



Village of Wellington (VOW)
12300 Forest Hill Boulevard
Wellington, FL 33414

April 5th, 2018

Project No. 18-1221

Attention: Ms. Shannon LaRocque, P.E., Utilities Director

Reference: Condition Assessment and Infrastructure Improvement Evaluation,
Eastwood Subdivision, Village of Wellington, Florida

Dear Ms. LaRocque:

Based on your request, we are enthusiastically presenting you with this proposal for professional services. It is our understanding that the Village of Wellington (VOW) wishes to proactively and methodically repair and/or replace its water and wastewater network. This work is being planned for neighborhoods selected by the VOW. You have requested of our firm to provide a proposal for engineering services in relation to the Eastwood Subdivision. The attached Exhibits 1 and 2, obtained from VOW GIS files, highlight the neighborhood and quantify the existing water and wastewater systems.

It is our intent to perform a study of the subject systems and provide a report to the VOW that includes a condition assessment of the existing systems, recommendations for repairs and replacements, prioritization of the neighborhoods for, engineering and surveying costs and "Opinions of Probable Construction Costs" for the proposed water and wastewater system improvements.

Our assumptions are as follows based on discussions with the VOW:

- Hydraulic modeling of systems is not necessary.
- Wholesale size on size water system replacement. No service conversions/replacements on private property
- Wastewater pipe repairs assumed to be through lining or size on size replacement or spot repairs as necessary.
- Evaluate a sampling of 25% of accessible and visible manholes (35).
- Sewer force main evaluation has not been included.
- Video the entire gravity sewer main system (35,000 linear feet) and a sampling of approximately 20% of the laterals (85). The line video will provide indications of inflow and infiltration (I&I). Laterals will be videoed based on the results of the above main line video review and laterals selected by the VOW based on operations and maintenance (O&M) history and other factors.
- No smoke testing is necessary.
- Available GIS data, design drawings and record drawings will be provided by the VOW.



- Existing Water Main material determination and size will be based on record drawings and field verification by the VOW.
- Recommendations for water main replacement will be based existing material types, operations and maintenance history and input provided by the VOW.
- Public outreach will be coordinated with the VOW. Placement of signage in the neighborhood, VOW web site notices and other community advisories shall be provided by the VOW. Door hanger notifications will be provided and placed in the field by our office and our Subconsultant.

The general scope of our work will comprise, at a minimum, the following steps;

PRELIMINARY INVESTIGATION AND CLIENT COORDINATION

1. Collect information and data on existing systems (GIS, design drawings, record drawing). Available data will be examined resulting in a macro level understanding of the subject system and opportunities and constraints relating to the assessment of the systems and recommendations for replacements or rehabilitation. Conduct preliminary site reviews.
2. Conduct interviews and review records with O&M personnel regarding previous repairs, issues and concerns on both the water and wastewater systems. Take full advantage of the institutional knowledge readily available within VOW's internal departments, particularly the Utility Department.
3. Inquire about other potential upcoming community improvements and incorporate as necessary. We will strongly encourage communication between the various VOW departments who own and maintain the physical assets in the affected corridors to coordinate upcoming improvements to minimize disruption in these neighborhoods.
4. Prepare maps and exhibits depicting the extent of the systems to be evaluated including a manhole numbering system by lift station service area for review by the VOW to finalize the scope for the work.
5. Review and finalize field inspection scope for the sewer system and discuss procedural items and report data and format.
6. Prepare, review and maintain schedule for overall project.
7. Identify and implement, in consultation with the VOW, public notification requirements.
8. Provide consistent updates and meet with the VOW as necessary to maintain a high level of understanding regarding the progress and direction of the process.

INVESTIGATION AND REPORT PHASE

1. Conduct community outreach, in coordination with the VOW, to notify residents regarding water and particularly wastewater system evaluation during the study phase.



2. Implement field inspections and assessment of the sewer main, manholes and laterals as follows:
 - Conduct a wastewater system investigation. All work shall be conducted in accordance with NASSCO procedures with under the direction of NASSCO certified personnel. Video and evaluate the condition of the sewer main lines, manholes and sewer laterals through the services of a sub consultant with proven experience in this field. Those results will then become an efficient tool to identify laterals with I&I condition which warrant further investigation and videoing under a separate proposal if deemed necessary.
 - Coordinate with VOW O&M personnel to review and discuss the findings in the video assessment to compare with previously identified system problems/repairs.
 - Identify general limits of sewer repairs or rehabilitation. Quantify type and extent of the corrective action required such as point repairs, slip lining or replacement of long runs of the main line.
3. Conduct potable water system review and confirm approach to wholesale replacement. Attempt to find opportunities to save existing networks that are newer and installed with higher grade materials. Coordinate and collaborate with O&M staff. Considerations for upsizing smaller existing water mains will be reviewed with the VOW personnel and incorporated into the proposed recommendations if desired. No additional research, modeling or investigations are included in this scope regarding the water system beyond the wholesale size on size replacement of the mains. No private service conversions or replacements are intended to occur as a part of this scope.
4. Finalize water main material type, repairs and other data and include in consideration for replacement. Include sewer repairs and concerns for repairs and replacements.
5. Prioritize portions of the neighborhood and repairs based on coordination with and collaboration on same with O&M staff and based on condition assessment.
6. Create, monitor and maintain a schedule for the work affecting the neighborhood in connection with both systems as prioritized in the step above.
7. Conduct a second round of site reviews after all above steps have been completed, preferably accompanied by VOW staff from relevant departments to observe firsthand the existing conditions of affected neighborhoods/corridors.
8. Prepare “Opinions of Probable Construction Costs” including soft costs for water and wastewater systems improvements.
9. Prepare a Report to include all above information by:
 - Preparing an executive summary.
 - Summarizing the findings with a condition assessment.
 - Providing a summary of the proposed repairs and replacements including schematics as required.
 - Providing a phased or prioritized schedule for the subject neighborhoods.
 - Providing estimated cost data for the proposed activities.
10. Assist VOW staff in presenting the report to elected officials, if necessary.



Our fees for the subject services shall be as follows:

Sanitary Sewer Field Assessment (Layne Inliner as attached hereto)	\$ 79,595.00
Engineering Analysis (Keshavarz & Associates, Inc.)	\$ 102,850.00
Community Outreach, if required.	\$ 2,000.00
Expenses)	\$ 5,000.00
Condition Assessment and Infrastructure Improvement Study	\$ 189,445.00

We certainly appreciate the opportunity to present you with this proposal. Upon authorization, we will do our best to be an effective member of your team of professionals.

Respectfully,
KESHAVARZ & ASSOCIATES, INC.

Mark A. Williams, P.E.
Senior Vice President

**EXHIBIT B
BUDGET SUMMARY**

Eastwood Subdivision Water and Wastewater Assessment

Village of Wellington

Project No. 18-1221

	Sr. Project Manager (PE) / Senior Survey (PSM) \$180.00	Project Manager (PE) \$155.00	Sr. Engineer (PE) / Surveyor (PSM) \$130.00	Engineer (EI) / Surveyor (LSIT) \$103.00	Senior Inspector \$113.00	AutoCAD Designer \$82.00	2 Person Survey Crew \$135.00	Administrative Assistant \$72.00	Total Hours by Subtask	Total Sub- Consultant Fees	Total Prime Consultant Fees
TASK 1: Preliminary Investigation and Client Coordination											
1. Collect Existing System Data; Conduct Preliminary Site Reviews	8	8	8	0	0	0	0	2	26		\$3,864.00
2. Conduct Interviews and Review Records with O&M Personnel	8	8	0	0	0	0	0	2	18		\$2,824.00
3. Coordination with VOW for Potential Community Improvements	4	0	0	0	0	0	0	2	6		\$864.00
4. Prepare Maps and Exhibits to Determine Evaluation Areas	4	16	16	0	0	32	0	4	72		\$8,192.00
5. Review and Finalize Field Inspection Scope for Sewer System	6	8	8	0	0	0	0	2	24		\$3,504.00
6. Prepare, Review and Maintain Schedule	8	8	0	0	0	0	0	2	18		\$2,824.00
7. Identify and Implement Public Notification Requirements	8	4	0	0	0	0	0	4	16		\$2,348.00
8. Provide Updates and Meetings with VOW on Progress and Direction	32	32	16	0	0	0	0	8	88		\$13,376.00
TOTAL Hours Task 1:	78	84	48	0	0	32	0	26	268		
FEE Estimate	\$14,040.00	\$13,020.00	\$6,240.00	\$0.00	\$0.00	\$2,624.00	\$0.00	\$1,872.00		\$0.00	\$37,796.00
TASK 2: Investigation and Report Phase											
1. Community Outreach	6	6	0	0	0	0	0	0	12		\$2,010.00
2. Implement Field Inspections and Assessment of Sewer Main, Manholes and Laterals	24	32	0	0	0	0	0	12	68	79,595.00	\$10,144.00
3. Conduct Potable Water System Review and Coordinate with O&M	8	16	12	0	0	0	0	4	40		\$5,768.00
4. Finalize Water Main Material Type, Repairs and Other Data, Preparation of AutoCAD based exhibits	4	20	24	0	0	40	0	6	94		\$10,652.00
5. Prioritize Portions of Neighborhood and Repairs with O&M Collaboration	8	12	12	0	0	0	0	6	38		\$5,292.00
6. Create, Monitor and Maintain Schedule	4	4	0	0	0	0	0	2	10		\$1,484.00
7. Conduct 2nd Round Site Reviews with VOW Staff	6	4	0	0	0	0	0	2	12		\$1,844.00
8. Prepare "Opinions of Probable Construction Costs"	4	12	24	0	4	0	0	4	48		\$6,440.00
9. Prepare a Report of Findings	24	52	38	0	0	0	0	20	134		\$18,760.00
10. Presentation and submittal of Draft and Final Report to Client	12	8	8	0	0	0	0	4	32		\$4,728.00
TOTAL Hours Task 2:	100	166	118	0	4	40	0	60	488		
FEE Estimate	\$18,000.00	\$25,730.00	\$15,340.00	\$0.00	\$452.00	\$3,280.00	\$0.00	\$4,320.00		\$79,595.00	\$67,122.00
Total Prime Consultant Professional Services Hours	178	250	166	0	4	72	0	86	756	\$79,595.00	\$104,918.00
Total Prime Consultant Professional Services Fees	\$32,040.00	\$38,750.00	\$21,580.00	\$0.00	\$452.00	\$5,904.00	\$0.00	\$6,192.00		\$6,192.00	\$104,918.00
Prime Consultant Professional Services											
Subconsultant: Sanitary Sewer Lateral Inspections											
Reimbursables (copies, prints, mileage, etc.)											
TOTAL FEE											\$189,513.00



PROPOSAL

DATE: April 3, 2018

SUBMITTED TO: Keshavarz Associates
 711 N. Dixie Highway, Suite 201
 West Palm Beach, FL 33401
 Attn: Mark A. Williams, P.E.
 Senior Vice President

PROJECT: Village of Wellington, East Lake

We propose hereby to furnish material and labor - complete in accordance with specifications below for the sum of
Seventy Nine Thousand Five Hundred Ninety Five dollars and no cents (\$79,595.00)

Payment terms - 100% within thirty (30) days upon completion and acceptance.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from specifications below involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation insurance. Note: This proposal may be withdrawn by us if not accepted within thirty (30) days.

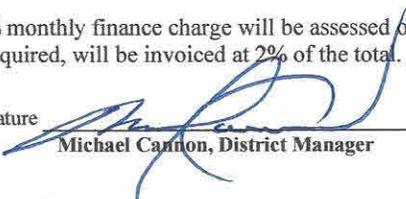
We hereby submit specifications and estimates as follows:

Layne Inliner, LLC shall supply all equipment, materials and labor to perform the work as follows:

DESCRIPTION	QTY	UNIT	PRICE	TOTAL
Sewer main cleaning and TV Inspection (6" thru 12")	35,000	LF	\$1.53	\$53,550.00
Mechanical root or grease removal (12" and smaller)	350	LF	\$0.50	\$175.00
Mechanical tuberculation/concrete removal (12" & smaller)	35	LF	\$20.00	\$700.00
Bypass pumping (6" through 10" sewer)	2	Set Up	\$50.00	\$100.00
Maintenance of traffic – residential street	15	EA	\$50.00	\$750.00
Sewer Later TV Inspection from main up to 30 LF (4" & 6" laterals, 6" through 12" mains)	85	EA	\$200.00	\$17,000.00
Sewer Lateral TV Inspection from main beyond 30 LF, any size main	500	LF	\$2.30	\$1,150.00
Sewer Lateral TV, setup charge in lines less than 3 inspections in the run	8	EA	\$115.00	\$920.00
Manhole Inspections	35	EA	\$150.00	\$5,250.00
			TOTAL	\$79,595.00

NOTES:

1. Proposal contingent upon the execution of a mutually agreeable subcontract.
2. Others to provide access to all structures.
3. If payment is not received within 30 days of invoice a 1.5% monthly finance charge will be assessed on all outstanding balances.
4. Proposal does not include bonds or permit fees. Bond, if required, will be invoiced at 2% of the total. Permit fees, if any, will be invoiced at cost.

Signature 
 Michael Cannon, District Manager

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance _____ Authorized Signature _____
 Printed Name & Title _____



Contractor Responsibilities -

1. MOT as required.
2. Placement of door hangers.
3. Schedule for all work.
4. Daily updates on field progress identifying work completed and next days anticipated work area.
5. Informal manhole assessment for the manholes that are accessed. This information will be considered relative to the selection of manholes to be inspected and MACP reports prepared for. This information will not be used in the report "per se" as inspection data, etc.
6. Main line inspections. Need defect code and pipe run with location on each photo. See below regarding still pictures.

All below per NASSCO requirements.

1. Sewer Mains:
 - a. Clean and Video all sewer runs. Include 35,000 LF of main.
 - b. Provide videos and Main PACP and Inspection pipe run graphs.
 - c. Denote deficiencies.
 - d. Take still photographs of the deficiencies.
 - e. Provide recommendations for sewer main repairs on a separate spread sheet from the PACP report.
2. Sewer Manholes:
 - a. Video and inspect sewer manhole. Include 35 manholes.
 - b. Provide videos and Sewer Manhole MACP level 2 reports.
 - c. Denote deficiencies.
 - d. Take still photographs of the deficiencies.
 - e. Provide recommendations for sewer manhole repairs on a separate spread sheet from the MACP report.
3. Sewer Laterals:
 - a. Video and inspect sewer lateral to 30' from main line. Include 85 laterals.
 - b. Provide videos and Sewer lateral LACP reports and summaries.
 - c. Denote deficiencies.
 - d. Take still photographs of the deficiencies.
 - e. Provide recommendations for lateral repairs on a separate spread sheet from the LACP report.
 - f. Denote in the field locations where proposed cleanout should be installed and denote location of existing cleanouts if found on the sewer lateral. Document these locations with photographs of existing and proposed cleanout locations with property address of other identifiable markings.

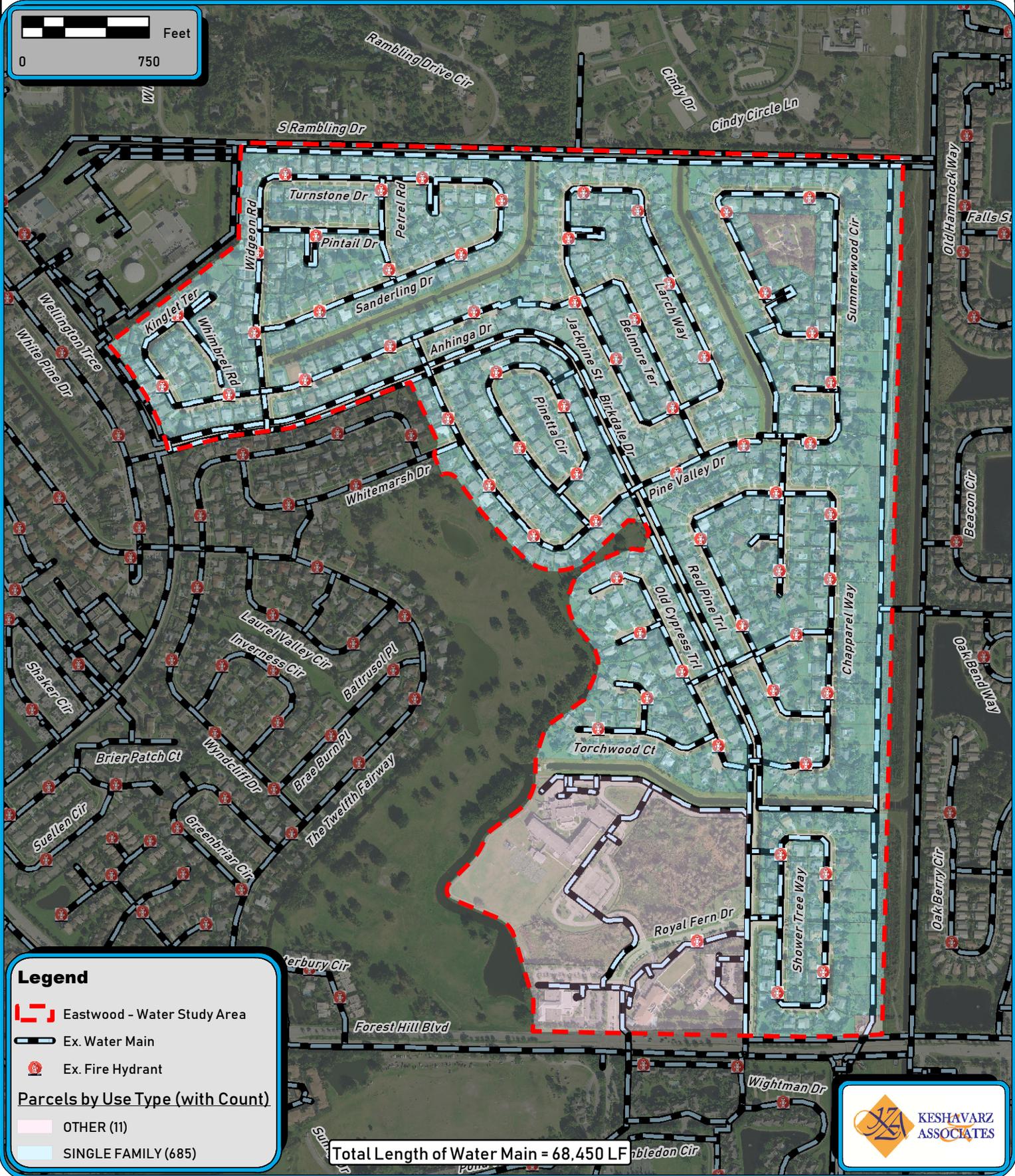
Deliverable and format shall consist of the following:

1. Billing summary of mains, manholes and laterals.
2. Hard copies of all reports and videos (on CD). 2 initial copies and 6 final copies. Include in binders appropriate for the size of the material included inside the binder (three hole punched).
3. Thumb drives of all reports organized by lift station area and further organized by mains, manholes and laterals. 1 initial thumb drive and 1 final thumb drive.



VILLAGE OF WELLINGTON

Eastwood Area Existing Water System (Exhibit 1)



Legend

- Eastwood - Water Study Area
- Ex. Water Main
- Ex. Fire Hydrant

Parcels by Use Type (with Count)

- OTHER (11)
- SINGLE FAMILY (685)

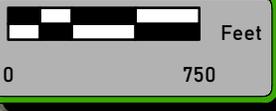
Total Length of Water Main = 68,450 LF





VILLAGE OF WELLINGTON

Eastwood Area Existing Sanitary Sewer System (Exhibit 2)



Legend

- Eastwood - Sewer Study Area
- Lift Station
- Ex. Sanitary Force Main
- Ex. Sanitary Gravity Main
- Sewer Manholes (141)

Parcels by Use Type (with Count)

- OTHER (7)
- SINGLE FAMILY (655)

Total Length of Gravity Main = 34,670 LF

