

March 22, 2024

Gay Lancaster
Town Manager
Town of Belleair
901 Ponce de Leon Boulevard
Belleair, Florida 33756

Re: Carl and Shirley Avenues
Construction Contract Administration Services
Jones Edmunds Opportunity No.: 95103-203-21

Dear Ms. Lancaster:

Jones Edmunds has provided the design, permitting, and bid services for the drainage, sidewalk, and paving improvements for Carl and Shirley Avenues. Construction Contract Administration Services were excluded from the Design Services.

SCOPE OF SERVICES

Jones Edmunds will provide the following Construction Contract Administration Services:

- Submittals: Jones Edmunds will review and issue comments on project submittals. Project submittals will include shop drawings and product data for the materials to be incorporated into the project.
- Requests for Additional Information (RFI): Jones Edmunds will review and respond to up to five RFIs submitted by the Contractor. RFIs are submitted by the Contractor when questions about the construction documents arise that need clarification from the Engineer.
- Site Visits: Jones Edmunds will perform site visits while the Contractor is onsite working. The site visits are to observe that the construction is progressing in general conformance with the Construction Contract Documents.
- Review and certify monthly payment applications to the Town of Belleair. Certification will be based on the language included in the Contractor's pay application certificate (see attached).

PROJECT CLOSEOUT

The Project Closeout phase includes Substantial and Final Completion walkthroughs, preparation of punch lists, and review of Record Drawings.

- Jones Edmunds will provide one Substantial Completion site review and provide a punch list to the Town and the Contractor.

- Jones Edmunds will conduct one Final Completion site review to document that the Contractor has completed the punch-list items. Any additional visits to verify that the outstanding punch list items are completed may be provided by Jones Edmunds if authorized by the Town or may be performed by the Town at their discretion.
- The Contractor will prepare the Record Drawings for the project, and Jones Edmunds will review the drawings and provide comments. Deficient Record Drawings will be returned to the Contractor for correction.

COMPENSATION

Based on the Scope of Services described above, the Town will compensate Jones Edmunds on a time-and-materials basis up to a not-to-exceed fee of \$89,055.00. Attached is a detailed Fee Estimate. The fee is based on a budget of 70 site visits during the course of the project; however, we will only bill for the actual number of visits and hours expended on the project.

CLARIFICATIONS

- Onsite coordination with residents is excluded.
- The Town will review and issue any change orders, construction field orders, and proposed contract modifications.
- Jones Edmunds will not attend progress meetings (unless they are on the same day as the site visits).
- The expected hours listed in the attached Fee Estimate are intended as documentation and justification for the total cost of the project. Deviations or changes in the hours or costs within a task or between tasks shall not be reason for nonpayment if the total project cost has not been exceeded.

If you have any questions or comments, please contact me at (352) 377-5821 or via email at fhoyt@jonesedmunds.com.

Sincerely,



Fred Hoyt, MBA, PE
Department Manager

Attachments:

- Contractor's pay application certificate
- Fee Estimate

ARCHITECT'S/ENGINEER'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on the on-site observations and the data comprising this application, the Architect/Engineer certifies to the Owner/Client that to the best of the Architect's/Engineer's knowledge, information and belief that Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED:

\$372,915.80

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to confirm the amount certified.)

ARCHITECT/ENGINEER:

By: _____

Date: _____

This certificate is not negotiable. The amount certified is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to the rights of the Owner/Client or Contractor under this Contract.

FEE ESTIMATE

								TOTALS
	Senior Proj Mgr	Project Engineer	Construct Administrator	Admin	Labor Hours	Labor Fee	Reimbursable Expenses	
Task Description	\$225	\$170	\$155	\$85				
Review & Respond to Submittals	12	4		2	18	\$3,550		\$ 3,550
Review & Respond to RFIs	12	8		2	22	\$4,230		\$ 4,230
Site Visits	8	8	420	40	476	\$71,660	\$ 2,200	\$ 73,860
Substantial Completion site review	6		5	2	13	\$2,295	\$ 200	\$ 2,495
Final Completion Site review	2		6	2	10	\$1,550	\$ 40	\$ 1,590
Review Record Drawings	2	4	4		10	\$1,750		\$ 1,750
Misc Field Questions	4	4			8	\$1,580		\$ 1,580
Total	46	28	435	48	557	\$86,615	\$ 2,440	\$ 89,055