

Ms. Melinda King, PE
Water Resources Department
City of Greensboro
2602 S. Elm-Eugene Street
Greensboro, NC 27406

Subject:
City of Greensboro, NC
Rock Creek Lift Station – Bidding and Construction Phase
Proposal for Engineering Services

Dear Ms. King:

Arcadis is pleased to submit this proposal to provide engineering services for the Bidding Phase and Construction Phase for the Rock Creek Lift Station improvements project. Arcadis will subcontract with Critek Engineering Group for approximately 8% of the Construction Phase Services.

Project Considerations

The Rock Creek Lift Station (RCLS) and associated Rock Creek Force Main (RCFM) designs are complete and the City would like to construct these improvements beginning this winter now that the Pre-Qualification of Bidders has concluded. The RCFM construction phase engineering services are currently under contract (COG Contract # 2013-1280). Therefore, this proposal is for the RCLS construction phase services as defined below. Since the RCLS and SMLS are being bid as a package resulting in one construction contract, this proposal assumes that the RCLS construction time will run concurrently with the Stewart Mill Lift Station (SMLS) construction, but begin toward the end of the SMLS construction period for operational purposes. The City currently holds an engineering services contract with Davis-Martin-Powell for the SMLS construction phase services. Therefore, Arcadis will collaborate with DMP and the City's Engineering and Inspections staff as appropriate to provide complete construction phase services for the combined lift stations bid package. Arcadis will assume no responsibility for, nor have duties directly related to, the SMLS.

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WATER

Date:
April 21, 2016

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Our ref:
GRGRN081.C002

ARCADIS G&M of North Carolina, Inc.
NC Engineering License # C-1869
NC Surveying License # C-1869

Bidding Phase Services

Arcadis will perform the following:

1. Provide information, including drawing sets (two full size and two half size) and Project Manual (two copies) as well as .pdf files of the complete Construction Documents, to City for advertising as requested.
2. Attend Pre-Bid conference.
3. Assist City in issuing Addenda as appropriate to clarify, correct, or change the Bidding Documents.
4. Conduct "or equal" reviews of materials or equipment requested during the bid phase in accordance with the construction contract documents.
5. Assist City in evaluating Bids, and negotiating when needed, for the construction work as requested, including a recommendation on bid acceptance based on whether bidder is responsive and responsible and whether bidders' historical performance is acceptable.
6. Consult with City as to the acceptability of subcontractors, suppliers, and other individuals and entities proposed by Contractor for those portions of the Work for which such acceptability is required by the Bidding Documents.
7. If a re-bid is required, those services will be considered eligible for negotiation with the City as additional services.

Construction Phase Services

Arcadis will perform the following, supplemented by the services of Crittek Engineering Group as needed:

1. Attend Pre-Construction Meeting and monthly Contractor's Progress Meetings throughout the construction phase.
2. Provide the City with monthly project status reports and reports from periodic progress meetings conducted separately from the Contractor's Progress Meetings.
3. Make approximately weekly visits to site throughout the nine (9) month construction period assumed for the RCLS work and observe construction to determine in general if Contractor's work is proceeding in accordance with the Contract Documents. Arcadis will communicate with the City any construction related deficiencies in the work or deviations from the contract documents when observed. Arcadis will not, during such visits or as a result of such observations of Contractor's work in progress, supervise, direct or have control over Contractor's work, nor will Arcadis have authority over or responsibility for the means, methods, techniques, sequences or procedures of construction selected by Contractor, for safety precautions and programs incidental to Contractor's work, or for any failure of Contractor to comply with Laws and Regulations applicable to Contractor's furnishing and performing the Work. Accordingly, Arcadis neither guarantees the performance of any Contractor nor assumes responsibility for any Contractor's failure to furnish and perform its Work in accordance with the Contract Documents.
4. Review, track, and respond to shop drawing submittals from Contractor (assumes 25 shop drawing submittals and 5 resubmittals).

5. Review partial and final pay applications and provide recommendations based on a review of progress and schedule of values by the City's field representative (construction observer).
6. Assist the City in issuing clarifications and interpretations of the Contract Documents and Field Orders authorizing minor variations from the requirements of the Contract Documents as necessary.
7. Assist with resolving construction-related issues and conflicts as requested or observed.
8. Recommend Change Orders and Work Change Directives to City as appropriate, and prepare Change Orders and Work Change Directives when requested by the City (assumes 3 change order items).
9. Evaluate and determine the acceptability of substitute or "or-equal" materials and equipment proposed by Contractor as allowed by the Contract Documents (assumes up to 2 substitute or equal evaluations).
10. Recommend special inspections or tests of Contractor's work when deemed appropriate. Review all certificates of inspections, tests, and approvals required by Laws and Regulations or the Contract Documents as requested. Arcadis' review of such certificates will be for the purpose of determining that the results certified indicate compliance with the Contract Documents and will not constitute an independent evaluation that the content or procedures of such inspections, tests, or approvals comply with the requirements of the Contract Documents. Arcadis shall be entitled to rely on the results of such tests.
11. Perform a final review of the construction to determine if the completed Work of the Contractor is acceptable so that Arcadis may confirm the City's recommendation for final payment to the Contractor. Provide a notice that the Work is acceptable to the best of Arcadis' knowledge, information and belief and based on the extent of the services performed and furnished by Arcadis under this Agreement.
12. Provide substantial completion and final completion documentation and other milestone or close-out documentation as requested and for permitting purposes, including assisting the City's field representative with developing punch-lists.
13. Prepare and furnish digital and hardcopy Record Drawings (one reproducible mylar copy and three paper copies) showing appropriate record information based on Project annotated record documents received from Contractor.
14. Provide project certification to NCDEQ-Division of Water Resources (Water Quality Programs) at the end of successful project construction.

Responsibilities of the City

It is our understanding that the City will be responsible for the following:

1. Furnish available information pertinent to the project to allow Arcadis to provide the scope of services contained herein.
2. Advertise the project for bids, including payment for advertising and bidding documents.
3. Issuing Notice of Award, developing and distributing the construction contract, and issuing Notice to Proceed to the successful contractor.

4. Attend project meetings including, but not limited to, Pre-Bid Conference, Bid opening, Pre-Construction Conference, construction progress meetings, and Substantial Completion and Final Payment inspections.
5. Provide part-time or full-time field representation (construction observation) services as needed and communicate with Arcadis on the project status and field problems and decisions, including providing Arcadis at the end of each week with copies of daily field reports documenting the work completed.
6. Provide payment for independent testing services as needed.
7. Provide payment for permits, licenses, and inspection fees as needed for the Work to be approved by regulatory agencies.
8. Provide property surveys, construction staking, and establish reference points as needed for the project.
9. Arrange safe access onto public and private property for Arcadis to perform the scope of services.
10. Provide, as required for project, accounting, financial, insurance, or legal advisory services to address issues that the City requires, the Contractor raises, or Arcadis reasonably requests.
11. Advise Arcadis of associated project issues as they arise, such as changes in scope or schedule.
12. Give prompt notice to Arcadis when City becomes aware of any environmental condition (hazardous or otherwise), or other developments that affect scope or schedule of the construction Work or services provided by Arcadis.

Fee Proposal

Arcadis proposes to provide the above engineering services on a cost reimbursement fee basis with a 3.2 multiplier on direct labor, plus expenses at a 1.0 multiplier, for an estimated fee of \$190,600, realizing that absolute determination of fees for a construction phase project is difficult. The contract maximum fee will not be exceeded without prior authorization by the City. Services requested beyond the nine (9) month construction period assumed for the RCLS work shall be considered eligible for negotiating with the City for additional fees.

Reimbursable expenses are described as follows:

1. Mileage and associated travel costs for employees working on the project at current IRS-approved rate per mile, or reimbursement of rental car rates for staff travelling from other offices.
2. Reproduction of project-related materials by outside vendors.
3. Postage and shipping charges associated with the project.
4. Subcontractor costs, if any, limited to mileage and associated travel costs, reproduction, postage and shipping associated with the project. Subcontractor costs will be invoiced at a multiplier of 1.0.

Ms. Melinda King, PE
April 21, 2016

We look forward to assisting the City of Greensboro in providing these services. If this proposal meets your approval, please provide a Supplemental Agreement to our existing Agreement for Professional Services for execution. We thank you very much for this opportunity.

Sincerely,

Arcadis G&M of North Carolina, Inc.

A handwritten signature in black ink, appearing to read "David A. Hamilton", with a stylized flourish at the end.

David A. Hamilton, PE

Project Manager