

Deschutes County Terrebonne Sanitary District Assistance Amendment 2 to County Contract No. 2021-926

Introduction

Parametrix Inc. is pleased to present this Scope of Work and Budget Amendment for the Terrebonne Sewer Project. This proposal outlines the objectives, tasks, deliverables, and assumptions for the project. We will continue working closely with Deschutes County and the newly formed Terrebonne Sanitary District to position the District for funding, construction, and operation of the proposed effluent collection system. We look forward to your feedback and collaboration as we work towards the successful completion of the Terrebonne Sanitary District Sewer Project. Please feel free to reach out to us with any questions or concerns.

Project Background

In November 2021, the Board approved a \$300,000 contract with Parametrix Inc. to address the following scope items:

- Design and Engineering of Phase A improvements, 30% (\$200,000)
- Phase A grant funding application preparations (\$50,000)
- Legal and other expenses for formation of a Sanitary District in Terrebonne (\$50,000)

To date, significant progress has been made, including the incorporation of Phase A improvements into the US 97 Project, the finalization of the Preliminary Engineering Report, the successful formation of the Terrebonne Sanitary Sewer District, completion of 30% design plans and cost estimate, and development of an IGA between the County, District, and City of Redmond.

On August 23, 2023, the County approved the District's request for \$190,000 in ARPA funds to add the following scope items to the existing Parametrix Inc contract:

- Completion of Phase A improvements to 100% design thereby enabling the Project to be considered "shovel-ready" – this creates a position that is attractive to funding entities.
- Funding additional legal, administrative, and community outreach items associated with district and utility system formation. This work will include creating policies, procedures, and other foundational elements of establishing a new district – as well as outreach and recruitment of new customers to help share capital and operational costs.

As a shovel-ready Project under the purview of a properly formed and structured sanitary district utility, the Terrebonne Sanitary District will be well positioned to pursue grants, loans, and other funding opportunities, as well as deliver projects once funding has been obtained.



Scope of Work

Task 01 – Project Management

The objective of this task is to continue providing overall project management of the consultant contract with Deschutes County. General management functions under this task include:

- Project Planning – Document and communicate the scope of work, budget, and schedule as a road map for the project team. Coordinate project team and issues throughout the project.
- Budget and Schedule Tracking – Track the project budget using Parametrix in-house tools to verify that progress is keeping pace with spending.
- Monthly Progress Reports – Prepare a monthly invoice for services performed by Parametrix.
- Correspondence – Prepare written correspondence as needed to document project management issues and/or concerns.
- Subconsultant Management and Coordination
- County Check-In Meetings
- Monthly Board Meetings and Coordination with District
- Agency Meetings and Coordination

Task 02 – Sanitary District Formation [no changes]

Task 03 – Preliminary Sewer Design [no changes]

Task 04 – Funding Application Preparation [no changes]

Task 05 – Supplemental Surveying

- Field work for underground utility data collection utilizing drones and GPS within ROW.
- Verify ODOT coordinate system, horizontal datum, and vertical datum.
- Utility locate request.
- Process survey data.
- Prepare a CAD basemap with utility lines for use by Parametrix engineering/design staff.

Task 06 – Draft PS&E (District Review)

- Review survey data and coordinate with survey team
- Coordinate with District and project team on boundary annexations and sewer service area
- Prepare Draft Plans, Specifications, and Cost Estimate
- Deliver documents to District and facilitate review meeting

Task 07 – Final PS&E (DEQ Review)

- Review and incorporate District review comments
- Review DEQ Plan review requirements
- Prepare Final Plans, Specifications, and Estimate for DEQ Review
- Deliver documents to DEQ and setup meeting to review comments
- Update plans and specifications per DEQ comments to obtain plan approval

Task 08 – Bid Documents

- Prepare Bid Plans, Specifications, and Bid Schedule
- Prepare Contractor Invitation to Bid for Terrebonne Sewer Project
- Facilitate Pre-Bid Meeting with District and interested contractors
- Prepare Bid Addenda to address contractor questions
- Prepare Bid Tabulation and Comparison for review with District
- Assist District with Notice of Intent to Award for selected contractor

Task 09 - District Administrative Services

- Administrative Services (by subconsultants Nancy Blankenship & The Swearingen Group)
 - District Board Meeting Preparation, Facilitation, and Minutes
 - Public Involvement Activities
 - Board Development & Consultation
 - Annexation Work
 - District Submittals & Paperwork
- Legal Services (by subconsultant Jordan Ramis PC)
 - Review and comment on draft Intergovernmental Agreement (IGA) with the City of Redmond, Deschutes County, and the Terrebonne Sanitary District, on behalf of District.
 - Sign Final IGA as legal counsel to the District.
 - Provide legal counsel to District, as legal questions/issues arise (up to 20 hrs assumed)
- District Expenses
 - Website Development, SDAO Dues, District Insurance, Office Expenses, etc.
 - Business registration, TIN number registration, etc.
 - Public Outreach Materials: printing, postage, published notices, press releases, etc.

Schedule

Schedule milestone:	2023							2024							
	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
Contract Amendment Setup															
Topographic Survey															
Draft PS&E															
District Review															
Final PS&E															
DEQ Review & Approval															
Bid Documents															
Contractor Bidding															
Bid Review & Contract Award															

Budget

1.0 Project Management/Meetings	\$25,030
1.1 Project Setup, Accounting, Progress Letters	\$6,441
1.2 Subconsultant Management/Coordination	\$5,692
1.3 County Check-In Meetings	\$2,181
1.4 District Meetings/Coordination	\$5,787
1.5 Agency Meetings/Coordination	\$4,929
2.0 Sanitary District Formation	
3.0 Preliminary Sewer Design [no budget added to this task]	
4.0 Funding Application Preparation [no budget added to this task]	
5.0 Supplemental Surveying [no budget added to this task]	\$19,735
5.1 Survey Field Work	\$6,933
5.2 Draft basemap	\$8,980
5.3 Utility mapping	\$3,823
6.0 Draft PS&E (District Review)	\$28,187
6.1 Draft Plans	\$15,260
6.2 Draft Specifications	\$3,582
6.3 Draft Cost Estimate	\$5,347
6.4 Annexation Mapping/Coordination	\$3,998
7.0 Final PS&E (DEQ Review)	\$17,833
7.1 Final Plans	\$9,604
7.2 Final Specifications	\$3,582
7.3 Final Cost Estimate	\$3,193
7.4 DEQ Standards, Review, Coordination	\$1,454
8.0 Bid Documents	\$26,954
8.1 Plans, Specifications, and Bid Schedule	\$14,484
8.2 Invitation to Bid Preparation & Issuance	\$4,200
8.3 Bid meeting, addenda, questions	\$5,163
8.4 Bid Tabulation & Notice of Intent to Award	\$3,108
9.0 District Administrative Services	\$72,260
9.1 Nancy Blankenship Administrative Services	\$29,925
9.2 Linda Swearingen Public Outreach Services	\$24,850
9.3 Jordan Ramis PC Legal Services	\$11,000
9.4 District Expenses	\$6,485
Amendment 1 Budget Total	\$190,000

Assumptions

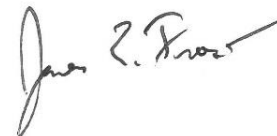
- Project Duration is approximately 15 months, with NTP Oct 2023 and completion Dec 2024
- District meetings are approximately 90 minutes each, on average
- District and DEQ review comments will be received within 30 days of PS&E submittals
- Utilities mapped by survey will be based on utility locates provided by others and limited to the level of completeness of utility locates.
- The following items are specifically excluded from the scope of services and the estimated fees, as described above. Such items are not anticipated to be needed or required at this time, and/or it is anticipated that such services will be provided by others.
 - Erosion control plans/1200C Permit not anticipated at this phase.
 - Geotechnical studies/services.
 - Specialized demographic and economic studies. Parametrix will utilize publicly available data, if needed.
 - Environmental studies and biological surveys.
 - Supplemental survey along proposed force mains which are outside the Terrebonne unincorporated community boundary. Aerial imagery, LIDAR surface data, and utility as-builts will be utilized for these base mapping in these rural areas.
 - Construction management, staking, engineering, and administration services, which are assumed to be funded by future public infrastructure grants and loans.

Sincerely,

Parametrix



Ryan Rudnick, PE
Project Manager



Jim Frost, PE
Senior Consultant