

November 26, 2018
BOARD OF COUNTY COMMISSIONERS
ORANGE COUNTY, FLORIDA
Y19-901-RM / ADDENDUM #1
CONTINUING PROFESSIONAL ENGINEERING DESIGN SERVICES FOR SOLID
WASTE CONSTRUCTION PROJECTS

Proposal Opening Date: December 20, 2018

This addendum is hereby incorporated into the solicitation documents of the project referenced above. The following items are clarifications, corrections, additions, deletions and/or revisions to and shall take precedence over the original documents. Underlining indicates additions, deletions are indicated by ~~strikethrough~~.

A. The following changes are being made to the RFP:

EXHIBIT A SCOPE OF SERVICES has been added to the RFP and is attached to this addendum.

B. The Proposer shall acknowledge receipt of this addendum by completing the applicable section in the solicitation or by completion of the acknowledgement information on the addendum. Either form of acknowledgement must be completed and returned not later than the date and time for receipt of the proposal.

Receipt acknowledged by:

Authorized Signature

Date Signed

Title

Name of Firm

**EXHIBIT A
SCOPE OF SERVICES
CONTINUING ENGINEERING SERVICES FOR
SOLID WASTE MANAGEMENT CONSTRUCTION PROJECTS
ORANGE COUNTY, FLORIDA**

Section 1. General Objectives

The County plans to select one consultant to perform engineering services for the Orange County Solid Waste Management System (SWMS) for construction projects valued under two (2) million dollars. The County will also have other consultants perform engineering assignments or other SWMS related engineering work tasks during the contract period.

The general scope of work included in Section 2 shall be the minimum requirements for each Task Authorization.

Section 2. Detailed Description of Services

The possible assignments to be performed by the Consultant under this Contract require performance of project program development and preliminary design services, regulatory reporting, final design, construction plans and specifications, permitting, bidding, and construction services. This section provides a general description of the types of services the Consultant may be asked to perform during the performance of these assignments. The Consultant shall provide all services required to complete each selected project. The use of technical sub consultants and contractors may be required.

2.1 Proposals for Task Authorization

- 2.1.1 A proposal from the Consultant shall be submitted for each project requested by the County.
- 2.1.2 A scope of work shall be included in each proposal.
- 2.1.3 The proposal shall contain a schedule that identifies and addresses accomplishment of each major milestone discussed in the scope of work. Assume a County review time of two weeks for each submittal.
- 2.1.4 The proposal shall include an organizational chart that depicts the hierarchy of the project team. The chart shall contain names, title and responsibility of each team member and depict the flow of communication and responsibility for task performance.
- 2.1.5 The proposal shall contain a proposed not-to-exceed fee or a lump sum fee for accomplishing the engineering services. The fee shall be presented with a clear

itemization of the proposed tasks, the task man-hours by discipline/labor category, the cost for each man-hour proposed for accomplishing each task and the percent of the total fee allocated to M/WBE participation. All other costs shall be clearly itemized and explained.

2.2 General Requirements for Deliverables

- 2.2.1 The consultant shall provide seven copies of all deliverables shall be submitted to the County at the 30%, 60% and 90% completion levels.
 - 2.2.1.1 The consultant shall provide 30% level of completion is conceptual. An outline and/or table of contents shall be provided for reports. For design or construction projects the basic layout and scope of the project will be provided. A list of proposed plan sheets will be included.
 - 2.2.1.2 The consultant shall provide 60% completion level is when all basic criteria is covered. For reports or permits the concepts are addressed although all details are not complete. For design and construction projects the drawings should show all major aspects of the project with most of the detail information provided. A table of contents with division one specifications shall be included.
 - 2.2.1.3 The consultant shall provide 90% completion level is when the Consultant is complete. The document has been through the internal QA process and all details are provided. For design and construction projects the drawings and specifications shall be at a level of completion that will allow the Project to be bid.
 - 2.2.1.4 The consultant shall provide 100% completion level when all previous County comments have been addressed. No substantial changes by the Consultant shall be made at this time.
- 2.2.2 The consultant shall provide text documents in Word format. For Bid Documents, the formatting standard required by the Procurement Division effective at the time of the Task Authorization shall be followed.
- 2.2.3 The consultant shall provide drawings in AutoCAD 2014 format or the current release and format in use by Orange County. Bid document shall also be in the ".pdf" file format or current format in use by Orange County. Drawings for reports and permits shall be 8 ½" X11" or 11" X 17". Drawings for Construction projects and specific permits shall be 22" X 34".
- 2.2.4 The consultant shall provide a cost estimate shall be submitted at the 90% completion level.
- 2.2.5 The consultant shall provide seven copies of documents not requiring bidding. An electronic copy and an unbound copy shall be submitted.

- 2.2.6 The consultant shall provide twenty-five copies of bid documents at the 100% completion level for all projects requiring bidding. An electronic copy of the drawings and specifications in .pdf format shall be submitted.
- 2.2.7 The consultant shall provide ten copies of Conformed construction documents including specifications, full and half-sized drawings. Conformed documents shall be tape bound.
- 2.2.8 The consultant shall provide four copies of all as-built and record documentation in bound hard copy and an electronic copy.

2.3 Project Development and Preliminary Design Services

- 2.3.1 The consultant shall develop layout and sizing of the proposed systems to meet the needs for the project.
- 2.3.2 The consultant shall collect and review mapping and aerials made available by the County for the area.
- 2.3.3 The consultant shall review all available information, such as records, maps, surveys, plans, soils investigation reports, and requirements of all agencies having jurisdiction over the project and any other information which may have a bearing and impact on the planning, design, approval, permitting, construction or operation of the project.
- 2.3.4 The consultant shall coordinate the implementation of the plan with the County's Utilities Solid Waste Division personnel.
- 2.3.5 The consultant shall prepare technical memorandum summarizing these items and submit seven (7) copies to Orange County Utilities Solid Waste Division for approval.
- 2.3.6 The consultant shall submit task progress and schedule updates Monthly.

2.4 Final Design, Permitting Plans and Specifications, Bidding, and Construction Services:

Following the review and approval by the Orange County Utilities Solid Waste Division of the Technical Memorandum, the Consultant shall provide the final design services. Specific tasks may include, but are not limited to, the following:

- 2.4.1 The consultant shall prepare the final engineering design plans with the necessary details and specifications to allow construction for the systems as outlined in the Preliminary Design Report.

- 2.4.2 The consultant shall submit seven (7) sets of designs, plans, drawings and specifications to the County project representatives at 30%, 60% and 90% completion levels. After County review of each submittal, the Consultant shall meet with the County's representatives to discuss their comments. The Consultant shall address and resolve all review comments before proceeding to the next completion level.
- 2.4.3 The consultant shall prepare all documents, design calculations, plans, maps, drawings, specifications and applications that are required or needed to obtain the approval of, or permits from, all agencies having jurisdiction over the project and to secure all permits as required for construction and operation.
- 2.4.4 The consultant shall prepare required documents and obtain necessary permits from appropriate agencies.
- 2.4.5 The consultant shall develop a plan for phasing and implementing the construction of the systems.
- 2.4.6 The consultant shall submit a detailed construction cost estimate, signed and sealed, based on approved plans and specifications.
- 2.4.7 The consultant shall assist the P
- 2.4.8 Procurement Division in the advertisement of projects and preparation of addenda as necessary; attend a pre-bid conference; evaluate bids; check the Contractors' references; prepare a certified bid tabulation; and recommend award of construction contract to the Orange County Utilities Solid Waste Division.
- 2.4.9 The consultant shall submit task progress and schedule updates with each invoice.

2.5 Construction Services:

Once a construction contract has been awarded, the Consultant shall provide general services during construction. In general, resident services will be provided by the County. However, the Consultant may be asked to provide Resident Engineering Services. Specific tasks under general construction services may include, but are not limited to, the following:

- 2.5.1 The consultant shall prepare and submit Conformed Documents, incorporating all changes and information submitted during the bid process.
- 2.5.2 The consultant shall prepare for, conduct, and attend a pre-construction meeting with the selected Contractor, the County and other affected parties prior to beginning construction and provide minutes of the meeting.

- 2.5.3 The consultant shall hold periodic progress meetings with the selected Contractor and the County and provide minutes of the meetings.
- 2.5.4 The consultant shall provide the County consultation and advice during the construction process.
- 2.5.5 The consultant shall prepare sketches and drawings to resolve field conflicts encountered.
- 2.5.6 The consultant shall provide clarification and interpretation of the specifications and drawings.
- 2.5.7 The consultant shall review shop drawings, detailed construction drawings, and material samples submitted by the Contractor for compliance with the design requirements.
- 2.5.8 The consultant shall determine the acceptability of substitute materials and equipment proposed by the Contractor.
- 2.5.9 The consultant shall review laboratory, shop and test reports of materials and equipment utilized.
- 2.5.10 The consultant shall visit the project site periodically to observe the compliance with the Contract documents and inform the County of observed deficiencies.
- 2.5.11 The consultant shall review Contractor's monthly payment requests and recommend to the County the amount of payment due based on established amounts of work accomplished by the Contractor.
- 2.5.12 The consultant shall prepare monthly status reports for the County.
- 2.5.13 The consultant shall review and monitor Contractor's construction schedules and advise the County as to progress and problems affecting such progress.
- 2.5.14 The consultant shall review and report to the County the legitimacy of change order requests for cost and time extensions submitted by the Contractor. Prepare and submit proposed contract change orders, as required.
- 2.5.15 The consultant shall conduct two final inspections of the completed project in concert with representatives of the County. The first inspection will be for substantial completion to develop a punch list for the Contractor, and the second inspection will be to confirm that the Contractor has adequately addressed items on the punch list. If it is determined that the Contractor has fulfilled his contract obligations, the Consultant shall recommend to the County, final acceptance of the Project. Following the County's final acceptance, the Consultant shall review the final pay request and recommend the amount of final payment.

- 2.5.16 The consultant shall prepare record drawings from information provided by the County inspectors and the Contractor delineating the dimensions, location, and elevation of all facilities constructed. The County will receive one set of reproducible and three sets of prints of the record drawings.
- 2.5.17 The consultant shall provide three copies of complete manufacturer's maintenance instructions for equipment installed as a part of the project. The maintenance instructions shall include lubrication schedules, recommended lubricants, recommended inspection or service procedures, instruction for disassembly and reassembly after repairs, and such other information as may be required to facilitate equipment maintenance.
- 2.5.18 The consultant shall provide assistance in claims negotiation and dispute resolution, including technical services on an "as needed" basis. Respond to each claim or dispute by letter report.
- 2.5.19 The consultant shall provide project certification to regulatory agencies certifying the project is complete and in compliance with permits issued by the regulatory agencies, and submit required certification documents to the regulatory agencies.
- 2.5.20 The consultant shall observe and provide technical guidance during the initial operation of the project and the performance tests required by the specifications.
- 2.5.21 The consultant shall submit task progress and schedule updates with each invoice.