



Consulting
Engineers
and Scientists

June 28, 2019

Proposal 181.06046

Mr. Alex Jaegerman, Director of Planning & Development
Town of Yarmouth
200 Main Street
Yarmouth, Maine 04096

RE: Proposed Scope of Work and Cost Estimate
Underground Utility Feasibility Study and Alternatives Analysis for Main Street
Main Street, Yarmouth, Maine

Dear Mr. Jaegerman:

Ransom Consulting, Inc. (Ransom) has prepared the following scope of work and cost estimate to complete an Alternatives Evaluation and Feasibility Study to assess the potential for relocating existing aboveground utilities (three-phase power, telephone and data) along an approximately 1 mile stretch of Main Street, between Mariner Road and Elm Street(s) in Yarmouth, Maine. As part of this evaluation, Ransom will evaluate reasonable alternatives, such as relocating the existing overhead utilities underground, or behind residential properties along Main Street.

SCOPE OF SERVICES

To support the Town's desire to relocate existing aboveground utilities, Ransom will conduct the following tasks to understand existing conditions; identify and evaluate utility relocation alternatives; evaluate municipal, state and local requirements, as well as requirements associated with each existing utility; and evaluate site-specific conditions which would impact the feasibility, constructability, and cost associated with each reasonable alternative. Specific tasks include the following:

Task 1 – Review of Municipal Documents and Plans and Evaluation of Existing Conditions

In order to evaluate and quantify the Town's needs, and to determine what information is available, Ransom will assemble and review available municipal information, which may include, but is not limited to: existing plans and construction details for Main Street and associated infrastructure, assessors databases and documentation to determine the number of residential and commercial connections within the project area; comprehensive area planning documents and redevelopment plans to ensure that any construction/infrastructure improvements are performed in a manner which is in the best interest of the town (i.e. design requirements/requests for downtown districts); existing and proposed redevelopment plans within in the project area; and any other pertinent available information.

As part of this task, Ransom will perform an on-site inspection of the project area and will document existing conditions through photographs and field notes. Ransom will also field-confirm information obtained during our municipal research.

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Task 2 – Meetings with Impacted Residents and Municipal Officials

We have anticipated that Ransom will attend a minimum of three meetings with municipal officials and project stakeholders: one at the onset of the project, one approximately mid-way through the planning process, and one after the draft feasibility study has been prepared and submitted to the Town (see Task 5 for a description of project deliverables). At these meetings, Ransom will solicit input from Town personnel, and discuss project specifics and alternatives. Throughout this planning process, Ransom will also be in frequent contact with municipal officials and project stakeholders to ensure that all members of the project team have a full understanding of decisions, difficulties, or opportunities which may arise.

Ransom proposes that this task will also include reconnaissance and interviews with representative members of the public (i.e. impacted residential homes and commercial businesses in the project area) and conducting inspections of their properties (with prior approvals) to document and evaluate existing utility connections. We anticipate up to three residential properties and up to three commercial properties will be targeted for these interviews/inspections. The results of these inspections/interviews will serve as a representative basis for our feasibility study and cost estimating. We anticipate that a sub-contracted electrical engineer and/or licensed electrician will accompany Ransom on these meetings to provide technical expertise on service connections and electrical matters.

Task 3 – Utility Coordination

Ransom will coordinate with impacted utilities to determine design requirements associated with relocation of existing aboveground utilities to underground conduits. This will likely involve meetings with each impacted utility (anticipated to be Central Maine Power, Spectrum/Charter, and Fairpoint/Consolidated Communication), as well as communication and approvals. Additionally, Ransom will coordinate with utilities that have existing underground infrastructure to determine areas of potential conflict for relocation of power and communications.

Task 4 – Development and Evaluation of Alternatives

Based on the results of our review of municipal documents, and our interviews and meetings with municipal officials, stakeholders, impacted residential and commercial properties, and the utilities, Ransom will develop feasible alternatives for consideration. At this time, we anticipate those alternatives will be: 1) to relocate utilities underground; and 2) to relocate utilities so they are located behind properties on Main Street. During this task, Ransom will solicit opinions and recommendations from the electrician/electrical engineer performing the Site inspections outlined in Task 2.

As stated previously, Ransom will evaluate both alternatives based on feasibility, constructability, and cost. For both alternatives, Ransom will develop preliminary overall estimated construction cost, which will include anticipated construction costs, and engineering design (including civil and electrical engineers, licensed electricians, utility-required inspectors, etc.

Task 5 – Report Preparation

Ransom will summarize the results of the alternative evaluation into a final report. This report will include a detailed description of each alternative, as well as a Site plan for each alternative showing conceptual layouts and specified construction features. The report will summarize the results from our alternative evaluation and provide recommendations for design and construction. The report will include

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conceptual construction plan and will outline the construction steps necessary to successfully complete the project. We will also include conceptual construction cost estimates.

A draft copy of the report will be provided to the Town for review. As stated previously, after their review, we anticipate that a meeting will be held with Ransom, Town Officials and project stakeholders to discuss our recommendations and solicit input. The results from this meeting, if pertinent and applicable, will be incorporated into the report prior to it being finalized and distributed.

ESTIMATED FEE

Ransom will conduct the scope of work presented above on a time and materials basis (as shown in the following table). Should you require additional tasks or follow-up site visits (beyond what is outlined in the Scope of Work, above, Ransom will complete the work on a time-and-materials basis, following your authorization, in accordance with the *Fee Schedule* presented in Attachment A.

Task	Description	Ransom Fees	Subcontractor Fees
Task 1	Document Review	3,200	--
Task 2	Meetings with Residents and Officials	12,500	Electrician/Electrical Engineer: \$7,500
Task 3	Utility Coordination	9,600	--
Task 4	Alternative Evaluation	8,500	Electrician/Electrical Engineer: \$2,500
Task 5	Reporting	4,800	--
Subtotals		\$38,600	\$10,000
TOTAL ESTIMATED COST		\$48,600	

SCHEDULE

We anticipate that this work can start immediately upon notice to proceed.

ORGANIZATION

Maureen McGlone, P.E. will serve as project manager for this project and will be your primary contact at Ransom. John Mahoney, P.E. will provide technical review. If Maureen is unavailable, please feel free to contact John.

BILLING AND PAYMENT OPTIONS

Ransom will send invoices electronically to the email address you provide. If you prefer to receive paper invoices by mail, please check the “opt out” option below.

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Send invoices to the following email address(es): _____

I wish to opt out of electronic invoicing. Please mail invoices to this address:

Street/P.O. Box: _____

City/State/Zip: _____

For billing questions, please provide a telephone number to contact you: (____) _____

You may also choose to pay invoices via Discover, Visa, Mastercard, or American Express. To do so, please provide the following information.

CREDIT CARD PAYMENT OPTION: (Check one) Visa MasterCard AmEx Discover

Card Number: _____ Expiration Date: _____ CVV Code _____

Print Name as it appears on card: _____
3-digit code on back: M/C, Visa,
Discover
4-digit code on front of Amex

Billing Address: _____
Street City/State Zip

Cardholder's Signature

NOTE: If the credit card payment option is selected, the retainer amount will be charged to card upon receipt of signed agreement. Balance owing will be charged either: (a) monthly, if time-and-materials billing applies; or (b) at project completion, if lump-sum fee applies.

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AUTHORIZATION

If you are in agreement with the terms of this proposal, please indicate your acceptance by signing in the space below. Receipt of this signed document will serve as authorization to proceed. Ransom's *Fee Schedule* and *Terms and Conditions* are attached to this scope of work as Attachment A and B, respectively, and are hereby incorporated by reference as if fully restated herein.

We appreciate the opportunity to present this proposal for your consideration. If you have any questions regarding the Scope of Work, please feel free to call us at your earliest convenience.

Sincerely,


RANSOM CONSULTING, INC.



Maureen P. McGlone, P.E.
Project Manager



John I. Mahoney, P.E.
Technical Review



Nicholas O. Sabatine, P.G.
Vice President/Senior Geologist

JLM/JIM:mes
Attachments

APPROVED AND ACCEPTED BY THE TOWN OF YARMOUTH:

Signature: _____

Name (print or type): _____

Title: _____ Date: _____