



AN EMPLOYEE-OWNED COMPANY

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February 28, 2020

Mr. Richard J. Craig, P.E., CSM
Township Engineer
West Goshen Township
1025 Paoli Pike
West Chester, Pennsylvania 19380

Re: Scope of Work for Professional
Engineering Services
MEII Grant Project Design, Permitting and Bidding
for the Riparian Forest Buffer along Goose Creek
Application ID#: 201806208032
West Goshen Township, Chester County

Dear Mr. Craig:

Herbert, Rowland & Grubic, Inc. (HRG) is pleased to submit the following proposal to provide engineering services in response to your request.

GENERAL PROJECT DESCRIPTION

At the Township's request, we have prepared the following scope of services to design, permit and bid the water quality improvement project for the Goose Creek riparian buffer restoration. The MEII Grant funding for this project was approved October 24, 2018 in the amount of \$110,142, of which \$7,866 was set aside for the above referenced services. This sum is in error, as the individual line items add up to \$17,976.

SCOPE OF SERVICES

HRG completed the grant application and grant implementation under Phases 1 and 2 of the project; therefore, services outlined below start with Phase 3. In order to complete the project, HRG proposes the following scope of services:

PHASE 3 – DESIGN, PERMITTING AND BIDDING SERVICES

Task 3.A - PA One Call – HRG will obtain the Act 287 (as amended by Act 50 of 2017) Utility Listing for the project limits through the PA One Call System and will utilize the One Call System to identify overhead and underground utilities in the project area, and request field markings of any underground facilities.

Topographic features necessary to design the proposed improvements have already been obtained during upgrades to the wastewater treatment plant. Additional base mapping is not anticipated to be necessary for the riparian buffer planting.

Task 3.B - Riparian Forest Buffer Planting Design – HRG will design the proposed Riparian Forest Buffer Plantings. The design effort will include footprint establishment, tree species proposed and density of plantings. Included within this work is the development of design details, notes and construction sequencing specific to the proposed riparian forest buffer. No proposed grading is anticipated for this best management practice.

Task 3.C - Erosion and Sediment (E&S) Control Plan Design and Narrative – Since tree planting is not considered to be an earth disturbance activity, no E&S design or narrative will be necessary.

Task 3.D - Prepare Construction Drawings – HRG will generate plan, section, and detail drawings using AutoCAD based on the results of the design and permitting tasks and in response to the outside agency comments. The drawings will include construction and restoration details.

Task 3.E - Prepare Project Manual and Bid Materials – HRG will compile a bidding package. Plans will include a complete set of construction drawings. A project manual will be prepared and will include contract documents, bid form, project general information and technical specifications. The package will be submitted to West Goshen Township for review and approval. After concurrence, plans and project manual will be prepared and be made available to potential bidders in electronic format through the PennBID website. An advertisement will be prepared and provided to the Township for placement in the local newspaper (to be paid by the Township). HRG will develop technical specifications for the proposed work will be generated as required to detail required work elements.

Task 3.F - Bid Procedure – HRG will:

Respond to Requests for Information – During the bidding process, if any bidders submit written questions, HRG will prepare responses to the technical questions and distribute the responses to bidders via an addendum as deemed appropriate. Three (3) bidder questions are assumed for this scope of work.

Review, Analyze, and Tabulate Bids – Bids submitted will be reviewed for completeness and responsiveness with regards to the bidding requirements and will be tabulated according to bid amount. HRG will recommend and West Goshen Township will make final determination whether the bids are acceptable and, if so, will select the winning bidder.

Review Contract Documents (Agreement, Insurances, Bonds, etc.) – HRG will prepare three (3) copies of the contract documents and forward them to the selected Contractor for execution. After execution by the Contractor, HRG will review the information submitted to ensure that all requirements of the project manual are met. The information will be forwarded to West Goshen Township for final review by the Solicitor, and subsequent execution by West Goshen Township.

Task 3.G -Project Management/Administration/QA/QC – This task consists of the administrative effort required of HRG to complete the project on time, within budget, and to provide a quality product. Included will be in-house meetings of the project staff, coordination and scheduling of project submittals, reviews of project costs and progress, preparation and submission of monthly invoices and progress reports, and documentation of meetings, telephone conversations, and design developments. This task includes the implementation of HRG’s formal QA/QC program for established overview.

PHASE 4 – CONTRACT ADMINISTRATION AND CONSTRUCTION OBSERVATION

Task 4.A Conduct Pre-Construction Meeting – HRG will prepare an agenda and administer one (1) in-house pre-construction meeting. HRG will prepare meeting minutes documenting the discussion and results of the meeting.

Task 4.B Review Submittals – HRG will review and approve or disapprove submittals, including shop drawings, submitted by the contractor as appropriate. HRG will maintain a submittal log that documents the submission and progression of submittals. One (1) submittal is assumed to be submitted by the contractor.

Task 4.C Review Payment Requests – HRG will review the contractor’s payment requests and will either recommend approving them and forward them to the Township for final approval and processing or recommend rejecting them for cause and return them to the contractor for correction and resubmission. HRG will also perform a cursory review of the payroll certifications provided by the contractor for compliance with the Pennsylvania Prevailing Wage Rates and provide to the owner for final acceptance by the solicitor prior to payment to the contractor. Two (2) payment requests are assumed to be submitted by the contractor.

Task 4.D Respond to Change Proposals, Change Orders, Substitutions, and Requests for Clarification – HRG will provide technical guidance whenever the contractor submits a question for clarification or requests substitutions or change orders on the contract. HRG will maintain appropriate logs and will respond to questions as needed and submit any change order or substitution requests, along with our recommendations, to the Township for final approval. It is assumed that no more than two (2) combined Change Proposals, Change Orders, Substitutions, and Requests for Clarification will require the Engineer’s attention.

Task 4.E Contract Closeout – HRG will conduct a substantial completion inspection and prepare a report summarizing the findings, including a punch-list of items the contractor needs to attend to. Subsequently, HRG will conduct a final inspection to document that all punch-list items have been dealt with satisfactorily. Once satisfied that all items have been addressed, HRG will issue a Notice of Acceptability of Work Certificate. Closeout documentation inclusive of release of liens and contractor’s affidavit will be forwarded onto the Contractor for execution.

Task 4.F Conduct On-Site Observation of Project Progress – HRG will provide one (1) Resident Project Representative (RPR) for observation of construction operations on a part-time basis (20 hours assumed) to help ensure compliance with the contract documents. We will also prepare and provide, as requested, documentation of work observed.

DELIVERABLES

Project Deliverables will include the following:

1. Conceptual Riparian Buffer Plan
2. Bidding Package, including: the Project Manual, contract documents, bid form, project general information, technical specifications and construction drawings

COMPENSATION

We propose to complete the work described within this scope of work in accordance with the effective engineering retainer agreement on a Time and Materials (T&M) basis with an estimated fee of **\$14,750**, which includes all standard reimbursable expenses.

In the event that work outside this scope of services is required to complete the project, that effort will be tracked separately and will be executed on a time and materials basis.

SCHEDULE

We will begin working on the above listed scope of work immediately upon your authorization to proceed. It is estimated that the project will be ready for a final project completion in Fall 2020. Construction timeframes can vary by the contractor by their selected means and methods for performing the work, the number of construction crews and weather conditions.

TERMS

The work will be undertaken in accordance with our engineering retainer agreement. This proposal is valid for sixty (60) days from the date of this letter. Our policy is to render invoices monthly based on the actual labor and materials expenses for the engineering related services.

AUTHORIZATION

We have developed the above scope of work specifically with your project needs in mind. To indicate your acceptance of these terms, and authorize the work to begin, please sign the authorization statement below and return one copy to our office.

Mr. Richard J. Craig
West Goshen Township
February 28, 2020
Page 5

If you have any questions concerning our proposal, please feel free to contact me to discuss them in greater detail. As always we appreciate the opportunity to provide the Township with professional services in this capacity.

Sincerely,

Herbert, Rowland & Grubic, Inc.



Shawn Fabian, CPESC, CPSWQ, CSI
Project Manager

SEF/LB

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ACCEPTED BY:

WEST GOSHEN TOWNSHIP	TITLE	DATE
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Proprietary Notice:

This proposal contains proprietary information regarding Herbert, Rowland & Grubic, Inc. and is a work product containing business sensitive materials. This proposal was prepared in response to your request for your specific project and no portion of this proposal may be shared with any other party.