



**WESTECH ENGINEERING, INC.**  
CONSULTING ENGINEERS & PLANNERS

July 25, 2018

Rick McClung  
City of Yachats  
PO Box 345  
Yachats, OR 97498

RE: First & Second Street Improvements - Proposal for Engineering Services  
PR 18-2940

Dear Rick:

Westech Engineering is pleased to offer this proposal for consulting services to assist with the City with the design for improvements to West First Street and East Second Street. The remainder of this letter proposal is divided into the following sections.

- Background Information
- Scope of Work
- Project Schedule
- Fee Schedule

Short discussions on these items follow.

**BACKGROUND INFORMATION**

West First Street Improvements

We understand the City would like to improve First Street from Pontiac Street west to the end of the street. The proposed improvements will consist of paving and a storm drainage system. The existing road surface is gravel. The proposed paving limits will essentially match the limits of the existing gravel surface. On the west end of the street, the right of way abuts State Park property and surface runoff from the state park property is somewhat uncontrolled and causes problems for the local residents. The City would like to correct this problem by constructing a storm drainage system to collect the runoff and direct to an existing storm drainage piping system in the First Street/Pontiac Street intersection.

East Second Street Improvements

The proposed improvements to East Second Street are similar to those proposed for West First Street and consist of paving and storm drainage improvements. The improvements will extend from Prospect Avenue west to Highway 101. The existing roadway is a single one-way, westbound lane. The existing travel surface is paved, but the paving is in poor condition. There are gravel parking areas on either side of the travel surface. We understand the proposed new pavement limits will include the parking areas and the travel lane. Surface runoff general sheet flows from the north to the south side of the street in a somewhat uncontrolled fashion. Along the south edge of the street, there are retaining walls and structures. The City would like to construct a curb and other appropriate storm drainage improvements along the south side of the street to collect surface runoff and direct it away from the properties along the south side of the roadway. At this time it is unclear if coordination with ODOT will be required for this project. If surface runoff is connected to the ODOT storm drainage system, ODOT may require storm water detention facilities,



storm water quality treatment facilities, and the preparation of a storm water report for ODOT review and approval. Since the final solution for the control of surface runoff is not known at this time, we have listed the costs for this coordination work separately from the base design work below.

## **PROJECT APPROACH**

In order to complete the desired improvements, we propose to prepare bidding documents suitable for a publicly bid project in accordance with state procurement rules. We anticipate preparing a single package of drawings, technical specifications, and contract documents for the work on both streets. Bids will be received, and we anticipate the City will award the project to single contractor.

## **SCOPE OF WORK**

Our proposed scope of work includes the design of the following work tasks.

### Task 1: Obtain Topographic Survey

Our first task will include the preparation of a topographic survey of the proposed work areas. The right of way location will be resolved and the location of the features adjacent to the right way will also be identified. We propose to use Barker Surveying as a subconsultant to Westech for this work.

### Task 2: Prepare Draft Bidding Documents

With the completion of the topographic survey, we can then prepare the draft design plans, technical specifications, and contract documents. The plans will show the paving limits and limits for any street reconstruction work. The plans will also include horizontal and vertical design information for storm drainage facilities such as piping, manholes, and curbs. The plans will be prepared at a scale of one-inch equals 20 feet. We will provide the draft bidding documents for review by the City.

### Task 3: Prepare Final Bidding Documents

After the City's review of the draft bidding documents, we will finalize the documents to address any comments from the City and prepare the documents for bidding. Upon completion of this task, the design effort will be complete and the bidding documents will be ready for formal bid solicitation.

Please be aware that the above scope of work does not include bidding or construction services. For our public clients we typically handle the bidding process. We typically receive and analyze the bids from contractors, and make a recommendation to award to the City Council. We also typically prepare the contract documents and monitor the construction process on the City's behalf. If desired by the City, we can provide bidding and construction services under a separate work order. Prior to bidding, Westech will work with the City to identify the desired scope of work and prepare a separate proposal for bidding and construction services.

## **PROJECT SCHEDULE**

We understand the City would like to begin construction of the new trunk sewer as soon as possible. That said, given the current bidding climate, we recommend the City bid the work in late 2018 or early 2019 with construction occurring during the 2019 dry weather construction season.

## FEE SCHEDULE

We propose to provide the above described tasks on a time and materials basis in accordance with our current contract with the City for total fees not to exceed **\$18,000**. Should project require ODOT storm drainage coordination (see above discussion) and additional **\$8,000** will be required to complete the engineering work required by ODOT.

Not included in our scope are the following services.

- Agency review fees
- Preparation of legal descriptions
- Easement and/or ROW negotiations.
- Addition topographic survey beyond project limits
- Material Testing or Construction Staking
- Sewer or Storm TV Inspection
- Landscape or irrigation design
- Cultural, Wetlands, or T&E Species Investigations
- Geotechnical Studies
- Vacuum excavation or potholing for design verification
- Bidding or Construction Services
- As-Built Surveys
- Warranty Inspections
- Electrical Design for Street Lighting
- Traffic Engineering

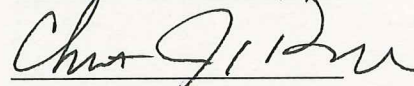
Any of the above services can be provided on a time and material basis as needed and requested, or we can assist the City with these additional tasks only to the extent requested or required by the City.

If the City decides to proceed with the work scope summarized herein, we assume that the City will authorize us to proceed with these services under our existing city engineering contract (we will provide separate invoices for this work to allow the City to accurately track costs).

Upon your authorization to proceed, we are prepared to start immediately on the project coordination and design. This proposal is valid for 6 months from today's date.

Sincerely,

**WESTECH ENGINEERING, INC.**



Christopher J. Brugato, P.E.  
Vice President

cjb  
encl.

cc Shannon Beaucaire, City of Yachats, PO Box 345, Yachats, OR 97498