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November 25, 2020

Ms. Rachél Lather, M.S., P.E.  
Carmel Area Wastewater District  
3945 Rio Road  
Carmel-By-The-Sea CA 93923

**Subject: Proposal for Professional Engineering Services – Upper Rancho Canada Sewer Relocation Project, Amendment No. 2, Engineering Support Services During Bidding and Construction**

Dear Ms. Lather:

Thank you for the opportunity to submit this amendment request for additional fee for the Upper Rancho Canada Sewer Relocation Project (Project) for the Carmel Area Wastewater District (District).

### Project Understanding

MNS is currently finalizing the design for relocating approximately 4,100 linear feet of existing 8- and 10-inch diameter gravity sewer main through Monterey Peninsula Regional Park District land, formerly the Rancho Canada Golf Course, and on easements on residential properties. The project is anticipated to be publicly bid and advance to construction in early 2021. The District has requested MNS provide engineering support services during bidding and construction. These additional services are detailed in this amendment request.

### Project Scope

MNS proposes to provide bid and construction support services as detailed in the following tasks.

#### Task 6 – Engineering Support Services During Bidding

During the advertisement period, MNS will prepare formal responses or addenda as appropriate to respond to questions forwarded to MNS by the District. MNS will prepare and agenda and lead the pre-bid meeting. We have assumed we will respond to up to six questions or prepare two addenda. We will prepare and submit conformed contract documents, if necessary, following the end of the bid period. We have assumed the District will advertise the project.

*Deliverables: Pre-bid meeting agenda, Responses to Requests for Information, Addenda, Conformed Contract Documents*

#### Task 7 – Engineering Support Services During Construction

Our staff will support the District through the construction process as described in the following subtasks.

**7.1 Construction Meetings:** MNS' Project Manager and Project Engineer will attend the pre-construction meeting, which is anticipated to be completed virtually. We have also budgeted for the MNS Project Engineer to attend up to 18 additional weekly video conference meetings during construction.

**7.2 Submittal Review:** MNS will review the Contractor's shop drawings and submittals for conformance with the project drawings and specifications. For the purpose of budgeting, we have assumed 12 submittals with four requiring re-submittal. We will prepare a Shop Drawing Review Letter (SDRL) for each submittal and maintain a Submittal Log. We have assumed all submittals and SDRLs will be transmitted electronically.

**7.3 Respond to RFIs/RFCs:** MNS will prepare responses to requests for information/clarification (RFI/RFCs) forwarded by the District from the Contractor, or develop recommendations based on changed field conditions. We have assumed responses will be prepared for a total of four RFIs/RFCs.

**7.4 Record Drawings:** MNS will prepare record drawings based on a single consolidated set of District and Contractor red-line drawings provided by the District. Record drawings will be prepared using the latest version of AutoCAD and will be transmitted to the District within three weeks of receipt of red-line drawings. We will provide electronic versions of the record drawings in both AutoCAD and Adobe PDF format.

*Deliverables: SDRLs, responses to RFIs/RFCs, Record drawings*

### Compensation

MNS proposes to perform the additional base services described herein for a not-to-exceed fee estimate of **\$18,820**. A breakdown by task is provided in the following table. A detailed fee proposal spreadsheet is provided as an attachment. All fees are in accordance with the MNS Standard Fee Schedule, included as an attachment.

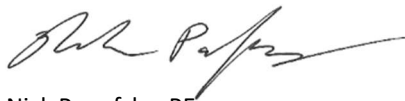
Task	Fee
Task 6 – Engineering Support Services During Bidding	\$2,400
Task 7 – Engineering Support Services During Construction	\$16,420
<b>Subtotal</b>	<b>\$18,820</b>

### Closing

Thank you for the opportunity to submit this amendment proposal. We are excited and look forward to working with the District. Please feel free to contact me with any questions you may have at 805.592.2074 or npanofsky@mnsengineers.com. Thank you for your consideration.

Sincerely,

**MNS Engineers, Inc.**



Nick Panofsky, PE  
Lead Engineer

Attachments:

Standard Fee Schedule

Detailed Fee Spreadsheet

# Carmel Area Wastewater District Rancho Canada Sewer Replacement - Amendment No. 2



		PM	ENGINE				
		Lead Engineer - NP	Project Engineer - JD			Total Resource Hours	Total Hours* Rates
	2020 Rate	\$215	\$170				
<b>7 - Engineering Support Services during Bidding</b>	<b>Task 7</b>						
7.1 Engineering Support Services during Bidding	Task 7.1	8	4	12	\$2,400		
	<b>Task 7 Subtotal</b>	<b>8</b>	<b>4</b>	<b>12</b>	<b>2,400</b>		
<b>8 - Engineering Support Services Construction</b>	<b>Task 8</b>						
8.1 Construction Meetings	Task 8.1	20	2	22	\$4,640		
8.2 Submittal Review (16)	Task 8.2	8	24	32	\$5,800		
8.3 Respond to RFIs/RFCs (4)	Task 8.3	8	8	16	\$3,080		
8.4 Record Drawings	Task 8.4	4	12	16	\$2,900		
	<b>Task 8 Subtotal</b>	<b>40</b>	<b>46</b>	<b>86</b>	<b>16,420</b>		
Sub-Total	Hours	48	50	<b>98</b>	<b>\$18,820</b>		
	Cost	\$10,320	\$8,500				

Summary	Total MNS Resource Costs	Total Subconsultant Costs & All Reimbursable Expenses With 15% Markup	Total
<b>Task 7</b>			
Task 7.1	\$2,400	\$0	\$2,400
	<b>Task 7 Subtotal</b>		<b>\$2,400</b>
<b>Task 8</b>			
Task 8.1	\$4,640	\$0	\$4,640
Task 8.2	\$5,800	\$0	\$5,800
Task 8.3	\$3,080	\$0	\$3,080
Task 8.4	\$2,900	\$0	\$2,900
	<b>Task 8 Subtotal</b>		<b>\$16,420</b>
<b>Grand Total</b>	<b>\$18,820</b>	<b>\$0</b>	<b>\$18,820</b>



## 2020 STANDARD SCHEDULE OF FEES

### PROJECT/PROGRAM MANAGEMENT

Principal-In-Charge.....	\$275
Senior Project/Program Manager.....	250
Project/Program Manager.....	210
Assistant Project/Program Manager.....	180
Senior Project Coordinator.....	155
Project Coordinator.....	125

### ENGINEERING

Principal Engineer.....	\$240
Lead Engineer.....	215
Supervising Engineer.....	200
Senior Project Engineer.....	185
Project Engineer.....	170
Associate Engineer.....	155
Assistant Engineer.....	140

### SURVEYING

Principal Surveyor.....	\$225
Lead Surveyor.....	215
Senior Survey Project Manager.....	205
Supervising Surveyor.....	200
Senior Project Surveyor.....	180
Project Surveyor.....	160
Senior Land Title Analyst.....	155
Associate Project Surveyor.....	145
Assistant Project Surveyor.....	130
Party Chief (PW).....	155
Chainperson (PW).....	135
One-Person Survey Crew (PW).....	185

### CONSTRUCTION MANAGEMENT

Principal Construction Manager.....	\$250
Senior Construction Manager.....	235
Resident Engineer.....	210
Structure Representative.....	190
Construction Manager.....	185
Assistant Resident Engineer.....	165
Construction Inspector (PW).....	152
Office Administrator.....	105

### TECHNICAL SUPPORT

CADD Manager.....	\$160
Supervising Technician.....	145
Senior Technician.....	135
Engineering Technician.....	105

### ADMINISTRATIVE SUPPORT

Senior Management Analyst.....	\$160
Management Analyst.....	135
Administrative Analyst.....	115
IT Technician.....	110
Graphics/Visualization Specialist.....	100
Administrative Assistant.....	75

### GOVERNMENT SERVICES

City Engineer.....	\$215
Deputy City Engineer.....	195
Assistant City Engineer.....	180
Plan Check Engineer.....	170
Permit Engineer.....	150
City Inspector.....	125
City Inspector (PW).....	150
Principal Stormwater Specialist.....	155
Senior Stormwater Specialist.....	140
Stormwater Specialist.....	125
Stormwater Technician.....	115
Building Official.....	175
Senior Building Inspector.....	150
Building Inspector.....	135
Planning Director.....	185
Senior City Planner.....	160
Assistant Planner.....	145
Senior Grant Writer.....	160
Grant Writer.....	135
Associate Grant Writer.....	105
Assistant Grant Writer.....	85

### DIRECT EXPENSES

Use of outside consultants as well as copies, blueprints, survey stakes, monuments, computer plots, telephone, travel (out of area) and all similar charges directly connected with the work will be charged at cost plus fifteen percent (15%). Mileage will be charged at the current federal mileage reimbursement rate. Expert Witness services will be charged at three (3) times listed rate and will include all time for research, deposition, court appearance and expert testimony.

### PREVAILING WAGE RATES

Rates shown with Prevailing Wage "(PW)" annotation are used for field work on projects subject to federal or state prevailing wage law and are subject to increases per DIR.

### ANNUAL ESCALATION

Standard fee rates provided for each classification are subject to an annual escalation increase of 3.0% starting January 1, 2021.

### OVERTIME

Overtime for non-exempt employees will be charged at 1.5 x hourly rate; overtime for exempt employees and other classification will be charged at 1 x hourly rate.