



February 4, 2014

The City of Gillette
P. O. Box 3003
201 East 5th Street
Gillette, Wyoming 82717

Gentlemen:

DOWL HKM proposes to render professional engineering services for the **Boxelder West Utility Extension Project** (herewith called the "Project"). Please furnish us with full information as to your requirements including any special or extraordinary considerations for the Project or special services needed, and also make available all pertinent existing data.

Our services will consist of Design Services as identified in Exhibit 'A', as set forth in the General Provisions as amended and supplemented in Exhibits 'A' and 'B', thereto, which are attached to this letter. We will also furnish such additional services as you may request.

You will pay us for our Services on a time and materials basis with a cost not to exceed \$43,485.00. This fee includes labor and expenses to perform the engineering services as identified within this letter and the attached exhibits.

SECTIONS 1 and 2 of the General Provisions are hereby modified. The services provided are detailed within Exhibit 'A'.

We will bill you monthly for services and expenses. The above financial arrangements are on the basis of prompt payment of our bills and the orderly and continuous progress of the project.

We would expect to start our services after receipt of your acceptance of this proposal, and to complete our design services by June 1, 2015.

If there are protracted delays for reasons beyond our control, we expect to negotiate with you an equitable adjustment of our compensation taking into consideration the impact of such delays, including but not limited to changes in price indices and pay scales applicable to the period when services are in fact being rendered.

It is necessary that you advise us in writing at an early date if you have budgetary limitations for Total Project Costs. We must accept any such limitations as being realistic and will then endeavor to work within those limitations.

Services are to be rendered as, identified in Exhibit 'A', which together with the general understandings applicable to our relationship with you, are set forth in the printed General

Provisions and Exhibits 'A' and 'B' ; and, thereto which are attached to and made part of this proposal. Your particular responsibilities are also set forth in the General Provisions.

This proposal, the General Provisions, Exhibit 'A' and Exhibit 'B' represent the entire understanding between you and us in respect of the Project and may only be modified in writing signed by both of us. If it satisfactorily sets forth your understanding of our agreement, we would appreciate your signing the enclosed copy of this letter in the space provided below and returning it to us. This proposal will be open for acceptance until March 15th, 2014, unless changed by us in writing.

Respectfully Submitted,
DOWL HKM



Mark Hines, P.E.
Office Manager

Accepted this _____ day of
_____, 20____

CITY OF GILLETTE

By _____ ATTEST: _____
Mayor

EXHIBIT A

Boxelder West Utilities Project

DOWL HKM Scope and Fee Proposal

Introduction

The Boxelder West Utilities Extension Project will extend utilities west of Highway 50 to Overdale Drive in conjunction with the WYDOT road design project. The City of Gillette is sponsoring this utilities extension project.

This document discusses the scope of work and estimated fee for each task. The tasks are:

1 PROJECT MANAGEMENT

DOWL HKM will:

- a. Maintain a project work plan and coordinate this plan with WYDOT and the City of Gillette.
- b. Monitor schedule and budget.
- c. Conduct periodic design team meetings and coordinate work elements.
- d. Provide a monthly progress report and invoice broken out by tasks.
- e. Meet regularly with the City staff to provide updates on the project and present issues that need to be discussed or addressed.
- f. Attend public meetings and provide input as necessary

2 FIELD ACTIVITIES

2.1 Topographic Field Survey. We anticipate using the WYDOT's base mapping. DOWL HKM will survey the existing sanitary sewer to verify elevations and grades. It is anticipated we will use the right of way lines from WYDOT's drawings and no legal survey to establish property lines will be required.

We anticipate the City will provide landowner permission for DOWL HKM and subconsultants to access lands for surveying and design activities.

2.2 Base Map Development.

We anticipate WYDOT's base map for design development purposes will include existing features, utilities, right-of-way, property lines, landowners, and contours on the City of Gillette's datum.

2.3 Geotechnical Investigation.

DOWL HKM will obtain soil analysis data from WYDOT and review and analyze the data. No additional on-site soil investigation is anticipated under this scope.

3 PRELIMINARY PLANS

3.1 Water Line Layout. We will perform a preliminary layout of the waterline, appurtenances, and connections.

3.2 Sewer Line Layout. We will perform a preliminary layout of the sewerline, manholes, services, and connections.

3.3 Water Line Modeling. Under this task we will review the hydraulic model of the water system in this area. We will obtain “hydrant curves” for connection points to the model, and create a model of the new line. The model will be used to verify the available fire flow and pipe size.

3.4 Sewer Line Modeling. We will create a model from City GIS data that will show the proposed sewer line with loads applied that this new line could potentially receive. The model will include appropriate down stream lines to ensure they can handle the loads from this line. We will coordinate with City Engineering to ensure any assumptions made in the model are appropriate. The model will be used to verify appropriate pipe size for the proposed sewer line for the DEQ permit to construct.

3.5 Coordinate with WYDOT “Right of Way and Engineering” Plan submittal. We will obtain Microstation files from WYDOT and modify WYDOT’s drawings to include our preliminary design. These drawings will then be sent back to WYDOT for inclusion in their Right of Way and Engineering plan set.

3.6 Prepare Preliminary Plans. DOWL HKM will issue preliminary plans to the City through eplans and with 3 sets of hard copies. The preliminary plan set will be prepared on 11x17 sheets with plan and profile views of the water line and sewer line design.

3.7 Preliminary Plans Review. Two months are scheduled for the City and WYDOT review of the preliminary plans. This scope anticipates a review meeting will be held with a site inspection to follow, if necessary. This scope anticipates all outstanding issues will be adjudicated at the review meeting, and direction will be provided in order to proceed with developing the Final Utility Plans.

3.8 Easements It is anticipated that all utilities will be inside ROW procured by WYDOT and no additional easement corridors will be necessary.

4 FINAL CONTRACT DOCUMENTS

4.1 Prepare Final Utility Design Plans. After the review meeting, comments received from the review of the preliminary plans will be incorporated into the final design plans set. This scope anticipates no significant modifications to horizontal or vertical alignment and only minor revisions to the final design plans.

4.2 DEQ Permit. We will tabulate the results of the hydraulic analysis and sewer model for the Design Report and complete a DEQ Permit-to-Construct application.

4.3 Prepare Project Manual. We will prepare specifications to incorporate into WYDOT specifications that will cover utility installation and material requirements.

4.4 Cost Estimate We will prepare a final cost estimate for the project based on final quantities, recent bids and updated material prices.

4.5 Issue Final Design Plans. DOWL HKM will submit final design plans to the City via eplans. An opinion of probable construction cost will also be submitted.

4.6 Final Design Plans Inspection. Two weeks are scheduled for the City and WYDOT review of the final plans. DOWL HKM will attend a review meeting. Comments received from the final design plans review will be incorporated into the Contract Documents. Comments received from review of the final design plans will be incorporated into the contract documents set. This scope anticipates only "minor" adjustments will be required.

4.7 Transmit Final Electronic Files

DOWL HKM will translate the drawing prepared in AutoCAD into Microstation for WYDOT. This scope anticipates this will only include the water and sanitary sewer facilities. If requested, DOWL HKM can translate selected roadway drawings from Microstation into AutoCAD for the City, as well.

5 BIDDING

5.1 Prepare Bidding Documents. It is anticipated that WYDOT will conduct the advertisement for bid, distribution of bidding documents, and maintain a planholders list. We will attend the pre-bid conference and bid opening, answer questions during bidding, and prepare addenda as necessary.

We anticipate WYDOT will:

- Prepare Notice of Award, Agreement, and bond forms.
- Prepare a Notice to Proceed when appropriate.

6 CONSTRUCTION ADMINISTRATION

We will provide construction administration services under a separate contract with the City of Gillette.

Schedule and Fee

The anticipated schedule and fee are attached as part of this Exhibit A.

END OF EXHIBIT A

City of Gillette
Boxelder West Utilities Extension
Hwy 50 to Overdale Dr.

| Task # | Task Name | Duration | Start | Finish | Cost | 2014 | | | | 2015 | | |
|--------|---|-----------------|--------------------|--------------------|--------------------|------|----|----|----|------|----|----|
| | | | | | | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 |
| | Boxelder West Utilities Project Design | 346 days | Mon 3/3/14 | Mon 6/29/15 | \$43,485.00 | | | | | | | |
| 1 | Project Management | 346 days | Mon 3/3/14 | Mon 6/29/15 | \$2,690.00 | | | | | | | |
| 2 | Field Activities | 5 days | Mon 3/3/14 | Fri 3/7/14 | \$4,440.00 | | | | | | | |
| 2 1 | Topographic Survey | 2 days | Mon 3/3/14 | Tue 3/4/14 | \$1,660.00 | | | | | | | |
| 2 2 | Base Map Development | 2 days | Wed 3/5/14 | Thu 3/6/14 | \$1,520.00 | | | | | | | |
| 2 3 | Geotechnical Investigation | 3 days | Tue 4/1/14 | Thu 4/3/14 | \$1,260.00 | | | | | | | |
| 4 | Preliminary Plans | 122 days | Fri 4/4/14 | Mon 9/22/14 | \$18,495.00 | | | | | | | |
| 4 1 | Waterline Layout | 5 days | Fri 4/4/14 | Thu 4/10/14 | \$925.00 | | | | | | | |
| 4 2 | Sewer Layout | 5 days | Fri 4/11/14 | Thu 4/17/14 | \$1,070.00 | | | | | | | |
| 4 3 | Water Modeling | 20 days | Fri 4/18/14 | Thu 5/15/14 | \$3,100.00 | | | | | | | |
| | Sewer Modeling | 20 days | Fri 5/16/14 | Thu 6/12/14 | \$2,520.00 | | | | | | | |
| | Coordinate with WYDOT/City and Attend Public Meetings | 1 day | Fri 6/13/14 | Fri 6/13/14 | \$1,530.00 | | | | | | | |
| | Prepare PP Sheets | 5 days | Mon 6/16/14 | Fri 6/20/14 | \$6,440.00 | | | | | | | |
| | Engineer's Estimate | 2.5 days | Mon 6/23/14 | Wed 6/25/14 | \$2,280.00 | | | | | | | |
| 4 5 | Right of Way and Engineering Plan review | 60 days | Tue 7/1/14 | Mon 9/22/14 | \$630.00 | | | | | | | |
| 5 | Final Contract Documents | 144 days | Tue 9/23/14 | Fri 4/10/15 | \$16,720.00 | | | | | | | |
| 5 1 | Prepare Final Design Plans | 2.5 days | Tue 9/23/14 | Thu 9/25/14 | \$5,500.00 | | | | | | | |
| 5 2 | DEQ Permit | 1 day | Thu 9/25/14 | Fri 9/26/14 | \$970.00 | | | | | | | |
| | Prepare Project Manual | 7 days | Fri 9/26/14 | Tue 10/7/14 | \$6,790.00 | | | | | | | |
| | Issue Final Utility Design Plans | 15 days | Mon 11/17/14 | Fri 12/5/14 | \$2,150.00 | | | | | | | |
| 5 3 | Utility Plans Submittal Review | 60 days | Mon 12/8/14 | Fri 2/27/15 | \$970.00 | | | | | | | |
| | Transmit Final Electronic Files | 30 days | Mon 3/2/15 | Fri 4/10/15 | \$340.00 | | | | | | | |
| 6 | Bidding | 19 days | Wed 6/3/15 | Mon 6/29/15 | \$1,140.00 | | | | | | | |
| 6 7 | Pre-Bid Meeting | 0.25 days | Thu 6/11/15 | Thu 6/11/15 | \$460.00 | | | | | | | |
| | Bid Opening | 1 day | Mon 6/29/15 | Mon 6/29/15 | \$680.00 | | | | | | | |

Tue 2/4/14

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Exhibit "A"