

072-19 APPENDIX A - SCOPE OF SERVICES

SCOPE OF WORK

JEA's Water/Wastewater five-year Capital Improvement Plan (CIP) is currently forecasted at \$1.04 billion with a fiscal year average of \$210 million. The CIP includes various types of utility infrastructure projects such as water reclamation facilities, water treatment plants, pump stations, rehabilitation projects and water, sewer and reclaim pipeline projects. JEA seeks to engage the services of two (2) Consultants that can effectively and efficiently provide Construction, Engineering and Inspection (CEI) and other related professional services necessary to oversee the construction (by others) of various utility infrastructure improvement projects funded by JEA or others. Some projects may require FDOT Certification.

The projects to be managed under this contract and associated project scopes and fees are to be determined on a project-by-project basis. Construction Management and other related professional services will begin mid-to-late 2019 and continue through the construction close-out and warranty periods of all projects managed under this contract. The Proposers selected to perform the requested services under this contract will not be eligible to provide CEI services on any project(s) for which they have been selected to, or for which they may be selected to, perform engineering or construction services.

See the Detailed Scope of Services for a full description and deliverables required under this RFP.

A copy of JEA's five-year Capital Improvement Plan is included as Appendix C. This list will function as a basis of potential projects that the successful Proposers that may be tasked to provide CEI services on and will serve as a continuing CEI contract for JEA. Assignment of work will be on a project-by-project basis.

DETAILED SCOPE OF SERVICES

Services provided under this contract are for the Consultant to provide CEI services and other related professional services necessary to oversee the construction (by others) of various utility projects funded by JEA.

The Consultant understands that JEA or other Consultants under contract with JEA will perform the CEI services for many JEA projects. However, at JEA's option, CEI services may be requested from the Consultant either to supplement JEA's staff or to provide full construction management and inspection services on assigned projects.

The projects to be managed under this contract and associated project scopes and fees are to be determined on a project by project basis. Construction Management and other related professional services will start when a Purchase Order is issued and continue through the construction close-out and warranty periods of the projects managed under this contract. The services described below constitute full CEI support and are not provided to infer the consultant will perform all or any of them. A detailed scope of services and fee will, therefore, be negotiated on each project which may or may not include the following services:

- Perform constructability reviews on design work performed by others
- Schedule and conduct pre-construction conferences as necessary
- Issue Notices to Proceed to contractors
- Enforce and perform terms of the construction contracts between JEA and its contractors
- Review shop drawings submitted by contractors for conformance to the specifications, and distribute to parties as necessary
- Obtain and answer contractors' inquiries and Requests For Information in a timely manner
- Provide qualified construction inspectors to inspect the work to ensure that construction is proceeding in accordance with the specifications, and that work is constructed properly by design and per JEA Water and Wastewater Standards
- Direct the contractor on removal and replacement of defective work which does not meet specifications, or is otherwise incorrectly constructed
- Review and analyze contract change order requests and proposals to determine validity thereof, and recommend appropriate action to JEA
- Review claims and disputes and recommend necessary actions
- Attend and record meeting minutes for construction progress meetings

- Review and recommend for approval contract change orders and forward necessary documentation and paperwork to JEA as to the necessity for such changes, including substantiation of the extra costs thereof
- Arrange for construction materials testing by third party testing laboratories and review test reports to ensure that materials installed meet the requirements of the contract documents
- Review construction inspection reports relating to the contractors' performance and communicate with each, if necessary, regarding non-conformance to plan specifications, workmanship, etc.
- Review contractors' requests for monthly progress payments and, if appropriate, certify pay application is proper and transmit to JEA with recommendation that the invoice be paid or rejected
- Review contractors' pay requests for compliance with minority business enterprise participation requirements
- Review contractors' proposals for additional work or change orders for compliance with minority business enterprise participation requirements
- Adjust requests for monthly progress payments, as necessary, to align amount of pay requested with actual progress of construction satisfactorily performed
- In the event of the need to revise the contract drawings during the construction period, coordinate with the JEA and the Design Consultant to obtain the revised originals from the design consultant, review the changes and corrections on behalf of JEA, and coordinate the issuance of new prints for the revised drawings to the parties concerned
- Review contractors' monthly progress schedules and reports applicable to all phases of the construction operations, and such special reports as may be required to keep JEA fully advised with respect to the progress of construction of the projects
- Monitor contractors' preparation of in-progress as-built drawings during the course of construction to ensure that final as-built drawings will be easily produced and submitted to JEA at Final Completion
- Collect final as-built drawings for each project, review for conformance with the contract documents and specifications, and recommend approval/disapproval to JEA
- If final as-built drawings are recommended for disapproval, monitor contractors' preparation of revised final as-built drawings
- Prepare a final engineering report on the construction status of each project
- Recommend in writing, that JEA make final payment on a project when appropriate
- Collect documents and deliverables, including release of liens and consent of surety, from the contractors prior to recommending that final payments be made
- Continue acting as JEA's representative throughout the post-construction phase of the projects, which generally cover the contractors' one-year warranty periods
- Deliver final documents, including originals of construction drawings and specifications, approved as-built drawings, a DVD with as-built drawings in AutoCAD or .pdf format, two sets of blue line prints and the projects files to JEA
- Prepare and deliver final project financial accounting reports to JEA including Schedule of Asset data.
- Evaluate and rate the contractor's performance at mid-point of construction and after Final Completion and transmit to JEA
- Direct the contractor to replace or correct of defective work which becomes known during the warranty period
- Provide monthly status reports to JEA concerning warranty activities and corrective work by contractors
- Enforce all warranty provisions of the contract documents
- Schedule and conduct an eleven (11) month warranty inspection of projects including the contractors, design consultants and JEA personnel as appropriate
- Develop eleven-month warranty punchlist and forward to the contractor for corrective action
- Monitor contractor's performance on addressing the punchlist
- Advise JEA, in writing, when contractors have satisfactorily completed their obligations under the warranty periods of the contracts
- Provide any other construction engineering and inspection services as may be necessary to implement the project