



## CIVIL ENGINEERING ASSOCIATES, INC.

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South Burlington, VT 05403

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November 3, 2016

Mr. Dean Bloch, Town Administrator  
Town of Charlotte  
P.O. Box 119  
Charlotte, VT 05455

**Re: Thompson's Point Wastewater System (ID-9-0244)  
Charlotte, Vermont  
Civil Engineering Services Proposal – Lanes Lane Bid Phase**

Dear Mr. Bloch:

Thank you for considering Civil Engineering Associates, Inc. (CEA) for the Bid Phase Administration portion of the Lanes Lane Sewer line extension and connection to the Thompson's Point Wastewater System. Civil Engineering Associates, Inc. has been providing engineering services to the Town of Charlotte since 1997, in association with the Thompson's Point Wastewater System. CEA appreciates the opportunity to be involved with this project.

### SCOPE OF SERVICES

Based upon our review of the project scope, it is our understanding that CEA's tasks generally consists of creating the bid documents and supporting documentation, coordination during the bidding process and attendance at pre-bid meetings and assisting the Town in evaluating bids and awarding the project. As part of this project we have broken the scope out into three phases to identify the steps bid process. CEA will provide the following services in support of this project.

- 1. Creation of Bid Documents** – CEA will work with Town of Charlotte and the system operator to create a set of bid documents that can be distributed to contractors as part of the bid process, create bid documents, provide support to the town for the bidding of the project and review submitted bids.
- 2. Pre-Bid Meeting and Correspondence with Contractors** – CEA will attend the pre-bid meeting (assumed to be one site visit) with interested site contractors and review the project scope. CEA will field and address any questions that are brought up during the bid process.
- 3. Bid Opening and Award** – CEA will attend the bid opening and work with the Town of Charlotte to review and analyze the bids and aid in awarding the contract.

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### **SERVICES TO BE PROVIDED BY CLIENT**

The following services are to be provided by the Client in a timely manner in order to control project costs and to enable CEA to perform the services set forth above:

1. Access to the project.
2. Timely review of all submittals by CEA to the Client.

### **COST PROPOSAL**

Civil Engineering Associates will complete the work outlined in the Scope of Services based on the figures provided below. Reimbursable costs such as mileage, plan reproduction and photocopying will be billed per the attached CEA Schedule of Rates. Billings are to be rendered monthly for work completed to date and are due within 30 days, after which time a 1.5% monthly interest charge and reasonable collection fees will be added to the unpaid balance.

### **EXTRA SERVICES**

Other work to be considered extra or additional services (not included in this proposal) which is to be billed at an hourly rate, if it should become necessary, includes:

1. Services due to changes in the scope of the project or its design, including but not limited to, changes in size, complexity, schedule or character of the project.
2. Any construction services, construction phasing plans, inspections or construction cost estimates beyond those described in the Scope of Services
3. Providing redesign or revising studies, reports, plans, and/or specifications.
4. Any topographical survey work not listed in the Scope of Services.
5. Any boundary survey work.
6. Any soil investigations or water table monitoring that may become necessary due to questionable soils or ledge locations.
7. Any studies required to determine the condition of underground utilities.
8. Any hazardous waste discovery or mitigation measures.
9. Any wetland delineation, wetland permitting or consulting services.
10. Attending any additional meetings not list in the Scope of Services.
11. Any permit application work not listed in the Scope of Services.
12. Construction layout or providing any certification services not listed in the Scope of Services.
13. Permitting or compliance work or preparing requests for jurisdictional determinations associated with Local, Act 250, or State permits, aside from those mentioned in the Scope of Services.

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<u>TASK ACTIVITY</u>	<u>COST</u>
1. <b>Creation of Bid Documents</b>	\$400
2. <b>Pre-Bid Meeting and Correspondence with Contractors</b>	\$550
3. <b>Bid Opening and Award</b>	<u>\$350</u>
<b>Total -</b>	<b>\$1,300 (items 1-3)</b>

If you have any questions or comments regarding this proposal, please feel free to contact me. If you agree to this proposal as outlined above, please sign below and return an original signature copy to our office. We will use this as acceptance of the above proposal and an indication to proceed. We look forward to working with you on this project.

Respectfully,



Christopher Galipeau  
Staff Engineer  
(802) 864-2323 x307

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Client Signature

\_\_\_\_\_  
Date

Enclosures: CEA 2016 rate sheet

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**SCHEDULE OF RATES FOR LABOR & FEES**

**2016**

<b>Description</b>	<b>Hourly Rate</b>
Senior Engineer.....	\$134.00
Project Manager/Engineer.....	127.00
Project Engineer.....	111.00
Staff Engineer.....	96.00
CAD/Designer.....	92.00
Surveyor 1.....	100.00
Surveyor 2.....	80.00
Technician 1.....	74.00
Technician 2.....	57.00
Administrative Assistant.....	60.00
Expert Witness/Litigation Services.....	250.00

***Reimbursable Expenses:***

Survey Equipment Rental	50.00/hour
Mileage (IRS approved mileage rate)	0.54/mile
Prints (24" x 36")	3.00/each
Color Prints (24" x 36")	20.00/each
Black & White Photocopies (8 1/2 x 11)	0.25/each
Black & White Photocopies (11 x 17)	0.50/each
Color Photocopies (8 1/2 x 11)	1.00/each
Color Photocopies (11 x 17)	2.00/each
Concrete Boundary Monuments	75.00/each
Recordable Mylar	25.00/each
Archive Recovery	50.00 (min.)
Subconsultant Management Markup	10%