



# Deiss & Halmi Engineering, Inc.

## ENVIRONMENTAL AND CIVIL ENGINEERING

105 Meadville Street, Edinboro PA 16412

Ph. 814.734.3640 Fax 814.734.3643

May 19, 2021

Dr. Norbert Kennerknecht  
Warren County School District  
6820 Market Street  
Russell, PA 16345

Re: Proposal for Engineering Services  
Sanitary Sewer Evaluation and Rehabilitation

Dear Dr. Kennerknecht:

Thank you for contacting Deiss & Halmi Engineering, Inc. regarding professional services to evaluate the sanitary sewer collection system serving the campus of Warren Area High School, Warren Area Elementary Center, and Warren County Career Center. Based on our discussions, our proposal includes the following scope of work:

### Phase 1: Evaluation and Recommendations

- 1.1 Meet at the site to interview your staff regarding the locations, history, and concerns associated with the campus sanitary sewer system.
- 1.2 Review available as-built plans for the existing sewer system.
- 1.3 Measure the depths of sewer lines where accessible via manholes. For manholes and other facilities that are buried, paved over, or otherwise not accessible, we will require assistance from the School District to uncover.
- 1.4 Use tracer dye as necessary to confirm connectivity between manholes.
- 1.5 Televis those lines that are accessible to conventional crawler or push cameras. For this task, we will subcontract to a sewer cleaning and inspection company having the necessary equipment and experience. The purpose of the televising will be to confirm sewer line routes, and to ascertain the size, material, and condition of the sewer lines.
- 1.6 Conduct a field survey to measure the location and elevations of existing manholes, cleanouts, and other visible features.
- 1.7 Using the information gathered from the above tasks, prepare a master sewer system map for the campus.
- 1.8 Provide recommendations to the School District for sewer rehabilitation or replacement. The recommendations will be prioritized based on condition, importance, and urgency. Prepare opinions of probable construction cost for the sections recommended for rehabilitation or replacement.
- 1.9 Consult with the School District as to the selection of work for which design and construction will proceed.

Deiss & Halmi Engineering, Inc. will provide Phase 1 services on a time and materials basis in accordance with the attached fee schedule for a total fee not to exceed \$32,900. This total fee includes an allowance of up to \$15,600 for three days of sewer cleaning and televising by an outside vendor, at their cost plus 10% markup.

Phase 2: Design, Bidding, and Contract Administration

- 2.1 For those sections of sewers selected by the School District to be rehabilitated or replaced, prepare design drawings and technical specifications at the appropriate level of detail for bidding and construction.
- 2.2 Prepare bidding documents, including advertisement, instructions to bidders, contract agreement, general and supplemental conditions, and technical specifications.
- 2.3 Guide the School District through a formal bidding process using bidding documents and specifications prepared in accordance with the standards of the Engineers Joint Contract Documents Committee, which have been prepared to maintain professional standards of conduct and cooperative relationships between the owner, engineer, and contractor. Prepare the bid advertisement (owner will be responsible for the cost of publishing the bid advertisement in the local paper), conduct a pre-bid meeting, and review bids received with the School District.
- 2.4 As appropriate, prepare a notice of award and coordinate execution of construction contract with selected contractor. Prepare notice to proceed and conduct pre-construction conference.
- 2.5 Conduct construction observation and oversight at the level determined by Deiss & Halmi Engineering, Inc. to be appropriate. The purpose of observations by Deiss & Halmi Engineering, Inc., as an experienced and qualified design professional, is to provide for the owner a greater degree of confidence that the completed work will conform in general to the technical specifications and that the integrity of the design concept of the completed project as a functioning whole has been implemented and preserved by the contractor. Such observations by Deiss & Halmi Engineering, Inc. are not intended to be exhaustive or to extend to every aspect of the contractor's work in progress or to involve detailed inspections of the contractor's work in progress beyond the responsibilities specifically offered in this proposal, but rather are to be limited to spot checking, selective sampling, and similar methods of general observation of the work based on the exercise of professional judgment by Deiss & Halmi Engineering, Inc. Deiss & Halmi Engineering, Inc. shall not, during or as a result of such observations of the contractor's work in progress, supervise, direct, or have control over the contractor's work nor shall engineer have authority over or responsibility for the means, methods, techniques, sequences, or procedures selected by contractor, for safety precautions and programs incident to the contractor's work in progress, for any failure of contractor to comply with any laws and regulations applicable to contractor's performing and furnishing the work. Accordingly, Deiss & Halmi Engineering, Inc. neither guarantees the performance of any contractor nor assumes responsibility for any contractor's failure to furnish and perform the work in accordance with contractor's agreement with the

- owner. Should the School District require a full-time or part-time resident project representative, we can provide a supplemental proposal.
- 2.6 Review contractor pay applications and provide recommendations for payment by the School District.
  - 2.7 Prepare construction contract closeout documentation, including certificate of substantial completion, followed by recommendation for final payment.
  - 2.8 Provide as-built record drawings based on markups by the contractor during construction and observations by Deiss & Halmi Engineering, Inc. during construction.

The engineering cost for Phase 2 will depend on the scope of rehabilitation and replacement determined by the School District, and whether that rehabilitation and replacement is undertaken in one construction contract or multiple contracts. As such, we are not able to provide a firm estimate for Phase 2 until Phase 1 has been completed. Therefore, Deiss & Halmi Engineering, Inc. is proposing to undertake Phase 2 for a cost equal to a negotiated percent of the construction cost (the percentage will be similar to that indicated on the Pa. Department of General Services Compensation Schedule for Basic Design Services). As a basis for payment for Phase 2, the construction cost will be based on one or more of the following determinations with precedence in the order listed:

- a) For work designed or specified and incorporated in the completion of the project, the actual final cost of the work performed by contractor(s) and paid by the School District. No deduction is to be made from engineer's compensation on account of any penalty, liquidated damages, or other amounts withheld from payments to contractor(s).
- b) For work designed or specified but not constructed, the lowest bona fide bid received from a qualified bidder for such work.
- c) For work designed or specified but not constructed upon which no such bid is received, Engineer's most recent opinion of probable construction cost.
- d) Labor furnished by the School District for the project will be included in the construction cost at current market rates including a reasonable allowance for overhead and profit.

Please note that our evaluation and design will be limited to sewer lines on the exterior of buildings. Evaluation of sewers within or underneath buildings is outside the scope of this proposal. Our estimates assume that no permits will be required from PaDEP, the Township, County, or County Conservation District. Should permits be required, we will provide a supplemental proposal.

An authorized signature below will signify the District's acceptance of this proposal and authorize us to proceed.

Deiss & Halmi Engineering, Inc. has provided civil and environmental engineering services to municipalities, municipal authorities, school districts, businesses, industries, and individuals for 50 years. We trust you are sufficiently familiar with our qualifications and experience. Please feel free to contact me if you need any additional information in regards to our firm or this proposal. Thank you for the opportunity to be of service.

Very truly yours,  
DEISS & HALMI ENGINEERING, INC.



Steven R. Halmi, P.E., President

Encl: Fee Schedule

The undersigned accepts this proposal on behalf of the Warren County School District and agrees to the terms for payment below:

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Signature

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Printed name and title

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Date

Terms for payment: Payment will be made to Deiss & Halmi Engineering, Inc. for the amount invoiced within 30 days of the date of the invoice. Late payments shall be subject to a 1 percent per month interest charge, compounded monthly starting 30 days after the date of the invoice. Client will be responsible for all costs and expenses associated with collection of payments, including reasonable attorneys' fees and staff time at the rates shown on the attached fee schedule.



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### FEE SCHEDULE

|   |  |
|---|--|
| Principal Engineer (PE)   | \$115/hr                                 |
| Project Engineer/Manager (PE)                                     | \$100/hr                                 |
| Engineering Staff   | \$85/hr                                  |
| Engineering Technician  | \$80/hr                                  |
| Drafting/CADD   | \$65/hr                                  |
| Survey Crew<br>(Two person crew with<br>electronic total station) | \$170/hr                                 |
| Secretarial/Word Processing                                       | \$40/hr                                  |
| Prints & Copies   |  |
| 8.5" x 11" paper b/w  | \$0.15 ea                                |
| 11" x 17" paper b/w   | \$0.30 ea                                |
| 24" x 36" paper b/w or color                                      | \$5.00 ea                                |
| 36" x 48" paper b/w or color                                      | \$10.00 ea                               |
| 8.5" x 11" paper color  | \$0.50 ea                                |
| 11" x 17" paper color   | \$1.00 ea                                |
| Mileage   | At IRS standard business<br>mileage rate |
| Sewer Cleaning and Televising                                     | Vendor cost plus 10%                     |