



RESOLUTION No. 2015-3175

A resolution authorizing the city manager to enter into a professional services agreement with Murray Smith & Associates, Inc. to design the City's Well No. 9 project in the amount of \$99,940.00

RECITALS:

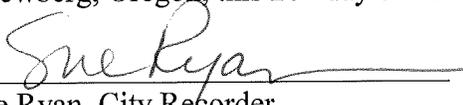
1. The City of Newberg relies on groundwater supply wells in the city's well field on the south side of the Willamette River to meet most of its water supply demands.
2. In recent years, the water production from the existing wells has decreased. To prevent the shortage of water supply due to potential output reduction and a possible mechanical and/or electrical failure, the city needs to initiate the design of Well No. 9 in fiscal year 2014-2015 and plan for construction in fiscal year 2015-2016 through a public bid process.
3. Murray Smith & Associates, Inc., a qualified engineering design consultant, submitted a detailed proposal outlining the scope of work with a reasonable phase-by-phase cost breakdown (included in the proposed professional services agreement), which is attached as Exhibit "A" and by this reference incorporated.

THE CITY OF NEWBERG RESOLVES AS FOLLOWS:

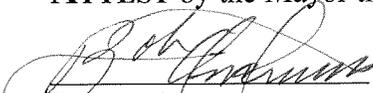
The City Council, acting as contract review board for the city, does hereby authorize the City Manager to enter into a Professional Services Agreement with Murray Smith & Associates, Inc. to complete the city's Well No. 9 Project that includes the engineering design, bid and construction phase services in the amount of \$99,940.00.

➤ **EFFECTIVE DATE** of this resolution is the day after the adoption date, which is: January 21, 2015.

ADOPTED by the City Council of the City of Newberg, Oregon, this 20th day of January, 2015.


Sue Ryan, City Recorder

ATTEST by the Mayor this 22nd day of January, 2015.


Bob Andrews, Mayor



Murray, Smith & Associates, Inc.
Engineers/Planners

121 SW Salmon, Suite 900 • Portland, OR 97204-2919 • PHONE 503.225.9010 • FAX 503.225.9022

December 12, 2014

Mr. Paul Chiu, PE
City of Newberg
414 E. First Street
Newberg, OR 97132

Re: City of Newberg - Groundwater Well No. 9
Proposal for Final Design, Bidding & Award, and Construction Phase Services
Addendum No. 2

On Page 8 of the Scope of Work, dated September 30, 2014, under the heading Schedule, revise the section to read as follows:

MSA is prepared to proceed with this project upon receipt of Notice to Proceed from the City. The following schedule is proposed, which assumes that the City will provide Notice to Proceed on or before January 12, 2015:

50% Design Submittal	March 13, 2015
95% Design Submittal	May 15, 2015
Final Contract Documents	June 15, 2015

The level of effort proposed in this Scope of Work assumes all bidding and construction tasks to be completed in 2015. The City has not finalized the bidding and construction schedule at this time. In the event the City elects to delay bidding and/or construction in consideration of a more advantageous construction period, revision to the Scope of Work via contract amendment may be requested.

Thank you for your consideration of this schedule revision, we look forward to working with you on this important project.

Sincerely,

MURRAY, SMITH & ASSOCIATES, INC.

Michael L. Carr, P.E.
Principal Engineer



Murray, Smith & Associates, Inc.
Engineers/Planners

121 SW Salmon, Suite 900 • Portland, OR 97204-2919 • PHONE 503.225.9010 • FAX 503.225.9022

Date: October 28, 2014

Re: City of Newberg - Groundwater Well No. 9
Proposal for Final Design, Bidding & Award, and Construction Phase Services
Addendum No. 1

The following change is hereby made to the Scope of Work, dated September 30, 2014:

Under Task 6, Submittal Reviews, revise the number of submittals assumed to be allocated for the task to **20 submittals and re-submittals**. There is no change to the level of effort or fee estimate as a result of this change.

Sincerely,

MURRAY, SMITH & ASSOCIATES, INC.

A handwritten signature in black ink, appearing to read "Michael Carr", is written over the printed name of the Principal Engineer.

Michael L. Carr, P.E.
Principal Engineer



Murray, Smith & Associates, Inc.
Engineers/Planners

121 SW Salmon, Suite 900 • Portland, OR 97204-2919 • PHONE 503.225.9010 • FAX 503.225.9022

September 30, 2014
Mr. Jason Wuertz, PE
City of Newberg
414 E. First Street
Newberg, OR 97132

Re: Proposal for Engineering Design, Bidding and Construction Phase Services
Groundwater Well No. 9

Dear Mr. Wuertz:

Murray, Smith & Associates, Inc. (MSA) and our key team partner GSI Water Solutions, Inc. (GSI) appreciate the opportunity to present this proposal for engineering services for the design and construction of Groundwater Well No. 9. We are confident that, due to our team's strong experience and past project successes, our proposal will fulfill the City's mission to successfully complete the wellfield improvements project in an efficient and timely manner. We believe our team offers the City the following benefits:

OUR APPROACH ACCOMPLISHES YOUR PROJECT OBJECTIVES – Our goal is to deliver a finished product of which the City can be proud. The MSA team brings a commitment and enthusiasm for working with the City, along with experts that routinely provide innovative solutions that are proven successful, both locally and globally. This experience shapes our approach to achieving a completed project that is functionally and operationally sound, cost-efficient, long-lasting, and aesthetically pleasing.

OUR PROVEN TEAM DELIVERS SUCCESS – Our team is structured to meet all of the City's needs with:

- Staff (MSA and our subconsultants) who have collaborated on project teams for over 15 years;
- Unique local knowledge of the subsurface aquifer configuration at the City's wellfield through GSI Water Solutions, Inc., our hydrogeological engineering subconsultant;
- Recent groundwater well design and project management experience in Mike Carr, MSA's proposed project manager;
- Responsive and experienced task leads at MSA, GSI and R&W Engineering;
- A team ready to support the City in future phases at the site.

MAXIMUM VALUE THROUGH EXPERTISE – Leveraging MSA's cost-effective local resources in groundwater well and pump station design capabilities – over 20 local area well and pump station improvement projects in the past 10 years, with GSI's hydrogeological expertise – will ensure delivery of a high-quality and technically-sound work product that adhere to project schedules and budgets.

Thank you for your time to review our proposal. If you would like additional information regarding our project team's qualifications and experience, please don't hesitate to contact me, so can furnish you the information you require. We look forward to the opportunity to work with you on this important project.

Sincerely,

MURRAY, SMITH & ASSOCIATES, INC.

Michael L. Carr, P.E.
Principal Engineer



**CITY OF NEWBERG – WELL NO. 9
FINAL DESIGN, BIDDING & AWARD, AND
CONSTRUCTION PHASE SERVICES**

Project Understanding

The City of Newberg wishes to expand potable water production from their wellfield, and is intending to contract out the design and construction of a new groundwater well. The well, identified as Well No. 9, would ideally be constructed and on-line by the summer of 2015. The project will include construction and testing of a new groundwater well, wellhead improvements including discharge piping and flow meter, and connection to existing electrical and control systems.

As requested by the City, Murray, Smith & Associates, Inc. (MSA) has prepared this scope of work and fee estimate for design engineering services, as well as services during bidding and construction phases, and assistance in obtaining permits.

The following are the basic assumptions used in developing the scope of work and proposed level of effort:

- *Project Site* - The project will be entirely located on land owned by the City of Newberg in Marion County, at the City's existing well field with a listed address of 4500 Champoeg Road NE, St. Paul, Oregon. The new well will be located in the vicinity of existing Well No. 8. The site is within the 100-year FEMA floodplain of the Willamette River, on cleared farmland.
- *Groundwater Well* – The project will include drilling and testing a new groundwater well, to be located less than 500 feet of the Well No. 8 wellhouse. The geology of the ground strata and aquifer is generally understood, as there have been several wells and test bores drilled in the area. For this scope, it is assumed the design of Well No. 9 will use the Well No. 8 design and specifications as a template. Design considerations include casing and sealing the well down to the productive sand and gravel zone to reduce the potential for surface contamination to reach the aquifer; providing for adequate casing diameter so that a pump capable of producing over 3,000 gpm under the range of anticipated total dynamic head conditions can be installed, and achieving the right balance of the following: (1) screen open area to minimize screen entrance velocities to control well losses, and reduce the potential for sand production and fouling; and (2) available drawdown to allow for a range in water levels accounting for mutual well interference effects and natural seasonal water level fluctuations. The anticipated yield of the well is 3,000 gpm using a similar diameter bore as Well No. 8, though actual initial production rate using the City's supplied pump may be less, depending on actual well yield. The City has stated that they have sufficient existing water rights available to appropriate water from this new well.
- *Pump Equipment* – A 100-hp submersible well pump owned by the City will be installed in the new well and put into operation under the construction contract. The pump was

used previously in Well No. 8 and is understood to be in acceptable condition for this service. The pump's capacity was approximately 2,300 to 2,800 gpm when it was installed in Well No. 8.

- *Wellhead Improvements* - The wellhead will be protected from the 100-year flood elevation through use of a precast vault, similar to the Well No. 8 facility, with the top slab set at the necessary flood protection elevation. In accordance with State requirements, the well head and all electrical equipment will be located above the current floodplain elevation. It is assumed the flood protection elevation is approximately 10 feet above existing grade. Finished grade of the site will generally be unchanged to facilitate vehicular access.
- *Flow Monitoring* - A flow meter will be furnished and installed as part of the contract. The configuration and flow meter type will be similar to that used on Well No. 8, with the flow meter transmitter located in the Well No. 8 building.
- *Site Improvements* - Minor site improvements will be provided to the area immediately around the wellhead to provide all-weather access to the wellhead, along with appropriate drainage, as further refined during permitting. The facility will not be fenced. Surface restoration to existing conditions will be specified.
- *Connection to Existing Transmission System* – New appropriately sized piping will be constructed to connect the wellhead to the wellfield's existing 24-inch diameter transmission piping system. It is assumed that no more than 100 feet of connecting pipe will be required. Pipe material is assumed to be ductile iron. Butterfly isolation valves will be provided as appropriate, per City standards.
- *Electrical and Controls* – A new variable speed drive (VFD) and pump control equipment will be furnished and installed in the existing Well No. 8 wellhouse, in a location already determined by the City. New buried conduits and conductors will be provided between the wellhouse and the wellhead equipment. Controls and alarms will be designed to match the system installed for Well No. 8, with connections made to the existing SCADA panel as desired by the City. All equipment will be installed meeting the City, local and State of Oregon requirements for floodplain development.
- *Electrical Power Supply* - The current electrical service to Well No. 8 will be utilized for this project, with no upgrades necessary.
- *Anticipated Permits/Approvals*
 - Commercial building permit from Marion County, including site development permit and erosion control plan.
 - Oregon Health Authority Drinking Water Program approvals.

- *Easements* – It is anticipated that all site improvements will be constructed within the existing property and the public rights-of-way, and no additional easements will be required. If it is determined that additional permanent or temporary easements are required, they will be acquired by the City.
- *Construction Contractor Procurement Process* – Construction of the groundwater well and wellhead improvements will be completed by a single responsible, responsive contractor, selected through a single bid solicitation process. One set of contract documents will be prepared for all wellfield improvements, in accordance with City of Newberg contracting requirements.

Scope of Work

The proposed work is organized by major tasks outlined as follows:

- Task 1 – Project Management**
- Task 2 – Well Site Selection Support**
- Task 3 – 50% Design**
- Task 4 – 100% Design**
- Task 5 – Bidding and Award Services**
- Task 6 – Construction Phase Services**

The proposed scope of work for the project is as follows:

Task 1 – Project Management

This effort covers the administration and coordination of the consultant’s staff, subconsultants, and the interface with the City project manager and other City staff. The effort will include the following subtasks:

- Process and submit monthly billings with a summary of project status by task and subtask, including a summary of invoicing from subconsultants retained for this project.
- Coordinate applications for permits from Marion County and Oregon Health Authority Drinking Water Program.
- Perform quality assurance/quality control activities regarding the project documents.

Task 2 – Well Site Selection Support

The general objective of this task is to evaluate potential constraints of the proposed well location selected by the City. The consultant will provide analysis and input into the final location and preliminary design of the well. As part of this task, Well 8 operational data will be evaluated to estimate the maximum pumping capacity of the well for City planning purposes and development of interference estimates for siting and designing Well 9. Specific

task objectives and our proposed scope of services to accomplish each objective are summarized below.

- Meet with City staff to refine project objectives and discuss well siting constraints.
- Review the well location selected by the City relative to potential constraints such as:
 - Location and geometry of the highly productive buried gravel channel, based on review of results of a previous surface geophysical survey and boring logs.
 - The point of appropriation for the well identified in the City's groundwater permit and the conditions of approval for the land use plan approved by Marion County.
 - Oregon Health Authority Drinking Water Program (OHA DWP) requirements for well siting and consideration of groundwater under the direct influence (GWUDI) of surface water.
- Summarize recommendations in email format.

Task 3 – 50% Design

Work under this task refers to preparing draft construction plans and specifications, to the 50 percent level, for review and comment by the City. The work will be conducted in accordance with the Basic Assumptions described above. The subtasks include:

- Perform design and hydraulic calculations. Verify sizing of pump, piping and electrical equipment is consistent with existing facilities and anticipated operational modes.
- Prepare a well design drawing, technical specifications and a bid sheet for the well that meets state of Oregon well construction standards and is suitable for public bidding. Prepare specifications for the drilling and well construction with specific drilling and equipment technologies in mind. Specifications for Well No. 8 will be used as a template for the purposes of efficiency and cost savings.
- Prepare construction plans, technical specifications and details to a 50% complete level for the work to be constructed. Plan sheets shall be 22"x34" on standard City of Newberg title block. Plan set shall include a cover sheet, index sheet with vicinity map, abbreviation sheet, and symbols and legends sheet. Prepare draft specifications for major specification items using the City's standard construction documents, templates and forms.
- Submit up to five (5) sets of draft plans and specifications to the City for distribution to project participants for review. Meet with the City to discuss review comments. Incorporate review comments into plans and specifications as appropriate.

Task 4 – 100% Design

Work under this task includes preparing final construction plans, specifications and bidding and contract documents ready for distribution to interested bidders and regulatory agencies.

The design will be based upon the Basic Assumptions described above, and on comments received from the City at the 50% Design submittal. The subtasks include:

- Prepare 95% complete plans, specifications and contract documents. Prepare plans and details in compliance with the City's current drafting standards.
- Submit up to five (5) sets of 95% complete final plans and specifications to the City for distribution to project participants for review. Meet with the City to discuss review comments. Incorporate review comments into final plans and specifications as appropriate.
- Prepare 100% final contract documents based on comments from the City on the 95% submittal. Contract documents shall include drawings and technical specifications, bidding requirements, contract forms, conditions of the contract, general requirements, and special provisions.
- Prepare a final estimate of construction cost.

Task 5 – Bidding and Award Services

Work under this task includes services necessary to solicit bids from interested contractors and select a qualified contractor in accordance with City and State procurement rules. The subtasks include:

- Provide one (1) reproducible set of construction documents. The construction documents shall include bidding requirements, technical specifications, and "full sized" and "half-sized" construction drawings and details. Depending on the complexity of the plans, drawings and details may be bound separately.
- Attend a pre-bid conference and site visit and assist City staff. City staff to conduct the pre-bid conference and prepare an agenda.
- Respond to bidder inquiries during the bid period.
- Prepare any necessary bid addenda to address contractor questions and/or to identify contractors, suppliers, etc., that are qualified to submit bids or furnish equipment.
- Assist City with conducting bid opening, provide technical assistance in review and evaluation of bids, prepare bid summary sheet and provide recommendation of construction contract award.

Task 6 – Construction Phase Services

Work under this task refers to engineering services during construction of the project to ensure that the project is constructed in accordance with the approved plans and specifications. It is assumed the City will provide basic construction management services during the construction phase of the pump station improvements, including regular inspections, preparation of monthly progress estimates to the contractor, and contract administration. Consultant shall provide the following services to assist the City's project representative during the construction phase. The proposed subtasks include:

- Preconstruction Conference-- Attend a preconstruction conference to answer questions regarding the design.
- Submittal Reviews - Review submittals and shop drawings required of the contractor. Consult with and advise City as to the acceptability of substitute and "or-equal" items proposed for use by contractor. The submittal review process will be coordinated with City staff reviews, and consolidated review comments will be prepared and provided to the City's project representative, who will deliver the review comments to the contractor. Review of up to 16 submittals and re-submittals are assumed and allocated for this task. If additional submittal reviews are needed, they will be the subject of an amendment to this scope of work.
- Construction Questions -- Provide written responses to technical questions and requests for information (RFIs) regarding plans and specifications, change orders, and with review of contractor progress payment requests as may be requested by the City. Assuming that the City project representative will provide initial evaluations and screening, up to 20 hours of engineer time is assumed and allocated for this task.
- Design Assistance to Respond to Unforeseen Conditions-- Provide specialized drawings or detail drawings as needed to provide for construction different than originally designed. The drawings may become part of a change order. Up to 10 hours are assumed and allocated for this task.
- Periodic Observations of Construction of Wellhead Improvements- Assist the City in periodic observation of the improvements, final inspection and testing. Make recommendation regarding final acceptance of the work. Up to 60 hours are assumed and allocated for assistance in construction observation, including witnessing of acceptance testing and for final inspection. If additional hours are needed, they will be the subject of an amendment to this scope of work.
- Assistance With Well Construction and Testing -- Provide periodic construction observation services during select time periods during drilling, construction, development and testing to review Contractor adherence to the technical specifications. We have assumed that we will visit the site at critical times during the drilling well construction and testing including drilling the production interval, setting the surface casing and seal, installing the screen and filter pack, developing the well, and conducting the pumping tests for a total of 11 site visits. It is assumed for the purposes of this proposal that the duration of drilling, construction, development and testing will be approximately 6 to 8 weeks, roughly the same as Well 8. The duration of the pumping test is assumed to be 48 hours. Progress of the work will be reported to the project team on an ongoing basis and notes will be prepared documenting each site visit. The City will be immediately notified if there are any substantial changes to the well design, and/or any unanticipated delays that may affect the scope and level of effort.
Review drilling contractor's materials list and specifications for the casing and screen, and other documents requested in the bid document, including contractor proposed screen design. Inspect casing, screen and filterpack materials onsite to verify compliance with specifications. Review the proposed screen design and test plans.

Assist the City with collecting a groundwater sample near the end of the aquifer test for analysis of Safe Drinking Water Act parameters, field water quality parameters, and iron and manganese. Provide the City with a list of analytes and sampling requirements. It is assumed that the City will collect the sample and submit it to their contract SDWA-certified laboratory for analysis.

On the basis of the pumping test results and an analysis of well interference, provide recommendations for the operational pumping rate(s) and anticipated pumping level(s) of the well in a brief technical memorandum to the design team.

- Record Drawings - Prepare and provide to the City one set of permanent record drawings representative of the "as constructed" work. Drawings shall be produced on 3-mil Mylar in ink. Record drawings shall also be provided to the City in digital format on CD-ROM and/or transmitted electronically as directed by the City. Digital files shall include a layer key and all x-referenced attachments and be named according to the plan sheet titles or sheet numbers.

Use of City Personnel

The following tasks are anticipated to be performed by City staff:

- Provide a project engineer/manager who is responsible for overall project management and will provide coordination between the Consultant and the City.
- Provide the Consultant copies of all available, relevant City utility "as-built" plans, topographical maps, reports and studies pertinent to the project.
- Provide Consultant with the City's current standard drafting frame and title block and a current Drafting Standards Manual, as available.
- Provide Consultant with digital copies of the City's standard construction specifications, details and "front end" bidding document sections.
- Provide timely review and comment on all reports, drawings and specifications submitted by Consultant to City for review and approval.
- Submit applications to the State and/or County for required permits and pay associated permit fees. (Note Consultant will prepare and may be requested to contribute project information for any such applications).
- Maintain records and process Consultant invoices.
- Provide legal review of all contracts, bid forms, and real property.
- Provide notifications as necessary to the public and business community regarding the nature and timing of the work to be completed.
- Publish Invitation to Bid in local trade newspaper and pay all fees.
- Distribute bidding documents and maintain document holders list.
- Prepare for and conduct a pre-bid conference, if deemed appropriate and beneficial.
- Distribute any necessary bid addenda to address bidder questions.
- Conduct bid opening.
- After City Council award, execute and distribute copies of the contract.
- Prepare for and conduct a preconstruction conference.

- Attend construction progress meetings.
- Coordinate with the construction contractor to maintain on-going wellfield operations.
- Collect and submit groundwater sample for analysis.
- Monitor daily activities of construction and provide regular inspection reports to consultant.
- Prepare and process contractor payment applications, based in part on recommendations made by consultant.
- Participate in the final inspection.
- Participate in any operator training.
- Pay all permit and regulatory review fees.

Schedule

MSA is prepared to proceed with this project immediately upon authorization by the City. The following schedule is proposed, which assumes that the City will provide Notice to Proceed on or before October 15:

50% Design Submittal	November 21, 2014
95% Design Submittal	January 7, 2015
Final Contract Documents	January 30, 2015

Bidding is anticipated for February 2015, with construction occurring in Spring and Summer 2015. This construction schedule is contingent on the project site being accessible by the well construction contractor in April 2015. If conditions at the wellfield site are not acceptable for well construction in April 2015, the completion schedule is subject to delay.

Fee Proposal

MSA proposes to complete the work as detailed on the attached spreadsheet on a time and expenses basis. The agreed "not-to-exceed" amount is based on the scope of work detailed above and will not be exceeded without approval and written authorization by the City.

From: Michael Carr [mailto:Michael.Carr@msa-ep.com]
Sent: Friday, November 07, 2014 4:32 PM
To: Paul Chiu
Cc: Troy Bowers
Subject: RE: Well 9 proposal questions

Hi Paul,

...

Also, as requested, I've provided responses to your previous questions about our proposal:

1. The 60 hours of time is for MSA staff only, and equates to approximately 15 trips, @ 4 hours per trip. Note that our electrical subconsultant, R&W, has 3 trips built into their fee, and GSI has assumed 11 trips in their fee. This gives an approximate total of 29 total visits during construction by the consultant team.
2. Yes, mileage reimbursement is built into the expenses column.
3. "Less than 2 weeks" is what we would consider "timely". We recognize that a one-week turnaround can be difficult to meet when several staff are involved.
4. Yes, we will provide an updated schedule. At this time, based on the overall project schedule we provided in our proposal, it a contract deadline of September 30, 2015 should be adequate.

Hopefully this is helpful information for determining how to proceed. Please let me know if you have further questions or comments. We look forward to working with you!

Have a great weekend,
Mike

From: Paul Chiu [mailto:paul.chiu@newbergoregon.gov]
Sent: Friday, October 31, 2014 8:17 PM
To: Michael Carr
Subject: RE: Well 9 proposal questions

Mike,

I have four questions upon the review of your emails, proposal and addendum:

1. Under Task 6 -5th bullet note, you said that up to 60 hours is assumed for assistance in construction observation. Can you equate that to approximately how many trips? Assume x hours per trip, would x hours include roundtrip driving time?
2. I don't see any mileage reimbursement line item in your proposed fee estimate. Are they built into the "expenses" column (\$4,101)?
3. In the use of city personnel, 5th bullet note, what is the anticipated turnaround time for "timely review and comment"?
4. Will you provide a revised project design schedule (for 50%, 95% and final) once the contract document is ready for signatures? What I am trying to say is that I will need a contract deadline for the professional services agreement (PSA).

Thank you.

Paul Chiu, P.E.

Senior Engineer - Newberg Engineering Services Dept.
 414 E. First Street / P O Box 970, Newberg, OR 97132
 Direct: 503.554.1751 Fax: 503.537.1277

From: Michael Carr [mailto:Michael.Carr@msa-ep.com]
Sent: Wednesday, October 22, 2014 7:05 PM
To: Gerald Fisher
Cc: Jay Harris; Troy Bowers; Matt Hickey
Subject: RE: Well 9 proposal questions

Hi Gerald,

Thanks again for your review and comments on our proposal. I've provided comments/clarifications in red bold below. I also underlined those items that you may want to clarify in an addendum to the original.

We're very happy to hear you are recommending MSA for selection on this project! We look forward to working with you, Jason and the other Newberg staff over the next year or so as we see it through a successful completion. Please accept best wishes from Matt and Troy as well.

Regards,
 Mike

From: Gerald Fisher [mailto:Gerald.Fisher@newbergoregon.gov]
Sent: Wednesday, October 22, 2014 12:24 PM
To: Michael Carr
Cc: Jay Harris
Subject: Well 9 proposal questions

Hi Mike,

I have a few questions/clarifications that need to be cleared up.

1. Flow Monitoring – We have mag meters on the other wells and will want to match the make and model for the Well 9 output. We can get you those for the specs at a later date. **OK**
2. Connection to System – You have design for only 100 feet of discharge pipe but list a maximum distance for the well separation of 500 feet. These two distances will need to match. I think the easiest way is to state that the discharge pipe design distance will be based on the distance between the well and the connection point along a path approved by the city understanding that we will try to limit design cost exposure while meeting maintenance and operation needs. ***It appeared unlikely that the new well would be more than a few hundred feet from the existing water transmission pipe, given that the pipeline transverses in both east & west directions. So it was assumed that only one plan/profile sheet would be needed for the discharge pipe design. We'll revise our assumption to assume a maximum 500 feet of discharge pipe to be designed, since that is about the amount we can show on a single P/P sheet at 1"=20'.***
3. Task 5 – The single set will work and we will need to have electronic copies that are reproducible by a print shop. The bidders will have to pay the print shop for their copy. **MSA will provide PDFs of the as-bid construction documents, addenda and other deliverables under this Task.**
4. Task 6 – Inspection by City staff can be performed but will only be observations and will not be to inform the contractor that they are not complying with the contract documents. The expectation is that MSA will be holding the contractor accountable for building the well to MSA's design and will give field directions for any changes once the changes and reasons for the changes are given to the city and the city approves the changes. ***Agreed. Periodic observations by City staff during the construction period is beneficial as it can allow us to reduce frequency of trips to the site to determine what activity, if any, is occurring. MSA would be determining acceptance of the work, as you noted.***

5. Submittals – Based on MSA’s knowledge of the design and specifications we assume that the submittal/resubmittal amounts will not exceed 16 total. If the contract documents specifically call for a number more than that amount then the city will not pay for additional submittals. A clause in the specifications will need to be included that states that the contractor and not the owner will be responsible for resubmittal costs. If you need to change the submittal number then let me know and we can do it with a one page addendum to the proposal. *I recommend we increase the number of submittals to 20 to provide a little leeway, but we’ll keep the hours and budget unchanged. MSA will manage the submittal process accordingly. We will include the clause about contractor responsibility for resubmittal costs in the specifications.*
6. RFI’s – We will screen the RFI’s prior to them going to MSA, but if the RFI budget is exceeded and the reason is that the plans and specifications are not sufficiently clear then the City will expect that those costs will not be passed on to the city. *Agreed.*

Everything else in the proposal appears to be in order. Please give feedback to the items above and if any changes to the proposal are needed then we can handle it with an addendum to the original. Once we have all of these items addressed then we will put together a contract and send it to you for your execution. Thanks Mike and we look forward to working with MSA on this project.

Regards,

Gerald Fisher, PE
Interim City Engineer
City of Newberg