

# Proposal to Provide Village of Wellington WRF Truck Canopy Rehabilitation Construction Phase Services

**Services to be provided by:** Hazen and Sawyer (Hazen)

**Services provided to (“Village”):** Village of Wellington (Village)

**Proposal Date:** May 28, 2024

## Proposal Terms

### PROJECT DESCRIPTION

Hazen and Sawyer (Hazen) previously assisted the Village of Wellington (Village) with design services for the Truck Canopy Rehabilitation project. The Truck Canopy is where biosolids hauling trailers are temporarily stored. The structure is approximately 30 years old and in need of rehabilitation. The Village of Wellington (Village) has bid the project out to a Contractor, and requires engineering support during construction. Construction is anticipated to last four (4) months.

### SCOPE OF SERVICES

Hazen will provide the following services to assist the Village with construction phase engineering and observation tasks throughout the duration of the project’s 4-month construction phase.

#### Task 1 – Submittals

As requested by the Village, Hazen will consult with the Village concerning the acceptability of substitute materials and equipment proposed. Hazen will review shop drawings, diagrams, illustrations, catalog data, schedules and samples, equipment O&M manuals, the results of laboratory tests and inspections, equipment factory test certifications, equipment manufacturer certificates of proper installation, and other data that Contractors are required to submit for conformance with the design concept of the Project and compliance with the provisions of the Contract Documents. In addition, Hazen will receive and review items to be delivered by the Contractor(s) pursuant to the Contract Documents, including maintenance and operating instructions, schedules, guarantees, warranties, bonds and certificates of inspection, tests and approvals. Hazen will provide written comments and recommendations concerning their

completeness under the Contract Document.

A total of 10 shop drawings are assumed with an effort of 4 hours per submittal anticipated.

Deliverable(s):

1.1 – Shop drawing responses

**Task 2 – Requests for Information and Clarifications**

As requested by the Village, Hazen will issue interpretations and clarifications of Contract Documents during construction, and evaluate requests for substitutions or deviations from the Contractor Documents. Hazen will notify Village of any such requested deviations or substitutions, and when reasonably necessary, provide Village with a recommendation concerning same.

A total of 4 request for information (RFI) are assumed with an effort of 4 hours per RFI anticipated.

Deliverable(s):

2.1 – Responses as necessary

**Task 3 – Discipline Specific Inspections**

As requested by the Village, Hazen will furnish the services of discipline specific inspectors for construction of the throughout the duration of the construction period. The following estimated hours are assumed for discipline specific inspections over the duration of construction including specialty inspection meetings:

- |                |          |
|----------------|----------|
| 1. Structural: | 32 hours |
|----------------|----------|

Deliverable(s):

3.1 – Engineer’s reports and photos for each discipline inspector’s day on-site

**ASSUMPTIONS**

1. During on-site observations and/or during limited field checks of materials and equipment, Hazen may endeavor to provide protection for Village against defects and deficiencies in the work of the Contractor. The furnishing of such services; however, will not make Hazen responsible for (or give Hazen control over) construction means, methods, techniques, sequences or procedures; for safety precautions or programs; or for the responsibility of Contractor's failure to perform the work.
2. Hazen will not undertake any responsibilities of the Contractor, subcontractor, or Contractor's superintendent to expedite their work.

**SCHEDULE**

<b>Task</b>	<b>Description</b>	<b>Time of Completion from NTP</b>
1 through 3	Construction Contract Administration	120 Days


**COMPENSATION**

Compensation for Tasks 1 through 3 will be billed on an hourly not-to-exceed basis as presented in Attachment A.

**AUTHORIZATION**

Work described in this proposal will commence upon authorization to proceed and receipt of a signed agreement.

**Hazen and Sawyer, D.P.C.**

Signed:   
Name: Kurt Pfeffer, PE  
Title: Vice President  
Date: 5/28/2024

