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January 8, 2022

Mrs. Kathleen Ramsay, Town Manager
Town of Middlebury
77 Main Street
Middlebury, VT 05753

RE: Stormwater System Improvements Project
Harrow Way & Swanage Court
Middlebury, VT 05753

Mrs. Ramsay;

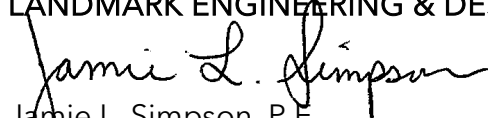
Landmark Engineering & Design, LLC. (LED) would like to thank you and Dan Werner, Public Works Planning Director, for the opportunity to provide engineering services for the Town of Middlebury. Attached is our Project Understanding, Scope of Services, Project Schedule, and Cost Proposal for the above-referenced project.

This project includes providing engineering services for Final Design, Bid Phase and Construction Phase for a stormwater system improvements project between Harrow Way and Swanage Court located within the Buttolph Acres development in Middlebury, VT. The general scope of work includes design and replacement of multiple underground stormwater structures as well as connected stormwater pipelines of various diameters and materials. At this time, it is undetermined if Swanage Court will be closed to through traffic while under construction; however, for the purposes of this proposal we will assume that a portion shall be inaccessible.

The major tasks associated with this project include Final Design of the proposed stormwater improvements, development of Contract Documents, providing Bid Phase Services and performing Construction Phase Services for the project. LED has the expertise to effectively assist the Town of Middlebury with completing the necessary engineering services in a timely, efficient, and cost-effective manner.

Thank you again for the opportunity to submit this proposal. We look forward to your response.

Respectfully,
LANDMARK ENGINEERING & DESIGN, LLC.


Jamie L. Simpson, P.E.
Principal Engineer
Enc.

Project Understanding

As discussed on December 20, 2021, in a pre-proposal meeting with Dan Werner, Landmark Engineering & Design, LLC. (LED) proposes Final Design, Bid Phase Services and Construction Phase Services for the following improvements:

1. Removal and replacement of selected underground stormwater collection system infrastructure. Multiple underground drainage structures and conveyance pipelines are damaged and/or have compromised function due to root infiltration and material decay. A previous inspection performed by others identified that a portion of the stormwater collection system is no longer in compliance with its associated State permit (#3776-9010.R) and needs repair and/or replacement to satisfy the required permit conditions.
2. It was discussed at the pre-proposal meeting that Final Design Services are required to focus on the stormwater collection system beginning at a drainage manhole structure located approximately 185 feet north of Swanage Court with pipe extending southward to a structure adjacent to Swanage Court, then proceeding southwestward across Swanage Court to an existing underground structure. These structures and drainage pipes need replacement due to excessive degradation and poor quality. Temporary access and construction easements will likely be required from adjacent landowners and LED is prepared to assist the Town with this task.
3. Cutting, removal, and patch paving of the disturbed portions of Swanage Court. The affected portions of the existing paved surfaces on this Town-owned road will require subsurface repair and surface restoration upon complete installation of the stormwater infrastructure.
4. A preliminary site visit was conducted to identify potential or anticipated construction difficulties, potential homeowner concerns and/or infrastructure upgrades/replacement prior to excavating and repaving these areas. Several underground utilities were noted to be present in the

Buttolph Acres development and within the anticipated project limits. It is understood that the Town of Middlebury has previously evaluated these components and is aware of any infrastructure replacement needs or has previously addressed them; therefore, this proposal does not include design for any utilities other than stormwater. It is also understood that this project must include provisions to maintain existing access for residents despite being closed to through traffic during construction.



Figure 1: On Harrow Way looking south



Figure 2: On Swanage Court looking north



Figure 3: On Swanage Court looking west

5. It was discussed at the pre-proposal meeting that Bid Phase and Construction Phase Services will be required to administrate and oversee construction for this project. At this time, it is assumed that Swanage Court will be closed for the duration of construction.

Scope of Services

The following technical approach is presented to address the Scope of Services obtained from the pre-proposal meeting on December 20, 2021.

1. Landmark Engineering & Design, LLC. (LED) will review existing drawings and surveys of utilities within the project site and will establish a semi-permanent control system for both horizontal and vertical measurements within the project areas. The control system will include traverse points and temporary benchmarks.
2. LED will conduct digital topographic survey of the project area up to and including the front face of existing buildings within the project limits. The survey of the project site will include existing street rights-of-way, utilities, driveways, corners of buildings, trees and shrubs. The survey will be used to create a base map at a scale of 1-inch is equal to 20-feet (1"=20') with 1-foot elevation contours. The drawings shall also identify current easements and any necessary construction easements.
3. LED will perform Final Design Services to evaluate the stormwater collection system components within the project limits and provide recommendations for replacement options including sizes and materials for underground structures and pipelines. LED will develop site plans and detail drawings in preparation for construction.
4. LED will prepare an estimate of the construction cost and timeframe for the project. One (1) meeting with Town staff is included in the project for approval of design.
5. LED will identify permits that will be required for the project. At this time, LED does not anticipate any permits from the State of Vermont will be necessary; therefore, no costs for permitting have been included in this proposal. Upon completion of construction, Record Drawings of the project shall be submitted to the State for recording and filed with the existing permit.
6. Using the information obtained in Items 1 through 5, LED will prepare contract documents and construction plans for the proposed stormwater infrastructure improvements project. The contract documents shall include an Advertisement for Bid, Information for Bidders, Bid Schedule, General Conditions, Special Conditions, and

Technical Specifications for the project. Two (2) copies of the contract documents and contract drawings will be submitted to the Town for review. Upon completion of the Town's review, comments will be addressed and incorporated into the contract documents and drawings. A copy of the final construction documents shall be submitted to the Town in PDF format with plans at a scale of 1" = 20'.

7. LED will prepare an Advertisement for Bid and submit it to the Town for distribution. During the bid phase, LED will conduct a pre-bid meeting, answer questions posed by contractors, issue addenda, and attend the bid opening. The Project will be ready to bid no later than February 18, 2022. Upon receipt of Contractor Bids, LED will prepare a bid tabulation and a letter of recommendation to the Town. Upon acceptance of a contractor by the Town, LED will provide two (2) copies of conformed contract documents and drawings for agreement execution by the Town and the successful contractor.
8. LED will provide construction administration services during the construction of the proposed improvements. Construction administration will include:
 - a. Review of Shop Drawing Submittals;
 - b. Review of Pay Requests;
 - c. Issuing of Change Orders; and
 - d. Attendance at Contractor Meetings. We have estimated that only two (2) meetings are needed, including a kick-off meeting and a final completion meeting, based on the size and scope of this project.
9. LED will provide Construction Review Services through completion of the Project. Construction review will include:
 - a. Full-time construction inspection for the portion of work involved with the replacement of stormwater infrastructure. We estimate that this portion of work will take two (2) weeks equivalent to one hundred (100) hours for full-time construction inspection. LED will provide part-time construction inspection to verify satisfactory completion of testing requirements for the project and for general clean-up and other miscellaneous items, when necessary, therefore four (4) hours are included for this task.

- b. Substantial and final completion walk-through.
 - c. Preparation of punch lists.
 - d. Contact with adjacent property owners.
10. LED will prepare record drawings for the project based on information provided by the contractor. Digital CADD plans and plans in PDF format will be provided to the Town to utilize for GIS mapping and we will submit two (2) paper copies of record drawings to the Town for their records.

Project Schedule

The following Project Schedule will result in a completed project that meets the needs of the Town of Middlebury. In addition, our goal throughout the project shall be to maintain the satisfaction of the Town, the engineer, the contractor and landowners and residents in the area.

<u>Project Milestone</u>	<u>Complete by:</u>
Contract Award - Assumed	January 25, 2022
Construction Cost Estimate/Timeframe	February 16, 2022
Town Review of Contract Documents	February 16, 2022
Submit Final Contract Documents	February 18, 2022
Advertise for Bids	TBD
Pre-Bid Meeting	TBD
Bid Opening	TBD
Review Bids/Recommendation of Award	TBD
Start Construction	2022
Complete Construction	2022

Cost Proposal

The following is our Cost Proposal for the engineering services for this proposed project:

<u>Task Items</u>	<u>Manhours</u>	<u>Amount</u>	<u>Basis</u>
Items No. 1 - 8	N/A	\$16,300	Lump Sum
Item No. 9	100 Full-Time @ \$75/hr. <u>4 Part-Time @ \$75/hr.</u> 104 Total	\$7,800	Hourly
Item No. 10	N/A	\$650	Lump Sum
Total		<u>\$24,750.00</u>	