

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

Arcadis G&M of North Carolina,
Inc.
7029 Albert Pick Road
Suite 101
Greensboro
North Carolina 27409
Tel 336 292 2271

Subject:

Proposal for Engineering Services
Birch Creek Sewer Extension Phase I – Construction Administration

WATER

Dear Mr. Guffey:

Arcadis G&M of North Carolina, Inc. (Arcadis) is pleased to submit this proposal to provide engineering services for the Construction Phase of the Birch Creek Sewer Extension Phase I 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 CriTek Engineering Group, PC (a Minority Business Enterprise) for approximately 16% of the overall Construction Phase Services. References to “Arcadis” herein refer to Arcadis and its subconsultants.

Date:

May 26, 2020

Contact:

David Hamilton, PE

Phone:

336 443 2472

Email:

david.hamilton@arcadis.com

Project Considerations

The City of Greensboro is anticipating commercial/industrial development in their service area east of the City in the vicinity of US Hwy 70 (Burlington Road) and Birch Creek Road. Since the expected development area is located within a drainage basin tributary to Little Alamance Creek, sewer service will be provided by gravity to the existing 24-inch diameter sewer outfall that crosses I-85 and ultimately connects to the Stewart Mill Lift Station. Approximately 17,350 LF of new 8-inch, 12-inch, 18-inch, and 24-inch diameter gravity sewer will be required for this service.

Our Ref:

GRGRN400.C001
(10348279)

ARCADIS G&M of North Carolina, Inc.

NC Engineering License # C-1869
NC Surveying License # C-1869

Design of these improvements is complete and regulatory permits and easements are being acquired at this time, therefore construction is scheduled to begin in late 2020. A twenty-four (24) month construction period is established for the project with an earlier milestone completion date for service to the Publix property indicated in the construction Contract Documents.

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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 the City staff and meeting records to be issued 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 the site throughout the twenty-four (24) 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 20 shop drawing items and 5 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 15 RFI's and/or FO's.
6. Assist with resolving construction-related issues and conflicts as requested.
7. Review the City's Field Representative's Daily Inspection Reports at the conclusion of each week.
8. Recommend Change Orders and Work Change Directives to the 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 2 substitute or "or equal" item reviews.
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.

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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 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.
13. Prepare and furnish digital (.pdf) and hardcopy Record Drawings (three paper copies) showing appropriate record information based on Project annotated record documents received from Contractor and as reviewed by the City.
14. Provide project certification, if required, to City and Guilford County at the end of successful project construction. No floodplain modeling will be performed for the City or the County based on post-construction conditions as a part of these services. If such modeling is required, it will be considered additional services.

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. After successfully bidding the project issue the Notice of Award, develop and distribute the construction contract, and issue Notice to Proceed to the successful contractor.
3. Attend project meetings including, but not limited to Pre-Construction Conference, construction progress meetings, and Substantial Completion and Final Payment inspections.
4. 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.
5. Manage and provide payment for independent testing services as needed.
6. Review and process contractor payment applications.
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. Perform as-built survey for gravity sewer (manhole location and rim and invert elevations) for the purposes of developing Record Drawings. No as-built topographic survey is expected to be needed for the purposes of post-construction floodplain permitting or floodplain modeling.

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10. Arrange safe access onto public and private property for Arcadis to perform the scope of services. 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 reimbursable expenses at a 1.1 multiplier, for a total fee of \$321,400, 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 twenty-four (24) 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 including labor, mileage and associated travel costs, reproduction, postage and shipping associated with the project.

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.



David Hamilton, PE
Project Manager, Associate Vice President

Copies:

Ms. Virginia Spillman (COG)

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.