

**Kennedy/Jenks Consultants**  
**Engineers & Scientists**

421 SW 6<sup>th</sup> Avenue, Suite 1000  
Portland, Oregon 97201  
503-423-4000  
FAX: 503-295-4901

May 16, 2016

Mr. Rob Daykin  
City Administrator  
City of Dundee  
PO Box 220  
620 SW 5th Street  
Dundee, OR 97115

Subject: Draft Proposal for Engineering Services  
City of Dundee Sanitary Sewer Repair Project 2016  
Proposal Number 16027

Dear Mr. Daykin:

Kennedy/Jenks Consultants (Kennedy/Jenks) has completed review of the closed caption television (CCTV) inspections conducted across over 20,000 lineal feet of sanitary sewer pipelines as part of the City's Inflow and Infiltration abatement program. Following review of the inspection videos, we presented a summary of the findings and the defects identified in the inspections. Based on this information, we have developed a scope of work for completing the preliminary and final design of these defect repairs and providing engineering services during the bidding and construction periods.

Included in the identified defects are 12 locations where private sewer laterals require repair. These defects are the responsibility of the private homeowner. City Councilors have asked if this work should be included in the larger City wide project in an effort to use the scale of the overall project to help gain cost efficiencies for the homeowners. The City could then be reimbursed by the homeowners for costs which they are responsible. As this topic and project approach was not formalized with City Council, we have developed this Scope of Work to include the private lateral repairs and have identified a deductive option to remove the private lateral repair scope pending direction from Council.

The following is the project background and proposed scope of work:

This project will include repair of nine (9) locations of broken, fractured, or defective joints, twelve (12) locations where private laterals are defective at the connection point to the City's sewer, and five (5) locations where a franchise utility has bored through the City's sewer

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pipeline. All of these locations were found to be infiltration point sources and have been recommended for repairs.

The defects identified have been classified into three categories based on type of defect and responsible party. The City is responsible for the nine locations within the public sewer system which are defective as well as the lateral connection on 7<sup>th</sup> Street. The remainder of the private lateral connections is the responsibility of the private homeowner as defined by the City's Municipal Code. The franchise utility provider, Frontier, is responsible for the sewer lines damage by their trenchless boring processes. Given the need to identify and track costs tied to each of these responsible parties, we propose bidding the project as a single construction contract under three schedules of work, each identified in the Bid Form. Each schedule of work will allow tracking repair costs which can then be assigned to the responsible party.

We have discussed this plan with the franchise utility which has verbally approved this approach, including the costs already incurred by the City for the CCTV inspection, and identification of the boring damages. Design and construction costs are also allowable reimbursable costs associated with repairing the bore damage locations. We are working with Frontier to provide written approval of this approach and define any additional coordination or installation standards needed.

The division of work schedules will also allow a bid price to be determined for the private lateral connection repairs. This bid price can then be provided to the private homeowners who could opt into the project or commit to addressing the repairs through their own means or methods.

Based on this project approach, the following is Kennedy/Jenks proposed Scope of Services, Budget, and Schedule for completing engineering and construction support services. Table 1 below presents our anticipated construction drawing sheet list and the basis for this Scope of Work.

## Scope of Services

Consultant's Scope of Services shall include the following Phases and Tasks:

### Phase 1 Final Design

**Task 1.1: Project Management, Coordination, and Reporting.** Provide overall internal and external project management, project coordination, and overall quality control during design and bidding phases. This task includes a sub-task identified for project cost tracking. The intent of the sub-task is to maintain tracking and documentation of the design costs associated with the three schedules of work and the respective responsible party. This task also includes a sub-task identified for the Kennedy Jenks team to conduct a Concept and Criteria review as part of the overall project's quality control plan.

**Task 1.2: 90% Final Design Services.** Prepare 90% Construction Documents. Design improvements will include the overall site plan identifying the location and type of defect and the appropriate repair detail to address the nine locations of broken, fractured, or defective

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joints, five locations where a franchise utility has bored through the City’s sewer pipeline, and twelve locations where private laterals are defective at the connection point to the City’s sewer. This task also includes a review meeting with the City, attended by the Project Manager and Project Engineer as well as a task identified as coordination with the Franchise Utility.

**Task 1.3: 100 % Final Design Services.** Incorporate 90% City and franchise utility comments and finalize the Construction Documents. This task will include production and stamping of the Bid Documents. This task also includes publishing the bidding documents to a 3rd party public bidding platform which will allow contractors to download the documents.

Tasks 1.2 and 1.3 have been developed based on the anticipated construction drawing sheet list provided in Table 1.

**Table 1: Anticipated Construction Drawing Sheet List**

Drawing Number	Drawing Title
G01	Title Sheet - Region and Vicinity Map, List of Drawings
C01	Collection System Plan View
C02	Mainline Sewer Repair Details
C03	Sanitary Sewer Lateral Repair Details
C04	Sanitary Sewer Utility Bore Repair Details

**Phase 2 Bid Period Services (BPS)**

**Task 2.1: Attend Pre-Bid Conference.** Attend the Pre-Bid Conference with Contractors. This task includes attendance by the Project Manager at the conference.

**Task 2.2: Responses to Bidder Inquiries.** Provide responses to general and technical Contractor questions in response to the Bid Documents.

**Task 2.3: Addenda.** Prepare one (1) Addendum to the final bid documents to address changes or modifications in the final design.

**Task 2.4: Bid Evaluation Support.** Assist the City in reviewing quotes from General Contractors and provide a recommendation to City Council.

**Phase 3 Services during Construction (SDC)**

Construction services have been scoped with the understanding that the City of Dundee Public Works staff will lead the construction project. The Kennedy Jenks construction scope includes a baseline of construction support with the acknowledgement that the City can request additional support as needed under the City Engineering contract.

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**Task 3.1. Construction Phase Project Management.** Provide internal project management and quality control during the construction project. This task includes a sub-task identified for project cost tracking. The intent of the sub-task is to maintain tracking and documentation of the construction costs associated with the three schedules of work and the respective responsible party.

**Task 3.2. Pre-Construction Meeting.** No attendance at the preconstruction meeting is included.

**Task 3.3. Site Visit** This task includes attendance by the Project Manager for one half day site visit. This is expected to take place during the early stages of the project to help the City observe construction as initial repairs are completed. The City will provide the necessary construction oversight. Kennedy Jenks is available to assist as needed beyond this level of effort and will be available under the City Engineering contract.

**Task 3.4. Office Engineering.** Review, evaluate and prepare responses to Contractor Submittals for conformance with the final design and Requests for Information or Clarification (RFI/C). Review and response to three submittals (Sewer Pipe, Earthwork, and Surface Repair) and one RFI are included in the scope. No review of payment applications or development of change order directives is included in the scope. Kennedy Jenks is available to assist as needed beyond this level of effort and will be available under the City Engineering contract.

**Task 3.5. Contract Closeout and Record Drawings.** Kenney Jenks project manager will assist the City in preparing the punch list of corrections and review issuance of the Notices of Substantial and Final Completion. Kennedy Jenks will compile Contractor and City field notes and prepare detailed Record Drawings for the project.

## Deliverables

Consultant shall provide the City with:

- Three (3) hard copies and one electronic (AutoCAD & PDF) copy of the 90% Design Submittal;
- One electronic copy (AutoCAD & PDF) of final bid documents for reproduction and distribution to Bidders in a format compatible with the copy center used for bidding support.
- One electronic (PDF) copy of responses to contractor inquiries during bidding;
- One hard copy and one electronic (PDF) copy of bid addenda;
- One electronic (PDF) copy of submittal reviews and responses to contractor RFI/Cs during construction; and
- Three 11x17 hard copies and one electronic copy (AutoCAD and PDF) of the final Record Drawings.

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### Proposed Project Schedule

Consultant proposes the following milestones:

- May 23 – NTP from City
- June 10 – 90% review meeting with City staff (4 weeks from NTP)
- June 16 – Advertise 100% Construction Documents
- June 28 - Bid Opening
- July 5 – Presentation of Contractor bids at City Council Meeting
- July 15 – Contracts complete and NTP to Contractor
- July 18 – August 19 Construction to Final Completion

### Proposed Budget

Kennedy/Jenks will complete the proposed Scope of Services for a not to exceed price of \$33,318. The conceptual level estimated construction cost is \$200,000.

Should the City Council elect to remove the private lateral repairs from this project, we can eliminate proposed Drawing C03 and provide a deduct to the proposed budget of \$3,198. This would result in a not to exceed price of \$30,120.

We believe a portion of the design, bidding, and construction costs are eligible to be shared amongst the responsible parties. We will work with City Council to understand their opinion on this and provide an acceptable methodology to track costs for each responsible party. A proposed equal cost sharing methodology is provided below in Table 2 as an example. Frontier has requested specific coordination estimated at \$2,130, which we have not passed along to the City or private homeowners. All other design costs are split equally amongst the three responsible parties.

**Table 2: Anticipated Reimbursable Costs**

Phase	Estimated Cost	Estimated Costs each Responsible Party	Total Estimated Costs per Responsible Party		
			Frontier	Homeowners	City
Phase 1: Design	\$22,878	\$7,626	\$7,626	\$7,626	\$7,626
Phase 1: Frontier Coordination	\$2,130		\$2,130		
Phase 2: Bidding	\$2,958	\$986	\$986	\$986	\$986
Phase 3: Construction	\$5,353	\$1,784	\$1,784	\$1,784	\$1,784
<b>Total</b>	<b>\$33,318</b>		<b>\$12,526</b>	<b>\$10,396</b>	<b>\$10,396</b>

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This work will be completed under the terms of Kennedy/Jenks' contract with the City of Dundee. Please contact Preston Van Meter if you have any questions regarding this proposal. Preston Van Meter is authorized to negotiate and sign any contract resulting from this proposal. Thank you for providing us the opportunity to assist the City with this water supply improvement project.

Sincerely,

KENNEDY/JENKS CONSULTANTS



Preston Van Meter, P.E.  
Oregon Client Director



Michael Humm, P.E.  
Project Manager

**AUTHORIZATION:**

CITY OF DUNDEE

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Proposal Fee Estimate

Kennedy/Jenks Consultants

CLIENT Name: City of Dundee  
 PROJECT Description: Sewer Repair Project 2016  
 Proposal/Job Number: \_\_\_\_\_

Classification:	QA QC Van Meter Eng - 8	Project Manager Michael Humm Eng- Sci-5	Project Engineer Brooke Harrison Eng-Sci-4	QA QC Ed Barnhurst Eng - 8	Chad Cadiente, CAD Designer	Project Admin.	Total	KJ Labor	KJ Escalation	KJ Comm. Charges	KJ ODCs/Travel	KJ ODCs Markup	Total Labor	Total Expenses	Total Labor + Subs + Expenses
Hourly Rate:	\$160	\$130	\$145	\$180	\$115	\$85	Hours	Fees	0%	4%	Fees	10%			Fees
<b>Custom Rate Per City of Dundee On-Call Contract</b>															
<b>Phase **** (Default)</b>															
Task **** (Communications and ODC Charges)										\$1,120.40				\$1,120	\$1,120
<b>Phase **** - Subtotal</b>	0	0	0	0	0	0	0	\$0	\$0	\$1,120	\$0	\$0	\$0	\$1,120	\$1,120
<b>Phase 1 - Design Services</b>															
Task 1.1 - Project Management, Coordination, and Reporting		12					12	\$1,560	\$0			\$0	\$1,560	\$0	\$1,560
Task 1.1a - Project Cost tracking		1	8				9	\$1,290	\$0			\$0	\$1,290	\$0	\$1,290
Task 1.1b - Criteria and Concept Review Meeting	1	1	1	1			4	\$615	\$0			\$0	\$615	\$0	\$615
Task 1.2 - 90% Final Design	3	11	21		24	5	64	\$8,140	\$0		\$75	\$8	\$8,140	\$83	\$8,223
Task 1.2a - 90% Design Review Meeting		4	8				12	\$1,680	\$0		\$75	\$8	\$1,680	\$83	\$1,763
Task 1.2b - Coordination with Franchise Utility		2	4				6	\$840	\$0			\$0	\$840	\$0	\$840
Task 1.3 - 100% Final Design	3	8	14		16	8	49	\$6,070	\$0		\$300	\$30	\$6,070	\$330	\$6,400
<b>Phase 1 - Subtotal</b>	7	39	56	1	40	13	156	\$20,195	\$0	\$0	\$450	\$45	\$20,195	\$495	\$20,690
<b>Phase 2</b>															
Task 2.1 - Attend PreBid Conference		4					4	\$520	\$0		\$75	\$8	\$520	\$83	\$603
Task 2.2 - Responses to Bidder Inquires			4				4	\$580	\$0			\$0	\$580	\$0	\$580
Task 2.3 - Addendum (1)	1	1	4		2	2	10	\$1,270	\$0			\$0	\$1,270	\$0	\$1,270
Task 2.4 - Bid Evaluation Support		1	2			1	4	\$505	\$0			\$0	\$505	\$0	\$505
<b>Phase 2 - Subtotal</b>	1	6	10	0	2	3	22	\$2,875	\$0	\$0	\$75	\$8	\$2,875	\$83	\$2,958
<b>Phase 3 -Services During Construction</b>															
Task 3.1 - Construction Phase Project Management		4					4	\$520	\$0			\$0	\$520	\$0	\$520
Task 3.1a - Project Cost tracking		1	8				9	\$1,290	\$0			\$0	\$1,290	\$0	\$1,290
Task 3.2 - Pre-Construction Conference		0	0				0	\$0	\$0			\$0	\$0	\$0	\$0
Task 3.3 - Site Visit (1)		4					4	\$520	\$0		\$75	\$8	\$520	\$83	\$603
Task 3.4 - Office Engineering (3 submittals, 1 RFI)		3	7			1	11	\$1,490	\$0			\$0	\$1,490	\$0	\$1,490
Task 3.5 - Contract Closeout and Record Drawings		2			6	2	10	\$1,120	\$0		\$300	\$30	\$1,120	\$330	\$1,450
<b>Phase 3 - Subtotal</b>	0	14	15	0	6	3	20	\$4,940	\$0	\$0	\$375	\$38	\$4,940	\$413	\$5,353
<b>All Phases Total</b>	8	59	81	1	48	19	198	\$28,010	\$0	\$1,120	\$900	\$90	\$28,010	\$2,110	\$30,120