

Mr. Jay Guffey, PE
Water Resources Department
City of Greensboro
2602 S. Elm-Eugene St.
Greensboro, NC 27406

Arcadis G&M of North Carolina,
Inc.
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Subject:

City of Greensboro, NC
Hilltop Lift Station, Force Main, and Gravity Sewer – Bidding and Construction
Proposal for Engineering Services

WATER DIVISION

Dear Mr. Guffey:

Date:

November 17, 2017

Arcadis G&M of North Carolina, Inc. (Arcadis) is pleased to submit this proposal to provide engineering services for the Bidding and Construction Phases of the Hilltop Lift Station, Force Main, and Gravity Sewer improvements project. Construction Observation and construction staking are expected to be provided by the City staff and, therefore, are not included in this proposal. Arcadis will subcontract with Davis-Martin-Powell (DMP) for Lift Station Construction Administration services. Additionally, Arcadis will subcontract with CriTek Engineering Group (a Minority Business Enterprise) for approximately 5% of the overall Construction Phase Services. References to "Arcadis" herein refer to Arcadis and its subconsultants.

Contact:

David Hamilton

Phone:

336.443.2472

Email:

david.hamilton@arcadis.com

Our ref:

GRGRN120.C001

Project Considerations

The existing 0.7 MGD Hilltop Lift Station is nearing its capacity and the City desires to replace it with a new 2.8 MGD lift station further downstream to accommodate future development and an expanded service area. The project design included the new lift station, a gravity sewer downstream of the existing lift station, a sewer force main and gravity sewer to a new discharge location, and the abandonment of the existing lift station. Along with the new lift station, approximately 4,000 LF of new 16-inch and smaller gravity sewer, 800 LF of 30-inch gravity sewer, and 12,000 LF of new 16-inch force main will be constructed. Design of these improvements is complete and regulatory permits and easements are being acquired at this time, therefore construction can begin

Arcadis G&M of North Carolina, Inc.

NC Engineering License # C-1869

NC Surveying License # C-1869

soon. An eighteen (18) month construction period is established for the project by the construction Contract Documents.

Bidding Phase Services

Arcadis will perform the following as needed:

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 Bidding Documents, to City for advertising as requested.
2. Attend and participate in 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. Assumes 2 "or equal" item reviews.
5. Attend Bid Opening and 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 as needed:

1. Attend Pre-Construction Meeting and monthly Contractor's Progress Meetings throughout the construction phase. Meetings to be conducted by City staff.
2. Provide the City with monthly project status reports and reports from periodic progress meetings held aside from the Contractor's Progress Meetings.
3. Make approximately weekly visits to site throughout the eighteen (18) month construction period 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 and recommend corrective action. 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 incident 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 and respond to shop drawing submittals from Contractor. Assumes 60 shop drawing items and 15 resubmitted items.

5. 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. Assumes 10 RFI's and/or FO's.
6. Assist with resolving construction-related issues and conflicts as requested.
7. 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 6 Change Order items.
8. Evaluate and determine the acceptability of substitute or "or-equal" materials and equipment proposed by Contractor as allowed by the Contract Documents. Assumes 5 substitute or "or equal" item review.
9. 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.
10. 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.
11. Provide substantial completion and final payment 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.
12. Perform as-built survey for the lift station, gravity sewer, and force main for the purposes of developing Record Drawings and as-built topo and bridge structure survey for the purposes of post-construction floodplain modelling.
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. Perform floodplain modelling based on post-construction conditions, prepare Letter of Map Revision and submit application to FEMA for approval, and provide \$8,000 application fee.
15. 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, except FEMA LOMR application fee which is to be paid by Arcadis.
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 and City concurs with such requests.
11. Advise Arcadis of associated project issues as they arise, such as changes in scope, schedule, or budget.
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 (time and materials) fee basis with a 3.2 multiplier on direct labor, plus expenses at a 1.0 multiplier, for \$438,000, 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 eighteen (18) month construction period shall be considered eligible 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 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.

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November 17, 2017

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,

A handwritten signature in black ink, appearing to read "David Hamilton", with a horizontal line extending from the end of the signature.

David Hamilton, PE
Vice-President

Copies:
Virginia Spillman, PE

This proposal and its contents shall not be duplicated, used or disclosed — in whole or in part — for any purpose other than to evaluate the proposal. This proposal is not intended to be binding or form the terms of a contract. The scope and price of this proposal will be superseded by the contract. If this proposal is accepted and a contract is awarded to Arcadis as a result of — or in connection with — the submission of this proposal, Arcadis and/or the client shall have the right to make appropriate revisions of its terms, including scope and price, for purposes of the contract. Further, client shall have the right to duplicate, use or disclose the data contained in this proposal only to the extent provided in the resulting contract.