

April 3, 2020
W-P Project No. T15349

Mr. Douglas Nettleton
Director, Stonington WPCA
152 Elm Street
Stonington, CT 06378

Subject: Mystic / Stonington Borough WPCF Interconnection Upgrade
Proposal for Construction Administration Services

Dear Mr. Nettleton:

As requested, this is Wright-Pierce's proposal for engineering services during the Construction Phase of the Mystic / Stonington Borough WPCF Interconnection Upgrade. Based on an anticipated construction duration of 9 months and discussions with staff, our proposed scope of services is presented below.

Scope of Services

Task I - Construction Administration Services

1. Prepare the required number of sets of construction Contract Documents for signing.
2. Prepare for and attend up to 2 construction conferences (Pre-Construction Conference and Pre-Concrete Conference)
3. Make up to 8 visits to the site at appropriate intervals to attend project meetings and observe the progress of the work. Visits may be made by specialized electrical, mechanical, and structural engineers, architects, or others as required during the project. Prepare reports of findings.
4. Review shop drawings, RFIs, and Contractor submittals for compliance with construction Contract Documents.
5. Review concrete field test reports. Wright-Pierce has included the cost of an independent testing lab (subconsultant) to collect and analyze concrete pour samples (1 concrete pour anticipated).
6. Review Contractors' schedule of values and payment requests and estimate amounts to be paid by the Stonington WPCA.
7. Negotiate changes in the scope of work, price and/or completion time and prepare change orders which become necessary due to factors discovered during the progress of the work resulting from interpretations and clarifications of the Contract Documents.



8. Issue instructions and other communications from and on behalf of Montville staff to the Contractor.
9. Communicate with Stonington WPCA staff and regulatory agencies.
10. Coordinate and supervise the work of Resident Project Representative (See below).
11. Monitor work progress for conformance with established schedules and budget.
12. Make up to 6 site visits (8 hour/visit) during startup and testing of the Interconnection system upgrades to witness and verify proper operation and performance of the new equipment.
13. Make up to 4 site visits (8 hour/visit) to prepare punch lists of uncompleted or unacceptable work and prepare updates to Contractor, Town of Stonington and WPCA staff.
14. Conduct a Substantial Completion inspection and prepare a Certificate of Substantial Completion.

Task 2- Resident Project Representative

15. Wright-Pierce will provide a part-time Resident Project Representative (RPR) to represent Wright-Pierce and the Stonington WPCA at the construction site. Primary responsibilities of the RPR will be to observe the Contractor's activities, verify construction in accordance to the contract documents, assist in exchanging information, attending project meetings, and assisting in communications and inspections as needed. We have included 12 hrs/week for 27 weeks (324 hours total) for part-time RPR services during construction. During portions of construction, the part-time Resident Project Representative may be on-site less frequently or more frequently depending on specific activities.

Task 3- Operational Phase Services

16. Coordinate with Contractor and prepare an Operation and Maintenance Manual for each new or upgraded equipment. Three copies of the final Operation and Maintenance Manuals will be provided.
17. Prepare record drawings (3 hard copy and 1 electronic pdf format).

Compensation

Wright-Pierce proposes to complete the above scope of services on a time charge basis utilizing our standard billing rates plus the cost of reimbursable expenses. The maximum compensation for these services will not exceed \$135,900 without prior written authorization from the WPCA. A breakdown of the anticipated costs, by task, is presented in the table attached at the end of this letter.

Mr. Douglas Nettleton
Director, Stonington WPCA
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We appreciate the opportunity to work with the Stonington WPCA on this project. We are available to meet with you to discuss our proposal and are willing to adjust the proposed scope and fee to meet the WPCA's goals for the project and budget constraints. Should you have any questions, please call.

Sincerely,

WRIGHT-PIERCE

A handwritten signature in black ink, reading "Therlin Montgomery".

Therlin Montgomery
Project Manager
therlin.montgomery@wright-pierce.com

ESTIMATED STAFF EFFORT (HOURS) AND COSTS
Town of Stonington WPCA
Mystic/Borough Interconnection Force Main Improvements - Construction Administration

TASK DESCRIPTIONS	Principal	Project Manager	Lead Project Engineer	Project Engineer	Civil Engineer	Structural Engineer	Structural Technician	Architect	Instrumentation Engineer	Electrical Engineer	Process / Civil Technician	Administrative Assistant	TOTAL HOURS	NON-LABOR	SUBS COST	SUBS Mark-Up	LABOR	TOTAL	
1 Construction Administration Services																			
1 - General C/A Services	2	16	24										42	\$0	\$0	\$0	\$6,656	\$6,656	
2 - Executed Documents			6								6	4	16	\$200	\$0	\$0	\$1,538	\$1,738	
3 - Preconstruction Meeting (2 Meetings)		8	16			8				8			40	\$200	\$0	\$0	\$6,338	\$6,538	
4 - 8 Engineer site visits (approx monthly)		24	40										64	\$600	\$0	\$0	\$9,907	\$10,507	
5 - Review Shop Drawings/Submittals		24	24		2	4		4	8	16		8	90	\$0	\$0	\$0	\$13,480	\$13,480	
6 - Review Field Test Reports			4			2		2					8	\$0	\$5,000	\$250	\$1,234	\$6,484	
7 - Review Schedule values/Payment Requests		12	40										52	\$0	\$0	\$0	\$7,645	\$7,645	
8 - Review and Generate RFIs, EC's and WCD's		12	40		2	2		2	4	8	4	4	78	\$0	\$0	\$0	\$10,953	\$10,953	
9 - Change Order Requests		8	24		2	2		2	2	2		2	44	\$0	\$0	\$0	\$6,464	\$6,464	
10 - Punch List Development		8	32						2	8			50	\$400	\$0	\$0	\$7,213	\$7,613	
11 - FAT, Start-up, Training and Certification		8	24						16	16			64	\$600	\$0	\$0	\$9,708	\$10,308	
Subtotals	2	120	274	0	6	18	0	10	32	58	10	18	548	\$2,000	\$5,000	\$250	\$81,136	\$88,386	
	410	22623	36871	0	824	3691	0	1428	5793	7517	769	1211							
2 Resident Project Representative Services																			
1 Resident Project Services (27weeks/12 hours per wk)				324									324	\$3,400	\$0	\$0	\$33,426	\$36,826	
Subtotals	0	0	0	324	0	0	0	0	0	0	0	0	324	\$3,400	\$0	\$0	\$33,426	\$36,826	
3 Operational Services																			
1 Operations and Maintenance Manual		4	16									2	22	\$100	\$0	\$0	\$3,042	\$3,142	
2 Record Drawings		4	8		2			2	2	4	52	2	76	\$200	\$0	\$0	\$7,404	\$7,604	
Subtotals	0	8	24	0	2	0	0	2	2	4	52	4	98	\$300	\$0	\$0	\$10,446	\$10,746	
TOTAL PROJECT HOURS	2	128	298	324	8	18	0	12	34	62	62	22	970	\$ 5,700	\$ 5,000	\$ 250	\$ 125,008	\$ 135,958	