

EXHIBIT A

**REQUEST FOR PROPOSALS/
SCOPE OF ENGINEERING SERVICES
AND RELATED MATTERS**

RFP#41-2017

**Investigation / Design Services for West Hickman WWTP
Final Clarifiers #7 and #8 Structural Repair Design/Construction Inspection**

Lexington – Fayette Urban County Government (LFUCG) Division of Water Quality

The Lexington-Fayette Urban County Government is accepting proposals from interested consulting engineering firms for the Investigation / Design Services for West Hickman WWTP Final Clarifiers #7 and #8 Structural Repair Design/Construction Inspection.

1. General Project Description

The CONSULTANT shall perform professional services as hereinafter stated which shall include but is not limited to customary civil, geotechnical, structural, mechanical, electrical engineering, and programming services as related to the Investigation / Design for West Hickman WWTP Final Clarifiers #7 and #8 Structural Repair Design/Construction Inspection.

After a rain event in May 2015 Clarifier #7 and #8 were found to have failed structurally due to assumed ground water pressure. To add to the history of problems with #8 this is the second time it has needed to be repaired. It was repaired in 2011. All reports, findings, and construction drawings will be provided. Currently, exploratory demolition has been performed on Clarifier #8. This has remained opened and will be available for each interested CONSULTANT to evaluate and take pictures.

West Hickman WWTP needs these two clarifiers repaired/rebuilt for continued use. The CONSULTANT will investigate the damage; present repair concepts; work with the owner to bid the project; and provide construction administration through the completion and start-up of the construction.

Funding for this project is 100% sewer fund revenue, no federal fund involvement is expected.

2. Scope of Work: Final Clarifiers #7 and #8 Structural Repair Design/Construction Inspection

Final Clarifiers #7 and #8 failed structurally due to assumed ground water pressure after flooding in 2015. The West Hickman Wastewater Treatment Plant needs these Final Clarifiers to be repaired for continued use. The CONSULTANT will need to investigate the damage; present repair concepts that allow the west Hickman Wastewater Treatment Plant Staff to operate the Final Clarifier passively.

A. Task 1: Collection of information – Evaluation of Damage

- (1) Review Final Clarifiers #7 and #8 original design from 2000.

- (2) Review damage and repairs for #8 in 2011.
- (3) Review damage and report for Final Clarifiers #7 and #8 from 2015.
- (4) Collect any other supporting data needed for design decisions.
- (5) To aide in the investigation phase there will be an allowance identified for exploratory demolition for each clarifier.

Please include in your proposal the following allowances:

Exploratory Demolition Clarifier #8 -	\$15,000.00
Exploratory Demolition Clarifier #7 -	\$40,000.00

(The invoices for the work will be paid as a line item based on an hourly rate provided by the construction/demo contractor you hire for assistance. Invoices will be reviewed by LFUCG before payment. Remaining dollars from the allowances will be deducted through a change order.)

B. Task 2: Development of Repair Concepts, Schedule, Phasing and Costs

- (1) Prepare a conceptual layout for each concept evaluated along with design calculations.
- (2) Conduct a 20-year life cycle and present worth analysis for each conceptual design evaluated.
- (3) Prepare preliminary cost estimates and implementation schedules for all conceptual designs.
- (4) Present Preliminary Engineering Report to Treatment Plant Management Staff for a review of all conceptual designs and receive guidance for progress towards the final design.
- (5) LFUCG will respond in writing to the preliminary Engineering Report, providing authorization for work under Task 3.

C. Task 3: Detailed Design

- (1) Conduct detailed design progress meetings at 25%, 50%, and 90% completion. The dates for these progress meetings will be decided on during the first pre-design meeting. Progress reports and drawings will be submitted one week before the Lexington-Fayette Urban County Government review and comment. (3 copies)
- (2) Conduct and present any related design calculations to support the new equipment/process.

- (3) Furnish detailed cost estimates for probable cost and revise the 20-year life cycle and present worth analysis for the 50% review and the final design.
- (4) Update project schedules at 25%, 50% and 90%.

D. Task 4: Bidding Services

- (1) Prepare final plans and specifications ready for bidding. Plans and specifications are to be provided in both hard copy and standard electronic format compatible with Lexington-Fayette Urban County Government equipment. The most recent plans and specifications have been submitted in PDF format. A minimum of 7 copies will be required.
- (2) Coordinate and submit plans, specifications, and permit application to the Kentucky Division of Water for the purposes of receiving a construction permit.
- (3) Provide customary bidding services including preparation of advertisement, conducting pre-bid meeting, issuing required addenda, evaluating bids and providing a recommendation of award.

E. Task 5: Construction Administration Services

- (1) Track, review and approve all shop drawings.
- (2) Track change orders, review requests, recommendation comments, and prepare the paper work to be submitted to council.
- (3) Track and answer all Request for Information (RFIs)
- (4) Coordinate and lead monthly construction progress meetings.
- (5) Conduct construction inspections and submit weekly reports once construction begins. Please submit estimated hours per week, total hours included for inspections and the hourly rate with your detailed cost estimate
- (6) Take before and after photos of all stages of construction.
- (7) Review and approve contractor's monthly payment applications.
- (8) Attend and maintain test reports for all equipment start-up for the project.
- (9) Coordinate final inspection of completed work and prepare the final punch list.
- (10) Transfer field notes from the contractor's drawings and submit final as-built drawings to the owner.

NOTE: This outline is not intended to be all inclusive but is intended to be a guide for prospective firms as to the general expectations of the Owner. The Lexington-Fayette Urban County Government will not compensate firms for the cost of proposal preparation.

3. Detailed Cost Estimates

The CONSULTANT shall prepare a detailed cost estimate for this proposal based on the Tasks defined in this Request for Proposal. The estimate shall show a preliminary schedule estimating the time necessary to complete the Tasks outlined with a unit price associated. The intent of this proposal is to show the number of hours associated with a lump sum fee for the base bid. If your firm has additional Tasks that would be recommended show the new Tasks as separate line items with the scope well defined.

4. Proposal Content

The proposal will contain the following components.

- A. Cover Letter
- B. Scope/fee (Detailed Cost Estimate) – No more than 8 pages. ***The attached Fee Schedule completed with your estimated cost will be the last page in this section.***
- C. Estimated Schedule – No more than 4 pages.
- D. Project Team with One-Page Resumes (Do not submit resumes for individuals contributing less than 10% of total man hours allocated)
- E. A list of 5 similar projects with owner contact information. This section shall be no more than 5 pages total.

5. Schedule and Completion

The proposed timeline for completion of the Scope of Services outlined in the proposal is as follows:

Final Clarifiers #7 and #8 Structural Repair Design/Construction Inspection

Award Design Contract	December 2017
Meeting to Review Final Design – 90% Completion	April 2017
Bid Opening	May 2017
Award of GC Contract	June 2017

The CONSULTANT shall coordinate the exact time and location of all meetings with the Plant Engineer, Division of Water Quality.

NOTE: Schedule may be adjusted based on final negotiations. When submitting the schedule with your proposal, please indicate if your firm could complete this project any sooner than the estimated time above.

6. Method of Invoice and Payment

The CONSULTANT shall submit monthly for basic services or work rendered, based upon the CONSULTANT'S estimate of the portion of the total services actually completed during the billing cycle. Each invoice shall be accompanied by a breakdown of hours attributed to each task for both the billing cycle and the cumulative project period. Also include the percent Disadvantaged Business Enterprise (DBE) cost with each monthly invoice.

The Director of Water Quality or his designee shall respond to the invoice within thirty days of receipt, either denying or approving payment. Specific project time sheets and other payroll information may be subject to reviews and audits by the Lexington-Fayette Urban County Government.

7. Miscellaneous

All plans, specifications and accompanying documents are subject to review by the Lexington-Fayette Urban County Government's Division of Water Quality, Division of Engineering, Division of Risk Management and Division of Building Inspection. The CONSULTANT shall be responsible for incorporating the comments and requirements of the divisions into all documents.

**Investigation/Design Services for West Hickman WWTP
Final Clarifiers #7 and #8 Structural Repair Design/Construction Inspection**

Fee Schedule

(For a description of each task refer to Section 2 of the RFP)

Section 2

Scope of Work: Final Clarifiers #7 and #8 Structural Repair Design/Construction Inspection

- A. Task 1: Collection of Information: Evaluation of Damage
Cost Task 1: _____
- | | |
|-------------------------------------|-------------|
| Exploratory Demolition Clarifier #8 | \$15,000.00 |
| Exploratory Demolition Clarifier #7 | \$40,000.00 |
- B. Task 2: Development of repair Concepts, Schedule, Phasing and Cost
Cost Task 2: _____
- C. Task 3: Detailed Design
Cost Task 3: _____
- D. Task 4: Bidding Services
Cost Task 4: _____
- E. Task 5: Construction Administration Services
Cost Task 5: _____

Details for Task 5.5 - The total cost should be included in Cost Task 5. Please provide the following breakdown. Estimated Weekly Inspection Hrs/Estimated Total Inspection Hrs/Hourly Rate.

_____ / _____ / _____

Section 2 Total Cost: