



# City of Moore

Oklahoma

301 N. Broadway, Moore, OK 73160 | (405) 793-5000 | [www.cityofmoore.com](http://www.cityofmoore.com)

## NOTICE TO PROCEED

**Date:** 9/9/2015

**To:** Cabbiness Engineering

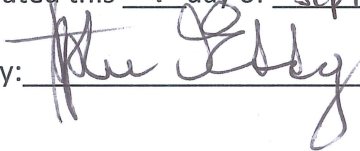
**Project:** I-03-W-LMA, Little River Sewer Interceptor

The City of Moore has considered the budget submitted by you for the above reference project.

You are hereby notified the budget has been accepted in the amount of \$99,130.00.

You are required to return an acknowledged copy of Notice To Proceed to the City of Moore.

Dated this 9 day of September, 2015.

By: 

## ACCEPTANCE OF NOTICE

Receipt of the foregoing Notice to Proceed is hereby acknowledged

by CABBINESS ENGINEERING, this 26<sup>th</sup> day of OCTOBER, 2015.

By:   
J. BRET CABBINESS

Title: PRESIDENT

## Task Order # 1

**Engineering Firm: Cabbiness Engineering**

**Project Number: I-03-W-LMA**

**9/9/15**

**Project Name: Littler River Sewer Interceptor**

**1.0 Project Description:** Rehabilitation and/or replacement of approximately 9,000 linear feet of 12-inch, 18-inch, and 21-inch sanitary sewer related to the Little River Park sanitary sewer interceptor from approximately SW 4<sup>th</sup> ST and the Little River Park to approximately SW 27<sup>th</sup> St. and I-35.

**2.0 Scope/Objective:** The general scope of work for this project will include the development of sanitary sewer rehabilitation and/or replacement construction plans, from the project conception through construction completion. All design and construction requirements of the City of Moore and the Oklahoma Department of Environmental Quality, will be followed for the rehabilitation and/or the replacement of 9,000 linear feet of the 12", 18" and 21" Little River Park Sanitary Sewer Interceptor. It is generally understood the scope of work will encompass, but not be strictly limited to: topographical survey; drainage basin and field reconnaissance; utility investigations; development of a preliminary engineering report that will include design concepts, identification of construction issues, preliminary construction costs and general recommendations for the work; preliminary field review meetings with staff and other stake holders; conduct utility conferences with all effected utility owners; completion of final construction plans; a final field review meeting with staff; preparation of bidding documents; bidding services and support; construction administration; and the culmination of the project by the delivery of as-built plans.

**3.0 Applicable Documents.** Map attached.

**4.0 Deliverables.**

### **Survey & Condition Assessment**

**Project Kickoff Meeting:** The engineer or members of the design team will coordinate and hold a project kickoff meeting with the owner to outline the project scope and anticipated project schedule.

**Drainage Basin Confirmation and Field Reconnaissance:** The engineer or members of the design team will research and verify the contributing drainage basin and estimate sewage flow volumes for design. Mapping of the drainage basin and manhole locations will be made with a current aerial ortho-photograph of suitable resolution. Field reconnaissance may include, but not limited to flow monitoring, manhole inspections, identification of sewer siphons (if any), sanitary sewer and storm sewer cross connections. The owner will be responsible for providing temporary traffic control and assistance in accessing sewer manholes located in the street. All field reconnaissance work that requires the assistance of the owner will be coordinated by the engineer at a time that is convenient to the owner and/or the owner's maintenance staff. Cleaning and television inspection

of the existing line is not included with this sub-task. If requested by the owner, a cost to provide this extra service can be developed and submitted for approval as a contract amendment.

### **Preliminary Engineering Design**

**Preliminary Engineering Design Report/Field Review Meeting:** The engineer and members of the design team will prepare a preliminary design report supported by design calculation and functional construction plans to demonstrate the effectiveness of the proposed sanitary sewer rehabilitation and/or replacement improvements. The preliminary design will show the existing topographical ground features, existing utilities, existing and proposed sanitary sewer lines, preliminary construction quantities and a preliminary construction cost estimate. The engineer will provide three (3) hard copies and one (1) electronic copy (PDF file format) of the preliminary engineering report to the owner. A design conference meeting will be held at the owner's office to review the findings of the preliminary engineering report. At this meeting, the owner will have the opportunity to make additions or changes to the project's overall design. The preliminary engineering report must be approved by the owner prior to the engineer or the design team proceeding to the next contractual task.

### **Final Construction Plans**

**Final Construction Plans:** The engineer and members of the design team will provide a complete set of construction plans, specifications and supporting bid documents for the project based upon the overall scope of work and owner comments from the preliminary engineering report. The final design and construction plans will incorporate where applicable all City of Moore Construction Standards and Construction Specifications. The final construction plans will include, but not limited to, a professional engineer's sealed and signed title sheet, location map and drainage map, estimated quantities and pay items, construction notes, construction quantity summary sheets, survey data sheets, plan and profile sheets, construction detail sheets, erosion control sheets and storm water management plan. The final plans and specifications, upon owner approval, will be used for bidding the project.

### **Regulatory Permitting and Project Bidding**

**Regulatory Permitting:** The engineer and members of the design team will assist the owner with the project permitting by providing all required reports, permit applications and supporting construction documents. The owner will be responsible for all permit fees required. It is anticipated that permitting will be required by the City of Moore Community Development Block Grant (CDBG) Administrator, the Oklahoma Department of Environmental Quality and the Oklahoma Water Resources Board for this project.

**Project Bidding and Award:** The engineer and members of the design team will assist the owner with bidding the construction project in as much as attendance of any Pre-Bid Meeting, development of a sealed and signed Engineer's Construction Estimate prior to bid opening, tabulation and review of all bids received and make any necessary recommendations of award of a construction contract. Inclusive with this sub-task will be the reproduction costs for five (5) full sized set of construction plans and ten (10) electronic copies (PDF file format) of the plans on compact disks (CD).

### **Task 5 ~ Project Management and Construction Administration**



**Project Management and Limited Construction Inspection:** The engineer and members of the design team will provide overall project management for the duration of the project's construction. The engineer and members of the design team will conduct a pre-construction meeting, review all shop drawings, material submittals and handle all requests for information (RFI's) from the general contractor. The engineer will review and comment on request for information (RFI's) generated by the contractor and/or the owner's staff related to the plans and specifications.

The engineer and members of the design team will provide limited on-site construction inspection for the duration of the project. On a weekly basis and during critical construction tasks, the engineer or design team members will be on site to observe the construction to ensure the general contractor's work is in compliance with the plans and specifications. Daily inspection and observation will be the responsibility of the owner for the duration of the project.

**Construction Administration:** The engineer and members of the design team will provide limited contract administration and represent the owner in monitoring the construction progress for the project. Additionally, the engineer will review monthly pay claims, change orders or contract amendments, as well as the approval of the contractors final pay claim. The engineer will attend monthly progress meetings as scheduled by the owner during construction and make visual inspections of the work progress at that time.

**As-Built Drawings/Documents:** Upon completion of construction and acceptance of the project by the owner, the engineer and members of the design team will update the original construction plans to reflect the project's actual construction. The as-built plans will reflect the owner provide mark-ups that will be provided to the engineer at the final inspection. All changes and deviations from the original construction plans will be highlighted in red ink in accordance with standard drafting practices. The engineer will provide all as-built drawing files, in AutoCAD version 10 formats, as well as one (1) electronic copy (PDF file format) of the as-built plans. All design calculations used for the original design of the project will be bound and submitted to the owner with the as-built plans for a complete documentation package.

#### **Task 6 ~ Direct Costs and Reimbursable Expenses**

**Direct Costs and Reimbursable Expenses:** Anticipated direct costs reimbursable expenses will include the manhole location survey (Lemke Land Surveying), sewer flow monitoring (Urban Contractors) and any miscellaneous printing costs, special equipment costs and travel mileage that can be documented. The direct costs will be charged per invoices received from any sub-consultants used.

#### **5.0 Reports.**

**Monthly Status Report (MSR).** The Contractor shall prepare a Monthly Status and email to Jared Jakubowski and Kahley Gilbert on the final day of each month.

#### **6.0 Schedule.**

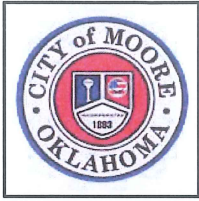
Survey of Existing System	10/15/15-11/4/15
List of Existing Utilities	10/15/15
Survey Translation	11/5/15-11/6/15

Flow Monitoring	12/21/15-11/24/15
Drainage Basin Flows	10/19/15-10/23/15
Preliminary Plans	11/5/15-12/2/15
City Review	12/3/15-12-23-15
Final Plans	12/24/15-1/6-16
City Review	1/7/16-1/20/16

### **7.0 Budget**

Survey & Condition Assessment	\$10,565.00
Preliminary Engineering Design	\$14,275.00
Final Design & Construction Documents	\$24,415.00
Regulatory Permitting & Project Bidding	\$5,975.00
Project Management	\$23,100.00
Direct Costs/Sub-consultant Fees	<u>\$20,800.00</u>
<b>Total Project Cost</b>	<b>\$99,130.00</b>





# Little River Park Sewer Interceptor Work Order # I-03-W-LMA

