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February 3, 2014

Mr. Charles Aspinwall
Town Administrator
Town of Millis
900 Main Street
Millis, MA 01756

RE: Water Street Pump Station
Millis, MA

Dear Mr. Aspinwall;

We are pleased to provide you with the following proposal for the proposed Water Street pump station improvements. The following Scope of Services includes the evaluation, design, contract document preparation, and bidding services for upgrading the existing wastewater pumping station and also includes coordination of these activities with the Millis Town Administrator.

PROJECT

The proposed improvements involve the modification to the existing sewage pump station to address current issues. The existing pump station is at the end of its useful life and is in need of major rehabilitation or replacement.

An evaluation of the existing pump station shall be performed to determine possible solutions to either upgrading or replacing the pump station. The goal would be to use existing components which still are useful to control project costs. The design of the project would involve preparing a detailed existing conditions plan which would include all site, mechanical and electrical components which would need to be modified to allow the raising of the structure. Once the detailed existing conditions plan is prepared a proposed improvement plan would be designed showing the scope of work.

SCOPE OF WORK

Existing Conditions Plan

- 1) Provide an on the ground instrument survey of the project area and surrounding area. This information will be used in the drainage analysis. If necessary GCG will also locate any property monuments identified during the property research.

- 2) Prepare an Existing Conditions plan to be used as the base plan for the proposed pump station improvements. The Existing Conditions plan will be prepared from the information collected by GCG's survey, supplemental survey and property research.

Pump Station Evaluation Report

- 1) Perform a thorough investigation of the existing pump station and various components
- 2) Develop possible alternatives to replace or rehabilitate the existing pump station with estimates of each option considered.
- 3) Prepare a report summarizing alternatives considered and recommendations.

Pump Station Design

- 1) Prepare schematic design of the proposed pump station modifications, review and discuss with Town officials.
- 2) Prepare engineering drawings for the pump station modifications. The drawings will provide all necessary information and details required to construct the pump station improvements.

Project Manual

- 1) Prepare contract documents to be used in the public bid process. The contract documents will be comprised of the approved engineering drawings and a project manual. The project manual will include all appropriate front end documents, technical specifications and any other information relevant to the construction of the proposed drainage improvements.

Bid Process

1. GCG Associates will coordinate the preparation of the final contract documents with the Millis Town Administrator.
2. GCG Associates will assist the Millis Town Administrator on the preparation of a bid notice and advertisement.
3. GCG Associates will be available to provide technical assistance, as appropriate to all prospective bidders.
4. GCG Associates will work with the Millis Town Administrator to coordinate all phases of the bid process, including:
 - (a) Bid opening
 - (b) Bid reference and qualifications check
 - (c) Bid recommendations

TIME SCHEDULE

GCG would complete the design of the project in 45 calendar days subject to review by others.

FEE SCHEDULE

For the services as outlined above, GCG Associates, Inc. proposes not to exceed fee of \$34,070 Attached is a man-hour breakdown of the proposed fee.

The failure of the obtaining necessary permits from the Conservation Commission or any other local or staff board shall not be the responsibility of the Engineer except in the case of the Engineer's negligence; and shall not relieve the Owners of their obligations to pay in full for all services rendered.

The total fees for the above listed Scope of Services will not be exceeded without formal agreement between the parties of this agreement. All filing fees associated with the permitting process will be paid directly by the Owner and are not included in this contract. A change in the Scope of Services will be considered cause to modify this agreement. Changes, other than minor revisions, requested by the Owners, or any review boards; will be considered as a change in the Scope of Services.

Sincerely,
GCG ASSOCIATES, INC.

Michael J. Carter

Michael Carter, P.E.