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August 17, 2022

SENT VIA: EMAIL

Mr. Greg Springman  
Public Works Director  
City of Sweet Home  
1400 24th Avenue  
Sweet Home, OR 97386

**SUBJECT: Proposal to provide Engineering Services during Construction for the Sweet Home Mahler Water Reclamation Facility Phase 1 Improvements Project**

Dear Mr. Springman:

This letter proposal summarizes West Yost's proposed project team for providing construction services for the planned Phase 1 improvements to the City's Mahler Water Reclamation Facility (WRF) as well as our proposed Scope of Services, Budget and Schedule for the project.

## **PROJECT TEAM**

West Yost's continuing project team on this project and completing design for Phases 1 and 2 in parallel includes the following people:

**Corie Moolenkamp** (West Yost) – Principal-in-Charge and Partnering Team Member.

**Preston Van Meter** (West Yost) – Project Manager, primary point of contact and Partnering Team Member.

**Brooke Barry** (West Yost) – Deputy Project Manager, Civil Design Lead and alternate point of contact.

**Dan Bryden** (West Yost) – Office Engineering Services Lead

**Bill Schilling and Jane Costello** (West Yost) – Mahler WRF Design Managers

**Walt Meyer and Tim Banyai** (West Yost) – QA/QC and technical advisors

**Ace Engineers** – Structural

**Strongwork Architecture** – Architect

**Interface Engineering** – HVAC and Building A MEP

**Landis Consulting** – Electrical, Instrumentation and Controls (EI&C)

**Cadworks** – Drafting and record drawings

## SCOPE OF SERVICES

West Yost's proposed Scope of Services for City's WWTP Improvements Project is included as Attachment A. The Scope of Services includes the following tasks:

**Task 1.** Project Management & Partnering

**Task 2.** Engineering Services During Construction (ESDC)

## PROJECT BUDGET

West Yost's proposed level of effort and budget is summarized in Table 1 below as well as Attachment B. West Yost will perform the Scope of Services with a not-to-exceed budget of **\$879,670**. Any additional services not included in this Scope of Services will be performed only after receiving written authorization and a corresponding budget augmentation.

Table 1. Estimated Project Budget	
Task	Budget, \$
Task 1. Project Management	136,295
Task 2. Project Planning and Coordination Activities	743,375
<b>Total Project Budget</b>	<b>\$879,670</b>

## SCHEDULE

Construction is anticipated to be complete in 12 months beginning in October 2022 and ending in October 2023. West Yost's design team will be working in parallel on design of Phase 2 of the Mahler WRF upgrades that are anticipated to begin in the Summer of 2023.

## CONTRACTUAL TERMS AND CONDITIONS

West Yost will complete the project in accordance with the terms and conditions of our current City Engineer-of-Record contract. If West Yost's proposal is accepted by the City, a Task Order Agreement with signature blocks will be prepared for all parties to fully execute the contract.

Thank you for providing West Yost the opportunity to be of continued service to the City. We look forward to working with you on this important project. Please call, 503.784.9536, if you have any questions or require additional information.

Sincerely,  
WEST YOST



Tim Banyai, PE  
Treatment BS Leader



Preston Van Meter, PE  
Principal Engineer  
PE# 51615



## Attachment A

### Scope of Services

## **Attachment A**

### **Scope of Services (CM/GC)**

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The following tasks are included in West Yost's proposed Scope of Services for providing Phase 1 construction services for the City of Sweet Home's Mahler WRF Improvements Project (Project):

#### **Task 1. Project Management & Partnering**

#### **Task 2. Phase 1 Engineering Services During Construction**

Specific assumptions for tasks and sub-tasks are summarized within the detailed Scope of Services. However, West Yost has developed the Scope of Services and Budget based on the following "project-level" assumptions:

1. The City's Resident Project Representative (RPR) will be Trish Rice, who will take the lead on day-to-day construction observation, preparation of Daily Construction Logs and other onsite coordination duties.
2. The City's Phase 1 funding source will not be USDA or DEQ CWSRF, therefore typical DEQ-required construction documentation is not anticipated to be required. These typical deliverables include the DEQ Performance Evaluation Standards and DEQ Performance Evaluation Review.
3. The Phase 1 project duration for which this Scope of Services has been prepared is 12 months from project start through Final Completion.
4. West Yost assumes the City will utilize a construction document management system (e.g. Procore or Bentley Systems) for improve the efficiency of construction administration and consolidate project communications.

#### **Task 1. Project Management & Partnering**

Project management includes coordination of West Yost's internal team and subconsultants, quality assurance and quality control (QA/QC) activities, and preparation of monthly project updates and invoices.

##### ***Task 1.01. Contracts and Project Management Plan (PMP)***

Coordinate with the City and Owner's Representative to finalize contracts for West Yost and our subconsultants. Prepare a Project Management Plan to guide the completion of the project, summarizing team coordination activities, reporting requirements, project scope, key schedule milestones, staffing plan, contingency planning for unforeseen changes in project scope, and other related project elements.

##### ***Task 1.02. Monthly Project Status Reports and Invoices***

Prepare monthly project updates, including a summary of project status, monthly invoice for services performed, earned value analysis (EVA) assessing project completion versus budget utilized, key upcoming project milestones, and any anticipated issues that may impact project budget or schedule.

##### ***Task 1.03. Team Coordination Activities***

West Yost's Project Manager will coordinate office engineering services with key team members and conduct bi-weekly project check-in conference calls to update the design team on project status and coordinate office engineering support services. For budgetary purposes, 24 calls are budgeted. The

City's RPR will be invited to bi-weekly calls that will be attended by a representative from all design disciplines (e.g., civil, mechanical, structural, electrical, architectural, HVAC, instrumentation)

### ***Task 1.04. Partnering Meetings***

Attend monthly partnering meetings attended by the Contractor's local leadership as well as principle responsible parties from the City and West Yost. Partnering meetings will be conducted monthly and will be attended by West Yost's Principal-in-Charge and Project Manager. Partnering meetings will be conducted away from the project site and City's Public Works Shops or City Hall.

#### **Task 1 Assumptions**

- The anticipated project duration is 12 months; therefore 12 monthly project progress reports and invoices are budgeted.
- Action items from bi-monthly project check-in conference calls will be sent to attendees via email.
- The anticipated project duration is 12 months; therefore 12 partnering meetings are budgeted.

#### **Task 1 Deliverables**

- West Yost will provide one electronic (PDF) copy of monthly progress reports with invoices.
- West Yost will provide one electronic (email) copy of meeting summaries and action items from bi-weekly project check-in conference calls.

## **Task 2. Engineering Services During Construction**

Engineering Services During Construction (ESDC) is for engineering services provided following completion and notice-to-proceed after GMP negotiations . West Yost will proceed with Task 2 following written authorization to proceed issued by the City of Sweet Home.

### ***Task 2.01. Pre-Construction Conference***

Attend the Mahler WRF Phase 1 improvements project pre-construction conference to be led by the City's RPR. West Yost staff will provide input to the agenda and review meeting minutes following the conference. The pre-construction conference will be attended by West Yost's Project Manager, Deputy Project Manager and Construction Services Lead.

### ***Task 2.02. Construction Site Visits***

Conduct one site visit per week throughout construction on the day of weekly construction meetings. For budgeting purposes, 48 site visits are anticipated for the 12-month construction duration. Site visits will be attended by West Yost's Construction Lead. West Yost's Staff Engineer will join each week by conference call and attend 12 site visits. West Yost's Project Manager and Deputy Project Manager will conduct 16 and 4 site visits throughout construction, respectively. Site visits are budget for 6 hours per visit.

### ***Task 2.03. Owner-Supplied Equipment Coordination***

Coordinate with the City's Integrator-of-Record (IOR), the City and Contractor for the delivery, offloading and onsite storage (if required) of owner-supplied electrical equipment, including MCCs, harmonic filters, control panels, main rack and remote racks.

### ***Task 2.04. Survey, Geotech and Specialty Inspection Report Reviews***

Survey, Geotechnical and Special Inspections Report reviews will include:

- **Survey:** Provide construction staking to set reference points for the Contractor and to field verify elevations for structures as required.
- **Geotechnical Special Inspections:** Provide subgrade, subbase, rock inspections and other support services during construction.
- **Special Inspection Report Reviews:** Provide review of special inspections testing reports and confirm conformance with requirements of the Contract Documents.

### ***Task 2.05. Requests for Information or Clarification (RFI/C) Reviews and Responses***

Provide reviews and responses to Requests for Information or Clarification (RFI/Cs) from the Prime Contractor or Sub-contractors. For budgeting purposes, 44 RFI/Cs are assumed based on the discipline breakdown summarized in Table 1.

<b>Table 1. Phase 1 Estimated RFI/Cs by Discipline</b>	
<b>Discipline</b>	<b>RFI/Cs</b>
General	6
Civil	14
Mechanical	20
Structural	8
HVAC/Plumbing	4
Electrical	24
Instrumentation	14
<b>Total</b>	<b>80</b>

### ***Task 2.06. Submittal Reviews and Responses***

Complete reviews and responses of required submittals provided by the Prime Contractor or sub-contractors. For budgeting purposes, 186 Submittals and 121 Re-submittals are assumed based on the discipline breakdown summarized in Table 2.

<b>Table 2: Phase 1 Estimated Submittals and Re-Submittals by Discipline</b>		
<b>Discipline</b>	<b>Submittals</b>	<b>Re-Submittals</b>
General	40	15
Civil	15	5
Mechanical	28	14
Architectural	15	7
Structural	40	40
HVAC	16	16
Electrical	20	20
Instrumentation	12	4
<b>Total</b>	<b>186</b>	<b>121</b>

### ***Task 2.07. Design Modifications Engineering Support***

Complete construction phase engineering of changes required in the design based on Contractor feedback or by Owner request. Design modifications will be issued as Design Engineer Initiated Changes (DEICs). For budgeting purposes, four (4) DEICs are included.

### ***Task 2.08. Change Order Review Support***

Provide review and evaluation support for change orders submitted by the Prime Contractor and sub-contractors. For budgeting purposes, six (6) changes orders are assumed.

### ***Task 2.09. Final Inspections, Start-up and Contract Closeout***

This task includes the following:

- Attend semi-final (substantial) completion inspection and final completion inspection along with the project team. Inspections to be attended by West Yost's Project Manager, Deputy Project Manager, Construction Services Lead and Staff Engineer. Inspection site visits are budgeted for 8 hours.
- Maintain the punch list of corrections and coordinate overall completion with the City.
- Provide start-up support to City staff, WWTP staff, and the Owner's Representative. For budgeting purposes, eight hours of start-up support is included for West Yost's Project Engineer and Staff Engineer with no additional site visits.
- Support the City with preparation of the final payment estimate.
- Prepare Notices of Substantial and Final Completion in coordination with the City.

### ***Task 2.10. Record Drawings***

Prepare Record Drawings for the project from mark-ups provided by the City's RPR , Contractors and Sub-contractors. West Yost will field verify information provided on the mark-ups as required.

### ***Task 2.11. Phase 1 Electronic Operations and Maintenance (O&M) Manual***

Prepare an electronic O&M Manual for Phase 1 project elements that will ultimately be included in the overall Mahler WRF Improvements O&M Manual for all project phases. Key Phase 1 chapters will include the new Influent Pump station and the Main Electrical and Blower (MEB) Building.

#### **Task 2 Assumptions**

- Phase 1 construction support services will commence following Notice to Proceed issued by the City.
- An electronic construction document management system (e.g., Bentley or Procore) will be utilized for all construction correspondence. Fees and setup for this system are not included in West Yost's budget.
- No daily, full-time construction observation will be provided by West Yost. These services will be provided by the City's RPR. West Yost staff will provide observation during site visits or to provide support for specific construction issues that arise.
- The City's RPR will prepare and distribute agendas and minutes with action items for weekly construction meetings.
- Construction site visits will be attended in person at the Mahler WRF site by West Yost staff as noted in the Scope of Work.
- The Phase 1 electronic O&M Manual will contain a process narrative for each unit process and consolidate vendor O&M information utilizing Sharepoint and PDF files.
- Two (2) hard copies of the electronic O&M Manual will be printed and provided to the City.

#### **Task 2 Deliverables**

- West Yost will provide one (1) electronic copy of all construction-related office engineering correspondence uploaded directly to the electronic construction document management system, including RFI/C responses, Submittal reviews and responses, change order reviews and DEICs.
- West Yost will provide one (1) electronic (PDF) copy of minutes from the semi-final and final completion inspection reports.
- West Yost will provide one (1) electronic (PDF) copy of the punch list of corrections and regular updates as the punch list items are completed following the semi-final and final completion inspections.
- West Yost will provide one (1) electronic (PDF) copy of the Notice of Substantial Completion and Notice of Final Completion.
- West Yost will provide two (2) 34x22 hard copies and one (1) electronic (PDF) copy of the Record Drawings prepared after the completion of all construction activities.
- West Yost will provide two (2) hard copies and one (1) electronic (PDF) copy of WWTP O&M Manual Updates.





## Attachment B

### Budget Spreadsheet

West Yost Associates	P/VP \$309	SE/SS/SG II \$248 Van Meter	SE/SS/SG I \$237 Barry	PE/PS/PG I \$265 Schilling	ESG II \$190 Bryden	SE/SS/SG I \$237	ESG II \$190	ESG I \$163	CAD II \$160	ADM III \$127	P/VP \$309	Labor			ACE	LCE	IFE	STR	UDE	MJE	CAD	Costs																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																															
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Task 1		Project Management & Partnering																							
1.01	Contracts and PMP	2	8							4			14	\$ 3,242	\$ 195									\$ 3,437	
1.02	Monthly Project Status Reports and Invoices		48								16		64	\$ 13,936	\$ 836									\$ 14,772	
1.03	Team Coordination Activities		120	48	24	24	12	24	12				264	\$ 61,416	\$ 3,685	\$ 1,500	\$ 2,000	\$ 1,500	\$ 1,600		\$ 500	\$ 500	\$ 8,360	\$ 500	\$ 73,961
1.04	Partnering Meetings	72	72								12		156	\$ 41,628	\$ 2,498									\$ 44,126	
Subtotal, Task 1 (hours)		74	248	48	24	24	12	24	12	4	28	0	498												
Subtotal, Task 1 (\$)		\$ 22,866	\$ 61,504	\$ 11,376	\$ 6,360	\$ 4,560	\$ 2,844	\$ 4,560	\$ 1,956	\$ 640	\$ 3,556			\$ 120,222	\$ 7,213	\$ 1,500	\$ 2,000	\$ 1,500	\$ 1,600		\$ 500	\$ 500	\$ 8,360	\$ 500	\$ 136,295

Task	2	Phase 1 Engineering Services During Construction																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																											
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TOTAL (hours)	76	506	250	204	632	156	510	178	292	100	52	2,956												
TOTAL (\$)	\$ 23,484	\$ 125,488	\$ 59,250	\$ 54,060	\$ 120,080	\$ 36,972	\$ 96,900	\$ 29,014	\$ 46,720	\$ 12,700	\$ 16,068		\$ 620,736	\$ 37,244	\$ 22,300	\$ 67,200	\$ 22,500	\$ 22,800	\$ 4,100	\$ 14,500	\$ 25,500	\$ 196,790	\$ 24,900	\$ 879,670