



ISO 9001:2015 CERTIFIED

ENGINEERS • PLANNERS • SCIENTISTS • CONSTRUCTION MANAGERS

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## **CONSTRUCTION ENGINEERING & INSPECTION (CEI)**

**June 11, 2026**

**SCOPE OF SERVICES**

**KCI TECHNOLOGIES INC.**

**FOR**

**CHARLOTTE COUNTY BOARD OF COUNTY COMMISSIONERS**

**PUBLIC WORKS ENGINEERING**

**WORK ORDER #6, FILE #20260375**

**TOM ADAMS BRIDGE STRUCTURAL REPAIRS**

### **SUMMARY**

Upon the request of Charlotte County, this scope is being provided for CEI Services as a time and material with limiting amount contract. The project shall be billed monthly based on actual time and expenses per the backup documentation attached.

### **TASK 1 CONSTRUCTION ENGINEERING AND INSPECTION SERVICES (CEI)**

1B.1 Length of Service: The CONSULTANT's Senior Project Engineer will track the execution of the Construction Contract such that the CONSULTANT is given timely authorization to begin work. The CONSULTANT shall be ready to assign personnel within four weeks of notification.

Duration of Construction: 120 Calendar Days

For estimating purposes, the Consultant will be allowed an accumulation of 30 calendar days to perform preliminary administrative services prior to the issuance of the Contractor's notice to proceed on the first project and 30 calendar days to demobilize after Final Acceptance of the last Construction Contract.

1B.2 Items to be furnished by the COUNTY: The County, on as-needed basis, will furnish the following Contract documents for each project. These documents may be provided in either paper or electronic format.

- Construction Plans,
- Special Conditions,
- Copy of the Executed Construction Contract,
- Copies of all permits issued for the project(s),
- Copies of any Joint Project Agreements executed for the project(s)

The County will allow connection to the County intranet through either dialup communications or approve leased lines. Appropriate approval must be received prior to their use. CONSULTANT shall have access to all files kept for the project by the County.

*Employee-Owned Since 1988*

1B.3 Field Equipment: Supply inspection and testing equipment essential to perform services under this Agreement; such equipment includes non-consumable and non-expendable items. Hard hats shall have the name of the consulting firm visibly displayed. Equipment described herein and expendable materials under this Agreement will remain the property of the CONSULTANT and shall be removed at completion of the work. Handling of nuclear density gauges shall be in compliance with their license. Retain responsibility for risk of loss or damage to said equipment during performance of this Agreement. Field office equipment shall be maintained and in operational condition at all times.

1B.4 General Requirements of the CONSULTANT: It shall be the responsibility of the CONSULTANT to administer, monitor, and inspect the construction Contract such that the project is constructed in reasonable conformity with the plans, specifications, and special conditions for the Construction Contract. This responsibility also includes schedule tracking and reporting on a weekly basis.

The CONSULTANT shall observe the Contractor's work to determine the progress and quality of work, identify discrepancies, report significant discrepancies to the County, and direct the Contractor to correct such observed discrepancies.

The CONSULTANT is not authorized to negotiate and approve Construction Contract Change Orders or Authorized Allowance Requests. All such Change Orders must be determined to be in accordance with Florida law by the County prior to approval by the County Commission. The CONSULTANT shall consult with the County Project Manager, as it deems necessary and shall direct all issues which exceed its delegated authority to the County Project Manager for County action or direction.

The CONSULTANT shall advise the County Project Manager of any significant omissions, substitutions, defects, and deficiencies noted in the work of the Contractor and the corrective action that has been directed to be performed by the Contractor. Work provided by the CONSULTANT shall not relieve the Contractor of responsibility for the satisfactory performance of the Construction Contract.

1B.5 On-site Inspection: The CONSULTANT shall monitor the Contractor's on-site construction activities and inspect materials entering into the work in accordance with the plans, specifications, and special conditions for the Construction Contract to determine that the projects are constructed in reasonable conformity with such documents. The CONSULTANT shall keep detailed accurate records of the Contractor's daily operations and of significant events that affect the work.

CONSULTANT shall review and approve Contractor's production schedule, shall enforce schedule conditions, and shall request a remediation plan should project fall behind the original contract schedule.

1B.6 Sampling and Testing: The CONSULTANT shall perform Quality Assurance sampling and testing of component materials and completed work in accordance with the Construction Contract documents. The minimum sampling frequencies set out in the FDOT's Specifications or Materials

Sampling, Testing and Reporting Guide shall be met by the Contractor. In complying with the aforementioned specifications or guide, the CONSULTANT shall provide daily surveillance of the Contractor's Quality Control activities at the project site and perform the Quality Assurance sampling and testing of materials and completed work items that are normally done in the vicinity of the project for verification and acceptance.

The CONSULTANT shall be specifically responsible for job control samples determining the acceptability of all materials and completed work items on the basis of either test results or verification of a certification, certified mill analysis, DOT label, DOT stamp, etc.

Sampling, testing and laboratory methods shall be as required by the Standard Specifications, Special Conditions or as modified by special provisions of the Construction Contract.

Documentation reports on sampling and testing shall be submitted to responsible parties during the same week that the construction work is done.

1B.7 Engineering Services: The CONSULTANT shall coordinate the Construction Contract administration activities of all parties other than the Contractor involved in completing each construction project. Notwithstanding the above, the CONSULTANT is not liable to the County for failure of such parties to follow written direction issued by the CONSULTANT.

Services include maintaining the required level of observation of Contractor activities, interpreting plans, specifications, and contract documents for the Construction Contract, maintaining complete, accurate records of all activities and events relating to the project, preparing daily field reports on County forms and properly documenting all significant project changes. The CONSULTANT may perform the following services:

- (1) Schedule and attend a pre-construction conference for each project identified in accordance with County's procedure. The CONSULTANT shall provide appropriate staff to attend and participate in the meeting. Notice to Proceed is normally issued on the date of this pre-construction conference.
- (2) The CONSULTANT shall record a complete and concise record of the proceedings of the pre-construction meeting and distribute copies of this summary to the participants and other interested parties within seven (7) days. The CONSULTANT shall submit Action Request packages for Personnel Approval for immediate staff needs and a copy/computer file of the final negotiated staffing to the County Project Manager at this meeting.
- (3) CONSULTANT shall prepare a payment application spreadsheet, in the County's format, for use in approving pay quantities and for Contractor invoicing.
- (4) CONSULTANT shall prepare and update the shop drawing submittal log for the Project and shall be responsible for reviewing or obtaining approvals for all shop drawing submittals.
- (5) CONSULTANT shall analyze the Contractor's schedule(s) (i.e. baseline(s), revised baseline(s), updates, as-built, etc.) for compliance with the contract documents. Elements including, but not limited to, completeness, logic, duration, activity, flow, milestone dates, concurrency, resource allotment, and delays will be reviewed. Verify the schedule

conforms with the construction phasing and MOT sequences, including all contract modifications. Provide a written review of the schedule identifying significant omissions, improbable or unreasonable activity durations, errors in logic, and any other concerns as detailed in CPAM.

- (6) Verify that the Contractor is conducting inspections, preparing reports and monitoring all storm water pollution prevention measures associated with the project. For each project that requires the use of the NPDES General Permit, provide at least one inspector who has successfully completed the "Florida Stormwater, Erosion, and Sedimentation Control Training and Certification Program for Inspectors and Contractors". The CONSULTANT's inspector will be familiar with the requirements set forth in the FEDERAL REGISTER, Vol. 57, No. 187, Friday, September 5, 1992, pages 4412 to 4435 "Final NPDES General Permits for Stormwater Discharges from Construction Sites" and guidelines developed by County.
- (7) Analyze problems that arise on a project and proposals submitted by the Contractor, endeavor to resolve such issues, and process the necessary paperwork.
- (8) Produce reports, verify quantity calculations, make field measurements for payment purposes as needed to prevent delays in Contractor operations and ensure prompt processing of such information in order for the County to make timely payment to the Contractor. (See paragraph 3.)
- (9) Prepare and make presentation before the County in connection with any disputes or claims regarding the project covered by this Agreement.
- (10) Monitor each Contractor and subcontractor's compliance with specifications and contract documents.
- (11) Video tape the pre-construction conditions throughout the project limits. Provide a digital photo log or video of project activities, with heavy emphasis on potential claim items/issues and on areas of real/potential public controversy. A pre- construction video and post-construction video are also required.
- (12) The CONSULTANT shall have a digital camera for photographic documentation of noteworthy incidents or events to cover the following areas:
  - (a). Pre-construction photographs
  - (b). Normal and exceptional progress of work
  - (c). Critical path activities
  - (d). Accidents of all types, including private vehicular accidents
  - (e). Unsafe working conditions
  - (f). Unusual construction techniques
  - (g). Damaged equipment or materials
  - (h). Any activity which may result in claims

These photographs will be filed and maintained on the CONSULTANT's computer. Copies of photographs will be electronically transferred to the County every 30 days via Sharepoint. The taking of the photographs shall begin the day prior to the start of construction and continue regularly throughout this project. Photographs shall be taken on the days of Conditional, Partial and/or Final Acceptance.
- (13) Coordinate weekly/bi-weekly construction progress meetings at the field office. Prepare minutes of these meetings and distribute.

- (14) If requested by the County, prepare and distribute a monthly progress report including CPM schedule, cost/payment status, PCR's, CO's, CPM variances, QNQC concerns, permit compliance.
- (15) Monitor, inspect and document utility relocation self-performed by the contractor for conformance with Utility Agency's Standards and the Utility Agency's Approved Materials List. Document utility construction progress to be performed by Utility Agencies. Facilitate coordination and communication between Utility Agency's representatives, County's staff and Contractors executing the work. Identify potential utility conflicts and assist in the resolution of utility issues including County and Local Government owned facilities.  
Identify, review, and track progress of Joint Project Agreements, and/or other County and utility agreements. Address work progress, track reimbursement activities, and address betterment and salvage determination. Prepare all necessary documentation to support reimbursement activities and betterment and salvage determination.
- (16) Monitor each Contractor and Subcontractor's compliance with specifications and special provisions of the Construction Contract in regard to payment of predetermined wage rates in accordance with County procedures.

1B.8 Final Estimate and As-Built Plans Submittal: Prepare documentation and records in compliance with the Contract Documents, Quality Control (QC) Plan, or CONSULTANT's approved QC Plan and the County's Procedures.

Submit the Final Estimate(s) and electronic final as-built plans (signed/sealed) documenting Contractor's work as follows:

- (a) Within twenty (30) calendar days after submitted by Contractor; or
- (b) Where all items of work are complete and conditional/partial acceptance is utilized (Lighting, Plant establishment, etc.) for a period exceeding thirty (30) calendar days, the final estimate(s) will be due on the twentieth (30) day after conditional/partial acceptance. A memorandum with documentation will be transmitted to the County Project Manager at final acceptance detailing any necessary revisions to the pay items covered under the conditional/partial acceptance.

1B.9 Personnel - General Requirements: The CONSULTANT shall staff the project with the qualified personnel necessary to efficiently and effectively carry out its responsibilities under this Agreement.

1B.10 Personnel - Staffing: Once authorized, the CONSULTANT shall establish and maintain appropriate staffing throughout the duration of construction and completion of the final estimate. Responsible personnel, thoroughly familiar with all aspects of construction and final measurements of the various pay items, shall be available to resolve disputed final pay quantities until the County has received a regular acceptance letter.

Construction engineering and inspection forces will be required of the CONSULTANT while the Contractor is working. If Contractor operations are substantially reduced or suspended, the CONSULTANT will reduce its staff appropriately.

In the event that the suspension of Contractor operations requires the removal of CONSULTANT forces from the project, the CONSULTANT will be allowed ten (10) days maximum to demobilize, relocate, or terminate such forces.

1B.11 Other services: Upon written authorization by the County, the CONSULTANT will perform additional services in connection with the project not otherwise identified in this Agreement. The following items are not included as part of this Agreement but may be required by the County to supplement the Professional services under this Agreement.

- A. Assist in preparing for arbitration hearings *or* litigation that occurs during the Agreement time in connection with the construction project covered by this Agreement.
- B. Provide qualified engineering witnesses and exhibits for arbitration hearings or litigation in connection with the Agreement.
- C. In the event the Contractor submits a claim for additional compensation and/or time after the CONSULTANT has completed this Agreement, analyze the claim, engage in negotiations leading to settlement of the claim, and prepare and process the required documentation to close out the claim. Compensation for such services will be negotiated and effected through a Supplemental Amendment to this Agreement.

Personnel During Construction				
Position	Utilization	Billable Rate	Total Hours	Subtotal
Senior Project Engineer	10%	\$220.00	16.5	\$3,630.00
Project Administrator	25%	\$153.00	41.25	\$6,311.25
Contract Support Specialist			0	\$0.00
Senior Bridge Inspector	10%	\$145.00	16.5	\$2,392.50
Construction Inspector	0%	\$75.00	0	\$0.00
Resident Compliance Specialist			0	\$0.00
				\$12,333.75

**Contract Duration (Days)**

120

Personnel During Construction				
Position	Utilization	Billable Rate	Total Hours	Subtotal
Senior Project Engineer	20%	\$220.00	132	\$29,040.00
Project Administrator	40%	\$153.00	264	\$40,392.00
Contract Support Specialist			0	\$0.00
Senior Bridge Inspector	75%	\$145.00	495	\$71,775.00
Construction Inspector	75%	\$75.00	495	\$37,125.00
Resident Compliance Specialist			0	\$0.00
				\$178,332.00

**CCEI Closeout**

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Personnel During Construction				
Position	Utilization	Billable Rate	Total Hours	Subtotal
Senior Project Engineer	10%	\$220.00	16.5	\$3,630.00
Project Administrator	25%	\$153.00	41.25	\$6,311.25
Contract Support Specialist			0	\$0.00
Senior Bridge Inspector	10%	\$145.00	16.5	\$2,392.50
Construction Inspector	0%	\$75.00	0	\$0.00
Resident Compliance Specialist			0	\$0.00
				\$12,333.75

Direct Expenses / Optional Services			
Service	Quantity	Rate	Subtotal
Miscellaneous Lab and Direct Expenses	1	\$2,500.00	\$2,500.00
			\$0.00
			\$0.00
			\$0.00
** Assumes County funding only (no resident compliance specialist)			\$0.00
			\$0.00
KCI Administration (10%)			\$250.00
Subtotal			\$2,750.00
<b>TOTAL (Limiting Amount)</b>			<b>\$205,749.50</b>