

City of Coos Bay
Scope of Work for Pump Station No. 6 Upgrades
Construction Administration

SCOPE OF WORK: The City plans to upgrade Wastewater Pump Station No. 6. The improvements include new submersible pumps and controls, control buildings, generators, piping improvements, and miscellaneous pump station improvements.

FOUNDATION: The Dyer Partnership has completed final design, which was authorized under City Project No. 210091. Bidding of Pump Station No. 6 & 9, and Construction Management for Pump Station No. 9 will be included in a separate Task Order.

SCOPE OF ENGINEERING SERVICES: The City needs engineering services for construction management for Pump Station No. 6 wastewater infrastructure improvements. This phase of the project is for construction management services only.

The following provides a more in-depth description of the engineering services to be provided:

Coordination

- Coordinate with City staff.
- Conduct site visit/meetings with City staff.

Construction Administration

- Provide Construction Management and administer Construction Contract between City and Contractor.
- Attend meetings with City and Contractor as required.
- Attend and administer a Pre-Construction job meeting.
- Review Contractor submittals.
- Review and process Contractor requests for information (RFI's) and answer questions.
- Review and process change orders, and pay requests.
- Dyer to prepare FEMA flood elevation certificates.

Construction Observation Services

- Provide up to 290 hours of part time on-site construction observation and prepare daily construction observation reports for City. Assist with pump station start-up.
- Provide construction stakeout (Limited to 8 hours total of survey time).

Project Closeout

- Perform Substantial Completion walk-through with City and Contractor.
- Perform Final Completion walk-through with City and Contractor.
- Prepare, review, and provide final completion closeout paperwork to the City.

- Provide final O&M manual to the City and DEQ for approval.
- Provide record drawings to the City.

Deliverables

- Draft Operations and Maintenance Manual (2 hard copies, 1 electronic copy) prior to 50 percent completion of construction.
- Final Operations and Maintenance Manual (4 hard copies, 1 electronic copy) at completion of construction.
- Record drawings (2 hard copies, 1 electronic copy).

Assumptions/Exclusions:

- No Geotechnical or Environmental Engineering work is required.
- Permitting (Not anticipated).
- City to coordinate with private property owners and businesses.
- Contractor responsible for coordination of utilities.
- No post construction pump station testing and troubleshooting. Should additional services be required for these items, they will be addressed in a task order amendment.
- The City will conduct testing for hydrogen sulfide to satisfy Oregon DEQ requirements per the Approval of Final Plans for Pump Station No. 6 and No. 9 Upgrades dated December 7, 2021.
- Engineer shall not be responsible for the construction Contractor's means and methods of construction or their means of safety.

Schedule (anticipated)

- Contractor Notice to Proceed: September 2022

Proposed Fee

Services will be performed and billed on a time and materials basis, in accordance with the conditions of the Professional Services Agreement, attached Estimate of Man Hours and Costs and rates listed in Attachment A. The fee for these services is not to exceed a maximum \$125,040 including all professional services and reimbursable expenses.

PAYMENT METHOD: Monthly Billing

**ATTACHMENT A
ESTIMATE OF MAN HOURS AND COSTS**

DATE: 06-21-22 PROJECT: PS No. 6 Upgrades Task 1: Construction Administration

TASK	MAN HOURS								
	PRINC. MGR	PROJ MGR	PROJ ENG 2	ENG TECH 1	CONS OBSERV	SUR CREW	DFTR	CLER	
1: Coordination	4	16	8						
2: Preconstruction Meeting		4				4			
3: Submittals	2	8	40	20					2
4: RFIs/Contractor Questions	2	16	40						2
5: Pay Requests/Change Orders	2	16	36		2				4
6: FEMA Flood Certificates		2	2	8			4		2
7: Construction Observation					290				
8: Site Coordination & Onsite Meetings	4	16	40						
9: Stakeout			2	2			8		
10: Substantial Completion/Final Walkthrough		4			4				
11: Final Completion Closeout Paperwork	2	8	4						4
12: O&M Manual	2	4	48	20					6
13: Record Drawings		2	4	4				20	2
TOTAL ESTIMATED HOURS	18	96	224	54	300	12	20		22

MATERIAL COSTS	DESCRIPTION OR UNIT	QUANTITY	UNIT COST	TOTAL COST
REPORT				0.00
PHOTOGRAPHS				0.00
COST ESTIMATE				0.00
PLANS AND PRINTS				0.00
SPECIFICATIONS				0.00
OTHER				0.00
TOTAL MATERIAL COSTS	-----			\$0.00

TRAVEL AND PER DIEM	DETAIL	UNIT COST	TOTAL COST
MILEAGE		\$0.57	0.00
COMMERCIAL PER DIEM		\$45	0.00
LOCAL TRANSPORTATION			
LODGING			0.00
TOTAL TRAVEL AND PER DIEM	-----		\$0

OTHER SIGNIFICANT COSTS	DETAIL	TOTAL COST	
VLMK (Structural Engineer)		4,000.00	
Richard Sample (Electrical Engineer)		28,016.00	
SHIPPING			
REPRODUCTION			
OTHER			
TOTAL OTHER SIGNIFICANT COSTS	-----		\$32,016

PREPARED BY: ACH

SUMMARY

BREAKDOWN OF PROPOSED FEE

DATE: 06-21-22 PROJECT: PS No. 6 Upgrades

	LABOR		
	RATE	-----1-----	
	\$/HR.	HRS.	AMOUNT
DIRECT LABOR COSTS:			
PRINCIPLE MANAGER-----	\$160	18	\$2,880
PROJECT MANAGER	\$150	96	\$14,400
PROJECT ENGINEER 2	\$140	224	\$31,360
ENGINEER TECH 1	\$102	54	\$5,508
CONSTRUCTION OBSERVER	\$102	300	\$30,600
SURVEY CREW	\$160	12	\$1,920
DRAFTER-----	\$96	20	\$1,920
CLERICAL-----	\$56	22	\$1,232
TOTAL DIRECT LABOR COSTS:			\$89,820

DIRECT PROJECT EXPENSES		
A. MATERIAL COSTS (BREAKDOWN ATTACHED)		\$0
B. TRAVEL & PER DIEM (BREAKDOWN ATTACHED)		\$0
C. OTHER SIGNIFICANT COSTS (BREAKDN ATTACHED)		\$32,016
D. ADMINISTRATIVE FEE	10 % OF A,B,&C	\$3,202
TOTAL OF: A THROUGH D		\$35,218

TOTAL FEE (PER PHASE): \$125,038

1: Construction Administration \$125,038

TOTAL FEES	\$125,038
TOTAL FEES (ROUNDED)	\$125,040

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