

## PROJECT DESCRIPTION

The City of Oregon City is seeking a comprehensive Inflow/Infiltration Program Management Team that can deliver a complete program in a highly efficient and effective manner.

## SCOPE OF WORK

Under this master agreement Wallis Engineering will manage and deliver a 15-month pilot program for the City of Oregon City's I/I Reduction Program. This master service agreement will provide budget to deliver the following minimum tasks:

- Program Management Plan
- Public Outreach Plan
- Condition Assessment of Basin 8 (McLoughlin Basin), and a recommended approach to sub-basin for moving forward
- Develop Rehabilitation Guidelines and Specifications
- Providing the design, bid documents, bidding assistance, and construction services of Basin 8
- CCTV inspection services of remaining sub-basins in Basin 8, including scheduling and contract management
- Flow monitoring services to collect post-construction flow data and provide analysis report of Basin 8
- Flow monitoring services to collect post-construction flow data and provide analysis report of the Basin 10 (Rivercrest Basin) Project
- Assist with the I/I Private Lateral Policy Adoption

Individual work orders will be generated to complete the pilot program elements within the agreed upon budget. These work orders will be submitted to the City for approval prior to work being done.

Should the City elect to extend the contract beyond the pilot program, a supplement to this master agreement will be submitted.

## COST OF SERVICES

The engineering fee to provide the services as described above is a not-to-exceed amount of \$1,402,000.

## CONTRACT DURATION

Contract term shall be from the date contract is fully executed until June 30, 2023.

**GENERAL SCOPE OF PROJECT**

Wallis Engineering requests approval of Work Order No. 1 for Program Administration and Program Management Services. This work order will provide program administration and management services for the first 15 months of City of Oregon City’s I/I Reduction Program, hereinafter referred to as the Pilot Program. Following a determination of specific project improvements, additional work orders may be issued for design and construction phase services for specific projects.

**PROJECT TEAM**

Wallis Engineering will serve as the prime consultant for this project, leading a team of subconsultants to complete all the services identified in this work order’s scope of work. Consultants anticipated for this work order are listed below, with the project responsibilities which they will complete.

<i><b>Consultant</b></i>	<i><b>Responsibilities</b></i>
Wallis Engineering (Wallis)	Program Management and Project Engineering
Leeway Engineering (Leeway)	Project Engineering
Brown and Caldwell (BC)	Project Engineering
Keller Associates (Keller)	Project Engineering
Jeanne Lawson & Associates (JLA)	Public Involvement

**SPECIFIC SCOPE OF WORK**

**TASK 1 – PROGRAM ADMINISTRATION**

Wallis Engineering (Wallis) will administer the City’s I/I Reduction Pilot Program, ensuring all tasks are on schedule and within budget, coordinating and managing the project team, and ensuring the City is fully informed of program progress.

***Subtask 1.1 Administration***

As program administrator, Wallis will schedule and lead program meetings, manage the schedule, track program budget and expenditures, ensure quality assurance and control, maintain accurate records, contract with subconsultants, and oversee completion of all work within the program.

***Subtask 1.2 Kickoff Meeting***

At the start of the program, Wallis will organize, lead, and attend a virtual kickoff meeting with City staff and key team members. At this meeting we will define the program goals, review the Pilot Program’s scope of work and confirm assumptions in the program management plan including team member roles and responsibilities, communication protocols, schedule and proposed deliverables, key stakeholders, and critical path elements.

### **Subtask 1.3 Program Meetings**

Our program manager will lead a series of program meetings throughout the duration of the Pilot Program with City staff and key team members.

On a monthly basis, the program manager will lead a virtual monthly program meeting with the City's project manager and primary team members who are actively working on tasks. At this meeting, we will review the Pilot Program schedule and anticipated deliverables, provide an update on the program budget, identify and discuss critical path items, and discuss any outstanding decisions.

On a bi-weekly basis, the program manager will hold a virtual check-in meeting with the City's project manager to provide an update of progress.

On a weekly basis, the program manager will check in with primary team members to discuss progress, issues requiring attention, and outstanding items still needing resolution.

Early in the Pilot Program schedule, we will conduct a Maintenance Coordination Meeting with maintenance personnel to identify SSO locations, known manhole problems, maintenance challenges, and known basement sump locations.

In conjunction with the annual report to the City, the program manager will lead a lessons learned meeting between the City project manager and key team members. At this meeting, we will discuss challenges encountered during the program and will include discussion of any revisions to the program.

### **Subtask 1.4 Monthly Reports and Invoicing**

Wallis Engineering will track and complete monthly reports and invoices, submitting them to the City for review. Each monthly report will include the following information:

- Summary of the work accomplished to date, including a statement on the overall Program budget and schedule.
- Cost summary detailed out by task and subtask, including percent of task complete and dollar value this month and to date, and the percent and dollar value of the total Program completed.
- A summary of the Public Outreach Work and Communications completed that month.
- Elements of budget and schedule risk, along with mitigation strategies.
- Summary of any unanticipated events, and how issues are being resolved. This shall include any adjustments to the schedule for the Program as well as Program costs.
- Data for each construction project in progress including:
  - Progress pay estimate values
  - Budget balances
  - Total construction budget summaries
- Monthly invoice with format that meets with City approval.

### **Subtask 1.5 Annual Report**

Wallis will complete annual reporting, submitting a Program Annual Report at least one month prior to the end of the calendar year. The annual report will include the following:

- Full and final accounting of all expenditures by program management and by project.
- A description of work accomplished.
- A description of the work anticipated in the upcoming year, including scope/schedule/budget.
- Data on success indicators of the Program.

- General summary of the results of flow monitoring after completion of the projects, including comparison of flowrates of before and after projects are completed in each basin. The Sanitary Sewer Master Plan will be referenced for collected flowrate data.

**Task 1 Assumptions:**

- Project administration assumed through June 2023
- Program meetings assumed to be virtual
- Bi-weekly program meetings budgeted for 15 months. (Total of 32 meetings)
- Subconsultants have assumed the following allocations of time for Task 1

Firm	Task 1.1 hours	Task 1.2 hours	Task 1.3 hours	Task 1.4 hours
Leeway	4	2	41	34
BC	4	2	8	9
Keller	4	2	14	2
JLA	4	2	12	

- Kickoff meeting will be in person and attended by staff from the following firms:
  - Wallis, JLA, Leeway, BC, Keller

**Task 1 Deliverables:**

- Agenda and minutes for: kickoff meeting, maintenance coordination meeting, master plan coordination meeting, and annual lessons learned meeting
- Monthly meeting agenda and minutes
- Biweekly meeting minutes (as needed)
- Monthly reports and invoices (15 assumed)
- Annual Report

**TASK 2 – PROGRAM MANAGEMENT**

Wallis Engineering will manage the program schedule, budget, and quality for all project elements comprising the overall program. Management of the Pilot Program will consist of formulating a program management plan, managing public outreach, and assisting with adoption of the private lateral and downspout disconnection programs.

The Program Manager will provide leadership and resources to manage and facilitate the work of the teams formed to complete each project. The Program Manager will be responsible for reviewing/approving project plans for conformance with the program strategy, plan, schedule, and all other applicable specifications, codes, and standards. The Program Manager will function as a liaison for transfer of information between project management teams, and City leadership, and will conduct periodic briefings/status updates. The following specific task elements will be completed:

**Subtask 2.1 Program Management Plan**

Wallis Engineering shall develop a program management plan (PMP) that will be reviewed and approved by the City. A draft plan shall be shared with the City to discuss at the kickoff meeting. The plan will include the following:

- Program Objectives
- Team Structure and Responsibilities
- Financial Management Protocols
- Decision Making Protocols
- Communication and Coordination Protocols
- Overall Schedule and Task Schedules
- Project Development and Scoping
- Quality Assurance Plan

Leeway Engineering to provide support to project scheduling and project development aspects of the PMP.

### ***Subtask 2.2 Public Outreach***

JLA will prepare a general public outreach plan that can be used for each project of the program. This shall include methods of outreach, key messaging, and timing. JLA, with support from Wallis Engineering, will create general flyers that can be shared with the project areas during each project and placed on the City website. These flyers will include information about what the City is doing, why it is being done, what the homeowner will experience, etc. Working alongside the City's Communications Coordinator, JLA, working closely with Wallis Engineering, will prepare a draft Public Outreach Program Plan (POPP) immediately following the kickoff meeting.

The draft POPP will focus on the work needed to share information with the community, and will describe the outreach methods, messaging, and implementation for investigation work, downspout disconnection policy, and construction. A detailed approach to informing, managing, and addressing citizen concerns about the private lateral policy will be included in a separate work order.

JLA will also support implementation of the private commercial inflow reduction project with communication to commercial owners regarding any unlawful connections and recommendations.

Project outreach flyers will include the following:

- Project Factsheet
- CCTV
- Smoke Testing
- Pipe and Manhole inspections on private property
- Construction (CIPP, Pipe Bursting, and Open Cut Methods)
- Downspout Disconnection
- Private Commercial Catch Basin Reconnection

### ***Subtask 2.3 Rehabilitation Guidelines and Specifications***

Wallis Engineering will create rehabilitation guidelines that will be reviewed and approved by the City. The draft guidelines will be reviewed and discussed with key team members from Leeway Engineering, Brown and Caldwell, and Keller Associates. The rehabilitation guidelines will provide clear guidance for which rehabilitation method will be used for each type of condition or deficiency noted during condition assessment, and will describe the limits of the work for projects with and without private laterals.

Wallis will also develop boilerplate special provisions for each type of rehabilitation that will be used during the program. Special provisions will be based upon the 2021 Oregon Standard Specifications for Construction, and will include revisions to Sections 411, 412, 413 and 445. New Section 408 for lateral

lining will be developed and detailed updates to Section 490 for manhole rehabilitation will be included as well. Key team members from Leeway Engineering, Brown and Caldwell and Keller Associates will provide comment and input on these special provisions prior to submittal to the City for review and comment.

We will submit the draft guidelines and boilerplate special provisions to City public works and maintenance personnel for review and comment. After incorporating City input, both documents will be used for project development and contract document use.

### ***Subtask 2.4 Lateral and Downspout Disconnection Policies***

Wallis Engineering and Leeway Engineering will assist City staff in finalizing the private property I/I source removal policy and downspout disconnection policy. This approach will start with an initial meeting to closely review policy language and City goals, and to discuss the implications of each policy element. The project team will review the draft policy, provide recommendations to the policy, prepare for and present at up to three City Commission meetings, four neighborhood association meetings, and develop one public education letter to residents. Wallis Engineering will prepare responses to technical questions submitted by the public. The objective of the City Commission meetings is to adopt the policy, which may include establishing a fee for property owners for reducing I/I from the private-side laterals.

### ***Subtask 2.5 Downspout Disconnection***

Upon adoption of the downspout disconnection policy, Wallis Engineering and JLA will implement the downspout disconnection project. This includes public outreach, educating the public of the disconnection policy, providing smoke test results to homeowners, and recommendations as outlined in the policy. A total of 32 downspouts were detected as potential unlawful connections to the sanitary sewer.

### ***Subtask 2.6 Private Commercial Catch Basin Reconnection***

Wallis Engineering and JLA will implement the private commercial inflow reduction project. This includes sending out notices and smoke test results to commercial owners of illegal connections and providing recommendations to properly eliminate the inflow source. About five private catch basins were detected as potential illegal connections to the sanitary sewer.

### ***Task 2 Assumptions:***

- Anticipated six public outreach flyers plus one project factsheet generated as part of Task 2.2, with one revision each.
- Distribution of flyers included for Tasks 2.5 and 2.6 only. Smoke testing results to be provided by the City.
- Anticipated two meetings to present and discuss guidelines and special provisions (anticipate attendance by Wallis, Leeway, BC, at virtual meetings).
- Assumed two revisions to guidelines and special provisions.
- Anticipated two meetings to present and discuss lateral and downspout disconnection policies (anticipate attendance by Wallis, Leeway, JLA at virtual meetings)
- Two City Commission Meetings (one for presentation of the policy and one for adoption – attendance by Wallis only)
- No presentations at community meetings anticipated at this time.
- Anticipated two revisions to the policy language.
- Lateral Policy Engineering fee schedule to be set by the City.

- Public outreach for the private lateral policy will be included in a future work order.
- Flyers will be designed by JLA with the City covering the costs of printing and postage. JLA will print and distribute all flyers to be used during canvassing outreach.
- City will review JLA’s flyer content and batch the revisions when submitting them to JLA.
- An allocation of 16 hours for Wallis Engineering to respond to technical questions from residents.

**Task 2 Deliverables:**

- Program Management Plan
- Public Outreach Plan
- Draft and Final Rehabilitation Guidelines
- Draft and Final Boilerplate special provisions developed for the following 2021 ODOT specification sections:
  - 411, 412, 413, 418, 445, 490
- Draft and Final Private Lateral Policy
- Draft and Final Downspout Disconnection Policy
- Distribution of outreach materials for downspout disconnection and catch basin reconnection tasks for Basin 8.

**TASK 3 FLOW MONITORING AND ANALYSES**

**Subtask 3.1 Flow Monitoring and Analysis**

As a continuation of flow monitoring work done on a previous project to collect post construction data for the Basin 10 (Rivercrest Basin) project area and Basin 5 and 8 inflow disconnections completed by the City, as well as pre-construction data for Basin 8, Leeway Engineering will conduct customer training on website and/or software navigation and features, including report generation. Technical support will be provided on as-needed basis. At the end of the project, all data collected will become the property of the City.

**Subtask 3.2 Basin 10, 8, and 5 Model Recalibration**

Leeway Engineering will utilize the flow monitoring data to recalibrate the collection system model and reforecast peak wet-weather flows at each basin. This method will help demonstrate collection system rehabilitation effectiveness and reproject the updated basins’ response to the 10-year design storm. A brief Technical Memorandum will be provided to document the results of the updated H/H model.

**Task 3 Assumptions:**

- Training meeting in use of web-based real-time data management tool will be virtual.
- H/H model recalibration will be performed using three appropriate wet-weather events captured by the flow monitors
- City will provide full access to the previous modeling files.

**Task 3 Deliverables:**

- Post-construction analysis for Basins 5 and 10
- Pre-construction analysis for Basin 8

## **COST OF SERVICES**

Attached is the fee estimate for a detailed engineering cost.

## **AUTHORIZATION**

City of Oregon City Authorization: \_\_\_\_\_ Date: \_\_\_\_\_

Wallis Engineering: \_\_\_\_\_ Date: \_\_\_\_\_

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## **GENERAL SCOPE OF PROJECT**

Wallis Engineering requests approval of Work Order No. 2 for Condition Assessment and Pre-Design efforts.

## **PROJECT TEAM**

Wallis Engineering will serve as the prime consultant for this project, leading a team of subconsultants to complete all the services identified in this Work Order's scope of work. Our team is listed below, with the project responsibilities which they will complete.

### ***Consultant***

#### **Wallis Engineering (Wallis)**

Leeway Engineering (Leeway)

Brown and Caldwell (B&C)

Keller Associates (Keller)

Jeanne Lawson & Associates (JLA)

DKS

Greenworks

Pacific Habitat Services

Geodesign/NV5

GRI

AIMS

Lovett

Pacific Int-R-Tek

VacX

Epic

CESNW

Compass

### ***Responsibilities***

#### **Program Management and Project Engineering**

Project Engineering

Project Engineering

Project Engineering

Public Involvement

Traffic Engineering

Landscape Architecture

Environmental Permitting

Geotechnical Engineering

Geotechnical Engineering

Investigations

Investigations

Investigations

Investigations

Right of Way

Surveying

Surveying

## **SPECIFIC SCOPE OF WORK**

### **TASK 4      CONDITION ASSESSMENT FOR SEWER BASIN 8**

Wallis Engineering will complete and review all investigative work necessary to complete condition assessment of Basin 8. This includes review of already-completed CCTV work by the City.

A condition assessment spreadsheet will be prepared for all mainline segments with CCTV footage within Basin 8. The spreadsheet will be used to categorize repair methodologies, prepare a preliminary cost for rehabilitation, and create a prioritized list of segments. Plan sheets will be developed for each mainline section with defects labeled using PACP standard notation and recommended corrective actions.

A prioritized list of projects will be prepared based upon 150% of the first-year budget to be moved into the first-year design package. A work order will be developed following development of the 150% project list to initiate pre-design investigative work.

#### ***Task 4 Assumptions:***

- Condition assessment will be completed on pipe segments with CCTV video provided by the City. ***Length of mainline video assessment to be determined.***
- Laterals and manholes will not be assessed as part of this task, but will be reviewed as part of Task 6 of this Work Order.
- No smoke and dye testing to be included.

#### ***Task 4 Deliverables:***

- Sewer condition assessment spreadsheet
- Condition assessment Plan & Profile sheets
- 150% prioritized project list

***Task 4 Anticipated not to exceed budget: \$100,000***

### **TASK 5      WORK ORDER DEVELOPMENT**

Consultant shall prepare scoping documents to authorize pre-design investigations work for basins identified on the 150% prioritized project list and design services required to develop construction plans.

***Task 5 Anticipated not to exceed budget: \$10,000***

### **TASK 6      PRE-DESIGN INVESTIGATIONS**

Wallis Engineering will authorize required surveying, potholing for conflict utilities, smoke and dye testing, CCTV investigations including lateral launching and pinning, and geotechnical investigations as required for design efforts. Wallis Engineering will perform manhole investigations as required.

#### ***Task 6 Assumptions:***

- Task 6 efforts are dependent upon conditions of elements and recommended corrective actions identified on the 150% prioritized project list in Task 4.
- Establishment of right of way not included.

#### ***Task 6 Deliverables:***

- Topographic survey as required.
- Lateral launch videos and surface pinning of laterals.

- Potholing reports as required.
- Smoke Testing reports as required.
- Geotechnical reports as required.
- Manhole assessment reports for the 150% prioritized list.
- Pre-construction record of surveys as needed.

**Task 6 Anticipated not to exceed budget: \$100,000**

## **COST OF SERVICES**

The engineering fee to provide the services as described above is estimated to be the not-to-exceed amount of \$210,000.

## **AUTHORIZATION**

City of Oregon City Authorization: \_\_\_\_\_ Date: \_\_\_\_\_

Wallis Engineering: \_\_\_\_\_ Date: \_\_\_\_\_

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**GENERAL SCOPE OF PROJECT**

Work Order No. 3 will include design services associated with the pilot program initial construction packages. Pilot Program construction packages estimated to be on the order of a \$4M construction budget. Design approach assumes up to three separate design packages will be prepared for bidding.

**PROJECT TEAM**

Wallis Engineering will serve as the prime consultant for this project, leading a team of subconsultants to complete all the services identified in this Work Order’s scope of work. Our team is listed below, with the project responsibilities which they will complete.

***Consultant***

**Wallis Engineering (Wallis)**

- Leeway Engineering (Leeway)
- Brown and Caldwell (B&C)
- Keller Associates (Keller)
- Jeanne Lawson & Associates (JLA)
- DKS
- Greenworks
- Pacific Habitat Services
- Geodesign/NV5
- GRI
- AIMS
- Lovett
- Pacific Int-R-Tek
- VacX
- Epic
- CESNW
- Compass

***Responsibilities***

**Program Management and Project Engineering**

- Project Engineering
- Project Engineering
- Project Engineering
- Public Involvement
- Traffic Engineering
- Landscape Architecture
- Environmental Permitting
- Geotechnical Engineering
- Geotechnical Engineering
- Investigations
- Investigations
- Investigations
- Investigations
- Right of Way Services
- Surveying
- Surveying

## **SPECIFIC SCOPE OF WORK**

### **TASK 7 DESIGN SERVICES FOR PROJECT #1**

Wallis Engineering and select subconsultants will provide deliverables, including 60%, 90%, and Final Plans, for the Pilot Program projects. Design submittal packages will include at a minimum an engineer's cost estimate, updated schedule, and applicable specifications.

Consultant shall prepare complete contract documents, including the front section of the bid document (using the City template), bid schedule, and specifications.

Design services shall include any necessary permitting. Consultant shall work with other agencies as needed to coordinate delivery of program elements that cross jurisdictional boundaries, including Clackamas County, Union Pacific Railroad, U.S. Army Corps of Engineers, Oregon Department of Environmental Quality, Oregon Department of State Lands, and Oregon Department of Fish and Wildlife.

#### ***Task 7 Assumptions:***

- Pilot Program projects will not require right-of-way or easement acquisition.
- Pilot Program projects will not require extensive environmental permitting.

#### ***Task 7 Deliverables:***

- Pilot Program 60%, 90% and Final PS&E.
- Applicable permit approvals.

***Task 7 Anticipated not to exceed budget: \$450,000***

### **TASK 8 UTILITY COORDINATION**

Wallis Engineering and select subconsultants shall identify and lead all work related to franchise utility coordination and relocation work required to ensure that all franchise utilities identified in the corridor are aware of the Pilot Program and prepared with relocation plans, if necessary. Consultant shall hold utility coordination meetings with all franchise utility providers along the corridor following the 60%, 90%, and final plans, if necessary. Contractor shall be responsible for utility relocation coordination once the project is awarded. Consultant shall be responsible for overseeing that the contractor is coordinating the necessary franchise utility work.

#### ***Task 8 Deliverables:***

- Utility coordination log and contact list

***Task 8 Anticipated not to exceed budget: \$50,000***

### **TASK 9 RIGHT-OF-WAY AND EASEMENT ACQUISITION SERVICES**

Wallis Engineering and selected subconsultants shall provide right-of-way acquisition services as needed to acquire necessary right-of-way, permanent easements, right-of-entry, and temporary construction easements for each project. This shall include all items necessary to provide completed acquisition files to the City for execution. In the event that condemnation is necessary, the City will contract directly with an attorney for those services. It is unknown the number of permanent or temporary easements that may be necessary; that information would be determined during the Condition Assessment and Pre-Design Task.

Per Oregon City Municipal Code 13.08.125 – Right of Entry: Agents of the Public Works Department may have free access to view the inside of private sewer laterals located on private property that connect to City mains by a camera. Public Works Department staff will not enter into private property without notice and consent of the property owner. Consultant, and any construction contractors, would be working as agents of the City in this regard.

**Task 9 Assumptions:**

- Pilot program projects will only require right-of-entry and temporary construction easements. No permanent right of way or easement acquisition is anticipated.
- Temporary construction easements will not require legal descriptions.
- Temporary construction easements will not require appraisals or appraisal reviews.
- Owner compensation costs not included.

**Task 9 Deliverables:**

- Right of entries as needed
- Temporary construction easement exhibits and agreements as needed.

**Task 9 Anticipated not to exceed budget: \$50,000**

## **TASK 10 BIDDING SERVICES**

Wallis Engineering and selected subconsultants will conduct pre-bid meetings (as required), respond to bidder inquiries, prepare technical addenda, review bids received (including pricing), and provide Recommendation of Award Letters.

**Task 10 Assumptions:**

- Bidding services for up to three separate construction contracts.

**Task 10 Deliverables:**

- Pre-bid meeting agenda and minutes
- Addenda as required.
- Bid tabulations
- Recommendation of award letters.

**Task 10 Anticipated not to exceed budget: \$50,000**

## **TASK 11 CONSTRUCTION MANAGEMENT SERVICES**

Wallis Engineering and selected subconsultants shall provide all construction management services necessary to support the Program. This work shall include, but is not limited to, attending preconstruction meeting, reviewing shop drawings and material submittals, performing all necessary inspections and providing daily inspection reports, attending progress meetings, reviewing and making recommendation on contractor monthly progress payments, responding to all RFI's, conducting final walk through and punch list, and providing final asbuilt record drawings and a post-construction survey. The City shall not be responsible for any construction management services.

**Task 11 Assumptions:**

- Budget based upon anticipated construction packages totaling approximately \$4M.

**Task 11 Deliverables:**

- Meeting agenda and minutes
- Daily inspection reports
- Pay estimate reviews
- RFI and submittal review
- Punch list
- As-built drawings
- Post construction record of survey

**Task 11 Anticipated not to exceed budget: \$300,000**

**COST OF SERVICES**

The engineering fee to provide the services as described above is estimated to be the not-to-exceed amount of \$900,000.

**AUTHORIZATION**

City of Oregon City Authorization: \_\_\_\_\_ Date: \_\_\_\_\_

Wallis Engineering: \_\_\_\_\_ Date: \_\_\_\_\_

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		AE	EM3	EM1	PE9	PE3	SE3	T3	A6	A4	Wallis Labor	Expenses	Subconsultants				Total Cost	
		\$157.48	\$197.11	\$184.25	\$178.90	\$142.48	\$118.91	\$119.98	\$115.69	\$97.49				JLA	Leeway	BC	Keller	
<b>Work Order No. 1</b>																		
<b>Task 1</b>	<b>Program Administration</b>																	
1.1	Administration	15			120				75	75	\$ 39,818.70		\$503.00	\$987.00	\$845.00	\$819.00	\$	42,972.70
1.2	Kickoff Meeting	2	2	2	8	2				1	\$ 2,891.33		\$252.00	\$494.00	\$423.00	\$389.00	\$	4,449.33
1.3	Program Meetings		16		64	16				16	\$ 18,442.88	\$ 100.00 (M)	\$1,447.00	\$9,647.00	\$1,689.00	\$2,804.00	\$	34,129.88
1.4	Monthly Reports and Invoicing	4			30				30	30	\$ 12,392.32		\$0.00	\$5,257.00	\$1,515.00	\$389.00	\$	19,553.32
1.5	Annual Report	2	2	2	16	2			4	8	\$ 5,467.72		\$0.00	\$0.00	\$0.00	\$0.00	\$	5,467.72
	<b>TASK 1 SUBTOTAL</b>	<b>23</b>	<b>20</b>	<b>4</b>	<b>238</b>	<b>20</b>	<b>0</b>	<b>0</b>	<b>109</b>	<b>130</b>	<b>\$ 79,012.95</b>	<b>\$ 100.00</b>	<b>\$ 2,202.00</b>	<b>\$ 16,385.00</b>	<b>\$ 4,472.00</b>	<b>\$ 4,401.00</b>	<b>\$</b>	<b>106,572.95</b>
<b>Task 2</b>	<b>Program Management</b>																	
2.1	Program Management Plan	8	40		40					20	\$ 18,250.04		\$0.00	\$4,356.00	\$0.00	\$0.00	\$	22,606.04
2.2	Public Outreach	20			40			40			\$ 15,104.80		\$18,936.00	\$0.00	\$0.00	\$0.00	\$	34,040.80
2.3	Rehabilitation Guidelines and Specifications	8	20		20	20				8	\$ 12,409.56		\$0.00	\$2,961.00	\$2,993.00	\$4,095.00	\$	22,458.56
2.4	Lateral and Downspout Disconnection Policies	20			40						\$ 10,305.60	\$ 100.00 (M)	\$1,660.00	\$3,948.00	\$0.00	\$0.00	\$	16,013.60
2.5	Downspout Disconnection		4		16		40		4	4	\$ 9,259.96		\$2,485.00	\$0.00	\$0.00	\$0.00	\$	11,744.96
2.6	Private Commercial Catch Basin Reconnection		4		16		40		4	4	\$ 9,259.96		\$2,003.00	\$0.00	\$0.00	\$0.00	\$	11,262.96
	<b>TASK 2 SUBTOTAL</b>	<b>56</b>	<b>68</b>	<b>0</b>	<b>172</b>	<b>20</b>	<b>80</b>	<b>40</b>	<b>8</b>	<b>36</b>	<b>\$ 74,589.92</b>	<b>\$ 100.00</b>	<b>\$ 25,084.00</b>	<b>\$ 11,265.00</b>	<b>\$ 2,993.00</b>	<b>\$ 4,095.00</b>	<b>\$</b>	<b>118,126.92</b>
<b>Task 3</b>	<b>Flow Monitoring and Analysis</b>																	
3.1	Flow Monitoring and Analysis	1			16						\$ 3,019.88		\$0.00	\$37,133.00	\$0.00	\$0.00	\$	40,152.88
3.2	Basin 10, 8, and 5 Model Recalibration				4						\$ 715.60		\$0.00	\$26,320.00	\$0.00	\$0.00	\$	27,035.60
	<b>TASK 3 SUBTOTAL</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>20</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$ 3,735.48</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 63,453.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$</b>	<b>67,188.48</b>
	<b>WORK ORDER 1 SUBTOTAL</b>																	<b>\$ 291,888.35</b>
<b>Work Order No. 2</b>																		
<b>Task 4</b>	<b>Condition Assessment for Sewer Basin 8</b>																	<b>\$100,000</b>
<b>Task 5</b>	<b>Work Order Development</b>																	<b>\$10,000</b>
<b>Task 6</b>	<b>Pre-Design Investigations</b>																	<b>\$100,000</b>
	<b>WORK ORDER 2 SUBTOTAL</b>																	<b>\$210,000</b>
<b>Work Order No. 3</b>																		
<b>Task 7</b>	<b>Design Services for Project No. 1</b>																	<b>\$450,000</b>
<b>Task 8</b>	<b>Utility Coordination</b>																	<b>\$50,000</b>
<b>Task 9</b>	<b>Right-of-Way and Easement Acquisition Services</b>																	<b>\$50,000</b>
<b>Task 10</b>	<b>Bidding Services</b>																	<b>\$50,000</b>
<b>Task 11</b>	<b>Construction Management Services</b>																	<b>\$300,000</b>
	<b>WORK ORDER 3 SUBTOTAL</b>																	<b>\$900,000</b>
	<b>Task Order Total</b>	<b>80</b>	<b>88</b>	<b>4</b>	<b>430</b>	<b>40</b>	<b>80</b>	<b>40</b>	<b>117</b>	<b>166</b>	<b>\$ 157,338.35</b>	<b>\$ 200.00</b>	<b>\$ 27,286.00</b>	<b>\$ 91,103.00</b>	<b>\$ 7,465.00</b>	<b>\$ 8,496.00</b>	<b>\$</b>	<b>1,401,888.35</b>

Depending on availability, actual staff usage may not match the above estimated hours breakdown. Billing rates for all staff are listed in the Rate Schedule.

<b>FEE SUMMARY</b>	
Work Order No. 1 Wallis Labor Breakdown	\$ 157,338.35
Wallis Expenses	\$ 200.00
<i>(M) = Mileage at current IRS Rate, (P) = Printing</i>	
<b>Subconsultants</b>	
JLA	\$ 27,286.00
Leeway	\$ 91,103.00
BC	\$ 7,465.00
Keller	\$ 8,496.00
<i>NOTE: Fee includes 5% markup</i>	
<b>Allocations</b>	
Work Order No 2	\$210,000
Work Order No. 3	\$900,000
<b>TOTAL BUDGET</b>	<b>\$ 1,401,888.35</b>





## RATE SCHEDULE

Rate Schedule good through December, 31, 2023

<u>Title</u>	<u>Range</u>	
Associate Engineer	\$157.48	\$157.48
Senior Engineer	\$214.25	\$214.25
Engineering Manager I - VI	\$184.25	\$211.04
Project Engineer I - IX	\$127.48	\$178.90
Staff Engineer I - IV	\$106.06	\$125.34
Engineering Intern I - III	\$65.35	\$72.84
Designer	\$124.26	\$149.97
Landscape Architect	\$160.68	\$160.68
Construction Manager	\$139.26	\$139.26
Inspector	\$97.49	\$114.63
Technician I-IV	\$85.70	\$126.40
Administrative I – VI	\$51.42	\$115.69

These hourly rates include in-house office expenses, photocopying, and other incidental items. Mileage will be reimbursed at the current standard IRS rate. Outside expenses will be billed at cost plus 10%.