

Richard Cunningham
Public Works Manager
City of Albany
1000 San Pablo Avenue
Albany, Ca 94706

Attn: Randy Leptien, City Engineer

Dear Mr. Cunningham:

URS is pleased to submit this proposed scope and budget to provide post-design services for the Curtis-Neilson-Santa Fe Storm Drain Project. The scope of work contains two tasks: Prepare Bid Package Documents, Meetings and Construction Review Services. Details of each of these tasks are provided below.

TASK 1: PREPARATION OF ALTERNATE PLANS AND SPECS

Task Summary

This task includes the preparation of final plans and one additional specification attachment for constructing the storm drain using the PTMT method. In addition, minor revisions will be made to the GIR as it is an attachment to the project bid package. The following assumptions are included in this scope:

1. The final plans will be developed using the existing final set of plans for microtunneling. Anticipated revisions include:
 - a. Reduce pipe size to 24-inch
 - b. Revise number and location of manholes along the storm drain (C-sheets)
 - c. Revise shaft extents appropriately
 - d. Update traffic control plans accordingly using similar type of traffic control measures (T-sheets)
2. One additional specification attachment will be included in the bid package to address construction using the PTMT method.

TASK 2: PREPARATION OF BID PACKAGE DOCUMENTS

Task Summary

This task includes preparation of the bid, proposal and other Contract documents from standard forms to be furnished by the City. A list of included Information is listed below:

- Bid Title Page
- Invitation to Bid

- Information & Instructions for Bidders
- Bidder's Proposal
- Form of Contract
- Form of Performance Bond
- Form of Payment Bond

The deliverable will be one formatted electronic document (pdf with backup Word or other files) to be reproduced by the City. A draft will be submitted to the City for review. The City will be required to return all comments on the draft to URS within 5 working days. A final document will incorporate all revisions associated with the comments and will be submitted to the City as defined herein.

Assumptions

- General project management is for this contract for the bid period is included under this task. This includes formal meetings at the City, budget tracking, invoicing, and staff and client coordination.
- All documents to be prepared will be developed from an available Word document from a previous City project, or a "boiler plate" document.
- Supplemental General and Technical Provisions are provided under a separate Contract, but will be included in the deliverable.
- The Bid Schedule will be broken down into four bid schedules as follows:
 - Schedule 1 for Alternate 1 (MT Base Bid)
 - Schedule 1A (MT Base Bid plus Sanitary Sewer)
 - Schedule 2 (PTMT Base Bid)
 - Schedule 2A (PTMT plus Sanitary Sewer)

TASK 3 MEETINGS AND CONSTRUCTION REVIEW SERVICES

Task Summary

This task includes attendance by two engineers at the pre-bid and pre-construction meetings, in addition to periodic construction progress meetings with attendance to be determined based on project needs. In addition, response to bid questions and construction review services will be provided to verify compliance with the intent of the Plans and Specifications during construction, including applicable Contractor submittals.

Assumptions

- General project management is for this contract for the construction period is included under this task. This includes formal meetings at the City, budget tracking, invoicing, and staff and client coordination.

- Long Ly will be the point of contact for Contractor submittal review and other review services.
- URS will respond to Contractor questions during the bid process as requested by Long Ly. It is assumed that this will require 2 hours or less per week of effort.
- Requested site visits will be limited to one 4-hour visit per month during standard construction periods, and two 4-hour visits per month during critical construction periods.
- Contractor submittal reviews will be completed and returned within 10 working days of receipt of submittal, unless more than five submittals are requested within one two week period, or other special circumstances dictate.
- Contractor submittal review will be completed and the reviewed submittal will be stamped using the following stamp format:

SUBMITTAL REVIEW

- NO EXCEPTION TAKEN
- MAKE CORRECTIONS NOTED
- REVISE-RESUBMIT
- REJECTED - RESUBMIT

This review has been limited to an evaluation of whether the submittal is in general conformance with the Contract Documents. Contractor is responsible for verifying dimensions and quantities in the field. Review by Engineer shall not relieve Contractor of responsibility for compliance with the Contract Documents related to this submittal.

A detailed breakdown of the costs of each task is included in Table 1 attached.

It is anticipated at this time that the project duration will be completed in approximately 200 working days from the notice to proceed (early February). However, this is subject to scheduling/coordination with Contractors and private utility companies and may require revision at a later date.

If you have any questions or would like any additional information please feel free to call either Phillip Mineart at 510-874-1785 or Seth Gentzler at 510-874-3018. Alternatively, we would be happy to meet with you at the City offices to discuss our proposal.

Sincerely,

Seth Gentzler, P.E.
Senior Water Resources Engineer

Task																	Subtotal				Cumulative Subtotal	
No.	Description	Project Manager (Phil Mineart)	Senior Cost Estimator/ QAOC	Senior Project Engineer (Seth Gentzler)	Project Civil Engineer (Shane Hsieh)	Project Geotechnical Engineer (Sam Gambino)	Junior Civil Engineer	Junior Geotechnical Engineer	Senior CAD/GIS	CAD graphics	Word Processing/ Repro	Clerical	Total Hours	Unit	Rate	Estimate Quantity	URS Labor	Mileage	Other Direct Cost	Sub contracts		
		\$141.75	\$157.50	\$141.75	\$120.75	\$120.75	\$84.00	\$84.00	\$120.75	\$84.00	\$65.00	\$57.75	(hrs)		(\$)		(\$)	(\$)	(\$)	(\$)		
1	PREPARATION OF BID PACKAGE DOCUMENTS																					
	Revise GIR	4		8	60	8	8		16				36	miles	0.448		4,137	0			4,137	
	Alternate 2 Plans					12				20	4		104	miles	0.448		11,768	0	40		11,808	
	Alternate 2 Specs		4			8	8				4		24	miles	0.448		2,528	0	40		2,568	
	Subtotal												164			0	18,433	0	80		18,513	
2	PREPARATION OF BID PACKAGE DOCUMENTS																					
	Draft Bid Package			16		8	4				16		44	miles	0.448		4,610	0			4,610	
	Final Bid Package		32	8		4	2				8		54	miles	0.448		7,345	0	40		7,385	
	Project Management	4		24	4	12						8	52	miles	0.448		6,363	0	40		6,403	
	Subtotal												150			0	18,318	0	80		18,398	
3	MEETINGS AND CONSTRUCTION REVIEW SERVICES																					
	Pre-Bid Meeting			6		6							12	miles	0.448	40	1,575	18			1,593	
	Pre-Construction Meeting			6		6							12	miles	0.448	40	1,575	18			1,593	
	Misc. Meetings and Site Visits			20	4	24							48	miles	0.448	160	6,216	72			6,288	
	Contractor Submittal Reviews			22	10	30							62	miles	1.448		7,949				7,949	
	Requests for Information			22	10	30							62	miles	2.448		7,949				7,949	
	Project Management	4		30		8							42	miles	0.448		5,786				5,786	
	Subtotal	4	0	106	24	104	0	0	0	0	0	0	238			240	31,049	108	0		31,156	
	Subtotal T																67,800	108	160	0	68,067	
	Mark-up for Subcontractors and ODCs (6%)																		10			10
	Subtotal w/ Mark-up																67,800	108	170	0	68,077	
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