

Proposal to Provide Village of Wellington WRF Aeration Bason No. 3 Manway Addition Construction Phase Services

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

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

Proposal Date: April 27, 2025

Proposal Terms

PROJECT DESCRIPTION

Hazen and Sawyer (Hazen) previously assisted the Village of Wellington (Village) with design phase services for the addition of two ground-accessible manways to Aeration Basin No. 3 (AB3). The Village Water Reclamation Facility (Wellington WRF) is an oxidation ditch aeration type activated sludge wastewater treatment plant. The oxidation ditch AB3 currently has very limited access inside of the tank, with only a few entrance hatches and openings from the top of the tank. The goal of this project is to improve access to the AB, reduce the time and cost for maintenance and cleaning of the AB, and to improve staff safety.

The project was bid and awarded in March 2026 and April 2026, respectively. The Village has retained Hazen to provide Construction Management Services (CMS) during project construction.

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 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 Documents.

A total of 5 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, Clarifications and Change Orders

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 the same.

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

A total of 2 change orders are assumed with an effort of 4 hours per change order 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 throughout the duration of the construction period. The following estimated hours are assumed for discipline specific inspections estimated at 2 inspections weekly for 4 weeks or 1 inspection weekly for 8 weeks of construction:

1. Structural: 48 hours

Deliverable(s):

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

Task 4 – Substantial and Final Construction Completion

Upon receiving notice from the Village advising Hazen that the Project is substantially complete, Hazen will schedule and in conjunction with the Village, conduct a review of the Project, develop a list of items needing completion or correction, forward said list to the Contractor and provide written recommendations to the Village concerning the acceptability of the work done and the use of the Project. Also, Hazen will perform final inspection in conjunction with the Village. Hazen will provide recommendations regarding substantial and final completion of construction.

Deliverable(s):

4.1 – Substantial Completion Punchlist

4.2 – Recommendation of Substantial and Final Completion

Task 5 – Preparation of Record Drawings

As requested by the Village, Hazen will monitor monthly required project records and construction reports. Hazen will prepare and submit to the Village upon completion of construction of Project, two (2) sets of signed and sealed record drawings, four (4) sets of unsigned record drawings, and electronically in PDF format and in AutoCAD, including those changes made during the construction process, using Contractor's site survey of the installed items, information supplied by the Contractor and other data which can reasonably be verified by Hazen's personnel. Record drawings shall include State Plane Coordinates for underground utility features and building footprint modifications installed as part of this project.

A total of 18 hours are assumed to produce the record set.

Deliverable(s):

5.1 – Review documentation for Contractor prepared record drawings.

5.2 – Record drawings.

ASSUMPTIONS

1. The Village will perform Contract Administration services, including organizing, leading, and participating in project meetings, and reviewing and approving the Contractor's applications for payment.
2. The number of shop drawings, Requests for Information (RFIs), Change Orders, and inspections identified in this proposal are estimates. If the actual number required exceeds those anticipated, an amendment to this agreement may be requested to address the additional services.

3. 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.
4. Hazen will not undertake any responsibilities of the Contractor, subcontractor, or Contractor's superintendent to expedite their work.
5. Record Drawings will be prepared based upon information provided by Contractor and information obtained while performing inspection services.

SCHEDULE

Task	Description	Time of Completion from NTP
1 through 5	Construction Engineering Services	17-18 weeks


COMPENSATION

Compensation for all tasks, unless specifically noted below, 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: 4/27/2026

