



247 Freshwater Way, Suite
Milwaukee, Wisconsin 53204
tel: 414 291 5100

November 30, 2023

Mr. Chad Regalia, PE
Chief Engineer
Racine Water Utility
101 Barker Street
Racine, Wisconsin 53402

Re: CDM Smith Scope of Services and Fee
Private Side Lead Service Line Replacement Program

Dear Chad,

CDM Smith is proud to partner with the Racine Water Utility (RWU, Utility) for continued Lead Service Line (LSL) Replacements. Building on your 2022 Pilot Program, RWU and CDM Smith can continue this valuable program for the residents of Racine.

We are pleased to submit our team's proposal to assist the Utility in its continued efforts to proactively provide safe and reliable water to its customers. The CDM Smith Team's **expertise is an exact match** to RWU's need for private side outreach, inspections, and construction services to meet DNR's and EPA's requirements.

Project Understanding

In conjunction with the City of Racine's 2024 road program, RWU will replace approximately 130 public LSLs and approximately 100 private LSLs. RWU staff will conduct public outreach to identify the private side LSLs and obtain right-of-entry for properties on three road reconstruction projects:

- Clarence Avenue from Chicago Street to Columbia Street
- Michigan Boulevard from Dodge Street to Goold Street
- Arthur Avenue from Lindermann Avenue to Osborne Boulevard

RWU will complete LSL replacement plans similar to the 2022 pilot project. Those plans will be turned over to CDM Smith to complete project specifications, bidding, construction management, and follow up with property owners.





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Scope of Services

CDM Smith has developed the following tasks for RWU's LSL Replacement initiative:

Task 1: Bid Documents

CDM Smith will develop contract documents for bidding private side lead service line replacements in areas identified by RWU staff.

Preliminary Design: Preliminary design drawings (plans) will be developed by RWU staff and sent to CDM Smith for use in developing a bid package. Based on the plans CDM Smith will develop a broad set of typical construction details and project specifications. City standards and details will be included where applicable. Preliminary contract documents will be developed for standard LSLR techniques and common restoration. Estimated bid quantities will be provided. Front-end documents will come from City standards and updated to match these specific job requirements.

Final Design: Following the review of the preliminary design drawings with City staff, CDM Smith will incorporate comments to develop the final design drawings and contract documents. CDM Smith will review the complete design documents with City staff and solicit additional comments. CDM Smith will incorporate these comments into 100% design documents. After submittal, CDM Smith will schedule a final review workshop for a final round of comments and incorporate these to finalize the bid set.

Bidding: CDM Smith will complete bidding using QuestCDN. As part of this task CDM Smith will attend the pre-bid meeting, answer contractor questions, issue addenda as needed, attend the bid opening, review bids, and make a recommendation of award.

Deliverables: Preliminary Design, response to review comments, final design, and bidding services.

Task 2: Construction Administration & Inspection

Included are the following items in our scope and budget:

- Develop an overall LSLR flowchart of tasks and responsibilities for compliance with the new Federal LCRR, including pre and post-replacement requirements.
- Attend and support RWU in a preconstruction meeting with contractor.
- Attend and administer weekly progress meetings during construction (assuming four months of weekly meetings during contractor mobilization) to discuss ongoing project status.
- Review and approve contractor applications for payment and quantities related to the private-side LSLRs. Review updated construction schedules related to private-side LSLRs.
- Manage scope, schedule, budget, and documentation of the work related to the private-side LSLRs throughout the construction support, inspection, and post-construction period.



- Prepare a set of record drawings related to the private-side LSLRs within 30 days of final project completion. Record drawings to be prepared by CDM Smith will be based on marked-ups as prepared and furnished by the contractor, including significant design-related change orders. The record drawings will be in the form of plans showing the new service information. The drawings will consist of a scaled plan showing an aerial view of the GIS mapping with the new service locations identified.
- Assist the City in the closeout of the construction contract. The general conditions of the Contract Documents will establish procedures for final inspection, punchlist items, and contract closeout, which will include final inspections, certifications, determining contract completion, and recommending the final payment for each contract.
- CDM Smith will provide full-time Resident Engineering during duration of private-side construction (assumed to be four months) to help with homeowner coordination and oversee construction work. Our services would be limited to those aspects as they relate to the private-side LSLRs, including all homeowner and resident coordination.
- Assist RWU with regulatory compliance documentation in accordance with LCRR. The post-replacement sampling and analysis will be the responsibility of RWU.

Deliverables: Punchlist items, Record Drawings within 30 days of final project completion, Documentation during construction including bi-weekly reports showing construction status.

Assumptions: RWU staff will complete the preconstruction site survey, preconstruction service line inspections.

Task 3: Funding Assistance

CDM Smith will assist RWU with review, applications, and follow up for SDWL/BIL funding.

Deliverable: Loan applications, as needed

The Funding Assistance task will be considered an allowance to be used at RWU's direction depending on level of support requested by RWU. CDM Smith will handle SDWL compliance during construction, but that support will vary depending on project duration, etc.

Task 4: Management with Kick Off Meeting

Project Management activities will include continually assessing the expectations of the City and managing scope, schedule, and budget to meet these expectations. CDM Smith's design-phase QA/QC standards will be implemented. Our team will maintain regular communication with City staff with periodic progress updates.





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The CDM Smith team will meet with RWU staff as a project kick off to discuss project coordination, schedule, communications, and strategy for conducting outreach.

Deliverable: Meeting Agenda and Meeting Minutes

Optional Task: Outreach Support

Initial outreach will be conducted by RWU staff. CDM Smith staff will supplement Public Outreach as needed, including, door knocking, phone calls, emails, and mailers for communicating with homeowners. It is assumed that documents will be prepared in English and Spanish.

RWU with input from CDM Smith will determine if a Public Information Meeting (PIM) is needed for this project. If a PIM is to be conducted, CDM Smith staff will develop a draft presentation for review by RWU, attend the meeting, present the project, and record questions by the public.

CDM Smith staff will be available to coordinate with local Community Based Organizations on an as needed basis. CDM Smith staff will also be made available to attend community outreach events as needed.

Deliverable: coordination and outreach as needed (note that RWU staff will complete preconstruction inspections); PIM presentation, attendance, and follow up.

The outreach task will be considered an allowance to be used at RWU's direction depending on level of outreach required, number of touch points with residents, etc.

Fee

CDM Smith will complete the proposed Scope of Services for hourly fee of \$201,292. The Optional Task Allowance is \$20,800 Attached is a breakdown of hours and fee by task.





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Schedule

We assume construction will take place in 2024 and the contractor will be mobilized for four months. CDM Smith will be prepared to assist RWU during the design phase in the winter of 2023/24 and complete the public outreach in the spring of 2024. Final deliverables will be completed within 30 days of construction completion.

We are looking forward to partnering with RWU to support the LSLR program.

Sincerely,

A handwritten signature in blue ink, appearing to read "Matthew J. Bednarski".

CDM Smith
Matthew J Bednarski, PE, ENV SP
Client Service Leader



Task #	Bednarski, Matthew J Client Coordination	Meyer, Jonathon P Project Manager	Atassi, Amrou Technical Review	Project Engineer	Senior Engineer	Thompson, Eloise P Project Engineer	O'Neill, Sarah S Project Support	Brauer, William A Field Support	Hours	Project Expenses	Fee	Total
	\$ 226	\$ 232	\$ 312	\$ 146	\$ 232	\$ 106	\$ 120	\$ 125				
1 Bid Documents	12	16	8	100	32	100	24		292	\$ 44,424	\$ 44,424	
2 Construction Administration & Inspection	24	8	16	40	8	24	24	640	784	\$ 2,500	\$ 105,392	\$ 107,892
3 Funding Assistance	12	8	4	40		4			68	\$ 12,080	\$ 12,080	
4 Project Management with Kick Off Meeting	24	80	24	12		12	20		172	\$ 36,896	\$ 36,896	
Total	72	112	52	192	40	140	68	640	1316	\$ 2,500	\$ 198,792	\$ 201,292
Optional Outreach Support	4	8	8	40	2	40		40	142	\$ 20,800	\$ 20,800	