

**RFQ 2022-3394**  
**CONSTRUCTION ENGINEERING SERVICES FOR THE OLD PALM CITY VACUUM  
SEWER SYSTEM & WATER MAIN PROJECT (RE-BID)**

**SCOPE OF SERVICES**

**PROJECT DESCRIPTION**

Giffels-Webster Engineers Inc. (CONSULTANT) has been selected under RFQ 2022-3394 to provide Martin County Utilities (COUNTY) with the construction engineering services for the Old Palm City project. The project will serve approximately 1,029 parcels with sanitary sewer and 377 parcels with potable water. The project generally includes a central vacuum sewer station, collection areas and potable water mains. The project limits are described on the plans prepared by CONSULTANT.

The project is tentatively scheduled for bid in June 2022 with award in January 2023. Estimated construction time frame is limited to a maximum 28 months.

Pursuant to the RFQ, Specific construction engineering services will include:

1. Drafting, scheduling, and managing the pre-construction and progress meetings
2. Shop drawing review
3. Request for information review and response
4. Professional Engineering services during construction
5. Full time construction observation and management –water main, vacuum main, force main, and vacuum building
6. Payment review and approval
7. State Revolving Fund (SRF) Funding coordinating and reporting
8. Preparing reports for Grant Agencies if needed
9. Record drawing review
10. Operation and Maintenance Manual Review
11. Project closeout including production of punch list
12. Certification of project for permit close out.

The following tasks outline the responsibilities of the CONSULTANT during the construction of the project:

**SECTION 1 – SCOPE OF WORK**

**TASK 1: CONSTRUCTION PHASE SERVICES**

The CONSULTANT will provide professional services during the construction phase of the project. It is anticipated that the Project will be bid as a standalone project under one construction contract. Specific services to be provided by the CONSULTANT are as follows:

## **1.1 Construction Phase Program Management Services**

This task includes oversight by the CONSULTANT's Project Manager for General Program Management:

- a. Provide Project Management Services, consisting of the project staffing, subconsultant coordination, and budget and schedule management throughout the life of this Project.
- b. Maintaining routine contact and discussing construction progress and project developments with the County's Project Manager (PM).
- c. Phone calls, emails, and coordination with the County's Project Manager and other County staff, including assisting the County's Project Manager with miscellaneous minor project related questions and general consultation with respect to the Contractor's contractual obligations.
- d. Document control including maintaining files of correspondence, meeting minutes, Contract Documents, Change Orders, Field Changes, RFI's, additional Drawings issued subsequent to the execution of the Contract, progress reports, Shop Drawing and Sample submittals, regulatory correspondence, close-out, as built and record drawings and other Project-related documents.

## **1.2 Engineering Support Services during Construction**

This task includes the CONSULTANT's personnel who are involved with the day-to-day support services during construction:

- a. Pre-Construction Conference  
The CONSULTANT will prepare for and lead a pre-construction conference with the construction contractor and COUNTY after the issuance of the Notice to Proceed. The CONSULTANT will review the procedures for monthly pay applications, Requests for Information (RFI's), Requests for Proposals for additional Construction (RFP's), and Change Orders.
- b. Progress Meetings  
The CONSULTANT will lead monthly construction progress meetings, including the preparation of agendas, and the preparation and distribution of meeting summaries.
- c. Submittals  
The CONSULTANT will review submittals, shop drawings, material samples, results of tests and inspections, and other construction-related data, which the construction contractor is required to submit. The CONSULTANT will confirm all submittals and track and review the submittals with the County Project Manager (PM).
- d. Pay Applications  
The CONSULTANT will receive the draft pay applications from the construction contractor for processing, including all deliverables in support of each monthly pay application.
- e. Requests for Information (RFI's)  
The CONSULTANT will provide technical clarification and interpretation of the drawings and technical specifications. Confirm all RFI's are submitted and documented and review RFI's with County PM.

## f. Change Orders

As requested by the County PM, the CONSULTANT will prepare change order agreements, provide assistance during negotiations of construction contractor cost proposals, review requests for conformance with the construction contract documents, ensure activities are outside the scope of the construction contract, and make recommendations to the County regarding the construction contractor's proposals.

## g. Requests for Proposal for Additional Construction (RFP's)

If requested by the County PM, the CONSULTANT will prepare and submit RFP's to the construction contractor for additional construction. The CONSULTANT will review, analyze, and make recommendations to the County PM regarding proposals made by the construction contractor in response to these RFP's. It is further assumed that no additional design is required for the additional construction.

## h. Vacuum Hydraulic Verification Services

The CONSULTANT will perform progressive hydraulic verification based on the as-built field locations and vacuum lift inverts as the project progresses. During construction adjustments and verification of hydraulics may be required for unforeseen conflicts, relocation, elimination, or addition of vacuum lifts. Following substantial completion of construction, the CONSULTANT will conduct a formal technical review of the as-builts in accordance with the design.

## i. Permit Certifications

The CONSULTANT will obtain required signatures and submit in compliance with the regulatory agency's requirements and provide a copy to the County PM.

## j. Startup and Testing

The CONSULTANT will be present for startup and testing of the pump station and transmission main and assist with startup and testing of the improvements.

## k. Construction Close-out

The CONSULTANT will collect necessary items required in the General Conditions and Supplemental General Conditions from the construction contractor and review the documentation to complete project close-out.

## l. Record Drawing Review

The CONSULTANT will review Record Drawings based on red-lined drawings and signed and sealed as built Surveys provided by the Contractors surveyor.

## m. Operation and Maintenance Manual Review

The CONSULTANT will review the necessary items required in the project specifications from the construction contractor and review the documentation.

Deliverables:

- Pre-Construction Conference Meeting Minutes
- Progress Meeting Minutes
- Submittal Log
- Monthly Pay Applications and supporting documentation
- RFI(s), as needed
- Change Orders(s), as needed
- RFP(s), as needed

- Permit Certifications
- Start-up and Testing
- Project Close-out Documents
- Record Drawing Review (based on Certified as-builts provided by Contractor's surveyor and field notes)
- O&M Manual Review

### **1.3 Construction Engineering and Inspection Services**

This task includes oversight by the CONSULTANT's Construction Manager to coordinate construction activities, assist to offset potential schedule and construction conflicts, and document that on-site construction activities comply with the construction contract documents.

- a. The CONSULTANT will provide staff to perform inspections of the Contractor's activities to document compliance with the contract documents and to provide accurate records of the Contractor's progress. This will be documented through the completion of written Construction Reports.
- b. The CONSULTANT will notify the Contractor and County PM as soon as possible upon witness of any deficiency, incidents of property damage whether on County owned or adjacent private properties or safety issues.
- c. The CONSULTANT will coordinate with the Contractor to determine the schedule for construction events that require inspection and when tests that require the presence of County Staff for inspections or witnessing are scheduled.
- d. The CONSULTANT will participate in a substantial completion site visit walk-through with the Contractor and the County PM to prepare a punch list that will be provided to the County PM. The CONSULTANT will attend the final completion inspection to verify that all the punch list items have been satisfactorily completed. The CONSULTANT will finalize the Substantial Completion and Final Acceptance documentation.

#### Deliverables:

- Construction inspection reports
- Notices, as needed
- Test results
- Substantial Completion Letter, Punch List, Final Acceptance Documentation

### **TASK 2: SRF SERVICES DURING CONSTRUCTION**

The CONSULTANT will address the following requirements associated with SRF funding of a construction project.

1. Construction Employee Interviews: CONSULTANT will conduct monthly interviews with a minimum of five of the contractor's employees and subcontractors (as applicable) required to address compliance with the Davis/Bacon Wage Decisions set forth by FDEP for this project. Employees will be selected randomly, and all responses to FDEP's questionnaire form will be recorded and kept on file. These items will be

reviewed periodically in conjunction with the Certified Payrolls for consistency and compliance.

2. **Wage Statement Reviews:** CONSULTANT will confirm the employment eligibility of the prime contractor and subcontractors (if applicable) through e-Verify, the System for Award Management (SAM), and Sunbiz. CONSULTANT will receive and review all wage classification forms for each employee working on the project site and verify all signatures have been received and wage amounts meet the requirements of the wage determination included in the contract documents.
3. **FDEP Inspections:** CONSULTANT will meet with FDEP up to three times to review project progress and on-site documentation. This task includes fee for two routine inspections and assisting the County with the final SRF project closeout inspection.
4. **Disbursement Requests:** CONSULTANT will prepare the monthly disbursement request following County's approval of the contractor's monthly pay estimates. We will review all the certified payrolls provided by the contractor for that pay period and prepare the Drinking Water Disbursement Request Form. The disbursement request includes the following forms that need to be completed for each monthly request:
  - a. **Drinking Water Disbursement Request Form:** This form has the financial information on the project including the current requested amounts and the running total. CONSULTANT will complete this form.
  - b. **Authorized Representative's Certification:** This form must be signed by the County-designated project representative included in the loan agreement.
  - c. **Engineer's Certification:** This form must be signed and sealed by the Engineer-in-Charge of the construction-phase services and certifies that the amount requested in the disbursement have been applied to the project. This form will have to be completed by a licensed representative overseeing the construction phase of the project.
  - d. **Contractor's Report of Disadvantaged Business Enterprise Participation:** This form will be completed by the Contractor and submitted with each pay application for inclusion in the disbursement request.
5. CONSULTANT will submit Disbursement requests to SRF and provide a summary update of the Construction schedule and status.
6. **Construction Documentation Maintenance:** SRF requires a file be kept on site for their review at any time that includes all the formal project documentation. The file can be hard copy or on a dedicated computer. Maintenance of required documentation related to construction activities will include, but not limited to: Approved Submittals, Certifications of Buy American, ARRA Components and Materials, Change Orders, Pay Applications, RFIs, Progress Photographs, Updated Schedules, Field Orders, Test Results, Subcontractor Contact Information, Pollution Prevention Plan, Field Observation Reports, and access to the Contractor's updated on site As-Built Drawings. The file also includes all the wage statement information and completed interviews.
7. The County will provide an on-site lockable filing cabinet or computer and printer for maintenance of all appropriate documentation. CONSULTANT will review the file monthly when we are on site to conduct the interviews and update as needed. CONSULTANT is expected to provide copies of all submittals and technical materials needed for the file. We will set up a procedure with County at the project kickoff meeting to ensure that the appropriate project information is continually being filed.

**TASK 3: SUPPLEMENTAL SERVICES**

It is understood by both parties that additional professional services may be required to complete this Project that cannot be currently anticipated or identified in the above Scope of Services and fees for construction engineering services such as review of submittals, responses to RFIs, preparation of change orders, inspection time, meeting attendance, etc. form the basis of the estimated cost of professional services for this Agreement. These additional professional services may be performed upon written approval of the COUNTY's Project Manager.

Requests for additional services will include a written scope, schedule, and fee with written approval prior to commencement of additional services. The CONSULTANT will not be held responsible for any contractor claims for compensation and/or time due to delays in the approval of additional services. The COUNTY may authorize (in writing) the CONSULTANT to provide out-of-scope, supplemental services related to this project using the funds for the following:

- a. Construction schedule extensions
- b. Preparing reports for Grant Agencies if needed
- c. Additional inspection staff
- d. Expert witness or testimony or any litigation claim process
- e. Additional meetings
- f. Related services as defined by COUNTY
- g. Other work as directed

**SECTION 2 - ADDITIONAL CONTRACT TERMS**

1. Project Guidelines and Assumptions: The following project guidelines and assumptions apply to this scope of services and the estimated services fee for this Project. Should the work of the Project exceed these guidelines and assumptions, the CONSULTANT may request additional fees from the COUNTY.
  - a. Construction Field Office. The contractor will provide a Field Office for one construction manager and construction inspection staff. The Field Office will be located within one mile of the project area. It is assumed that the field inspectors will have offices within the contractor's field trailer.
  - b. Project management time is dependent on the construction schedule of the work. If the schedule is extended for reasons not caused by the CONSULTANT, and approved by the COUNTY, the CONSULTANT will request additional compensation for reasonable project management, construction management, inspection, and other direct cost in writing for COUNTY approval.
  - c. Should the contractor choose to operate multiple crews, additional inspectors may be required to cover multiple locations.
  - d. The COUNTY's Project Manager will be the single point of contact with the CONSULTANT regarding decisions on field changes or additions. The CONSULTANT will not be responsible for subsequent changes, including contractor rework, should the COUNTY reconsider its decision.

- e. The CONSULTANT will only issue Stop Work orders upon the written authorization of the COUNTY's Project Manager. The CONSULTANT will not be held responsible for contractor claims for compensation and/or time caused by COUNTY-issued Stop Work orders.
2. The CONSULTANT will not be responsible for:
- a. Protected species management and relocation
  - b. Materials testing
  - c. Contract management software services
  - d. Onsite plumbing or lateral inspection on private properties.
  - e. Design or surveying issues that were not under the control of the CONSULTANT, or design and surveying issues established prior to this contract agreement.
  - f. Construction or contractor responsibilities.
  - g. Construction staking or layout.
  - h. Directions relative to any aspect of the means, method, techniques, or sequencing of construction.
  - i. Issue direction as to Contractor safety precautions and programs in connection with the work.
  - j. Shall not attest to the acceptability of work completed by Contractor when not present at the site.
  - k. Pending issues outside the scope of work such as drainage, sidewalk design and inspection, SCADA integration and security issues.
  - l. Litigation support services, expert witness services, inordinate claims processes or any work outside the schedule.
  - m. Work or projects outside the construction project area.
  - n. Facilities Plan Support
  - o. Funding Application Assistance
  - p. Preparing reports for Grant Agencies

### **SECTION 3 - COORDINATION**

The CONSULTANT will coordinate the Construction Engineering Services with the County Staff members listed below as appropriate.

Chief Project Manager Phil Keathley pkeathle@martin.fl.us 772-223-7977

Technical Services Administrator Jeremy Covey, P.E. jcovey@martin.fl.us 772-221-144

### **SECTION 4 - SUBCONSULTANTS**

The CONSULTANT will be utilizing the services of the following sub-consultants throughout the course of the Project for Construction Engineering Services.

- 1. CW Engineering – Electrical and I&C
- 2. Giangrande Engineering and Planning – Site Engineering

### 3. Jones Edmunds – State Revolving Fund (SRF) Funding coordinating and reporting

#### **SECTION 5 - SCHEDULE**

The CONSULTANT's Construction Phase services will commence with the COUNTY issuing a written Notice to Proceed to the CONSULTANT and will end with approval by the COUNTY of the contractor's final application for payment. Should the contract duration be exceeded, the CONSULTANT will request additional compensation for reasonable project management, construction management, inspection, and other direct cost in writing for COUNTY approval prior to services being provided.

The construction time frame is limited to a maximum of 28 months.

In the event the Construction Manager takes time off (vacation, PTO, etc.) the CONSULTANT will staff the project with an inspector for the duration of his absence if there is ongoing production (pipe, valve pits, and building) requiring construction observation.

The CONSULTANT's commences from the date of the Notice to Proceed and assumes the Time of performance within the contractor's contract. Since the schedule is dependent on input from several entities outside the control of the CONSULTANT, no guarantees are implied. The preliminary schedule shown on SECTION 5 may be impacted due to delays such as material acquisition, contractor performance, permitting issues, staffing shortages due to COVID 19, material supply chain delays, additional work scope, construction sequencing changes, contractor performance, war, or acts of God.

#### **SECTION 6 - COMPENSATION:**

TASK 1: CONSTRUCTION PHASE SERVICES	\$1,059,875.00	<i>Lump sum*</i>
TASK 2: SRF SERVICES	\$98,497.50	<i>Lump sum*</i>
TASK 3: SUPPLEMENTAL SERVICES (IF NEEDED)	\$200,000.00	
<b>TOTAL FEE</b>	<b>\$1,358,372.50</b>	

\*Special Note regarding lump sum: Total lump sum fee includes all costs including office support staff, fuel, meals, accommodations, copies, prints, tolls and other misc. costs associated with and for the duration of the project. Monthly invoices will naturally vary but will be in general proportion of the time utilized, on average.

In the event that the vacuum portion of the project is completed prior to the 28-month anticipated time frame and services from GWE are no longer required, the unexpended portion of the lump sum fee will not be invoiced and the balance of all unexpended funds will remain with Martin County.



**RFQ 2022-3394**  
**CONSTRUCTION ENGINEERING SERVICES FOR THE OLD PALM CITY VACUUM SEWER**  
**SYSTEM & WATER MAIN PROJECT**

**SCHEDULE OF FEES**

**YEARS 2023-2026**

<b><u>LABOR CATEGORY</u></b>	<b><u>HOURLY RATE*</u></b>
Clerical-Technical Services.....	\$70.00 per hour
Data Collection Assistant.....	\$75.00 per hour
Construction Inspector.....	\$95.00 per hour
Senior Construction Inspector.....	\$105.00 per hour
Engineer Technician/Designer.....	\$105.00 per hour
Senior Designer/Senior Engineering Technician.....	\$120.00 per hour
Design Engineer.....	\$150.00 per hour
Certified Building Inspector/Senior Designer.....	\$140.00 per hour
Construction Administrator.....	\$160.00 per hour
Project Manager/Senior Engineer, P.E. ....	\$190.00 per hour
Principal Engineer P.E. ....	\$245.00 per hour
Expert Witness.....	\$290.00 per hour

The assignment of personnel is solely the responsibility of the officers of this firm.

The rates above include all charges for CADD time, travel and electronic equipment. Outside services used will be billed at invoice amount, plus 15% for handling and are not included in the lump sum fees or estimates.

RFQ 2022-3394 CONSTRUCTION ENGINEERING SERVICES FOR THE OLD PALM CITY VACUUM SEWER SYSTEM & WATER MAIN PROJECT																																			
MARTIN COUNTY UTILITIES																																			
ESTIMATE OF HOURS PER MONTH																																			
Basis of Contract: 28 months																																			
Months	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	Rate/Hr.	Est. M.H.	Total Labor	Cost	Sub Contract Services	Total Dollars	
TASK 1 - CONSTRUCTION PHASE SERVICES																																			
Senior P.E./Principal	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	15	15	15	15	15	15	20	10	8	\$ 245.00	287.00	\$ 70,315.00	\$ -	\$ -	\$ 70,315.00	
Sr. Project Manager/engr	60	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	45	55	30	20	\$ 190.00	1,130.00	\$ 214,700.00	\$ -	\$ -	\$ 214,700.00	
Clerical/Admin	30	25	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	30	40	16	10	\$ 70.00	591.00	\$ 41,370.00	\$ -	\$ -	\$ 41,370.00	
Const. Administrator	80	140	160	160	160	160	160	160	160	160	160	160	160	160	160	160	160	160	160	160	160	160	160	160	160	160	120	40	\$ 160.00	4,220.00	\$ 675,200.00	\$ -	\$ -	\$ 675,200.00	
Sr Designers	2	2	2	4	4	6	6	8	8	8	10	10	10	10	10	10	10	12	12	12	16	16	24	24	24	30	50		\$ 120.00	342.00	\$ 41,040.00	\$ -	\$ -	\$ 41,040.00	
CW Engineering Electrical sub																														\$ 1,425.00	\$ 9,500.00	\$ 10,925.00			
GEP Site sub																														\$ 825.00	\$ 5,500.00	\$ 6,325.00			
TASK TOTALS																																			
																														6,570.00	\$ 1,042,625.00	\$ 2,250.00	\$ 15,000.00	\$ 1,059,875.00	
TASK 2 - SRF SERVICES																																			
JEA Funding assist sub																																\$ 12,847.50	\$ 85,650.00	\$ 98,497.50	
TASK TOTALS																																			
																																\$ 12,847.50	\$ 85,650.00	\$ 98,497.50	
TASK 2 - SUPPLEMENTAL SERVICES																																			
																																\$ 200,000.00	\$ -	\$ -	\$ 200,000.00
TASK TOTALS																																			
																																\$ -	\$ -	\$ -	\$ 200,000.00
PROJECT TOTALS																																			
																															6,570.00	\$ 1,242,625.00	\$ 15,097.50	\$ 100,650.00	\$ 1,358,372.50

# C & W engineering Inc.

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Consulting Engineers – Electrical • HVAC • Plumbing

6903 Vista Parkway North, #10  
West Palm Beach, FL 33411  
(561) 642-5333

April 19, 2022

Dennis Croyle, P.E.  
Giffels-Webster Engineers  
900 Pine Street  
Suite 225  
Englewood, FL 34223

Subject: Martin County Utilities Old Palm City Vacuum Sewer Pump Station,  
Construction Services  
C&W Ref. 99585.CS

Dear Dennis:

I am pleased to submit this proposal to provide electrical engineering construction services proposal for the above-mentioned project. We will provide electrical engineering services as listed below:

Attend one Pre-Construction meeting

Respond to Pre-Construction meeting questions

Review of Shop drawings

Respond to Contractor questions, RFIs

Review O&M submittals

Provide one progress field inspection during construction

Attend the Generator load bank test.

Provide one Field visit at startup and provide a punch list

Provide As-built drawings based on Contractor red lines

99585.CS

**FEE SUMMARY**

Construction Services: \$9,500.00 firm price, lump sum

We are grateful for this opportunity. I trust this proposal meets your expectations. If you have questions or comments, please feel free to call.

Very truly yours,

**C&W Engineering, Inc.**



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Michael Guida PE

JLR/nl  
MAG file

April 18, 2022

Dennis Croyle, P.E.  
Giffels-Webster Engineers, Inc.  
900 Pine Street, Suite #225  
Englewood, FL 34223

[dcroyle@gwefl.com](mailto:dcroyle@gwefl.com) / 941-475-7981

Re: Engineering Services Agreement  
**Old Palm City Vacuum Station plan revision**  
**Martin County, FL**

Dear Mr. Croyle;

Giangrande Engineering & Planning appreciates the opportunity to submit this proposal for the construction support services for the Old Palm City Vacuum Station Project.

Attached is Exhibit A – our proposed Scope Fees of Services. Our proposal and fees are based on our experience in performing these services for similar projects and our previous discussions with the County. Exhibit B – is provided as the firm's hourly rate schedule.

If this proposal is acceptable to you, we understand that Martin County will issue a purchase order for work to be performed. Should you have any questions or need additional information, please do not hesitate to contact me at (772) 888-9076.

We look forward to delivering a successful project with you.

Best regards,



Leo Giangrande, P.E.  
Principal

**Exhibit A**  
**Scope of Services**  
**April 18, 2022**

**Old Palm City Vacuum Station**  
**Martin County, Florida**

Martin County is proposing a Vacuum Station building in Old Palm City. This scope change is requested to provide construction support services to the Old Palm City Vacuum Station. The construction management will be provided by Giffels-Webster Engineers, Inc. with GEP support on an as needed basis.

**SCOPE OF SERVICES**

**Task 1: Services During Construction**

1. **Bidding Assistance:** GEP will provide bidding assistance to the CLIENT as needed including by providing the final bid item list and quantities. GEP will respond to any request for information (RFI), as needed.
2. **Pre-Construction Meeting:** GEP shall attend one pre-construction meeting with Martin County, the Contractor, and other applicable agencies and public utilities prior to the commencement of construction. GEP shall issue plans for construction to Martin County and the Contractor at this time.
3. **Shop Drawings:** GEP shall review the shop drawings for the improvements, including coordination of shop drawings for sub-consultants used by GEP during the project design. Additionally, GEP will only review any rejected shop drawings an additional one (1) time following revisions by Contractor for compliance with approved Plans and Specifications. Further review will be considered additional services.
4. **Contractor Requests for Additional Information (RFI):** GEP will respond to Contractor's RFIs.
5. **Substantial Completion Inspection:** GEP shall conduct a substantial completion inspection with Martin County, the Contractor, and other applicable agencies and public utilities to determine if the project is substantially complete and, if needed, generate a punch list of items to be completed prior to the final project closeout inspection.

**Time & Material Allowance – \$4,500**

**Sub-consultant allowance:**

This item shall include services as needed during construction for inspections by electrical or landscape sub-consultants.

**Landscape Sub-Consultant Allowance – \$1,000**

**Submittals & Documentation**

- GEP will provide electronic copies of the construction plan drawing sheets in CADD and PDF format for each submittal.
- Hard copies of the plans will be provided as requested and charged on a time and material basis.

**Assumptions and Clarifications**

- Martin County shall be responsible for permit and application fees as required.
- Construction phase services are only provided on an as needed basis. Regular project meetings are not anticipated to require attendance other than specific issues meetings.



**Exhibit B**  
**STANDARD HOURLY RATE SCHEDULE for MARTIN COUNTY**  
**May 8, 2020**

**Engineers, Planners, Construction Managers**

Job Title	Billing Rate	Job Title	Billing Rate
Engineer I	\$ 90.00	Project Manager	\$ 125.00
Engineer II	\$ 100.00	Senior Engineer	\$ 135.00
Engineer III	\$ 110.00	Principal Engineer	\$ 165.00

**CADD Personnel:**

Job Title	Billing Rate	Job Title	Billing Rate
CADD Technician I	\$ 75.00	CADD Technician II	\$ 85.00
CADD Technician III	\$ 90.00		

**Administrative Personnel:**

Job Title	Billing Rate		
Administrative Assistant I	\$ 55.00	Administrative Assistant II	\$ 65.00

**Direct Project Expenses:**

Travel - Automobile/Truck	Current IRS Rate
Travel - Other than Automobile	Actual Cost
Subcontracted Services	Actual Cost + 10%

If authorized by the client, an overtime premium multiplier of 1.5 will be applied to the billing rate of hourly personnel who work overtime in order to meet a deadline, which cannot be met during normal hours. Invoices will be rendered monthly. Payment is due upon presentation. A late payment finance charge of 1.5% per month (but not exceeding the maximum rate allowable by law) will be applied to any unpaid balance commencing 30 days after the date of the original invoice.

Project Name:	SRF Support
Client:	Giffels Webster/Martin County
Opportunity Number:	

Revised On:	4/28/2022
Revised By:	JSB
Revised On:	
Revised By:	
Revised On:	
Revised By:	

Staffing Plan							
MD/QA	Project Manager	Const. Project Coordinator	Construction Administrator	Sr. Admin	Admin Graphics		
TLowery	JSBell	Jmorrison	Gfruecht	Pfletcher	Kfarrell		
\$250.00	\$195.00	\$80.00	\$140.00	\$105.00	\$80.00		

Task No.	Task Description	Hours										Labor Hours	Direct Labor Effort	Expenses (ODC's) Effort	Subconsultant Effort	Total Fee
2	SRF Services During Construction Interviews, Wage Statement reviews, Site Visits, Disbursement Requests															
		4	28	120	340	8							\$64,500.00	\$7,000.00		\$71,500.00
	Subtotal	4	28	120	340	8	0	0	0	0	0	\$64,500.00	\$7,000.00	\$0.00	\$71,500.00	
	Project Management, Meetings and Communication project management, monthly updates															
14		30	14	14	14							\$13,900.00	\$250.00		\$14,150.00	
	Subtotal	14	30	14	14	14	0	0	0	0	0	\$13,900.00	\$250.00	\$0.00	\$14,150.00	
	Grand Total	18	58	134	354	22	0	0	0	0	0	78,400	7,250	0	85,650	