



January 09, 2020

City of Gillette  
Attn: Joe Schoen, P.E.  
P.O. Box 3003  
Gillette, WY 82717

**RE: 2020 Sanitary Sewer Replacement Project - Public Outreach Scope and Fee**

Dear Mr. Schoen:

HDR appreciates the opportunity you have given us to assist your team with the important communication between the City of Gillette and the residents that may be impacted by the 2020 Sewer Project on Lakeway Road. The roadway is a major corridor in Gillette that may see full width milling and overlay paving along with other impacts to the traffic. There are many businesses along the road that may have concerns regarding access and impacts to their businesses during the project. Lakeway Road also serves as an important emergency vehicle corridor and several schools in the vicinity of construction. HDR's team has worked closely with City staff to prepare a customized Public Outreach plan that will not only inform the public about the project and schedule, but will return valuable information to the city to provide the best project possible to the citizens.

The following list includes the tasks that will be completed under this scope of work.

- Project Management – This task is necessary to set up the project in our system, produce project files, our project guide and management team.
- Block by Block Meetings – This item does the heavy lifting for the outreach campaign and includes 4 meetings as broken out in the scope. One Strategic Communications specialist will travel from Denver to Gillette to lead the meetings. Meetings will also be attended by HDR's local project manager.
- Individual Landowner Meetings – For meetings with landowners who are significantly impacts. HDR anticipates up to 5 of these individual meetings to be used as needed. It is assumed that the meetings will be attended by the local HDR project manager, HDR admin for note taking and a City of Gillette employee.
- Residential Notification – Broader project update, with website addresses and email addresses as needed for future updates.
- General Public Notification – Methods to notify the general public about the project. The task includes a Press release draft for the City to distribute and a website update, along with up to 10 social media posts, crafted by the HDR team for distribution by the City of Gillette.

The tasks outlined in this letter and described in more detail in the scope of services can be completed for a fee no to exceed \$27,025.

We appreciate your consideration of HDR to provide services for City of Gillette and we hope you find our proposal provides you with an opportunity for success, as well as value. If you have any questions regarding this proposal please call me at 307.228.6019.

Sincerely,

HDR ENGINEERING INC.

A handwritten signature in dark ink, appearing to read "Mike Oakley".

Mike Oakley, P.E.  
Transportation Program Manager

A handwritten signature in dark ink, appearing to read "Jason L. Kjenstad".

Jason Kjenstad, P.E.  
Vice President

## **APPENDIX A – PROPOSED SCOPE AND FEE**

# Public Outreach Scope: Lakeway Road Water & Roadway Construction

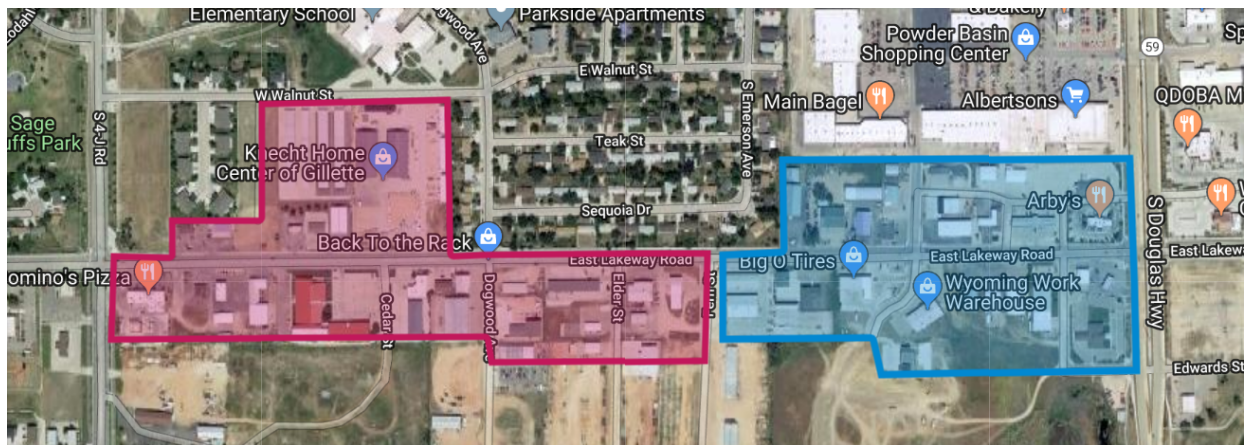
## Individual Landowner Meetings

For landowners who are heavily impacted or have more concerns to address outside of the City's initial one-on-ones, up to five (5) one-on-one landowner meetings are proposed. This will help alleviate concerns and answer questions before and/or during construction.

## Block-by-Block Meetings

With construction along Lakeway Road in conjunction with water infrastructure improvements, it is important for business owners and residents to be aware of the impacts before they happen. In doing so, HDR's Strategic Communications team will organize a series of stakeholder meetings, or block-by-blocks, that invite business owners and landowners to sit down with the team and discuss the project. The meetings will be split up by each block to focus in on their specific impacts and allow for more efficient one-on-one conversation. HDR will organize logistics, landowner notice, meeting materials, refreshments, and facilitate up to two (2) meetings per segment (4 total). It is proposed that the meetings be broken up as follows:

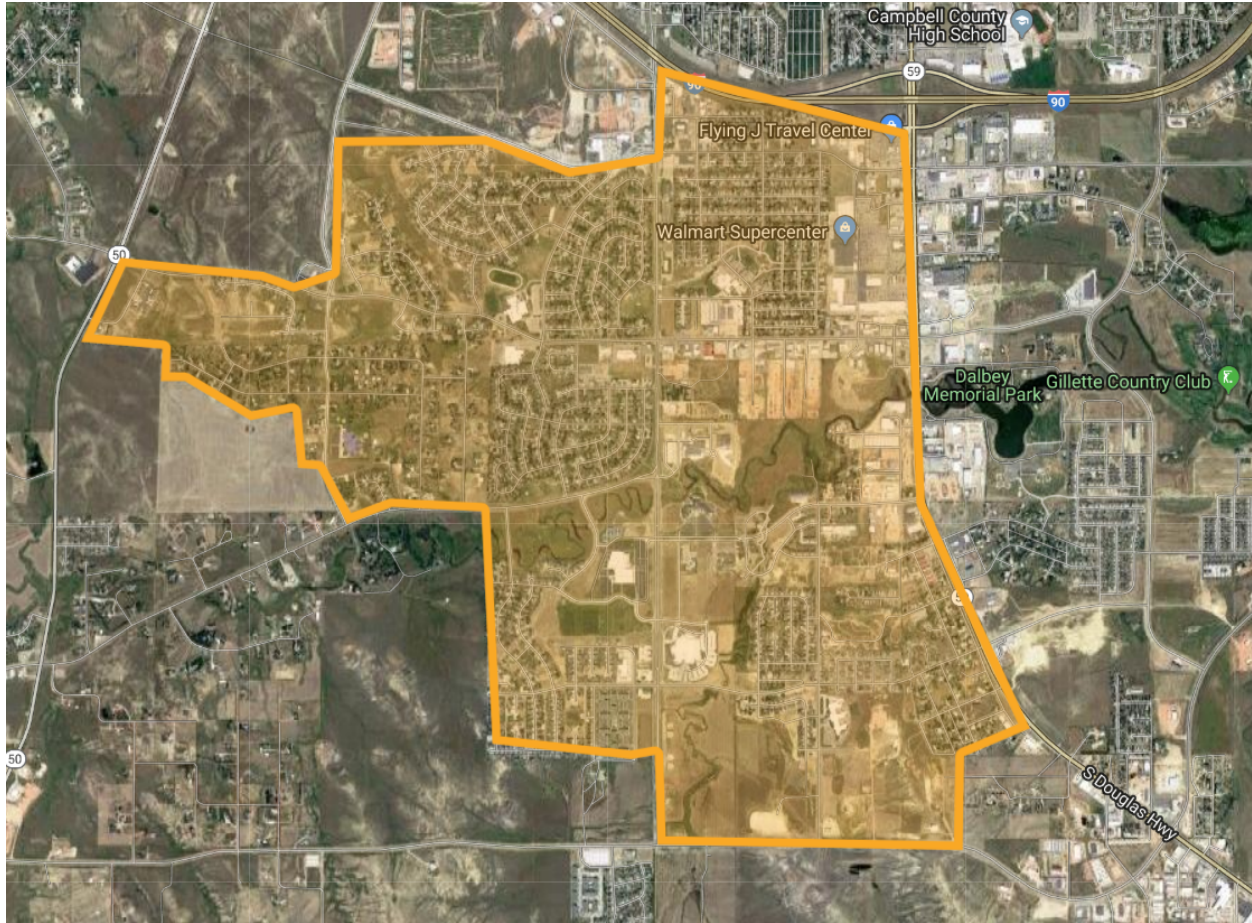
1. N S 4-J Rd to Fern St
2. Fern St to Douglas Hwy



Map located [here](#).

## Residential Notification

Prior to construction, one (1) post card mailer will be distributed to residents in the area so that they are aware of the project and why construction is taking place. It will direct them to the website for more information and a project email to send questions or comments. The area proposed to do a mailer is highlighted in this map and includes two schools. In addition, a follow-up postcard will be sent to adjacent property owners within 1-2 weeks of construction mobilization.



Map located [here](#).

## Project Content Creation

The general public will be notified of the project and construction impacts at a minimum one-month in advance of the start of construction via the following tools. HDR will craft the content for these materials and the City of Gillette communications and outreach team (or project team) will be responsible for distribution of the materials through their existing channels.

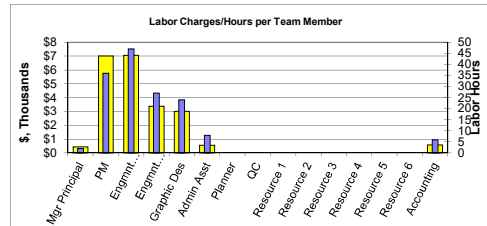
- Press release (1) – distributed two weeks in advance of construction start and then a reminder two days before construction start
- Website & Social media content (project website update and 10 posts) – A calendar with content will be developed for posting before and during construction



Level of Effort and Fee Estimate  
City of Gillette  
2020 Sanitary Sewer Project Public Outreach



Work Task	Mgr Principal Turbiville	PM Oakley	Engmnt Lead Bettale	Engmnt Supt. Angell	Graphic Des Langemach	Admin Asst Dickson	Planner	QC	Resource 1	Resource 2	Resource 3	Resource 4	Resource 5	Resource 6	Accounting Morrison	HDR Labor Total	Subconsultant
Contract Billing Rate	\$ 225.00	\$ 195.00	\$ 150.00	\$ 125.00	\$ 125.00	\$ 70.00	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 95.00		
0.0 Project Management	2	4	4	125	125	5									3	\$2,465	\$0
1.0 Block-by-Block Meetings (4)															1	\$0	\$0
1.1 Business List Development				2												\$95	\$0
1.2 Meeting Location Securement in each of the two blocks				3												\$250	\$0
1.3 Landowner Invitations / notifications (phone calls and letter)		1	1	4	6											\$1,595	\$0
1.4 Material Development (fact sheet / leave behind and roll plot)		2	1	4	10											\$2,290	\$0
1.5 Attendance at meetings and misc logistics (refreshment coord etc)		6	35													\$6,420	\$0
1.6 Meeting Minutes / Report for each meeting			5													\$750	\$0
2.0 Individual Landowner Meetings (up to 5, only if needed)																\$0	\$0
2.1 Coordination of Meetings				5												\$625	\$0
2.2 Attendance, including note taking and logistics		15														\$2,925	\$0
2.3 Meeting Minutes / Report for each meeting		5														\$975	\$0
3.0 Residential Notification															1	\$95	\$0
3.1 Address Collection from Map in Scope				3												\$375	\$0
3.2 Post Card / Mailer creation and distribution		1	1	2	8											\$1,595	\$0
															1	\$95	\$0
																\$0	\$0
																\$0	\$0
																\$0	\$0
																\$0	\$0
4.0 General Public Notification																\$0	\$0
4.1 Press Release (1) Draft for City to Distribute		1		1		3										\$530	\$0
4.2 Website Update (1) & Social Media Posts (Up to 10)		1		3												\$570	\$0
																\$0	\$0
																\$0	\$0
																\$0	\$0
																\$0	\$0
Total Labor Hours per Team Member	2	36	47	27	24	8	0	0	0	0	0	0	0	0	6	\$ 22,025	\$ -
Total Labor Charges per Team Member	\$ 450	\$ 7,020	\$ 7,050	\$ 3,375	\$ 3,000	\$ 560	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 570		



Direct Costs / Expenses				
Technology Charge	hours	x	\$ -	\$/hr
Mileage	miles	x	\$ 0.575	\$/mile
Lodging	nights	x	\$ -	\$/night
Meals	meals	x	\$ -	\$/meal
Copies/Photocopies			\$ -	
Postage / Public Notices			\$ -	
Travel/Airfare Charges			\$ -	
Misc (refreshments, travel, printing and mailing etc)			\$ -	\$ 5,000
Mileage: HDR Vehicle	0 miles	x	\$ 0.75	\$/mile
GPS/Robotic Survey Equipme	0 hours	x	\$ 50.00	\$/hour
Expenses Subtotal				\$ 5,000
Subconsultant Fees				\$ -
TOTAL FEE				\$ 27,025