

Scope of Services
Design and Preparation of Contract Documents
Caversham Park Lane Sewer Extension

Background and Project Description

The Lexington Fayette Urban County Government (LFUCG), through the Division of Water Quality (DWQ) is accepting proposals from consulting engineering firms for the design of approximately 150-LF of 12-in gravity sanitary sewer in the vicinity of 3101 Caversham Park Lane in Lexington, KY.

Currently, a 12-in gravity trunk sewer serves residences of the Gleneagles Subdivision (Sikura Justice Unit 1C) on Caversham Park Lane. The 12-in trunk sewer reduces to an 8-in gravity collector sewer at manhole NE5_303. Manholes NE5_301, NE5_302, and NE5_303 surcharge during wet weather. The residence at 3101 Caversham Park Lane has experienced multiple basement backups. The 8-in gravity collector discharges to the Glen Eagles Pump Station. A 12-in gravity trunk sewer starting at manhole NE5_379 serves residences in the Blackford Property Subdivision adjacent to the Gleneagles Subdivision. The 12-in gravity trunk sewer discharges to the Blackford Pump Station.

The proposed 150-LF gravity sewer extension will tie the 12-in truck sewer serving the Gleneagles Subdivision to the starter manhole of the 12-in trunk sewer in the Blackford Property Subdivision between manholes NE5_303 and NE5_379 (see attached exhibit).

Scope of Services

Task 1: Existing Information

1. Obtain available LFUCG GIS data for the area, sanitary and storm sewer mapping including parcel lines, aerial photography, and existing infrastructure. The required sanitary sewer capacity, pipe sizes, photogrammetry, and information related to significant existing trees will be provided to the Consultant.

Task 2: Field Surveys and Preliminary Design

1. Conduct field surveys with appropriate referencing to locate topographical features not shown on existing mapping. Confirm critical locations and elevations necessary for design including but not limited to existing sanitary sewer inverts and other utilities.
2. Conduct project kickoff meeting to discuss project requirements and the scope of work. Conduct site walk through with DWQ.
3. Prepare a topographic survey of the project corridor.
4. Research all deeds, plats, and other property records to identify all sanitary sewer and drainage easements in favor of LFUCG.
5. Develop a preliminary alignment considering the alignment of the existing sanitary sewers, existing buildings, existing utilities/utility conflicts, streams, roadways and/or other features or improvements, and construction costs.
6. Prepare a Preliminary Design Technical Memorandum documenting the following:

- Proposed plan for horizontal alignment detailing all utility conflicts
- List of impacted properties and property owners
- List of required temporary (construction) and permanent easements
- List of easements to be released
- List of required permits and respective agencies from which the permit(s) will be secured
- List of agencies that will require notifications and/or approvals
- Preliminary Opinion of Construction Costs per unit cost schedule

Note: Task 3: Detailed (final) Design shall not begin until authorization is received from DWQ.

Task 3: Detailed Design

1. Prepare contract drawings. Drawings shall show angles between all influent and effluent lines to manholes.
2. Prepare, submit, and revise as required Stormwater Pollution Prevention Plan (SWPPP) if required or obtain exemption if project area is less than one acre.
3. Prepare, submit, and revise required Erosion and Sediment Control (ESC) Plan.
4. Prepare, submit applications, and secure all required permits including but not limited to those listed in the Preliminary Design Technical Memorandum.
5. Complete the General Conditions portions of the Contract Documents. Standard form Contract Documents requiring completion of these sections, along with the technical specifications will be provided to the Consultant. The Consultant may be required to prepare some specifications that are not included in LFUCG's standard specifications.
6. Prepare Final Opinion of Construction Costs per DWQ unit cost schedule.
7. Attend Progress Meetings (two, 2) with DWQ. One meeting shall be during Task 2 and one (1) additional meeting during the final design phase. Consultant shall be responsible for meeting agendas, handouts, and meeting summaries.
8. Correspond and meet with all other utility companies and regulatory agencies as required for this project.
9. Submit final Contract Documents (Plans and Specifications) to Kentucky Division of Water (KDOW) for review and revision as necessary. Consultant is responsible for all necessary correspondence with KDOW and any other regulatory agencies.

Notes:

Drawings shall be prepared in AutoCad format and according to LFUCG standards.

Consultant shall provide to DWQ two (2) full-size sets and two (2) half-size sets of plans, two sets of Specifications, one (1) CD or DVD with the digital AutoCad plans, and one (1) Acrobat PDF of the Specifications. This does not include sets required for KDOW, other regulatory agencies, or working drawings used in progress meetings.

Consultant is not responsible for:

- Environmental Assessment of the project or project area
- Hydraulic evaluation of the upstream or downstream portions of the sanitary sewer system

Task 4: Project Permitting

1. Provide DWQ with all technical and administrative assistance necessary to fulfill requirements from all regulatory agencies. The Consultant's Scope of Work includes but is not limited to the following with respect to regulatory tasks:
 - KDOW Construction Permit
 - KDOW Floodplain Construction Permit or exemption
 - Exemption for KDOW Water Quality Certification or exemption
 - Exemption for any related United States Army Corps of Engineers (USACE) permits or exemption(s)
 - Storm Water Pollution Prevention Plan (SWPPP) or exemption

Task 5: Easement Acquisition

1. Consultant shall prepare a detailed plat for each parcel affected by the project showing required temporary and permanent easements, and easements to be released. Consultant shall prepare and submit to DWQ with the easement plats an Excel spreadsheet detailing the following:
 - Property Owner
 - Property Address
 - Deed Book and page number for the property deed
 - Plat references if any
 - Area in square feet of temporary and permanent easements
 - Consultant shall secure the Memorandum of Understanding for all easements

The spreadsheet shall include parcels and /or pipes for which there exists only a prescriptive easement. The Consultant is responsible for securing the signed Memorandum of Understanding from property owners.

Task 6: Services During Construction

1. Provide "as-built" Global Positioning System (GPS) coordinates for gravity sewer piping in accordance with the Lexington-Fayette Urban County Government Sanitary Sewer and Pumping Station Manual.
2. Prepare record drawings, in both hard copy (reproducible format) and standard electronic format, compatible with Lexington-Fayette Urban County Government equipment and software.

Resident observation shall be performed by DWQ personnel during construction.

Attachments:

- Caversham Park Lane Sewer Aerial View
- Right of Way Acquisition Flowchart

Proposals shall be submitted in a sealed envelope to:

Attention: Chase Azevedo, P.E.
Division of Water Quality
Lexington Fayette Urban County Government
125 Lisle Industrial Avenue, Suite 180
Lexington, KY 40511

**Request for Price Proposal
Caversham Park Lane Sewer Extension**

Professional Services Fee

The Consultant shall prepare a cover letter, and submit with the cover letter the populated fee schedule (see attached) for the described project and related Scope of Services. Task Nos. 1, 2, 3, 4, 5, and 6 will be used to evaluate the bids.

Consultant shall provide a schedule of hourly rates as defined for additional services as required or directed by the Division of Water Quality (DWQ).

Project Schedule

The proposed schedule for this project is as follows:

Engineering Proposals Due	July 2013
Final Engineering Negotiation / Task Order	July and August 2013
Task Nos. 1 and 2 Complete	July and August 2013
Task Nos. 3 and 4 Complete	August and September 2013
Final Contract Documents to DOW	August and September 2013
Finalize Easement Acquisition	August and September 2013
Contract Complete	September 2013