

SCOPE OF SERVICES

TO:	ANDY SCHULTZ AND TRISTON FIRTH
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FROM: WOITH ENGINEERING, INC.

DATE: UPDATED JULY 20, 2022

JOB: S 5TH ST W WATER MAIN REPLACEMENT

RE: DESIGN, CONSTRUCTION ADMINISTRATION AND PROJECT CLOSEOUT

SCOPE OF SERVICES

CC: FILE

 \Box Urgent \Box For Review \Box Please Comment \boxtimes Please Reply \boxtimes For Your Use

Dear Mr. Schultz and Mr. Firth:

Woith Engineering is pleased to submit this proposal and scope of services (SoS) to provide civil design and construction administration services for the S 5th St W Water Main Replacement This SoS is in response to your request transmitted via email on June 16, 2022, and outlines our understanding of the project, our proposed scope of work, and the estimated cost and time schedule for completion of the civil design services.

PROJECT DESCRIPTION

The project area includes three and a half urban blocks of South 5th Street West, between Russell Street and Garfield Street in Missoula, Montana. The City of Missoula plans to replace approximately 1,569 lineal feet of existing 6-inch Kalmein water main, along with the associated valves, fire hydrants, and other appurtenances. The replacement project will utilize a State Revolving Fund (SRF) funding mechanism and be subject to the review and approval of the City of Missoula and Montana Department of Environmental Quality.

SCOPE OF SERVICES

Woith Engineering proposes to approach the design and construction administration of this project in a phased approach. Our understanding of the tasks required and deliverables associated with each phase of the work is outlined in the following:



1. Initial Project Coordination, including:

- a. A topographic and boundary survey of the project area will be completed by Woith Engineering. Through further conversations with the City, we have assumed that we will need a full topographic survey of the entire S 5th St W right-of-way.
- b. Collection of as-built plans and ditch cards for the existing water main, water services, and sanitary sewer mains in the project area.

2. Preliminary Design Phase, including:

- a. Woith Engineering will attend a preliminary design meeting with the City of Missoula to determine a preliminary alignment for the water main replacement.
- b. Preparation of a preliminary alignment and profile for the water main replacement, accompanied by preliminary construction plan sheets.
- c. Preparation of a preliminary project manual, including proposed contract documents and specifications.
- d. Completion and submittal of the City of Missoula Stage III public infrastructure plan review checklist.
- e. <u>Deliverables:</u> Schematic Designs, Preliminary Project Manual, Preliminary Construction Cost Estimate, Stage III Public Infrastructure Review Checklist

3. Final Design Phase, including:

- a. Address design review comments received during the Stage III plan review.
- b. Preparation of final alignment, profile, and construction plan sheets for water main replacement.
- c. Preparation of final design of any necessary curb, sidewalk, or driveway approach reconstructions.
- d. Preparation of final project manual. Coordinate required information for SRF funding with the City of Missoula as required.
- e. Completion and submittal of the City of Missoula Stage IV public infrastructure plan review checklist.
- f. Preparation and submission of Montana Department of Environmental Quality Water Main Extension and Replacement Checklist. Submittal shall include final construction plans, final project manual and specifications, water engineer's report, mapping, and certification letters. DEQ review fees shall be determined at the time of submittal and paid directly by the City.



g. <u>Deliverables:</u> Final Design Sheets, Final Project Manual, Stage IV Public Infrastructure Review Checklist, MDEQ Water Main Extension and Replacement Checklist Submittal

4. Bidding and Construction Administration, including:

- a. Woith Engineering will administer the construction bidding process, preparing a final quantities list and engineer's cost estimate, engineer's bid form, and instructions to bidders. Woith Engineering will answer bidder questions and prepare a certified bid tabulation.
- b. Contract administration, including review of submittals and change orders.
- c. Construction staking of new utility installations and reconstructed surface infrastructure.
- d. Construction inspection and testing certification. Woith Engineering will provide inspection services at half-time for the duration of construction, estimated to take approximately 55 to 60 working days.
- e. Completion and submittal of the City of Missoula Stage V public infrastructure plan review checklist.
- f. Materials testing and compaction testing for contractor quality control and owner quality assurance.
- g. <u>Deliverables:</u> Final Engineer's Opinion of Probable Cost, Bid Form and Instructions to Bidders, Certified Bid Tabulation, Stage V Public Infrastructure Plan Review Checklist.
- h. Exclusions: Scope of services excludes geotechnical investigation, if required.

5. Project Closeout, including:

- a. Completion and submittal of the City of Missoula Stage VI public infrastructure plan review checklist.
- b. Preparation of as-built drawings and final certification for the City of Missoula and the Montana Department of Environmental Quality.
- c. <u>Deliverables:</u> Stage VI Public Infrastructure Plan Review Checklist, As-built Drawings to MDEQ and City of Missoula, Stage VII Public Infrastructure Plan Review Checklist
- 6. **Additional Services** the SoS includes a phase for Additional Services, totaling **\$4,924**, which is to be used at the discretion of the City project manager.



COST ESTIMATE

Woith Engineering proposes to approach the design and construction administration of this project on a lump sum basis, not to exceed **\$109,404**. We will not exceed these fees for the scope of work items presented above without prior written authorization.

SCHEDULE

Based on previous conversations with you, the City anticipates to construct this project in spring/summer 2023. Thus, the project must be ready to bid by mid-December, 2022. Woith Engineering anticipates the following schedule upon receipt of the City's authorization to proceed and the preliminary alignment meeting.

Stage III Plan Review Submittal:

Stage IV Plan Review Submittal:

Department of Environmental Quality Submittal:

Publication of Bid Documents:

August 31, 2022

October 21, 2022

December 16, 2022

Thank you for the opportunity to submit this proposal. We look forward to working with you on this project. If you have any questions, please contact me at (406) 203-0869.

Sincerely,

Woith Engineering, Inc.

Kody Swartz, FE, LSI

Anthry Hilliand

ENCL: FEE ESTIMATE FOR PROFESSIONAL SERVICES: S 5TH STREET W WATER MAIN REPLACEMENT

DESIGN, CONSTRUCTION ADMINISTRATION AND PROJECT CLOSEOUT SCOPE OF SERVICES



Coordination in poject meetings within Volin Engineering. 4	ltem No.	Description	Principal Engineer	Professional Engineer/ Surveyor	CAD Designer	Staff Engineer/El	Admin	2-Man Surv ey Crew	TOTAL
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