

September 27th, 2022

City of John Day
ATTN: Corum Ketchum
450 East Main Street
John Day, Oregon 97845

RE: Proposal for Civil Engineering Services – Recycle Wastewater Distribution Pipe System.

Dear Mr. Ketchum:

We appreciate the opportunity to provide you with this proposal for engineering services. Based on our understanding of the project, it will involve the design, preparation of construction plans & details, bid documents, and construction oversight of a mainline distribution system for the recycle wastewater from the proposed new treatment plant. The project will include the design of approximately 11,400 linear feet of 6” mainline, a bridge crossing, avoiding conflicts with existing utilities and structures. The installation will be mainly in City streets, on City property, and in ODOT right-of-way. For this project we have teamed with Benchmark Surveying to provide existing surveying data locating existing obstacles, property lines and right-of-way limits, and once construction begins, they will provide the necessary staking for construction of the project. Any other reports or surveys needed (i.e. cultural resource surveys, wetland delineations, geotechnical evaluations, etc) are to be provided by others.

Preliminary:

- 1) Hold a pre-design meeting(s) with the City, ODOT, DEQ, funders, and jurisdictional agencies as needed to clearly determine goals and needs of the project and determine if there are any changes from those identified in the preliminary engineering report.
- 2) Identify the location of the new mainline, collect any known information about existing underground utilities, and have the area surveyed to identify structures that could cause conflicts such as utility poles, pedestals, mailboxes, culverts etc.
- 3) Prepare draft (30%) plans and cost estimate for the project.

Design:

- 4) Prepare plans, details and calculations necessary to design the mainline, service connections, air/vacuum reliefs, freeze protection if needed, and temporary termination ends. Draft (75% plans) will be provided for review and comment as well as an updated cost estimate.

- 5) Plans will be updated per review comments and finalized with complete plans, details, notes, and technical specifications.
- 6) Plans will include dimensions, details, and notes needed to obtain a utility permit from ODOT. They will also include a Traffic Control Plan that will be need for the contractor to work along the State Highway.
- 7) The final construction plans will include standard BMPs for erosion control and environmentally protection. This will provide a basis for the 1200C permit the contractor will need.

Project Bidding:

- 8) We will prepare a set of bid documents including unit price proposal form, instructions to bidders, bonding information, general conditions of the contract, technical specifications, & special provisions and a bid set of the plans & details. We will also assist by providing an advertisement to be publically posted for the project.
- 9) To aid the City and Bidding Contractors, we will answer questions, issue addendums as needed, holding a pre-bid site visit with potential contractors, and assistance with awarding the contract by preparing a tabulation of the bids, attending City council meetings to answer questions, and prepare Notice of Award form, Contract, and Bonding forms.

Construction:

- 10) During construction we will provide onsite construction assistance; site inspections, review of submittals and approval of pressure leak testing of the system. Prepare pay request and punch list for the project to be completed.
- 11) Benchmark Surveying will provide construction staking and/or control for the contractor to use their own GPS construction equipment. We will provide hard copies and electronic files to the Contractor(s) as needed to construct the project.

We propose to provide the services noted items 1 through 8 above for a not-to-exceed amount \$45,000. Submittals, plan review fees and other fees charged by the approving agencies, advertisements, permits, etc., would be additional.

Item 9 can vary based on the number of bidders, range of advertising, etc., a standard project of this type of scope we would estimate that the cost would be \$2000-\$3000, we would bill based on our actual hours needed. Finally, any construction phase work (Items 10-11) is very difficult to estimate based on may factors out of our control such as; weather, speed of the contractor, material delays, unknown agency or funding requirements, etc. and would be billed at our hourly rates current at the time the work is performed. For a project like this we would estimate that 20 hours per week for a construction time of 10-12 weeks, based on this we would estimate our fees in the range of \$18,000-\$24,000 and \$4000 for the construction staking by Benchmark Surveying. We do not charge any additional fees for copies, mileage, lodging, phones calls, etc. Any construction needs or project management activities such as material ordering, writing easement descriptions, project meetings, etc. will be bill based on actual time and current rates for Sisul Engineering and Benchmark Surveying.

If this proposal is acceptable, please sign and date where indicated below and return one copy to our office for us to begin work. If you have any questions, please feel free to give me a call.

Sincerely,
SISUL ENGINEERING

A handwritten signature in blue ink, appearing to read 'Josef K. Hitz, P.E.', with a stylized flourish at the end.

Josef K. Hitz, PE

The proposal, as outlined above, is acceptable and I authorize Sisul Engineering to proceed with the work. I understand that Sisul Engineering sends monthly “in-progress” billings due within 30 days, and that fees outlined above are based on timely payment of monthly progress billings.

Signed

Date