



December 6, 2024

Ms. Rachel Souders
Town Manager
Town of Boonsboro
21 North Main Street
Boonsboro, Maryland 21713

Re: Proposal – Change Order #5; Engineering Services during Construction for the New Potable Water Reservoir and 12-Inch Water Main (Contract R-1)

Dear Ms. Souders:

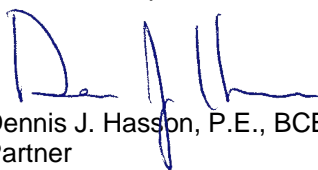
Whitman, Requardt and Associates, LLP (WRA) is pleased to respond to your verbal request for limited Engineering Services during Construction for Town Contract R-1, the New Potable Water Reservoir and 12-Inch Water Main. The following information is enclosed.

- A. Scope of Services
- B. Assumptions
- C. Schedule
- D. Compensation
- E. Terms and Conditions

WRA proposes to provide services as described under the attached Scope of Services as a Change Order to our Reservoir design contract. The Time & Materials not-to-exceed fee for this work is **\$50,000.00**. If this proposal is acceptable, please sign and date in the space provided on Page 3.

Very truly yours,

Whitman, Requardt and Associates, LLP



Dennis J. Hasson, P.E., BCEE
Partner

Enclosures

cc: File
Drew Bowen, Town Planner
P. Andrew Cooper, P.E., BCEE

A. Scope of Services

The following describes WRA's proposed scope for Engineering Services during Construction (ESDC) for the new potable water reservoir facility and associated replacement 12-inch water main:

1. Engineering Services during Construction

- a. **Project Management-** WRA will maintain contact with the Town during construction and coordinate when the Town requires assistance with construction related matters.
- b. **RFIs-** Respond to the formal requests for information (RFI) received from the Town. RFIs can include questions or requests for clarification from the Town, the Contractor, or the Town's Construction Administration/Inspection (CA/CI) Consultant.
- c. **Progress Meetings-** WRA will attend one (1) pre-construction and other meetings when requested by the Town. WRA will not conduct the meetings or issue meeting agendas and minutes.
- d. **Technical Consultation-** WRA will provide technical consultation, including on-site visits on specific issues when requested by the Town. Discussions relative to these matters will be documented in writing to the Town.

B. Assumptions

1. WRA will receive direction from the Town regarding Meetings, RFIs and Technical Consultation. Requests from the CA/CI Consultant or Contractor shall be directed to WRA only via the Town.
2. WRA will not perform the following tasks, which will be performed by the Town's Construction Management and Inspection Consultant:
 - General Project Administration and Coordination
 - Conformed Documents
 - Shop Drawing Reviews and Processing
 - Substitution Review
 - Change Orders
 - Substantial Completion Punch List
 - Final Inspection
 - Final Completion and Acceptance
 - Record Drawings
 - Construction Scheduling
 - Construction Inspection

C. Schedule

The Contract Time is 500 Calendar Days; 472 Calendar Days to Substantial Completion; followed by 28 Calendar Days to Final Completion/ Final Acceptance.

The proposal assumes that all work will be completed within 500 calendar days after Notice to Proceed.

D. Compensation

Our total compensation to perform these services is **\$50,000.00**. We will perform the Scope of Services on a time and material, not-to-exceed basis. This fee will not be exceeded without your authorization. When this not-to-exceed fee amount is approached by our billings, additional funds will be requested.



If a work effort for this project is recognized as being outside of this scope of services by WRA or is requested by the Town of Boonsboro, a scope amendment will be submitted for the Town's authorization, prior to proceeding with that effort.

Invoices will be rendered every four weeks for the actual services performed during the previous four-week period and are due within 30 days of receipt.

E. Terms and Conditions

This work will be completed in accordance with our October 2018 Water System Contract as amended on September 27, 2021.

APPROVAL:

Signature

Date

