



Hess & Associates Engineering Inc.

Mr. Steve Kray
Buildings and Grounds Supervisor
Buckeye Local School District
3436 Edgewood Drive
Ashtabula, OH 44004

August 25, 2023

Re: Engineering Proposal - Edgewood Campus
Sanitary Sewer System

Site Location: 3018 Blake Road
Ashtabula, OH 44004
Parcels # 03-008-00-005-00, and 03-005-00-044-00

Dear Mr. Kray

Hess & Associates Engineering, Inc. (HAE) is pleased to submit this proposal to provide engineering services to design a sanitary lift station and force main for the Edgewood Campus. The proposed project requires the installation of a lift station capable of servicing the existing campus and / or the redeveloped campus. The system will incorporate a lift station and force main to be installed along U.S. Route 20 (+/-4,755 LF) and connect to the existing sewer at Donahoe Dr.

Attached is a letter report we provided to the school district a little over a year ago. This report further describes the proposed project.

We will need to consult with Buckeye Local School District (owner) to determine the future campus layout to identify the location of the proposed lift station and associated on-site piping. We can assist with the "Master Planning" for the school campus; however, that work is not part of the scope of this proposal. We can also meet with local and county officials to review "future needs" for public sewers in the school area.

Specifically, HAE will complete the following:

I. Site Location and Topographical Survey

Complete a location and topographic survey of approximately 4,755 LF along U.S. Route 20 R.O.W., including +/- 20 ft. outside the road right of way, to evaluate the best location for the force main. Additional survey will be needed along Blake Road from the existing treatment plant to U.S. Route 20, and any area(s) where future development may occur that will help determine the location of the lift station. Once this is done, an existing conditions plan shall be completed showing all of the site conditions that will be needed to plan the proposed improvements.

The fee for Item I shall be \$17,000.00 plus reimbursable expenses such as mileage, blueprinting, copying, etc.

Surveying services to be provided by Schwartz Land Surveying, Inc

II. Wetland and Stream Study

No wetland or stream work is included in this proposal.

III. Preliminary Engineering

1. Coordinate with Buckeye L.S.D. and other interested stakeholders for the routing of the proposed force main along U.S. Route 20 and Blake Rd. (if needed).
2. Consult with Buckeye L.S.D. as to the future layout of the campus and the location of the proposed lift station and associated piping.
3. Create a preliminary plan for the approval of all interested stakeholders.
4. Submit the preliminary layout to school and other local officials for review prior to commencing the final design work.

The fee for Item III shall be \$18,000.00 plus reimbursable expenses such as mileage, blueprinting, copying, etc.

IV. Detail Engineering

1. Prepare plan and profile sheets for the pump station and force main.
2. Prepare note and detail sheets as needed.
3. Prepare the application forms for county and Ohio EPA submittal.
4. Submit plans to county and the Ohio EPA for review and approval.
5. Submit plans to ODOT for review and approval.

The fee for Item IV shall be \$27,500.00 plus reimbursable expenses such as mileage, blueprinting, copying, etc.

Note: Electrical and controls/telemetry design to be provided by others. The fee for this work is not included in this proposal. HAE can coordinate with an electrical engineer for this work if requested.

V. Assistance with Bidding

1. Prepare bidding documents for the public bidding of the project.
2. Answer questions during the bid period.
3. Attend a bid opening.
4. Write a recommendation of award to the school district.

The fee for Item V shall be \$10,000.00 plus reimbursable expenses such as mileage, blueprinting, copying, etc.

VI. Construction Administration

1. Coordinate and attend a preconstruction meeting.
2. Review shop drawings.
3. Attend job progress meetings.
4. Prepare project pay requests.

The fee for Item VI shall be \$20,000.00 plus reimbursable expenses such as mileage, blueprinting, copying, etc.

VII. On-Site Representation

HAE can provide on-site representation as follows:

1. Assist with project coordination.
2. Track contractor progress.
3. Review the construction for conformance with project plans and permits.
4. Keep daily records of construction progress.
5. Track project pay items.

The fee for Item VII shall be \$30,000.00 plus reimbursable expenses such as mileage, blueprinting, copying, etc.

VIII. Reimbursable Expenses

Each scope item lists reimbursable expenses such as mileage, copying, printing, etc. as an additional cost beyond the fee for that item. We suggest that a budget of \$5,000.00 be set for those reimbursables.

IX. Additional Services:

HAE reserves the ability to adjust fees in the event the project schedule or scope of work is changed.

X. Services to be furnished by the owner:

1. All available information (Electronic AutoCAD Files) including previous engineering, architectural and surveying reports, boundary and topographic surveys, elements of planning reports, land use studies, and zoning regulations, topographic maps, tax maps, utility drawings and soils information shall be turned over to the engineer insofar as they are available and may be secured by the owner.
2. The owner shall provide all legal services, land title research, and other services necessary to assure title as required for all property, easements and rights-of-way, and assume responsibility for clearance of such titles.

3. The owner shall provide all required Geotechnical investigations including soil borings and laboratory work.
4. The owner shall pay all review, inspection and deposits as required by governmental agencies as part of the review and approval process.

Documents prepared by or with the cooperation of HAE shall become, upon payment of all undisputed compensation due HAE from Owner, the property of the Owner. HAE may retain copies, including reproducible copies of documents for information and reference. Such documents may be used by the Owner or others employed by the Owner for any projects of the Owner, without compensation to HAE.

XI. Engineer to Act as Agent of the Owner:

It is expressly understood and agreed that in the performance of their services under this agreement, The Engineer shall act as agent of the owner.

XII. Invoicing:

A deposit of \$5,000.00 is requested upon acceptance of this proposal. Invoices will be sent monthly as work progresses and are due upon receipt. Any invoice left unpaid for 30 days shall cause a suspension of work until payment is received in full with a 1.5% finance charge per month on any unpaid balance. The fees included in this proposal are good for a period of twelve months from the date of this proposal.

The fees herein do not include:

- Separate “package” preparation for budgeting, phased work, etc. All work shall be completed one time and shall be included in one civil/site package.
- Boundary and/or right of way survey, easements, staking, etc.
- Wetlands delineation, permitting and/or mitigation or stream studies.
- Capacity and/or usage studies.
- Funding applications and funding source coordination and submittals.
- Architectural, Electrical or Landscape Architectural services.
- Geotechnical work and/or coordination of geotechnical work.
- Master planning for school campus.
- Review fees and permit fees.
- Tap-in fees.
- Bid advertising fees.
- Construction staking.

