

ORDINANCE NO. 23-008

**AN ORDINANCE TO AUTHORIZE THE MAYOR OR DESIGNEE TO ENTER INTO A CONTRACT WITH V3 COMPANIES FOR THE DESIGN SERVICES OF THE WATER RECLAMATION HEADWORKS REPLACEMENT PROJECT**

WHEREAS, V3 Companies has provided planning services for the Water Reclamation Facility's Headworks Replacement project; and,

WHEREAS, the planning phase has identified the type, size, location, configuration and components of the project and resulted in a Basis of Design Report, which will guide the design phase portion of the project; and,

WHEREAS, it is the recommendation of the Director of Public Service and Water Reclamation Superintendent that it is in the best interest of the City of Canal Winchester to enter into a contract with V3 Companies for the design of the Water Reclamation Facility's Headworks Replacement Project.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CANAL WINCHESTER, STATE OF OHIO:

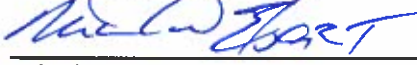
Section 1. That the Mayor or designee be, and hereby is, authorized on behalf of the City of Canal Winchester to enter into a Water Reclamation Facility's Headworks Replacement Project design contract with V3 Companies in a form substantially similar to the attached Exhibit A.

Section 2. That this ordinance shall take effect and be in full force from and after the earliest period allowed by law.

DATE PASSED 2-21-23

ATTEST   
CLERK OF COUNCIL

  
PRESIDENT OF COUNCIL

  
MAYOR

DATE APPROVED 2-22-23

APPROVED AS TO FORM:

  
LEGAL COUNSEL

I hereby certify that the ordinance as set forth above was published for a period of not less than fifteen days after passage by the Council, by posting a copy thereof in not less than three (3) public places in the municipal corporation, as determined by Council and as set forth in the Canal Winchester Charter.

  
Clerk of Council

January 27, 2023

Mr. Matt Peoples  
Public Works Director  
City of Canal Winchester  
36 S. High St.  
Canal Winchester, OH 43110

RE: Proposal for Professional Services  
Influent Screening & Pumping | Canal Winchester Water Reclamation Facility

Dear Mr. Peoples:

On behalf of V3 Companies, Ltd., we are pleased to submit this proposal for Professional Services on the above-referenced project. If you find this proposal to be acceptable, the executed copies of this letter, along with the Professional Services Agreement dated January 1, 2021, by and between the City of Canal Winchester and V3 Companies, Ltd., sets forth the contractual elements of this agreement and constitutes the entire agreement between the City of Canal Winchester (CLIENT) and V3 Companies, Ltd. (V3) for services on this PROJECT.

## BACKGROUND

The City of Canal Winchester Water Reclamation Facility (WRF) located at 400 Ashbrook Rd. was originally constructed in 1960. Canal Winchester's WRF is a regional facility that serves multiple communities including the Village of Lithopolis, a portion of the City of Pickerington, Madison Township, and Canal Winchester. Some of the original infrastructure is still in place and some of it has been repurposed as part of subsequent improvements to the treatment process. The existing influent building houses a manual coarse bar screen and raw influent pumps. The structure itself has some age and some operational and maintenance challenges due to the configuration and depth. These challenges include, but are not limited to, manual screening ahead of raw influent pumps, inadequate ventilation, lack of grit removal, agglomeration of fats and grease, diversion of high flows to equalization, and bypass options for cleaning of the influent wet well. The existing facility also has hydraulic limitations that restrict flow into the WRF.

The wastewater utility has 4,176 sanitary sewer connections that serves an estimated customer base of 10,000-11,000 people and is rated with a design capacity of 2.48 MGD. The existing headworks building receives influent flow that is pumped through the influent lift station. The flow is then sent through a manual bar screen that removes larger debris/trash so that the screened flow can be pumped to the Preliminary Treatment building on the other side of the treatment plant, where additional fine screening and grit removal is performed. The headworks building also houses the pump control panels.

The City has had several sewage back-ups in basements and sanitary sewer overflow (SSO) events due to the limitations of the current headworks building, where the influent pumps cannot keep up during wet weather events. The most recent SSO occurred in 2017 during a heavy rain event which prompted the City to install temporary stormwater pumps. Since the temporary pumps have been installed there have been no SSO events. The City has also made several changes to its collection system since the last know

water-in-basement (WIB) event in the late 90's/early 2000's but will take both the SSO events and WIB events into consideration when planning for the new headworks facility.

A Planning Phase was implemented to narrow the scope of the project and associated costs of the improvements. The recommendations from the Planning Phase are documented in the **Canal Winchester WRF Headworks Evaluation Basis of Design Report (BODR)**. The Planning Phase was completed by the joint partnership team of V3 Companies and Brown & Caldwell (BC).

The City has applied for funding for the design phase of the project through the State of Ohio's Revolving Loan Program. This is administered by the Ohio EPA's Division of Environmental and Financial Assistance (DEFA). The loan program funding nomination is through the Water Pollution Control Loan Fund (WPCLF). The design work is on the funded projects list through WPCLF for Program Year 2023 for a total of up to \$1,950,000. This is identified in Ohio EPA-DEFA's system as AIMS Project #8915. The loan term for design loans is 5 years at 0% interest but can be rolled into a construction loan through DEFA should the City choose to move forward with that financing mechanism. For the construction loan, Canal Winchester qualified for the "Small Community Rate" which is the Standard Community Rate minus 0.5%.

## BASIS OF DESIGN

The V3 and BC team provided preliminary design services and developed a Basis of Design Report (BODR) for the City. The BODR includes the following key design features:

- New 12.75 MGD raw sewage influent pump station (IPS)
  - 4 submersible wet pit pumps (three duty one standby)
  - Single self-cleaning trench style wet well
  - Below grade valve vault
- New screens building upstream of the IPS
  - Two multi-rake type bar screens rated for 12.75 mgd each (one duty, one standby)
  - Two washer compactors (one duty, one standby)
  - Upstream and downstream isolation gates
- Approximately 700 LF of new force main from the IPS to preliminary treatment building
- New above grade electrical room to service IPS and screenings building
- Configuration of the influent sanitary sewer from the collection system
- Evaluation of geotechnical aspects that impact the design and construction of the project

## PROJECT OUTCOMES

The goal of the project is to design the wastewater influent/headworks facilities consistent with the Basis of Design Report recommendations, consistent with industry standards for these types of facilities, and consistent with the industry Standard of Care.

The project will address the following elements of the WRF influent/headworks:

- Elimination of a redundant wastewater lift station (Ashbrook Village).
- Optimize raw influent pumping.
- Provide for screening in advance of pumping at the WRF.
- Minimize accumulation of fats, oil, grease, and other deleterious materials.
- Facilitate removal of screenings.
- Proper ventilation of the space.
- Design the facilities to meet the current risk ratings.
- Allow for redundancy where possible to allow for maintenance.
- Design of an Equipment Storage Building to replace the existing storage building that will be demolished as part of new headworks facilities. New building size is approximately 2,200 s.f.

## PROJECT PARTNER

As was performed during the Planning Phase of the Project, V3 Companies, Ltd. has again partnered with Brown & Caldwell (<https://brownandcaldwell.com/>) for the design of the CW WRF Headworks improvements. There are several key strategic advantages in this partnership arrangement:

- Continuity and familiarity with the Project Team from the Planning Phase.
- This is a project with a number of challenging aspects and collaboration with another firm ensures that every facet is considered.
- A firm of Brown & Caldwell's expertise creates the opportunity to bring additional innovative ideas to the project team.
- Brown & Caldwell's specialty and focus is water and wastewater treatment. Their expertise will result in a better overall project.
- Having the additional resource of Brown & Caldwell will facilitate staying on and meeting a responsible project schedule.

The project lead from the Brown & Caldwell team is Dante Fiorino. Dante and I have an established working relationship so utilizing him on this team would be beneficial in terms of understanding expectations.

The following roles/responsibilities would be assigned as follows to the project planning partners:

- **V3 Companies, Ltd.:**
  - Surveying
  - Funding Assistance/Coordination – Design Loan
  - Funding Application Assistance/Coordination – Construction Loan
  - Geotechnical Coordination (Geotechnical work by Rii direct contract with CW)
  - Existing Conditions Development
  - Site Civil – Building Layout/Roads, Sanitary Sewer Plan & Profile, Force Main Plan & Profile, Stormwater Management, Cover Sheet, General Notes, Site Civil Details
  - Demolition/Relocation Plans
  - Preparation of Project Manual/Specifications
  - Process Flow Diagrams
  - Brown & Caldwell Coordination
  - Schedule Management
  - Construction Phasing
  - Client Correspondence
  - QA/QC
  - Cost Estimating
  - Permitting
  - Floodplain Encroachments
  - Bid Administration including Pre-Bid Meeting, Upload to Virtual Plan Rooms, responding to RFI's, preparation of Addendum as needed, preparation of bid tabulation and recommendation letter
  
- **Brown & Caldwell:**
  - Process
  - Structural
  - Mechanical, Electrical, Plumbing
  - Instrumentation & Control
  - Architectural
  - Equipment/Structure Demolition
  - Construction Phasing
  - Cost Estimating

## SCOPE OF SERVICES

V3 will provide the following service(s) under this Agreement. The project will generally be divided into five (5) tasks for the planning phase of this project. The tasks are as follows:

1. **50% Detailed Design – Headworks Facilities**
2. **90% Detailed Design – Headworks Facilities**
3. **100% Detailed Design – Headworks Facilities**
4. **Equipment Storage Building Design**
5. **Bid Phase Services**
6. **Project Management**
7. **10% Contingency (if authorized)**

Further description of these tasks are described below and on the attached Brown & Caldwell proposal to V3 Companies, Ltd.

1. Coordination and attendance of monthly meetings at the City WRF;
2. Preparation of monthly meetings (10 scheduled) and meeting minutes;
3. Preparation of detailed design plans, specifications, and budget estimates;
4. Field survey of the entire 400 Ashbrook site. A comprehensive survey has not been performed in recent years. Due to many site changes and upgrades, a comprehensive site survey will facilitate design and reduce the chance for conflicts and other unknown conditions during construction.
5. Meeting with the contracting community for constructability evaluation of the proposed improvements along with phasing considerations for maintaining flow, treatment, utilities, etc.;
6. Review geotechnical data and dewatering plans (performed by others) to determine constructability with regard to soil stability, bedrock, and groundwater conditions;
7. Include considerations for future expansions and potentially leaving open slots for future growth.

The following services are **not** part of this agreement:

1. The City has determined that septage receiving will not be considered as part of the evaluation.
2. Geotechnical investigations. It is anticipated that the City will leverage their existing agreement with Resource International, Inc. to perform any geotechnical investigations deemed necessary for the planning work.
3. Construction Administration. Upon award of the project to a Contractor by the City, a separate proposal for support services during construction (shop drawing review, compliance with technical specifications, RFI's, etc.) will be prepared by V3 Companies, Ltd.

## COMPENSATION

V3 shall be compensated as follows for the service(s) described above (includes BC services):

TASK	NOT-TO-EXCEED FIXED FEE
<b>TASK 1 - 50% Detailed Design – Headworks Facilities</b>	<b>\$489,000</b>
<b>TASK 2 - 90% Detailed Design – Headworks Facilities</b>	<b>\$403,000</b>
<b>TASK 3 - 100% Detailed Design – Headworks Facilities</b>	<b>\$193,000</b>
<b>TASK 4 – Equipment Storage Building Design</b>	<b>\$137,000</b>
<b>TASK 5 - Bid Phase Services</b>	<b>\$42,000</b>
<b>TASK 6 - Project Management</b>	<b>\$170,000</b>
<b>TASK 7 - 10% Contingency (if authorized)</b>	<b>\$144,000</b>
<b>AUTHORIZED TOTAL UNDER THIS AGREEMENT</b>	<b>\$1,434,000</b>
<b>IF AUTHORIZED</b>	<b>\$144,000</b>
<b>TOTAL</b>	<b>\$1,578,000</b>

The above fees are lump sum unless noted otherwise. The fee listed is a cap that will not be exceeded without prior authorization of the client.

If Additional Services are required, V3 shall be paid a fee based on the actual hours expended multiplied by V3's Billing Rate Schedule attached hereto or other negotiated fee.

In addition to the professional services fees set forth above, V3 shall be compensated for 110% of reimbursable expenses such as printing, postage, messenger service, travel, mileage and tolls to/from meetings and other similar project-related items.

CLIENT will be invoiced monthly for Professional Services and reimbursable expenses. The above financial arrangements are on the basis of prompt payment of invoices and the orderly and continuous progress of the Project through construction.

## MISCELLANEOUS CONTRACTUAL ITEMS

This contractual terms and conditions and rates of this proposal shall be in accordance with the Professional Services Agreement dated January 1, 2021, by and between the City of Canal Winchester and V3 Companies, Ltd.

The fee and completion schedule stated herein is valid for 30 days from the date of proposal. If the 30 days has expired, V3 reserves the right to renegotiate the fee and/or completion schedule with the CLIENT.

If there are protracted delays for reasons beyond V3's control, an equitable adjustment of the above-noted compensation shall be negotiated taking into consideration the impact of such delay on the pay scales applicable to the period when V3's services are, in fact, being rendered.

If CLIENT or other interested parties request digital files of design or other data, V3 shall be indemnified from any claims arising out of the accuracy, misuse or reuse by others of the data delivered in digital form.

### SCHEDULE

The detailed design work will be initiated upon authorization by the City and will be completed based on the schedule below:

Task	Description	Duration (months)	Completion Date
	Notice to Proceed		2/13/2023
1	50% Detailed Design	4	06/12/2023
2	90% Detailed Design	3.5	10/02/2023
3	100% Detailed Design	2.5	12/11/2023

We appreciate the opportunity to present this proposal and look forward to working with you on this project.

Sincerely,  
V3 COMPANIES, LTD.



Brian P. Coghlan, P.E., CFM  
Municipal Services Leader

Accepted For:  
CITY OF CANAL WINCHESTER

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_





January 26 16, 2023

**Proposal for Professional Services**

Brian Coghlan  
V3 Companies  
3500 Snouffer Road, Suite 225  
Columbus, OH 43235

Subject: Canal Winchester WRF Headworks Improvements and  
Equipment Storage Building  
Detailed Design and Bidding Support

Dear Mr. Coghlan,

At your request, Brown and Caldwell (BC) is providing a proposal for detailed design and bidding phase services on the above referenced project. This proposal is based on our current understanding of the decisions and directions made to date by the Owner.

**Background**

The City of Canal Winchester (City) Water Reclamation Facility (WRF) was originally constructed in 1960 and serves as a regional facility for multiple communities including the Village of Lithopolis, a portion of the City of Pickerington, Madison Township, and Canal Winchester. Influent flows to the WRF through a 24" pipe gravity where sewage passes through manual bar screens to remove coarse material from the flow stream. The influent pumps convey screened flow from the pump station to the Preliminary Treatment building, which houses the fine screening and grit removal facilities.

Operations report several issues with the current arrangement, including the following:

- Difficulty in removing the manual screenings due to the structure depth
- Accumulation of fats, oils, and grease
- Inadequate ventilation
- The inability to bypass to allow for cleaning of the wet well
- Structural deterioration due to corrosion

**Basis of Design Understanding**

V3 and BC provided preliminary design services and developed a Basis of Design Report (BODR) for the City. The BODR includes the following key design features:

- New 12.75 MGD raw sewage influent pump station (IPS)
  - 4 submersible wet pit pumps (three duty one standby)
  - Single self-cleaning trench style wet well
  - Below grade valve vault
- New screens building upstream of the IPS

- Two multi-rake type bar screens rated for 12.75 mgd each (one duty, one standby)
- Two washer compactors (one duty, one standby)
- Upstream and downstream isolation gates
- Approximately 700 LF of new force main from the IPS to preliminary treatment building
- New above grade electrical room to service IPS and screenings building
- New Equipment Storage Building (Pre-engineering metal building) to replace the old screener building that will be demolished for the new headworks project.
  - Approximately 2,200 ft<sup>2</sup> single story building to serve as vehicle storage.
  - Steel frame with metal cladding or a similar type of building envelope.
  - Concrete floor with concrete curb and floor drains to facilitate wash-down and clean up.
  - Heating, A/C, and insulated
  - Insulated overhead doors.
  - Drive through garage bay with rollup doors (2) for future jet/vac truck.
  - Additional garage bays (3)
  - Chargers for the portable trailer-mounted generator and trailer mounted emergency pump.
  - Additional space for washer/dryer and janitor floor sink for boot washing
  - Located near the existing EQ blower building

## Detailed Design Scope of Work and Limitations

The City has requested BC develop design drawings and specifications for the replacement of the WRF headworks, including the key design features listed in the previous section labelled Understanding of BODR Scope.

The following tasks are included in detailed design:

- Task 1 – 50% Detailed Design - Headworks
- Task 2 – 90% Detailed Design - Headworks
- Task 3 – 100% Detailed Design - Headworks
- Task 4 – Equipment Storage Building Design
- Task 5 – Bid Phase Services
- Task 6 – Project Management
- Task 7 – 10% Contingency (if authorized)

### Task 1 – 50% Detailed Design - Headworks

Following City approval of the BODR, the design activities will progress towards the 50% design submittal.

#### Activities

1. Prepare 50% level detailed drawing sheets, specifications and other support work for the following:
  - a. Process Mechanical – Develop layouts and sizes for all major equipment and related process pipe inside buildings. Finalize load lists, equipment lists, valve lists, and calculations for all major unit processes and critical equipment.
  - b. Architectural – Perform preliminary code, occupancy, egress review for all work areas, room layouts, equipment access, doors and windows, and above grade walls, veneers, and roof designs.
  - c. Structural– Perform preliminary calculations for overall structural stability, including uplift/flotation. Determine footing, slab, beam, and column sizes for preliminary model generation.
  - d. Electrical and Instrumentation & Controls (EI&C) – Develop preliminary equipment and instrumentation lists and heat loads, control strategies, PIDs, one-line diagram, and electrical room layouts
  - e. Building Mechanical – Develop HVAC and Plumbing loads, equipment lists, preliminary room and roof layouts, and finalize utility (water, gas, etc..) usage.
2. Develop Class 3 cost estimates for the 50% design.
  - a. Note: A Class 3 estimate has an expected accuracy that typically ranges from - 20 percent to +30 percent.
3. Meet with the City to review the 50% design submittal

#### **Assumptions**

1. Detailed drawings package will contain 90 sheets, up to of these 50 will be provided for 50% review.
2. Preliminary specifications will be provided for all major equipment, control strategies.
3. City will review and provide one set of comments on the 50% design submittal. These comments will be reviewed and incorporated into the 90% design submittal.
4. One design review meeting will be conducted.
5. One comment resolution meeting will be conducted.
6. BC will be developing drawings and specifications for process mechanical, structural, architectural, building mechanical, electrical, and instrumentation.
7. Existing Electrical Distribution System has enough capacity to supply power for the upgrades.
8. The Fire Alarm System will be performance based
9. Area Classifications will be shown on the Architectural Drawings.

#### **Deliverables**

1. 50% Drawings and Specifications (electronic delivery)
2. Updated cost estimate and schedule
3. 50% Design Review Meeting Agenda and Notes
4. Written response to 50% comments

#### **Task 2 – 90% Detailed Design- Headworks**

Following the 50% design submittal, the design activities will progress towards the 90% design submittal.

#### **Activities**

1. Incorporate 50% design comments and prepare 90% detailed drawing sheets and specifications for architectural, structural, process mechanical, building mechanical, electrical, and I&C.
  - a. Process Mechanical –Finalize building and pipe layouts, General notes sheets, perform pipe support calculations. Finalize all calculations, details and equipment and valve schedules.
  - b. Architectural – Finalize layout of electrical room, screen room, and IPS buildings and building components.
  - c. Structural – Finalize all below grade and above structural components for electrical room, screen room, and IPS buildings. Finalize all General notes sheets, calculations, details and schedules.
  - d. EI&C –Finalize electrical and instrumentation layouts (controls and power) and lists, General notes sheets, details control strategies, single-line diagrams, wiring diagrams, conduit and conductor schedules, lighting plans, grounding plans, panelboard schedules, security, SCADA, and communication plans.
  - e. Building Mechanical – Finalize room layouts of all HVAC and plumbing facilities including equipment schedules, equipment size, and equipment locations.
2. Develop Class 1 cost estimates for the 90% design.
  - a. Note: A Class 1 estimate has an expected accuracy that typically ranges from - 10 percent to +15 percent.
3. Perform constructability review
4. Meet with the City to review the 90% design submittal
5. Conduct comment review meeting

#### **Assumptions**

1. Detailed drawings package will contain up to 91 sheets.
2. City will review and provide one set of comments on the 90% design submittal. These comments will be reviewed and incorporated into the 100% design submittal.
3. One meeting will be conducted 90% review.
4. One meeting for comment review
5. BC will be developing drawings and specifications for process mechanical, structural, architectural, building mechanical, electrical, and instrumentation.
6. V3 will be providing services for site civil components.
7. V3 will be provide General Conditions and other front end specifications.

#### **Deliverables**

1. 90% Drawings and Specifications (electronic delivery)
2. Updated cost estimate and schedule
3. 90% Design Review Meeting Agenda and Notes
4. Written response to 90% comments

### **Task 3 – 100% Detailed Design- Headworks**

#### **Activities**

1. Incorporate all 90% design comments and prepare 100% (final) design documents.
2. Meet with City to review 100% design submittal.

#### **Deliverables**

1. 100% Drawings and Specifications (electronic delivery)
2. 100% Design Review Meeting Agenda and Notes
3. Written response to 100% comments
4. 100% REV1 (Bid Ready) Drawings and Specifications (electronic delivery)

### **Task 4 – Equipment Storage Building - Design**

#### **Activities**

1. Prepare detailed drawing sheets, specifications and other support work related to the pre-engineering equipment storage building for the following:
  - a. Architectural – Perform code, occupancy, egress review for all work areas, room layouts, equipment access, doors and windows, and above grade walls, veneers, and roof designs.
  - b. Structural– Perform preliminary calculations for foundation, including up-lift/flotation. Determine preliminary footing and slab sizing for pre-engineered Building.
  - c. Electrical – Develop equipment lists and heat loads, one-line diagram.
  - d. Building Mechanical – Develop HVAC and Plumbing loads, equipment lists, room and roof layouts, and finalize utility (water, gas, etc..) usage.

#### **Assumptions**

1. Work will be conducted concurrent with Task 1 to 3
2. Detailed drawings package will contain up to 22 sheets.
3. City will review concurrent with Tasks 1 to 3.
4. Meetings will be concurrent with Tasks 1 to 3
5. BC will be developing drawings and specifications for structural, architectural, building mechanical, and electrical.
6. V3 will be providing services for site civil components.
7. Geotechnical work not included.
8. Contractors building supplier would be responsible for final foundation and building design.

#### **Deliverables**

1. Drawings and Specifications - concurrent with Task 1 to 3
2. Written response to comments- concurrent with Task 1 to 3
3. Cost Estimates - - concurrent with Task 1 to 3

### **Task 5 – Bid Phase Services**

#### **Activities**

1. Preparation of Addenda in response to bidder technical questions.
2. Prepare conformed construction contract documents which incorporate addenda issued during the bid period resulting from bidder technical questions.

#### **Assumptions**

1. Number of bidder questions not to exceed 60
2. Number of addenda not to exceed 2 with updates to 5 drawings and 10 specifications each

#### **Deliverables**

3. Conformed Drawings.

#### **Task 6 – Project Management**

BC's Project Manager Dante Fiorino will supervise and coordinate the work throughout the task order, including the scope of work, budget, schedule, team members' roles and responsibilities and key project success factors.

#### **Activities**

1. Detailed design phase Kick-off Meeting will be held with BC (three staff), V3 and the City to achieve the following:
  - a. Confirm design phase scope, deliverables, and schedule
2. Attend Monthly project meetings. Two BC staff.
3. Update Project Management Plan that includes:
  - a. Work breakdown structure that identifies resources and responsibilities necessary to respond to City's approved work scope.
  - b. Project schedule and resource loaded schedule.
  - c. Quality assurance program, communication protocols, invoicing requirements, and project procedures, such as filing systems, charge numbers, and document format.
4. Prepare Monthly Progress Reports to include:
  - a. Work completed for prior month
  - b. Estimated percent completion for each activity.
5. Prepare Monthly Invoices

#### **Assumptions**

1. The detailed design duration is assumed to be 10 months.
2. BC will monitor, manage, and coordinate the activities of the team, project schedule, progress, and budget for the project, including schedule updates, and contract management. This Activity also includes the following:
  - a. City Staff Coordination - BC will coordinate with City Staff as required to discuss approach and progress and complete the project in a timely fashion.
  - b. Project Invoicing and Administration - BC will prepare monthly, project-level invoices using the BC's standard invoice format and monthly progress reports

documenting completed activities, scope variances, if any, and estimated percentages complete by project phase.

3. The City will provide a single point of contact for BC to interface with and coordinate work activities.
4. The City will make available in a timely manner all records and documents relative to the project, as necessary for completion of the work under the above detailed scope and such materials may be relied upon for BC's work.
5. BC is not responsible for any schedule or cost impacts related to delays caused by protracted reviews, changes in scope of work, or other situations outside of our control.

**Deliverables**

1. Detailed design Kick-off Meeting agenda and notes
2. Monthly progress updates and invoices

**Task 7 – Contingency**

A contingency of approximately 10% of the overall budget will be allocated for unforeseen conditions or deviations from the above scope. BC will provide Task Authorization Requests with separate scope and budget for any contingency requests and each release will be approved by V3 or Canal Winchester.

**Schedule**

Detailed design is estimated to have a duration of approximately 10 months from Design Notice-to-Proceed. Bidding will be led by V3 and Canal Winchester and the schedule dictated by them with BC in a support role.

The following is the anticipated schedule to complete activities as reflected above.

Table 1. Preliminary Design Schedule.		
Task	Duration (months)	Completion Date
Notice to Proceed		02/13/2023
Task 1 - 50% Detailed Design - Headworks	4	06/12/2023
Task 2 - 90% Detailed Design - Headworks	3.5	10/02/2023
Task 3 - 100% Detailed Design - Headworks	2.5	12/11/2023
Task 4 - Equipment Storage Building Design	10 <sup>(a)</sup>	12/11/2023
Task 5- Bid Phase	5	5/1/2024
Task 6 - Project Management	15	5/1/2024

Notes: (a) – Task 4 performed concurrently with Task 1 to 3

## Budget

The budget for Brown and Caldwell to deliver the detailed design and bidding support services is \$907,000. With the inclusion of the 10% Contingency, that maximum not to exceed fee is \$998,000.

The following is a budget summary detailed by task:

Table 2. Task Budget	
Task	Budget
Task 1 - 50% Detailed Design - Headworks	\$284,000
Task 2 - 90% Detailed Design - Headworks	\$274,000
Task 3 - 100% Detailed Design - Headworks	\$128,000
Task 4 - Equipment Storage Building Design	\$110,000
Task 5 - Bid Phase Services	\$27,000
Task 6 - Project Management	\$84,000
Task 7 - 10% Contingency (if authorized)	91,000
<b>AUTHORIZED</b>	<b>\$907,000</b>
<b>IF AUTHORIZED</b>	<b>\$91,000</b>
<b>TOTAL</b>	<b>\$998,000</b>

Brown and Caldwell appreciates that V3 Companies and Canal Winchester has requested or services in assisting with this project. Should you have any questions, please do not hesitate to call me at 614.923.5009.

Very truly yours,

**Brown and Caldwell**



Dante Fiorino, Brown and Caldwell  
Columbus, OH

cc: Matt Peoples, Public Service Director, City of Canal Winchester  
Steve Smith, WRF Superintendent, City of Canal Winchester