

RE: Proposal for Design

County \_\_\_\_\_ S.R. \_\_\_\_\_

Gentlemen:

In accordance with your request, \_\_\_\_\_ is pleased to submit this proposal  
(Consultant)  
for engineering services relative to the \_\_\_\_\_ appurtenances to be relocated resulting  
from the \_\_\_\_\_ County, S.R. \_\_\_\_\_ alignment along \_\_\_\_\_.

The scope and services being offered include engineering, the design of the facilities to be relocated, assistance during the construction bid phase and surveillance and inspection services during construction in order to insure the project is constructed in accordance with the approved plans and specifications.

It is proposed the engineering work be performed on actual engineering costs plus a fixed fee for profit.

Accordingly the proposed scope is as follows:

**Phase I - Design**

1. Conduct site surveying and confirm existing topographic data and prepare \_\_\_\_\_ revised easement drawings and description.
2. Obtain and review existing \_\_\_\_\_ drawings and design information  
(Consultant Name)  
received from Pennsylvania Department of Transportation (the Department) and their consultants regarding relocated connections to \_\_\_\_\_ facilities.  
(Utility Name)
3. Contact all utility companies to locate their underground facilities along the route of the facilities to be relocated in accordance with the PA One Call Act.
4. Site visits to confirm actual locations for design relocations of the of the utility’s existing lines or facilities.
5. Prepare preliminary and final design plans and specifications including erosion and sedimentation control details.
6. Attend project review meetings with the Authority, financial institutions, the Department and the Townships as required.
7. Submission of plans and specifications to the Authority, Township, Pennsylvania Department of Environmental Protection (DEP) and the Department in order to obtain approvals and construction permits for construction of the relocated facilities.
8. Preparation of preliminary and final construction cost estimates of facilities to be relocated.

**Phase II - Advertise and Receive Construction Bids**

1. Prepare bid sets and submit to prospective bidders as requested.
2. Receive and answer Contractor questions.
3. Prepare and mail addenda to contract documents as required.
4. Assist the Authority in receipt of bids; review and tabulation of bids; make recommendation on apparent low bidder.
5. Submit bids to the Department for approval of costs.
6. Attend project meetings as required.

**Phase III - Construction (Estimate 90 Working Days)**

1. Survey stakeout for construction.
2. Material/equipment shop drawing review.
3. Surveillance/Inspection of \_\_\_\_\_ and Department Construction.  
(Consultant Name)
4. Attend construction progress meetings.

It is expected the work can be accomplished for the estimated probable cost in the amount of \$ \_\_\_\_\_ (See attached engineering cost estimate).

It is understood all fees required by the Township (if any), DEP and the Department will be paid by the Authority.

As previously mentioned, and in order to comply with requests by the Department and their design consultants, work has proceeded into preliminary design.

After reviewing this proposal, we would be happy to discuss it with you and answer any questions you may have. After your review and approval please authorize the work to proceed by signing below and returning one copy to this office. We will then forward a copy to the Department for their review and approval.

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

Sincerely,

\_\_\_\_\_  
(Consultant Name)

\_\_\_\_\_  
(Project Manager Name - Project Manager)

The above proposal is hereby accepted:

\_\_\_\_\_  
(Utility Name)

\_\_\_\_\_  
(Signature and Title)

\_\_\_\_\_  
Attest:

\_\_\_\_\_  
Date

**ATTACHMENT I**

**ESTIMATED DIRECT PAYROLL COSTS**

Survey & Preliminary Engineering

Civil Engineer                    \_\_\_\_\_ hours @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
  
TOTAL                    \_\_\_\_\_ hours                    \$ \_\_\_\_\_

Prep. of Relocation Plans & Cost Estimates

Project Manager/Engineer        \_\_\_\_\_ hours @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
Civil Engineer                    \_\_\_\_\_ hours @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
Draftsman                        \_\_\_\_\_ hours @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
  
TOTAL                    \_\_\_\_\_ hours                    \$ \_\_\_\_\_

Construction Engineering & Inspection

Project Manager/Engineer        \_\_\_\_\_ hours @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
Draftsman                        \_\_\_\_\_ hours @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
Inspector                        \_\_\_\_\_ hours @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
  
TOTAL                    \_\_\_\_\_ hours                    \$ \_\_\_\_\_

Total Estimated Direct Payroll Cost        \$ \_\_\_\_\_

**ATTACHMENT II**

**ESTIMATED COSTS ESTIMATE  
ACTUAL COSTS PLUS A FIXED FEE FOR PROFIT**

1. Estimated Direct Payroll Costs \$ \_\_\_\_\_
2. Estimated Indirect Costs; \_\_\_\_\_% of Direct Payroll \$ \_\_\_\_\_
3. Estimated Total Engineering Costs (1 & 2) \$ \_\_\_\_\_
4. Fixed Fee for Profit @ \_\_\_\_\_% \$ \_\_\_\_\_
5. Estimated direct costs other than payroll and direct costs by other \$ \_\_\_\_\_
6. Total Engineering Costs \$ \_\_\_\_\_