

January 18, 2022

Town of Dewey Beach
Mr. Bill Zolper, Town Manager
105 Rodney Avenue
Dewey Beach, DE 19971

**RE: Proposal to Provide Engineering Services
McKinley Street and Bayard Avenue Storm Sewer Pipe Replacement**

Dear Mr. Zolper:

Remington & Vernick & Engineers (RVE) is pleased to submit this proposal to provide engineering design, bidding support services, construction administration & observation for the above-referenced project. The project will consist of the replacement of the storm sewer assets on McKinley Street and Bayard Avenue.

The project area spans the following locations (refer to location map attached):

- Location 1: McKinley Street - structure 26 to 27 to 28 to 31; structure 29 to 30 to outfall 59 (assume DNRC permits will be needed here).
- Location 2: Bayard Avenue - structure 13 all the way to 24 (Saulsbury to Bellevue).
- Location 3: On SR 1 - structures 32 all the way to 41 and then all the way to 52 (may need DELDOT permission for access here).

The improvements include two options as follows:

Option 1: Clean, televise and reline existing infrastructure.

Option 2: Excavation, remove and replace in kind with new.

Both options will require ascertaining which option will best resolve the issues by completing a full investigation of these assets and may not include all permits required. Option 1 will include the cleaning, televising, and relining of the existing infrastructure and site restoration as required as determined based on our investigation. Location 2 (Bayard Avenue) and Location 3 (On SR 1) as described above appear to be suitable candidates for rehabilitation Option 1.

Option 2 includes the excavation, replacement of inlets, replacement of storm sewer pipes, replacement of end walls (if applicable), and site restoration, as required, for the non-accessible stormwater structures. Location 1 (McKinley Street) appears to require the Option 2 rehabilitation technique.

Based on these two rehabilitation options presented on December 1, 2021, Commissioners Meeting, the Town of Dewey Beach concluded that Option 1 (Clean, televise, and reline) was desired to be utilized whenever feasible, but understands that Option 2 (excavation, remove and replace in kind with new stormwater assets) may be the most cost-effective for Dewey Beach based on the onsite conditions. The scope of services presented below is based on that rehabilitation strategy. Furthermore, RVE understands that the Township encumbered **\$478,000.00** in funding for this project through their Infrastructure Committee.

Scope of Work

The following is our specific scope of work as it pertains to this project:

Phase I – Site Surveying & Base Plans

- Site Surveying & Property Research. Perform civil site surveying services consisting of topographic surveys to locate all features within the project site. A MISS Utility call will be performed. Deed research will be performed. All utilities will be located.
- Base Plans. Base plan preparation of the existing site conditions using the latest AutoCAD and Esri ArcGIS software applications.

Phase II – Design

- Site Visit. Perform one (1) site visit to the project site to confirm the survey information generated under Phase I and assess the existing conditions prior to design.
- Construction Plans. Develop construction plans that lay out the proposed location of the improvements, all existing and proposed utility locations, and construction details.
- Technical specifications. Prepare all technical specifications necessary to create a complete bid package.
- QAQC. RVE will provide an in-house Quality Assurance and Quality Control review of all project plans produced for the project.

Phase III – Permitting

- Permitting. We anticipate coordination with the regulatory agencies (DNREC and DELDOT) to obtain the necessary permits for the proposed work. We will adjust the design to address the comments from the regulatory agencies and we will provide a detailed response letter indicating how the proposed design has been revised to meet the requirements (if necessary).

Phase IV – Bidding

- Bid Package. Develop a bid package with all front-end specifications.
- Advertisement. Preparation of an advertisement for the project. RVE will coordinate with the Town Staff to place the advertisement.
- Online Solicitation. Preparation of online solicitation for electronic bidding through the Delaware Bid system. Uploading of Bid Package to the Delaware Bid system.
- RFIs & Addendum. Answer all questions during the bidding period and prepare any necessary addenda to the contract documents.
- Bid Opening & Bid Tabulation. Attend a Bid Opening, prepare a tabulation of the bids, review the bids for completeness and issue a recommendation to the Township for the award of the project.

Phase V – Construction Management & Administration

- **Contracts.** Once the project has been awarded by the Town, RVE will prepare contracts for the project and facilitate execution by the contractor and Town.
- **Submittal Review.** RVE will review product submittals for conformance with the project specifications.
- **Pre-Construction Meeting.** RVE will attend and lead a pre-construction meeting with the contractor. This meeting will address work scheduling, contractor personnel, project scope, Township requirements, and kick off the construction period.
- **Contract Administration.** RVE will review all payment and change order requests from the contractor.
- **Closeout.** RVE will generate a punch list for completion by the contractor before project close-out. RVE will coordinate with the Town to provide any close-out documentation required for the Infrastructure Committee.

Phase VI – Inspection

- **Construction Inspection.** RVE will provide part-time construction inspection to address field issues, review construction limits, measure quantities for payment applications and ensure conformance with design drawings and project specifications. RVE anticipates a 12-week construction duration.

Cost of Services

Our total fee for this project is the Not-to-Exceed amount of **\$69,800.00**. The total Not-to-Exceed budget will not be adjusted without the prior written approval from the Town for the additional cost associated with a specific change in the scope of work.

Exclusions

The not-to-exceed fees quoted herein are inclusive of all work necessary to have the application packages certified as “complete” for review. The following services are specifically excluded from the lump sum fees quoted herein:

1. Stakeouts, title reports, takings, easements, dedications
2. Wetlands delineation.
3. Application fees to regulatory authorities.
4. Temporary Construction Easements or Permanent Easements
5. As-built surveys
6. Attendance at meetings not specifically included herein.
7. Property Acquisition Costs.
8. Environmental Site Assessment or studies.
9. Detailed flora, fauna, archeological, wetlands, or herpetological studies.

We ask that you please sign and date the bottom of this letter. That will serve as our notice to proceed on this project. Should you have any questions or require additional information, please do not hesitate to contact me at our Newark, DE office at (302) 266-0212, extension 3002.

Sincerely,
REMINGTON & VERNICK ENGINEERS
By

Christopher J. Fazio, P.E., C.M.E.
Executive Vice President

CJF/lgh

cc: Jim Dedes, Assistant Town Manager
Kelly Goff, P.E., CFM
Sharon Marrazzo, Project Analyst

Acceptance:

I, on behalf of the Town of Dewey Beach, DE, authorize Remington & Vernick Engineers to proceed with the work as described above.

Mr. Bill Zolper,
Township Manager

Date