



**CITY OF CALLAWAY
CONSTRUCTION ENGINEERING & INSPECTION (CEI) SERVICES
BOAT RACE ROAD MULTI-USE PATH PROJECT
BID NO.: PW2021-04**

ADDENDUM #1

Date Issued: June 23, 2021

This addendum is being released due to correct page 5 of the packet, **Scope of Work**, as follows and indicated in the attachment hereto:

The services sought are the construction engineering and inspection of construction of a 5-foot wide sidewalk per Florida Department of Transportation (FDOT) Design Standards along south side of ~~Wallace~~ [Boat Race Road](#) from Tyndall Parkway (U.S. 98) to S. Berthe Avenue, approximately one (1) mile.

Janice L. Peters

Janice L. Peters, City Clerk

This Addendum must be acknowledged and included with the bid packet submission.

Signature

Company Name

Date

CITY OF CALLAWAY
CONSTRUCTION ENGINEERING & INSPECTION (CEI) SERVICES
BOAT RACE ROAD MULTI-USE PATH PROJECT
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SCOPE OF WORK

The scope of services will be to provide services for a grant funded project utilizing Federal Highway Administration Funds (FHWA) and obligated through a Florida Department of Transportation (FDOT) Local Agency Program (LAP) Agreement identified as FPID #442256-1-68-01. **Proposers must be FDOT Prequalified in Work Type 10.1 – Roadway Construction Engineering Inspection.**

This scope of services describes and defines the Construction Engineering and Inspection (CEI) services which are required for contract administration, inspection, and materials sampling and testing for the construction project described as follows:

The services sought are the construction engineering and inspection of construction of a 5-foot wide sidewalk per Florida Department of Transportation (FDOT) Design Standards along south side of Boat Race Road from Tyndall Parkway (U.S. 98) to S. Berthe Avenue, approximately one (1) mile. The work primarily consists of a new ADA compliant pedestrian walkway including concrete sidewalk, crosswalks, pavement markings, and other appurtenances. 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 provisions for the Construction Contract. 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 provisions for the Construction Contract. The Consultant shall also maintain detailed accurate records of the Contractor's daily operations and of significant events that affect the work in order to determine the progress and quality of work and identify discrepancies. The Consultant shall report significant discrepancies to the City and direct the Contractor to correct such observed discrepancies.

The responsibilities of the Consultant on this project are:

- 1. Preconstruction Conferences:** Conduct and schedule the Preconstruction Conference with the Owner, FDOT (herein called the Department), contractor and any other pertinent personnel/company. Address and resolve all issues that arise at the meeting with appropriate offices, agencies and divisions. Prepare and distribute detailed minutes of the meeting. Provide Contractor a list of all forms and reports due, when they should be submitted, and to whom.
- 2. Progress meetings:** Prepare the agenda, attend, and conduct meetings with the Department personnel, contractor, sub-contractors, utility personnel and other agencies affected by the project. Be prepared to discuss recent progress, upcoming events in the schedule, and problems associated with the project. Record significant information revealed and discussed at the meeting and distribute written minutes to the appropriate agencies. Attend Board of City Commissioner meetings as necessary.
- 3. Project administration:** Provide project administration and coordinate with the city. Prepare for and attend, when requested, any periodic or in-depth FHWA or FDOT inspections that may be conducted on the project related to project work, progress or records. Prepare for, cooperate with, and assist auditors that may be assigned to review project records, payments, reports, etc. Provide ample inspectors and assistance to adequately oversee all work being done on the contract. Prior to starting work, submit to the city a listing of personnel assigned to the project for review and approval. In addition, a list of persons with emergency phone numbers should always be supplied to the city and be available at any time in the case of an emergency on the project. The project administrator shall also obtain from the contractor a list of contractor's personnel that will be responsible for any occurrence that may arise on the project for the life of the project.