



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

April 13th, 2018

Project No. 18-1216

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

Reference: Design Project No. 1: Sanitary Sewer Collection System Rehabilitation;
S.E. Lake Wellington Area and Sugar Pond Manor Area
Village of Wellington, Florida

Dear Ms. LaRocque:

Based upon your request and with utmost pleasure, we are presenting you with this proposal for civil engineering and land surveying related services for the above referenced sanitary sewer improvement project.

The general description of work for this project is based on the recommendations contained within the recently completed Water and Sewer Condition Assessment and Infrastructure Improvement Evaluation prepared by our office for the S.E. Lake Wellington Sanitary Sewer Neighborhood Reinvestment Project No. 1 and the Sugar Pond Manor Sanitary Sewer Neighborhood Reinvestment Project No. 1 which include:

- 21,400 Linear Feet of CIPP Lining
- 3 Sanitary Sewer Main Spot Repairs
- 1 Outside Drop Repair at Manhole
- Videoing of 410 Service Laterals

SCOPE OF SERVICES

CONSULTANT shall perform the Scope of Services as described herein and include the surveying, design and bid support services necessary to prepare construction plans, details and specifications and supporting bid documents for the construction of the subject project in accordance with the Village of Wellington's (VOW) Minimum Engineering and Construction Standards and applicable regulations. Further description of the anticipated Scope of Services includes the following:

Task 1 - Preliminary Investigation and Project Management Services:

1.1 Project Management, Orientation, and Research

The CONSULTANT shall actively manage its personnel together with its sub-consultant(s) towards the proper and successful execution of VOW's objectives in the context of the project scope. CONSULTANT's "Project Management" responsibilities range from internal to external methods and approaches affecting the general advancement of the project. CONSULTANT, through its efforts towards managing the project, is accountable to the VOW for the successful execution of its services outlined herein.



The CONSULTANT shall attend up to two (2) meetings with VOW staff for progress status review. CONSULTANT will lead each of these meetings and provide a meeting agenda and meeting summary following each meeting. These meetings will be in addition to the other meetings identified later in this proposal.

The CONSULTANT shall conduct site visits throughout the project duration as necessary to review site conditions and other items relating to the successful completion of the construction plans and specifications.

1.2 Utility Coordination

The CONSULTANT shall identify the pertinent entities, prepare exhibits, and distribute requests for existing facility locations and proposed improvements to the dry utility providers (e.g. electric, gas, phone, CATV, traffic). The CONSULTANT shall coordinate and track the responses from the utility providers and incorporate the results onto the construction plans in an attempt to minimize potential conflicts during the construction of the proposed sanitary sewer spot repairs and lateral service replacements.

Task 2 – Sanitary Sewer Lateral Inspections (LACP):

The CONSULTANT shall perform video inspections of the sanitary sewer laterals in accordance with NASSCO requirements and determine the required repairs, cleaning and cleanout installation locations and include this work in the construction plans. This work will be performed through a sub consultant. Based on the information gathered during the previous study for SE Lake Wellington and Sugar Pond, there are 410 laterals included in this work effort.

Public outreach will be coordinated during this phase of the field work 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 or our sub consultant performing the video inspections.

Task 3 –Surveying and Design Services:

3.1 General Services for Survey Phase

Prepare base maps for design utilizing GIS parcel line work for property lines and rights-of-way. The base maps shall depict aerial backgrounds to include addresses and street names, together with the surveyed topographic data as described below for a limited corridor as determined by the CONSULTANT, pursuant to coordination with the VOW, as needed for design purposes.



3.2 Topographic Survey

CONSULTANT shall acquire limited topographic survey information for the spot repair areas and specific sanitary sewer manholes. Above ground visible features including pavement, sidewalks, driveways, mailboxes, landscaping, etc. will be located within the limits of those areas slated for the open cut spot repairs only. Invert elevations for accessible storm and sanitary sewer manholes will be acquired within the proximity of the spot repairs. The main line pipe run lengths, rim elevations and invert elevations for the 104 sanitary sewer manholes upstream and downstream of the proposed Cure in Place Pipe Lining will be acquired.

3.3 Design

The CONSULTANT shall review the NAASCO assessments and video inspections of the main defects and lateral defects that are recommended for repairs and shall specify/confirm repairs for each defect. The proposed repairs will be depicted on Sanitary Sewer Collection System Rehabilitation Plans. The plan sheets shall be prepared on 24" x 36", and will contain a plan view for sewer rehabilitation at a horizontal scale of 1 inch equals 40 feet (1" = 40') with an aerial background and sufficiently depict field conditions for each repair. House numbers and street addresses shall be labeled for field identification. The sheets shall also contain tables of applicable information such as pipeline rehabilitation method, diameter, material and stationing of lateral cleaning and repairs. This Scope of Service assumes that profile sheets will not be required.

The CONSULTANT shall submit 60%, 90% and 100% complete design drawings and details. CONSULTANT shall attend one (1) kick-off meeting and two (2) design workshop meetings with the VOW and provide meeting summaries following each meeting.

CONSULTANT'S services shall include the following milestones:

- 3.3.1 **60% Design Stage:** Construction plans at a completion level of approximately 60% shall be submitted to the VOW for review. The 60% design plans shall depict the information acquired during the utility coordination and topographic survey phases of this project, the GIS based water, sewer and stormwater information provided by the VOW and the proposed sanitary sewer Cured in Place Lining and Service Lateral Repairs in plan view only and on 40 scale drawings. Proposed open cutting / spot repair areas will be prepared on 20 scale drawings / site specific details. Potential conflicts shall be identified on the plans. The 60% submittal will also include: VOW details, general notes, and a table of contents for the project technical specifications.



- 3.3.2 **90% Design Stage:** Construction plans at a completion level of approximately 90% shall be submitted to the 60% review. The 90% submittal will also include project technical specifications in draft format based upon the table of contents submitted within the 60% submittal. The CONSULTANT shall review the front end documents provided by the VOW and provide comments and/or suggestions relative to the Sewer Rehabilitation project. A project bid tab will be provided corresponding with measurement and payment specifications including a summary of quantities and 90% estimate of probable construction costs. VOW for review including any modifications from the VOW based upon their
- 3.3.3 **100% Design Stage:** Final signed and sealed construction plans, details and specifications shall be prepared after addressing comments from the VOW. This task includes a meeting with the VOW staff to review the technical specifications relative to the bid items, measurement and payment, VOW required inspections and required testing protocols. The CONSULTANT shall prepare a final Engineer's Estimate of Probable Construction Costs.

Permitting services are excluded from this proposal as it is anticipated that the proposed sanitary sewer repairs will not require permitting with the Health Department. All of the roadways within the project limits are maintained by the VOW and the CONTRACTOR will be responsible for acquiring dewatering permits, if necessary.

Task 4 – Community Outreach Services:

The CONSULTANT shall provide community outreach services for this project. The CONSULTANT's role in this task shall be limited to support service including preparation of exhibit, statements and project descriptions and response to questions. Coordination of door hangers and responding to questions from residences during the lateral inspection process has also been included in this phase of work.

Task 5 – Bidding Support Services:

The CONSULTANT shall assist the VOW during the bid process with the following services:

- Review the advertisement for the bid and provide comments, if necessary
- Attend the Pre-Bid Meeting
- Review and respond to Requests for Information (RFIs); draft addendum(s) to the bid documents, if necessary
- Review bid results and verify responsiveness of the lowest bidder(s)
- Prepare summary of Bids.
- Verify qualifications represented by the Contractor
- Provide a Recommendation of Award letter to the VOW.



CONSULTANT's fees for the outlined services shall be as follows:

Task 1 – Project Management Services, Orientation and Research	\$ 23,940.00
Preliminary Investigation and Utility Coordination	\$ 4,498.00
Task 2 – Sanitary Sewer Lateral Inspections	\$ 122,500.00
Task 3 – General Services for Survey Phase	\$ 3,688.00
Topographic Survey for 4 Spot Locations	\$ 5,016.00
Topographic Survey for 104 Manholes (GPS Rim elevation and measure down)	\$ 8,584.00
60% Design Stage	\$ 37,568.00
90% Design Stage	\$ 19,512.00
100% Design Stage	\$ 6,272.00
Technical Specifications, Bid Tab, Quantities, Cost Estimate	\$ 19,804.00
Task 4 – Community Outreach Services	\$ 5,840.00
Task 5 – Bidding Support Services	\$ 9,280.00
Estimated Expenses	\$ 4,000.00
Total	\$ 270,502.00

We certainly appreciate the opportunity to present you with this proposal. 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 'A'
Time & Expense Rates
Village of Wellington
Effective October 2015

Senior Project Manager (P.E.) / Senior Surveyor (P.S.M.)	\$180.00 per hour
Project Manager (P.E.)	155.00 per hour
Senior Engineer (P.E.) / Surveyor (P.S.M.)	130.00 per hour
Engineer (E.I.T.) / Surveyor (L.S.I.T.)	103.00 per hour
Senior Inspector	113.00 per hour
Inspector	82.00 per hour
Autocadd Designer	82.00 per hour
3 Person Survey Crew	150.00 per hour
2 Person Survey Crew	135.00 per hour
Administrative Assistant	72.00 per hour
Bond Copies/Black line/Blueprints	2.50 each
Plot Media (11 x 17 black/white)	5.00 each
Plot Media (11 x 17 color)	7.50 each
Plot Media (24 x 36 black/white)	10.00 each
Plot Media (24 x 36 color)	15.00 each
CAD Drawing Files/Digital Transmission	50.00 each
Mileage	0.60 per mile
Deliveries	40.00 each
Other Supplies	Cost plus 20%

Sanitary Sewer Collection System Rehabilitation Project; S.E. Lake Wellington Area and Sugar Pond Manor Area

Prime Consultant Professional Services	\$144,002.00
SubConsultant: Sanitary Sewer Lateral Inspections	\$122,500.00
Reimbursables (copies, prints, mileage, etc.)	\$4,000.00
TOTAL FEE	\$270,502.00

Exhibit "C"

SE LAKE WELLINGTON



SUGAR POND MANOR

