



June 18, 2021

Shannon Baldwin, Town Manager  
Town of Lake Lure  
2948 Memorial Highway  
Lake Lure, NC 28746

SUBJECT: Lake Lure On-Call Professional Services – Task 10 Deliverable

Dear Shannon:

LaBella Associates appreciates the opportunity to continue to work with the Town of Lake Lure (Town) on this project. We hope to continue the ongoing relationship as we work with you through your various engineering needs. We have previously provided an engineering services agreement, and this work would be performed under that agreement. This proposal letter provides a scope of work and budget to provide the Task 10 deliverable as described below. The scope of work and budget for this project is being separated from scope and budget of Task 6 in order to expedite the rehabilitation of the existing manholes and meet project milestones. The deliverable will be submitted to NCDEQ-DWI for approval prior to being released for bids. The deliverable will consist of the Construction Documents for permitting and bidding for the Manhole Rehabilitation component of Phase 1 of the SASS replacement and WWTP Rehabilitation. The scope of work is summarized below:

- Data Collection
  - LaBella will coordinate with the city staff to inspect the existing perimeter manholes and collect the data necessary for the manhole rehabilitation project.
    - Photographs of the existing manholes
    - Manhole depths
    - Determine Construction Access points
    - Verify service laterals
- Final Design
  - LaBella will coordinate with respondents of the RFEOs for materials and contractors
    - Communication with vendors/manufacturers during the design process
  - LaBella will coordinate with the Town Staff to inspect similar manhole rehabilitation projects as provided by vendors/contractors/manufacturers for recommending a specific rehabilitation process/material.
  - LaBella will design the manhole rehabilitation of the existing lake perimeter manholes as indicated in the ER-EID dated September 2020 and submitted to NC DEQ-DWI.
  - LaBella will produce the final design plans and details for the project.
  - LaBella will produce technical specifications based on Town standards, engineering standards, and industry standards.
- Permitting
  - This project is considered as a maintenance project. As such, the permitting will relate to NCDEQ-DWI as part of the SRF loan requirements for Phase 1.
  - LaBella will submit the completed design package, application, and an updated cost estimate to the Town for review and comment and will address any comments that result.
  - LaBella will submit the Town reviewed design package, application, and application fees to the required regulatory review agency. All fees will be paid by the Town.
  - LaBella will incorporate any comments received from the regulatory agencies and will resubmit as necessary to receive approvals for bidding and construction.
- Bidding
  - LaBella will distribute the permitted Construction Documents through typical means and by direct contact.
  - LaBella will conduct one (1) pre-bid meeting per prime contract prior to bid openings.
  - LaBella will conduct the public bid opening or openings as required per prime contract, and announce the apparent low bidder.
  - LaBella will produce bid tabs, check bid requirements, and certify the bids of the respective bidders.
  - LaBella will check the references of the apparent lowest bidder and make a recommendation of award to the responsible lowest bidder.



LaBella may provide other related engineering services ("Additional Services") as requested by the Town, hourly at contracted billing rates in addition to the fee provided for this scope.

Maurice (Reese) Walsh, P.E. will continue to serve as LaBella's Program Manager for this contract, providing direction and oversight for other staff assigned to specific tasks under this contract. Keith Garbrick will be the qualified technical reviewer as part of our Excellence Assurance Program. Other staff assigned to this contract shall have appropriate experience for the assigned task.

This proposal is submitted as a lump sum proposal. LaBella will submit monthly invoices for payment based on percent complete for each line item identified in the Fee Breakdown. Reimbursable expenses shall be compensated at cost unless otherwise noted and shall be limited to the actual expenditures made by the Engineer during the performance of the work with respect to travel, postage, courier expenses, copies, printing, plots, permitting fees, photographs, maps, or other miscellaneous project expenses. Permitting and other regulatory fees will be paid by the Town, but can be paid by LaBella at the respective submissions and reimbursed by the Town at cost as Additional Services in order to expedite submissions.

A summary of the budget for the scope of work described above is as follows:

<u>Description</u>	<u>Fee</u>
Data Collection	\$10,560
Final Design	\$18,320
Permitting	\$5,100
Bidding	\$9,900
<u>Reimbursable</u>	<u>\$1,500</u>
Total Lump Sum Fee	\$45,380

If this proposal is acceptable to the Town, please sign this proposal on the signature line below to authorize the scope defined in this proposal and return one copy to us. We appreciate the opportunity to continue our relationship with the Town of Lake Lure. If you have any questions or need additional information, please call me directly at (704) 941-2128.

Sincerely,

Maurice J. Walsh, P.E.  
LaBella Associates, P.C.  
Program Manager



## **Town of Lake Lure, North Carolina**

Authorized Signature

By:

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Title

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Date

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**LABELLA ASSOCIATES**  
**Lake Lure ON-CALL ENGINEERING SERVICES**

**SCHEDULE OF FEES (for Additional Services)**  
**JANUARY 1, 2020 – DECEMBER 31, 2021**

<u>CLASSIFICATION</u>	<u>BILLING RATE</u>
Principal	\$180.00/hour
Project Manager	\$175.00/hour
Senior Engineer	\$165.00/hour
Senior Project Engineer	\$140.00/hour
Project Engineer	\$120.00/hour
Design Engineer	\$105.00/hour
GIS Analyst	\$115.00/hour
Senior Engineering/GIS Technician	\$105.00/hour
Engineering Technician	\$95.00/hour
Construction Inspector	\$85.00/hour
Engineering Co-op	\$70.00/hour
Clerical	\$70.00/hour
Mileage	at current IRS rate
Expenses	at cost
Subconsultants	at cost plus 10 percent