

March 7, 2016

John Webster, Supervisor  
Town of Urbana  
8014 Pleasant Valley Road  
Hammondsport, NY 14840

**RE: Proposal for Advisory Services for the repair of the Town Pier**

Dear John,

Bergmann Associates is pleased to submit our revised proposal for design, bid assistance and construction administration services for the new Town pier to be located along the shore line of Champlin Park. Based on my conversation with Steuben County IDA, and my personal knowledge of the pier that once was used for the Keuka Maid, we have a thorough understanding of the revised scope of this project, our services, and your expectations. We assembled a team that is experienced in providing comprehensive design and construction administration services and has extensive experience in harbor, ports, and waterfront engineering design. Please refer to our qualification package previously sent as part of the original proposal.

To that end, the following is our understanding, scope of work, fee and assumptions:

**Project Understanding**

The Town of Urbana has received a grant in the amount of \$410,000 to improve their existing pier that once supported the Keuka Maid. The pier is in disrepair and needs to be improved in time for the new cruise vessel that is scheduled to arrive for the start of the 2017 season.

The Town anticipates that the pier will extend 300 feet in to the lake and will be 14 to 16 feet wide. The pier will have the ability to be extended an additional 60 feet for the inclusion of a small Gazebo with a capacity to handle 8 to 12 people. The project will provide provisions for future utility services to be extended to the new vessel. However, the construction of such services, (sanitary pump out, water, shore station power, etc.) will be the responsibility of the boat owner. Similarly, the vessel mooring system is dependent on the specific size and configuration of the tour boat and is assumed to be separate from the dock. Access to the vessel will be via a gangway. The design of the mooring system will be included in the plans and specifications and will be tailored for the vessel anticipated.

We understand that an engineering assessment on the condition of the pier was conducted and various recommendations and cost estimates have been provided. As such, we will provide advisory services by assisting the Town throughout the bidding for the design and construction of the improvements. To that end, our specific scope of work, lump sum fee and set of assumptions is as follows:

**Scope of work**

Bergmann Associates will provide the following:

1. Design Plans and Specifications for the dock structure. Plans and specifications will indicate member sizes and basic details for the construction of the dock such that comparative bids can be obtained.



- The gazebo structure will be included in the dock bid documents as a separate bid item and will be indicated as a standard prefabricated unit or equivalent. Full architecture plans and details of the gazebo are not included. Prefabricated gazebos are available from several manufacturers for commercial use. Some example gazebos intended for commercial use available at the following websites:

<https://shedman.com/gazebos/pavilions/>

<http://www.poligon.com/>

<http://www.gazebocreations.com/spl/structurecategory/pavilions/2>

Among the advantages of the prefabricated gazebo, is the ability to choose the look from a wide variety of options without spending time on design, the known supply cost, and the ease of including in the Construction RFP. Some examples of prefabricated gazebos available from the above manufacturers are included below.



- Design Plans for a separate vessel mooring system for berthing of the tour boat. Final size and configuration of the system is dependent on the actual vessel.
- Permitting assistance. It is assumed that the dock will require the following permits:
  - U.S. Army Corps of Engineers (USACE) Section 404 Permit
  - New York State Department of Environmental Conservation (NYSDEC) Section 401 Water Quality Certification
  - NYSDEC Article 15 Protection of Waters Permit
  - Town of Urbana Building Permit
  - Town of Urbana Floodplain Development Permit
  - Town of Urbana Dock and Mooring Permit

Bergmann Associates would prepare permit applications for the Town for these permits. It is assumed that dredging would not be required in for the work.

Permitting for the base condition is for the replacement of the existing 300-foot long dock. The NYSDEC permits would require documentation of completion of the State Environmental Quality Review Act (SEQR) process. For this work, it is assumed that the classification for the project is Type II. As a Type II project, there would be no additional requirements under SEQR. The USACE Section 404 permit would fall under a Nationwide 3 Maintenance Permit, which has the most rapid turn-around time for the USACE. This permit would also require information regarding threatened and endangered species under Section 7 of the Endangered Species Act, clearance under Section 106 of the National Historic Preservation Act and documentation with regard to floodplains (see below).

Should the project include the additional 60 feet of dock, the SEQR classification would be "Unlisted." The Short Environmental Assessment Form (EAF) would need to be prepared. It is assumed that the Town would want a coordinated review, so the process would involve a lead agency letter to the NYSDEC and any other "Involved Agency." It is assumed that it would



culminate in a “Negative Declaration.” The USACE permit may be issued under a “Letter of Permission,” involving additional review and time before the permit could be issued from that of a Nationwide Permit, but less than for an Individual Permit. Should the Town decide to include the 60 feet of additional dock, Bergmann Associates would provide assistance to complete the SEQR process (including completion of the Short EAF, Lead Agency Letters, Negative Declaration and consultation) as well as the permits for the additional fee estimate provided. For the Town Building permit, Bergmann Associates would provide the appropriate plans for the permit. In the case of the additional 60 feet, Bergmann Associates would also provide help with SEQR as outlined above.

The proposed dock work will be within the Special Flood Hazard Area as defined by the Federal Emergency Management Agency and therefore approval from the Town of Urbana’s Floodplain Administrator will be required. The proposed dock will not increase the base flood elevations within the floodplain and has a functionally dependent use, therefore, no further analysis is proposed.

The Town of Urbana requires a Dock and Mooring Permit for new construction and/or modification of existing waterside structures. The necessary photos and drawings required for this permit will be provided.

5. Assist in the writing of the Request for Proposal. This task includes assistance adding the Town’s standard “front end” specifications to the technical specifications prepared for the dock and gazebo structure.
6. Provide advice to ensure that the procedures to solicit and distribute the Request for Proposal adhere to the grant requirements.
7. Provide responses to Contractor’s questions that pertain to the Request for Proposal document.
8. Attend project team review Meetings.
9. Review the bids and provide a bid tabulation to assist in the evaluation.
10. Assist the Town in interviewing the lowest qualified bidder to confirm the bid is consistent with the project requirements.
11. Management and oversight of the dock construction to include inspection, permitting, regulatory, and environmental compliance.

**Fee**

We propose that our work on this project be reimbursed on a lump sum basis for the following fee amounts

Net fee <u>without</u> inclusion of gazebo and dock extension	\$36,400
Add if pre-engineered Gazebo and dock extension is included in the design and permitting package	\$4,200
Total work scope as detailed above (including dock ext. & Gazebo)	\$40,600

For your reference, we have provided our person-hour breakdown of our work scope and the associated hours to complete each task.

Items of direct expense such meals, mileage, etc. will be waived for this project. We anticipate invoicing monthly on a percent complete basis for work completed during that invoice period. Each



invoice will summarize the percentage of work completed during the invoice period and we understand that payment will be received within 30 days of the invoice date.

In the event that additional services are required, we will perform those services on the basis of the following standard hourly rates:

Principal-in-Charge (PIC)	\$175.00
Sr. PM/ Sr. Engineer/Sr. Architect	\$165.00
PM Engineer/PM Architect	\$135.00
Assistant PM/Discipline Specialist	\$120.00
Project Engineer/Project Architect	\$105.00
Engineer/Architect/Sr. Designer	\$90.00
Designer	\$80.00

### Assumptions

1. A total of 3 project team meetings, to be attend by the Project Manager / PIC. No additional staff will be present at any meetings.
2. All reproduction and advertisement cost will be paid for directly by the Town.
3. Engineering design is limited to the dock structure. The gazebo will be a prefabricated commercial unit or an equivalent contractor-designed feature. Design criteria including size and visual appearance for the gazebo will be included in the bid documents prepared by Bergmann.
4. Plan sets will include 1 site location plan/notes, 3 sheets detailing the dock construction, 1 sheet for the general gazebo layout, and 2 sheets for the vessel mooring system.
5. Separate technical specifications are not required. Drawing notes will be developed to sufficient detail to cover the technical requirements.
6. Geotechnical information sufficient to design the dock's foundation and the vessel mooring system will be available. If not available, Bergmann will work with the Town to obtain the geotechnical data necessary to design the dock and mooring system.
7. Bathymetric survey will be available for the area surrounding the dock and mooring system. If not available, Bergmann will work with the Town to obtain the necessary data.
8. The dock will be a straight run for accessing the tour vessel and gazebo. No finger docks for small craft mooring are included.
9. The tour boat operator will provide requirements for vessel anchorage, mooring design parameters and gangway interface. The gangway itself will be provided by the tour boat operator and carried on the vessel.
10. Construction administration services will be limited to:
  - a. 4 site visits/inspections (including the creation of the final punch list and punch list close out inspection),
  - b. shop drawing review for the dock system, vessel mooring system and the prefabricated pavilion structure,
  - c. assisting the county with review of payment requisitions, and
  - d. Creation of a final project punch list.
11. Bergmann's scope of work will be completed by November 30, 2016.



12. The new dock will be set to match the grade of the existing dock and no survey or water level study is required.
13. No landside work is required as part of this design project. The new dock will interface with an existing bulkhead wall, a new bulkhead wall designed by others, or meet existing grade.

Upon your review of our proposal should you have any questions or would like to meet to discuss, please call me. In the meantime, we remain very excited about this potential opportunity to serve the Town of Urbana.

Sincerely,

Bergmann Associates



Steve Boisvert, PE,  
Principal in Charge

