



MKN & Associates, Inc.
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December 16, 2020

Dan Jauregui
President
Tri City Engineering
4630 W. Jennifer Ave
Fresno, CA 93722
(Submitted Electronically)

SUBJECT: Proposal for La Cuesta Lift Station Improvement Project Engineering Services

Dear Mr. Jauregui,

PROJECT UNDERSTANDING

It is our understanding that the City is interested in improving the La Cuesta Lift Station located on the corner of La Cuesta Ave and Phelps Ave in the City of Coalinga, CA. The existing lift station currently has two Gorman-Rupp above grade self-priming pumps located within a removable housing. The housing is located within an open below grade sump which limits operator access. The proposed project will replace the existing pumps with solids handling submersible pumps within the existing wet well, provide an updated power supply, and controls. The 70-foot force main will also be replaced as part of the project. Improving the lift stations accessibility and safety will be included in the proposed improvements.

MKN is pleased to provide this proposal for providing construction plans and technical specifications for the proposed lift station improvements. Also included are engineering services during construction. Construction management services are not included in our scope but can be included upon request. The proposed Scope of Service herein, is based on our project understanding and conversations with City Staff and you. Please review and let me know if you have any questions or would like to discuss. We are happy to adjust the scope as needed to best fit the City's needs.

The MKN proposed Scope of Services generally consists of the following activities:

- Review existing documents, record drawings and available flow projection data, if any
- Develop pump system curves and evaluate wet well capacity
- Prepare preliminary site layout and force main alignment identifying key components for review
- Prepare Construction Documents including plans, technical specifications, and opinion of construction costs
- Provide bid and construction phase engineering services

SCOPE OF WORK

MKN proposes to perform the following scope of work for this project:

Task 100 – Project Management and Kickoff Meeting

MKN will conduct a kickoff meeting with Tri City and City staff to review project scope, schedule, deliverables, and any construction and operational concerns for the lift station. Upon completion of the meeting, a site walk will be attended by the project team to identify any specific concerns prior to the initiation of work. Meeting notes will be prepared and distributed which include document issues and action items.

The MKN Project Manager will perform project management activities throughout the duration of the project including contract administration, coordination (MKN team members, subconsultants, and City staff), development and maintenance of the project design schedule, overseeing deliverables, project meetings, and communication of project status and issues for prompt resolution with the City.

Each project deliverables will be reviewed by qualified principal level reviewers to ensure MKN work products meet the requirements of the executed scope of services and stipulated requirements of the City.

Task 200- Design Document Development

MKN will prepare construction plans and technical specifications for the lift station and force main, utilizing three (3) distinct submittals (30%, 95% and Final). Plans will be prepared in AutoCAD format. MKN will submit deliverables to Tri City. Tri City will provide the submittals to the City. After Tri City and the City have reviewed each package, MKN will attend a review meeting to review any comments. MKN will incorporate these comments into the subsequent submissions. MKN will provide an opinion of probable construction costs with each submittal.

The 30% deliverable will provide the overall proposed site layout, key design features, and performance criteria. The performance criteria will include parameters such as flows, pump cycle times, lift station system curve, and identified candidate pump curves.

MKN's subconsultant Electrical Power Systems (EPS) will design and specify all electrical components for the lift station including power supply MCC, motor starters, portable emergency standby generator connection, electrical distribution, and equipment connections. MKN will also design and specify all controls for the lift station including communications with the City's remote monitoring and control system.

Construction Document Deliverables:

- 30% Submittal (Electronic Copy in PDF Format):
 - o Draft Half-Size (11" x 17") Drawings
 - o Draft Technical Specifications
 - o Draft Opinion of Probable Construction Costs

- 95% Submittal (Electronic Copy in PDF Format):
 - o Revised Half-Size (11" X 17") Drawings
 - o Revised Technical Specifications
 - o Revised Opinion of Probable Construction Costs
- Final Submittal (Electronic Copies in PDF and AutoCAD Formats):
 - o Final Half-Size (11" X 17") Drawings
 - o Final Full-Size (22" x 34") Drawings
 - o Final Technical Specifications (Divisions 02 To 43)
 - o Final Opinion of Probable Construction Costs

Anticipated Drawings:

General & Civil (12 Sheets)

- Title, Notes, Survey Control (3 sheets)
- Demolition Plan (1 sheet)
- Site Plan and Sections (3 sheets)
- Civil Details (3 sheets)
- Force Main (2 sheets)

Electrical and Instrumentation (6 Sheets)

- Electrical (4 sheets)
- Instrumentation & Controls (2 Sheets)

TASK GROUP 300 – Bid Phase Support

Prior to advertisement of the project for bidding, MKN will support the City with general contractor outreach efforts by contacting three potential bidders and notify them of the upcoming bid opportunity. During bidding, MKN will receive, manage, and respond to questions from prospective bidders and will prepare any necessary addenda during the bidding phase. To facilitate bidder understanding, the addenda will clearly identify additions, deletions, or modifications by specification section or drawing number. It is anticipated one (1) bid addendum will be required. MKN will attend the pre bid meeting in Coalinga or via MS Teams, attend the bid opening, review the bids for general conformance with the contract documents, and assist in identifying the apparent low bidder.

Bid Phase Deliverables:

- Addenda issued during the bidding phase
- Prebid meeting notes

TASK GROUP 400 – Engineering Services during Construction

MKN will provide the following engineering support services during the construction phase of the project:

- Attend the Pre-Construction Meeting
- Attend two (2) Project Progress Meetings
- Respond to up to three (3) Requests for Information (RFIs) From the Contractor

- Review up to twenty (20) equipment and material submittals and resubmittals
- Record Drawings- MKN will prepare record drawings based on the contractor's redlined as-builts. Design changes issued via addenda or change orders will also be incorporated into the record drawings.
- Startup Support – MKN will provide support during project startup
- Attend Final Walk Through and Prepare Punch List - MKN will participate in a final walk through with City staff and prepare a punch list of items to be addressed by the Contractor.

Construction Phase Deliverables:

- Responses to RFI's
- Submittal review comments
- Record Drawings – Delivered electronically as PDF's or as DWG files
- Final Walk-through punch list

Project Assumptions:

- Front-end contract documents will be prepared by City or Tri City.
- Permits will be obtained by the Owner/Contractor
- All necessary easements have been secured by the City. Any required additional easement acquisition work may be completed at cost plus 10%
- Potholing of existing utilities is not included
- It has been assumed a Geotechnical Investigation will not be required for this project based on the limited amount of earthwork to be performed. The need for a geotechnical investigation will be reevaluated at the 30% deliverable.
- Survey to be performed by Tri City and will be provided to MKN electronically
- CEQA compliance work will be completed by the City and Tri City
- Electrical design includes a connection for a portable generator with a manual transfer switch. A permanent generator will not be included in the final design.
- MKN shall be entitled to rely reasonably upon the accuracy of data and information provided by or through the City and will use good professional judgment in reviewing and evaluating such information. If MKN identifies any error or inaccuracy in data or information provided by or through the City or determines that additional data or information is needed to perform the services, MKN shall promptly notify the City.
- The existing electrical service is adequately sized for the replacement pumps
- City is responsible for advertising the project for bidding
- Construction staking will be the responsibility of the Contractor.

Construction Management Services

If desired, Construction Management Services may be provided by MKN; a full CM proposal can be provided upon request.

FEE AND SCHEDULE

The anticipated schedule is summarized in the table below. It assumes a City review period of two weeks between submittals and progress meetings.

Task	Time from Notice-to-Proceed
Kickoff Meeting & Site Visit	1 week
30% Design Package	6 weeks (or 5 weeks after receipt of survey)
95% Design Package	12 weeks
Final Bid Documents	15 weeks

MKN proposes to complete this base work on a time and materials basis with a budget not to exceed \$69,683. A detailed budget spreadsheet is attached. Hourly rates are also attached and may be revised annually. Other direct costs will be charged with a 10% markup.

We hope this proposal meets your expectations and look forward to working with you on this project.

Sincerely,

Kevin Norgaard, PE
Senior Engineer

Attachments:
Budget Spreadsheet
Fee Schedule

City of Coalinga La Cuesta Lift Station															
	Principal Engineer	Senior Project Engineer	Project Engineer/Senior Scientist	Water Resources Planner	Assistant Engineer	Supervising Drafter	Drafting/Design Technician II	Drafting/Design Technician I	Administrative Assistant	Total Hours (MKN)	Labor (MKN)	ODCs (MKN)	Sub1 (EPS)	Non-Labor Costs	Total Fee
Hourly Rates	191	180	159	145	136	138	128	105	65						
Task Group 100: Project Initiation and Meetings															
Kickoff Meeting		4	4							8	\$1,356	\$ 41	\$ 1,018	\$1,058	\$ 2,414
Project Management		10								10	\$1,800	\$ 54	\$ -	\$54	\$ 1,854
QAQC		12								12	\$2,160	\$ 65	\$ -	\$65	\$ 2,225
Subtotal	0	26	4	0	0	0	0	0	0	30	\$ 5,316	\$ 159	\$ 1,018	\$1,177	\$ 6,493
Task Group 200: Design Document Development															
30% Design Package		8	8		16		24			56	\$7,960	\$ 239	\$ 3,850	\$4,089	\$ 12,049
95 % Design Package		6	16		32		40		2	96	\$13,226	\$ 397	\$ 6,050	\$6,447	\$ 19,673
100% Design Package		8	12		16		16		2	54	\$7,702	\$ 231	\$ 3,300	\$3,531	\$ 11,233
Subtotal	0	22	36	0	64	0	80	0	4	206	\$ 28,888	\$ 867	\$ 13,200	\$ 14,067	\$ 42,955
Task Group 300: Bid Phase Support															
Bid Phase Support		4			8					12	\$1,808	\$ 54	\$ 550	\$604	\$ 2,412
Subtotal	0	4	0	0	8	0	0	0	0	12	\$ 1,808	\$ 54	\$ 550	\$ 604	\$ 2,412
Task Group 400: Construction Phase Support															
Pre-Construction Meeting		4	4							8	\$1,356	\$ 41	\$ 820	\$860	\$ 2,216
Construction Progress Meetings			8							8	\$1,272	\$ 38	\$ -	\$38	\$ 1,310
Respond to RFI's		4			4				2	10	\$1,394	\$ 42	\$ 1,100	\$1,142	\$ 2,536
Submittal Reviews		4	10		10				4	28	\$3,930	\$ 118	\$ 2,750	\$2,868	\$ 6,798
Record Drawings		2			6		8			16	\$2,200	\$ 66	\$ 1,430	\$1,496	\$ 3,696
Startup support & Punchlist Walk through		5								5	\$900	\$ 27	\$ -	\$27	\$ 927
Subtotal	0	19	22	0	20	0	8	0	6	75	\$ 11,052	\$ 332	\$ 6,100	\$ 6,431	\$ 17,483
Task Group 7: A,B,C															
TOTAL BUDGET	0	71	62	0	92	0	88	0	10	323	\$47,064	\$ 1,412	\$ 20,867	\$ 22,279	\$ 69,343



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FEE SCHEDULE FOR PROFESSIONAL SERVICES

ENGINEERS AND TECHNICAL SUPPORT STAFF

Project Director/ Operations Manager	\$206/HR
Principal Engineer	\$191/HR
Senior Project Engineer	\$180/HR
Project Engineer/ Senior Scientist	\$159/HR
Water Resources Planner	\$145/HR
GIS Specialist	\$139/HR
Assistant Engineer II	\$136/HR
Assistant Engineer I	\$115/HR
GIS Technician	\$115/HR
Supervising Drafter	\$138/HR
Drafting/Design Technician II	\$128/HR
Drafting/Design Technician I	\$105/HR
Administrative Assistant	\$65/HR
Engineering Intern	\$60/HR

Routine office expenses such as computer usage, software licenses and fees, telephone charges, office equipment and supplies, incidental postage, copying, and faxes are included as a 3% fee on labor cost.

DIRECT PROJECT EXPENSES

Outside Reproduction	Cost + 10%
Subcontracted or Subconsultant Services	Cost + 10%
Travel & Subsistence (other than mileage)	Cost
Auto Mileage	Current IRS Rate - \$.58/mi.