



December 15, 2022

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

**Re: Proposal of Engineering Services
Bayard Avenue Pump Station Wingwall Remediation
Town of Dewey Beach**

Dear Mr. Zolper:

Remington & Vernick Engineers (RVE) is pleased to provide the Town of Dewey Beach with a proposal to provide services the remediation of the wingwalls located at the Bayard Avenue Pump Station.

Project Background

RVE understands that the wingwalls located at the Bayard Pump Station appear to be deflecting away from the primary headwall structure. A gap as large as 4" exists between the two structures. RVE is also under the impression that no permitting with DNREC will be required.

Scope of Services

RVE will provide engineering, bidding, construction administration and construction observation services necessary to complete the remediation of the wingwalls. Our included scope of proposed services is outlined below.

Phase 1: Design

1. Construction Plans: RVE will provide construction details and location map.
2. Technical Specifications: RVE will prepare all technical specifications necessary to create a complete bid package for the project suitable for public bidding in accordance with the Town Code and the Town Solicitor's requirements. The bid package will be configured for electronic bidding through the Delaware Bid system.
3. QA/QC: RVE will provide in-house Quality Assurance and Quality Control review of all design documents and technical specifications produced for the project.

Phase 2: Bidding

1. Bid Package. RVE will develop a bid package with applicable front-end specifications.
2. Advertisement. Preparation of an advertisement for the project. RVE will coordinate with the Town Staff to place the advertisement.

3. **Online Solicitation.** RVE will prepare an online solicitation for electronic bidding through the Delaware Bid system. RVE will upload the Bid Package to the Delaware Bid system.
4. **RFIs & Addendum.** RVE will respond to all questions during the bidding period and prepare any necessary addenda to the contract documents.
5. **Bid Tabulation & Recommendation.** RVE will prepare a tabulation of the bids, review the bids for completeness and issue a recommendation to the Town for award of the project.

Phase 3: Construction Administration

1. **Contracts.** Once the project has been awarded by the Town, RVE will prepare contracts for the project and facilitate execution by the contractor and the Town.
2. **Submittal Review.** RVE will review product submittals for conformance with the project specifications.
3. **Contract Administration.** RVE will review all payment requests from the contractor, review any change order requests, generate a final punch list prior to acceptance and close out of the project. RVE will generate a punch list for completion by the contractor before project close-out.

Phase 4: Construction Observation

1. **Construction Inspection.** RVE will provide one site visit to confirm that the project has been constructed per plan.

Cost of Services

RVE's total fee for completing this project is the Not-to-Exceed amount of **\$9,924.00**. The total Not-to-Exceed budget will not be adjusted without the prior approval of the Town for the additional costs associated with a specific change in the scope-of-work.

Exclusions

The following is excluded from this proposal for services.

1. Surveying
2. Deed Research
3. Permitting
4. Environmental studies
5. As-built Drawings
6. Additional meetings not listed herein

Should you have any questions, please feel free to contact our office at (302) 266-0212.

Sincerely,
REMINGTON & VERNICK ENGINEERS
By

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

KAG/kg

SCHEDULE OF BILLABLE HOURLY RATES

2023

It has always been the firm's policy to encourage clients to contact our staff with questions or problems that need to be discussed. No fees are incurred each time the telephone is answered or a meeting is held on-site. Clients are free to discuss various projects without fear of incurring a consulting expense. Fees are all project-related, established at the initiation of the project or as the scope of the project can be defined. Prior to client authorization, a detailed proposal, including a scope of services, will be prepared for all Capital Projects. All proposals are subject to negotiation and approval.

ENGINEERING

Regional Engineer/Manager	\$175
Engineering Department Head	\$170
Certified Flood Plan Manager	\$149
Project Manager, LSRP	\$175
Project Manager/Engineer	\$163
Project Engineer	\$152
Engineer	\$149
Senior Engineering Technician	\$146
Engineering Technician	\$94
Technical Aide	\$64

PLANNING

Planning Manager	\$170
Project Planner	\$126
Senior Landscape Architect/Planner	\$146
Landscape Architect/Planner	\$126
Principal	\$180

Mileage Commensurate in accordance with IRS Regulations

CONSTRUCTION MANAGEMENT & OBSERVATION

CM & Observation Department Head	\$152
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Construction Management Personnel

Project Manager	\$132
Construction Manager	\$123

Observer Personnel

Observer Supervisor	\$152
Resident Observer NICET IV	\$132
Observer NICET II/III	\$126
Observer	\$123
Contract Administrator	\$123
NACE Certified Coating Inspector	\$150

SURVEY, CAD & GIS

Field Personnel

Surveyor	\$123
Party Chief	\$111
Transit/Rod Person	\$105
Robotic Crew	\$143

Office Personnel

Survey/CAD Department Head	\$140
Survey Manager	\$123
CAD/GIS Manager	\$140
Senior CAD/GIS Technician	\$123
CAD/GIS Technician	\$109