16	\$ 2,654			
<b>TASK 8.4 TOTAL</b>	<b>0</b>	<b>32</b>	<b>0</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>48</b>	<b>\$ 8,207</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,207</b>	
<b>Task 8.5 - Close Out Services</b>												
Review of Final Documents (Bonds, Insurance, Warranties, etc)	16							16	\$ 2,554			
Review of Final Pay App	1	4						5	\$ 948			
Prepare Record Drawings								60	\$ 11,622			
FD/EP Final Closeout	1	4	2					7	\$ 1,336			
Prepare Final Reconciliation Change Order	1	8						9	\$ 1,587			
<b>TASK 8.5 TOTAL</b>	<b>3</b>	<b>32</b>	<b>0</b>	<b>62</b>	<b>0</b>	<b>0</b>	<b>97</b>	<b>\$ 18,047</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 18,047</b>	
<b>PROJECT TOTALS</b>	<b>873</b>	<b>1,047</b>	<b>72</b>	<b>661</b>	<b>19</b>	<b>2,680</b>	<b>5,552</b>	<b>\$ 1,059,314</b>	<b>\$ 55,816</b>	<b>\$ 37,810</b>	<b>\$ 1,152,940</b>	



# For Review

08/29/2025 3:34:27 PM

August 29, 2025  
X89000.000 (EEI 395-000.BD)

Ms. Lindsey Scott, P.E.  
Wade Trim Inc.  
201 N. Franklin Street, Suite 1350  
Tampa, FL 32601

Sent via email to:  
[lscott@wadetrim.com](mailto:lscott@wadetrim.com)

Dear Ms. Scott:

Reference: Proposal for CEI Services  
**Task Order No. 01 – Amendment 2**  
Coral Gardens Vacuum Sanitary Collection System  
(Vacuum Pump Station and Offsite Force Main)  
Martin County Utilities

In accordance with your request, we are pleased to submit this proposal for providing engineering services for the above referenced project. This proposal includes:

1. Construction Engineering and Inspection Services (CEI)

The proposed scope of work for this project is attached as Task Order No. 01, Amendment 2. Our proposed engineering service fees shall be as tabulated below:

PROJECT PHASE	FEE TYPE	PROPOSED FEE
CEI Services	Lump Sum	\$333,906.65

A breakdown of the above fee calculation is included as Attachment A to the Task Order.

CHA Consulting looks forward to providing professional engineering services to Wade Trim on this vacuum sanitary collection system project. If you have any questions or require additional information pertaining to the enclosed Task Order or the project in general, please do not hesitate to contact me.

Sincerely,

Douglas K. Hammann, P.E.

Encl.

**TASK AUTHORIZATION NO. 01**  
**CEI SERVICES**  
**CORAL GARDENS VACUUM SANITARY COLLECTION SYSTEM**  
**(VACUUM PUMP STATION AND OFFSITE FORCEMAIN)**  
**MARTIN COUNTY UTILITIES**  
**Amendment No. 2**

**CONSTRUCTION ENGINEERING AND INSPECTION (CEI)SERVICES**

**SECTION A – PROJECT DESCRIPTION**

CHA Consulting, Inc. (CONSULTANT) shall provide construction engineering and inspection (CEI) services, as defined herein, prior to contractor mobilization and during the estimated contract construction period of Eighteen (18) months (547 calendar days) from Notice to Proceed to Final Completion. CONSULTANT shall provide these services as a Subconsultant to WADE TRIM (WADE TRIM) These services shall include the following:

**SECTION B – AMENDED SCOPE OF WORK**

***Task 8 – Construction Phase Services***

Through the duration of the project, CONSULTANT will perform the following construction phase services.

***8.1 Construction Administration Services***

- A. CONSULTANT will attend the pre-construction conference. WADE TRIM will coordinate and conduct a pre-construction conference with the Contractor and the COUNTY's SRF Consultant to review communication, coordination, and other procedures, and discuss the Contractor's general work plan and requirements. WADE TRIM will establish the agenda and meeting location, and record/distribute the meeting summary within 7 days after the meeting.

***Deliverables:*** CONSULTANT will provide notes from Pre-Construction Conference.

- B. CONSULTANT will attend monthly in-person construction progress meetings, during construction of Vacuum Pump Station. A WADE TRIM will preside over the monthly meetings to review project status, and to review schedule implications and cost issues. The meetings are anticipated to be the 3<sup>rd</sup> Tuesday of the month and will include the COUNTY'S SRF Consultant. WADE TRIM will establish the agenda and meeting location, and record/distribute the meeting summary within 7 days after the meeting.

***Deliverables:*** CONSULTANT will provide notes from each attended monthly progress meeting.

- C. Cloud-based construction management software will be used to manage, track, report, and store relevant documents between the Contractor, Engineer, and COUNTY that are produced during the construction and closeout phases. It is anticipated that WADE TRIM will use Autodesk Construction Cloud (ACC) software unless otherwise specified by the COUNTY.

***Deliverables:*** CONSULTANT will provide digital copies of documents for WADE TRIM to upload to ACC.

- D. CONSULTANT will assist WADE TRIM with review and work with the Contractor to obtain an acceptable Schedule of Values for basis of payment applications for the Vacuum Pump Station site work, review the Contractor's monthly payment applications to verify quantities and progress of the Contractor's work in accordance with the contract terms, and recommend acceptability of requests to the WADE TRIM. WADE TRIM will coordinate with the COUNTY's SRF Consultant to support related reimbursement requests.
- E. Recommendations for payment will be based upon knowledge, information, and data from CONSULTANT's onsite observations of the Vacuum Pump Station work. These recommendations do not represent that continuous or detailed examinations have been made relative to exact accordance with the contract, but that Consultant has examined the work to ascertain how or for what purpose the Contractor has completed the work, and that work, materials, or equipment has passed to the COUNTY free and clear of liens, claims, security interests, or encumbrances. Further, CONSULTANT's recommendations for payment do not indicate a responsibility to supervise, direct, or control the Contractor's work in progress relative to the Contractor's means, methods, techniques, sequences, procedures, safety precautions, or other programs incident thereto, or the Contractor's compliance with laws and regulations applicable to the work.

***Deliverables:*** Up to 13 Months of Vacuum Pump Station Pay Request Reviews.

- F. CONSULTANT shall assist WADE TRIM with cursory review of the Contractor's baseline schedule and monthly updates will be completed by WADE TRIM to verify consistency with the contract requirements and advise where the schedule is not in compliance with Contract requirements. Note: Comments related to schedule reviews will not be considered a guarantee or confirmation that the Contractor will complete the work in accordance with the contract for construction. Review of the Contractor's monthly schedule updates or other schedule submissions ascertains compliance with the contract. WADE TRIM may also provide opinions of progress or issues regarding the risks or other pertinent updates relative to performance.

***Deliverables:*** Up to 13 Months of Vacuum Pump Station Schedule Reviews.

- G. Minor changes to design work will be addressed based on conditions encountered in the field and/or at the direction of the COUNTY, including:
  1. Field Orders - Minor variations in the work will be made through field orders issued to the Contractor. Field orders do not involve adjustments to construction contract price nor time for construction and are not considered inconsistent with the Contract Documents.
  2. Change Proposal Requests (CPR) and Work Change Directives (WCD) - When RFIs or construction changes result in contract Time or cost adjustments, CONSULTANT will review and recommend acceptance or rejection to the WASE TRIM based on negotiations of the Contractor's proposal, as needed.
  3. Change Orders - Individual CPRs and WCDs will be combined into a change order and provided to the COUNTY for action.

***Deliverables:*** CONSULTANT shall provide Forms and Correspondence to Address up to Ten (10) Field Orders, ten (10) CPRs/WCDs, five (5) Change Orders.

- H. CONSULTANT will attend one (1) public meeting with WADE TRIM in support of the project. The meeting will be organized and facilitated by the COUNTY. CONSULTANT will attend to answer engineering-related questions related to the Vacuum Pump Station and will supply (2) sets of full-size drawings of the Vacuum Pump Station for community review at the meeting.

## 8.2 Construction Engineering Services

A. CONSULTANT shall review shop drawings, samples, and submittals using procedures outlined in the Contract Documents, including requests for proposed substitutions.

***Deliverables:*** *Up to 60 vacuum pump station submittals. A 20% resubmittal rate is assumed for budgeting purposes.*

1. CONSULTANT will maintain a log of shop drawing submittals, samples, and O&M manuals (submittals). Monthly updates of the Submittal Log will be provided at monthly progress meetings.

***Deliverables:*** *Up to 13 monthly Shop Drawing Logs will be submitted for budgeting purposes*

2. CONSULTANT will review Contractor-provided inspections or tests required by the construction documents for conformance to specified parameters for materials, equipment, and/or installed work. CONSULTANT's review of Contractor-provided certificates and test data, or other approvals information provided by the Contractor does not constitute that an independent evaluation was performed or validated.

B. CONSULTANT shall review, log, and respond to the Contractor's Requests for Information (RFIs) including coordination with design engineers and provide appropriate responses. Distribute RFI responses to WADE TRIM

***Deliverables:*** *Up to Twenty (20) RFIs for Vacuum Pump Station Site are Assumed to be Processed for Budgeting Purposes*

C. On a monthly basis, CONSULTANT will verify the Contractor is maintaining a marked-up, redline version of the Work installed and separately will maintain a field version of marked-up, redline documents for the Vacuum Pump Station Site. Any observed differences with the Contractor's set will be reconciled regularly (at least monthly) as part of the pay application review process. At completion of Vacuum Pump Station site, a set of reconciled redline construction documents will be provided by CONTRACTOR for development of record drawings, by CONSULTANT.

D. CONSULTANT will provide periodic site visits by the engineer of record or other design professional as appropriate to observe compliance of the Vacuum Pump Station Work with the Contract Documents and to also supplement the work of the Resident Project Representative (RPR) and construction engineer for up to twenty (20) site visits.

***Deliverables:*** *Up to 20 site visits and reports are assumed for budgeting purposes.*

E. CONSULTANT shall provide routine technical support related to the Vacuum Pump Station, including:

1. Provide engineering support to resolve routine field issues, including design clarifications or modifications.
2. Review and approve alternative construction methods or materials proposed by the Contractor.

F. Substantial and final completion inspections will be facilitated to prepare punch lists of items requiring completion or correction. Promptly after the Contractor gives notice that the entire work is ready for its intended use, CONSULTANT, along with WADE TRIM, the COUNTY and Contractor, will facilitate an inspection for substantial completion, considering any objections of the COUNTY, CONSULTANT and/or WADE TRIM, and again, upon final completion. The RPR will reinspect work once after each initial inspection to confirm any outstanding items are addressed to allow for acceptance of the work and issuances of certificates of substantial completion and final completion.

***Deliverables:*** Up to six(6) site visit reports followed by preparation Certificate of Substantial Completion with punchlist and Certificate of Final Completion with punchlist.

### **8.3 Resident Project Representative Support Services**

This Task not required

### **8.4 Startup and Training Services**

- A. CONSULTANT will provide oversight in connection with the testing and startup of Vacuum Pump Station equipment and systems.
- B. CONSULTANT will review the Contractor's Vacuum Pump Station startup and training submittals for compliance with the Contract Documents and coordinate startup and training activities performed by the Contractor with the COUNTY staff.
- C. CONSULTANT project engineer will attend Vacuum Pump Station startup and testing activities for three (3) 8-hours days to ensure adherence to the specification requirements and provide technical support.

### **8.5 Close-Out Services**

- A. CONSULTANT will document final review of the Vacuum Pump Station Site, portion of the Project, using a detailed checklist and confirm, as part of final documentation, that project requirements of the Contractor are met. The review will include operation and maintenance manuals, schedules, guarantees, bonds, certificates, and/or other evidence of insurance not previously submitted and required by the Contract Documents, certificates of inspection, tests and approvals, shop drawings, samples, and other data for the COUNTY to accept the project as final. During this step, receipt of the Final Contractor's payment application will be verified.

Limitation of Responsibilities – CONSULTANT is not responsible for acts or omissions of the Contractor, or their subcontractors, suppliers, or other individuals or entities performing or furnishing work for the project. CONSULTANT is also not responsible for the failure of the Contractor to perform or furnish the work in accordance with the Contract Documents.

***Deliverables:*** Checklist/Letter of Final Project Review.

- B. CONSULTANT will assist the COUNTY with completion of the Maintenance Summary Forms based on information provided by Contractor and their suppliers.

***Deliverables:*** Up to twenty (20) completed Maintenance Summary Forms.

- C. Record drawings will be developed after completion of the construction and final survey of the Project by the Contractor. As-built information documented by the RPR and the Contractor will be used to update the construction drawings to reflect changes during construction.

***Deliverables:*** Digital Native and PDF files of Complete Record Drawing Set

- D. CONSULTANT shall provide WADE TRIM with information needed by WADE TRIM to prepare and submit the Notification of Completion of Construction for Wastewater Facilities or Activities to the FDEP, including the required certifications and Record Documents.

***Deliverables:*** Information specific to the Vacuum Pump Station site needed by WADE TRIM to complete the FDEP Notification of Completion of Construction for Wastewater Facilities or Activities submittal.

E. CONSULTANT shall provide requested information and assistance to WADE TRIM for preparation of a Reconciliation Change Order at the conclusion of construction to account for final as-built quantities and any contract modifications made during the project. This effort shall include coordination with the Contractor to verify final quantities, review of pay applications, and compilation of authorized changes.

*Deliverables: Final Reconciliation Change Order information and data for Vacuum Pump Station as requested by WADE TRIM*

F. CONSULTANT shall provide WADE Trim the Vacuum Pump Station Close-out files at project completion including documents and records received throughout the course of the project.

*Deliverables: Digital PDF files on hard drive or provided through online file transfer site.*

## **TASK 9 - MISCELLANEOUS SERVICES**

This task not required.

## **SECTION C – PRIME PROFESSIONAL**

The overall project PRIME PROFESSIONAL is Wade Trim, Inc. Wade Trim has contracted with CHA Consulting, Inc., for vacuum pump station, site, and force main CEI services described under Section B herein.

## **SECTION D - DATA OR ASSISTANCE TO BE PROVIDED BY WADE TRIM AND/OR MARTIN COUNTY UTILITIES**

- A. Provide CONSULTANT with assistance in locating existing facilities, when requested.
- B. Provide general project review, where required.
- C. Attendance at project meetings.
- D. Payment of regulatory Permit Fees.
- E. WADE TRIM shall provide Consultant with Daily Progress Reports and photographs of work underway at the vacuum pump station site.

## **SECTION E – PROFESSIONAL SERVICES SPECIFICALLY NOT INCLUDED**

The following services are not included within original Task Authorization No.1 or this Amendment:

- A. State Revolving Fund (SRF) assistance services, including but not limited to Davis-Bacon wage compliance, Buy American documentation, other grant or loan program closeout requirements and Grant or loan construction activities.
- B. Easement acquisitions, title research, or any legal services .
- C. Construction survey layout.
- D. Expert witness services or participation in legal proceedings .

- E. Claims and disputes.
- F. 3<sup>rd</sup> Party testing and inspection.
- G. Special inspection services.
- H. Services not Specifically indicated herein this amendment to Task Authorization No. 1.

## **SECTION F – BASIS OF COMPENSATION**

The fee for the scope of work described in Section B, above shall be in the lump sum amount shown in the table below. WADE TRIM shall periodically compensate CONSULTANT a portion task fee(s) based on mutually agreed upon percentages of completion of each Task and/or subtask. CHA Consulting, Inc., reserves the right to reallocate task and subtask fee values as needed for proper completion of the project scope. A detailed fee schedule for the project is provided in Attachment A.

<b>Task Number</b>	<b>Task Description</b>	<b>Amount</b>
Task 8.1	Construction Administration Services	\$85,011.04
Task 8.2	Construction Engineering Services	\$195,873.27
Task 8.3	Resident Project Representative Support Services	NOT PROVIDED
Task 8.4	Startup and Training Services	\$12,578.36
Task 8.5	Close-Out Services	\$40,443.98
Task 9.1	Allowance	NOT PROVIDED
	<b>TOTAL FEE</b>	<b>\$333,906.65</b>

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**ATTACHMENT 1**  
**PRELIMINARY PROJECT SCHEDULE**

<b>Activity</b>	<b>Time to Complete (Days)</b>	<b>Cumulative Time To Complete (Days)</b>
1. Construction Phase (NTP to Final)	547	547
2. Project Closeout	21	568

Detailed schedule will be provided by Contractor upon receipt of notice to proceed and will include specific dates.

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**ATTACHMENT 2**  
**LIST OF PROJECT DELIVERABLES**

**CONSTRUCTION PHASE**

**A. Pre-Construction**

- Pre-Construction conference Meeting Notes.
- Where applicable, electronic signed/sealed drawings for building permit submittal by CONTRACTOR. MCU Building Department requires verified electronic signature certification for signed and sealed documents.
- Three (3) Sets of half size (11" x 17") and drawings and specification booklets for CONSULTANTs use through the construction phase.
- Three (3) sets of drawings (11" x 17") and specifications for sub-consultant's use during construction.

**B. Shop Drawings**

- Copies of all approved and final shop drawings.

**C. Progress Meetings**

- Copies of all project progress meeting notes.

**D. Contract Modifications**

- Four (4) copies of all completed contract modifications.

**E. Pay Requests**

- Copies of reviewed and accepted partial and final pay request applications.

**F. Record Drawings and Project Closeout**

- One (1) half size signed and sealed set of record drawing prints for submittal of permit certification documents to the Building Department, if applicable.
- One (1) half size signed and sealed set of prints, one (1) half size set of record drawings, and one (1) copy of AutoCAD and .pdf drawing files on CD for use by CITY.
- Four (4) copies of the certificate of substantial completion and final completion punch lists.
- Closeout documents and O&M Manuals provided by Contractor per the Contract Documents.

G. Special Inspection

- Not applicable.

H. Testing, Commissioning and Startup Reports

- All Final manufacturer's startup reports and testing results per specifications.
- Pressure test, leakage tests, and all other specified field tests per specifications.

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## WADE TRIM, INC.

**CORAL GARDENS VACUUM SANITARY COLLECTION SYSTEM (VACUUM PUMP STATION AND OFFSITE FORCE MAIN)  
TASK ORDER NO. 01, AMENDMENT 2  
ATTACHMENT A**

### *I. Labor*

DATE: August 29, 2025