



Larson Design Group



Larson Design Group

# Memo

To: Newport Borough Municipal Authority  
From: Alan Zeigler  
Date: August 24, 2017  
Re: Activity Updates

**December 13, 2017 USDA Project Budget**

**Contract Nos. 1 and 2 – WWTP Upgrade**

- Advance copy of response letter emailed to USDA on August 22, 2017
- Updated Engineer’s Opinion of Probable Construction Cost

**Contract No. 3 – Combined Sewer System Modifications Project No. 1**

- Advance copy of response letter emailed to USDA on August 21, 2017.
- Updated Engineer’s Opinion of Probable Construction Cost
- Reconnection of 41 North Second Street – Authority covers cost or property owner covers the cost.

**Project Schedule**

Based on receiving authorization from USDA to begin the Bidding Phase on or before September 30, 2017.

Bidding Phase Begins	October 16, 2017 – November 15, 2017
Bid Opening (45-Day Bidding Period)	November 29, 2017 – December 29, 2017
Award Construction Contracts	January 13, 2018 – February 12, 2018
Construction Contract Time Begins	April 23, 2018 – May 23, 2018
Substantial Completion of WWTP	October 23, 2019 – November 22, 2019

**Oliver and Howe Townships Coordination Invoices**

- Detail of charges from September 2015 into 2017 provided.

### **Oliver and 6<sup>th</sup> Street Sewer Separation Project**

- Final Application for Payment is for \$88,041.60.
- Perry County will pay \$17,415.81 (remaining amount of CDBG) directly to Gutelius.
- Authority and/or Borough must pay the remaining \$70,625.79 to Gutelius.

### **5<sup>th</sup> Street Reconstruction**

- Base mapping exchanged.
- Work on and finish delegation of responsibilities with BL before September 2017 Meeting and prepare LDG budget for approval.

### **Nutrient Credits**

Currently, 7,652 nitrogen credits and 1,100 phosphorous credits are required.

### **Additional 500-Year Related Engineering**

Our cost for completing the redesign work related to the 500-year flood event was \$41,532.19 (process piping and pumping design checks; permit amendments; architectural, site and structural redesign; and retaining wall design; copy of LDG charges is attached) plus +/- \$5,000 from Martz Technologies for control / electrical / instrumentation / SCADA. The total should be approximately \$46,500.

When we finish with comment responses to USDA regarding the Bidding and Contract Documents, we will request reimbursement of this amount from Project loan and grant funds.

NEWPORT BOROUGH MUNICIPAL AUTHORITY  
WASTEWATER TREATMENT PLANT UPGRADE  
COMBINED SEWER SYSTEM MODIFICATIONS PROJECT NO. 1  
PROJECT BUDGET  
(USDA December 13, 2016)

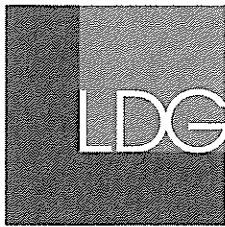
WWTP Upgrade Construction	\$ 9,426,000
CSS Modifications Project No. 1 Construction	\$ 2,218,000
Contingency	\$ 1,164,190
Engineering Fees	\$ 1,503,060
Resident Project Representation (Inspection)	\$ 368,000
Interest – Interim	\$ 300,000
Permits	\$ 2,000
Legal Fees – Local Attorney	\$ 35,000
Legal Fees – Bound Counsel	\$ 57,750
TOTAL	\$15,074,000



NEWPORT BOROUGH MUNICIPAL AUTHORITY  
WASTEWATER TREATMENT PLANT UPGRADE  
COMBINED SEWER SYSTEM MODIFICATIONS PROJECT NO. 1  
PROJECT BUDGET  
(August 24, 2017)

Demolition	\$ 184,000
Building 100 - Administration Building	\$ 625,000
Building 200 - Process Building	\$ 4,093,000
Building 300 - Biological Treatment Tanks	\$ 2,319,000
Building 400 - Garage	\$ 59,000
Building 500 - Digesters	\$ 533,000
Building 600 - Blower Building	\$ 81,000
Site Work	\$ 2,026,000
Allowances (35 Lab, 50 Fur, 14 Sec, 6 Utilities)	\$ 105,000
SUBTOTAL	\$10,025,000
Combined Sewer System Modifications Project No. 1	\$ 2,139,000
SUBTOTAL (TOTAL CONSTRUCTION COST)	\$12,164,000
Engineering	\$ 1,503,060
Resident Project Representation (Inspection)	\$ 368,000
Special Inspections	\$ 40,000
Interest – Interim	\$ 300,000
Legal (Local 35, Bond 57.75)	\$ 92,750
Permits	\$ 2,000
SUBTOTAL WITHOUT CONTINGENCY	\$14,469,810
Contingency	\$ 604,190
TOTAL PROJECT BUDGET	\$15,074,000





Larson Design Group®

August 22, 2017

Judith A. Tutino, P.E.  
State Engineer  
USDA Rural Development-PA, Butler Area Office  
625 Evans City Road, Suite 101  
Butler, PA 16001-8704

Re: Review of Bidding and Contract Documents, Specifications and Construction Drawings  
Contract No. 1 and No. 2 – Wastewater Treatment Plant Upgrade  
Newport Borough Municipal Authority, Newport Borough, Perry County, Pennsylvania

Dear Ms. Tutino:

We have reviewed your comments regarding the Bidding and Contract Documents, Specifications and Construction Drawings for the Newport Borough Municipal Authority's Contract No. 1 and No. 2 – Wastewater Treatment Plant Upgrade. This letter is formatted with your comments followed by our responses in bold. With this letter we have provided copies of revised pages from the Project Manual or sheets from the Construction Drawings, which are referenced in our responses.

1. The Engineer's Certification of the Plans and Specifications is a stand-alone document and will need to be completed and provided by the Engineer. I have attached a copy for your use and action (Attachment 1).

**A completed copy of the Engineer's Certification of the Plans and Specifications for Contracts No. 1 and 2 is provided.**

2. Please be sure to update the Advertisement to include the Bid Opening Date, as well as, the Pre-Bid Meeting Date, Time and place when determined. As a note, Section 002513 indicates the pre-bid will be held at the plant at 10 AM.

**After receiving USDA's authorization to move ahead with the Project's Bidding Phase, the Bid Opening and Pre-Bid Meeting dates, times, and locations will be scheduled and both the Advertisement for Bids and Pre-Bid Meeting will include consistent information.**

3. Is there a cost for the bidding documents – this is not clear in the Advertisement for Bids. Also, is the address for Newport Borough the same as the Newport Borough Municipal Authority? Please clarify.

**There is no cost to register on LDG's bidplans website and download documents. A sentence referring to "no costs" was removed from the Advertisement of Bids, which may have created your confusion. The correct address for the Authority is provided.**

OUR VISION. MADE REAL.

Architects Engineers Surveyors

An employee owned company

Williamsport 1000 Commerce Park Drive, Suite 201, Williamsport, PA 17701

Tel (570) 323-6603 Toll Free (877) 323-6603 Fax (570) 323-9902



www.larsondesigngroup.com

www.larsondesigngroup.com

4. Your Advertisement for Bidders and Supplementary General Conditions Article SC 20.03 indicates the project is being funded through the US EPA rather than the USDA. Please review and revise.

**The sentence in the Advertisement for Bids has been revised to indicate funding is provided by the USDA. The reference to funding from the US EPA has been deleted from the Supplementary Conditions.**

5. It is noted that the Advertisement for Bidders, Section 003100 and Supplementary General Conditions SC 20.03 reference the submission of MBE/WBE efforts and goals for the project (in conjunction with funding from the US EPA). The Supplementary General Conditions, specifically SC 19.05 Small, Minority and Women's Businesses provide any affirmative steps a contractor would take to encourage participation. There are no specific forms, goals or percentages associated with RD funds. USDA – Rural Development Regulations, specifically 1780.70 – Owner's procurement regulations, states "Affirmative steps should be taken to assure that small, minority, and women businesses are utilized when possible as sources of supplies, equipment, construction and services". The Owner will need to provide a statement of how or what they did to encourage M/W/DBE contractors to bid on their project. For instance, breaking contracts into smaller sizes to allow an M/W/DBE business to bid or advertising for bidders in areas or through media sites that reach M/W/DBE businesses.

**The reference to EPA's DBE solicitation process has been removed from the Advertisement for Bids. The DBE SOLICITATION REQUIREMENTS section was removed from Section 003100. The Small, Minority and Women's Business participation steps were removed from the Supplementary Conditions.**

6. Please update the bid hold period language as shown in your Advertisement for Bidders and Article 2.01 of the EJCDC C-410 Bid Form to be consistent with RUS Bulletin 1780- 26 that was previously provided. *"Bids will remain subject to acceptance for 60 days after the Bid opening, except if the awards delayed by a required approval of another government agency (including RUS), the sale of bonds, or the award of a grant, the Owner shall reject all bids or award the contract to the lowest responsible and responsive bidder within one hundred twenty (120) days of the bid opening, or for such longer period of time that Bidder may agree to in writing upon request of Owner."*

**The bid hold period text was added to the Advertisement for Bids and Bid Form.**

7. Instructions to Bidders, Article 4.02 (A) 4.B was not complete. Please review.

**The PA One Call System Serial Number was inserted.**

8. Unless the Authority has secured additional funding that requires the use of Davis Bacon Wages, Pennsylvania Prevailing Wages will apply. Be sure to include an updated determination found in Section 003100 just prior to bidding. Also, please *review* the Supplementary Conditions



(007314) SC 18.12 and SC 19.13 which discusses compliance with Davis Bacon wage rate requirements.

**Revisions have been made to the referenced sections to reflect the application of Pennsylvania Prevailing Wage Rates.**

9. The Bid Form provided for Contract 1 (GC) includes a Non-required bid Alternate #2. Please delete this. Optimally, your technical specifications should be performance specification, i.e. you want a treatment tank of a specific size that has the capabilities to meet the Authority's treatment requirements. By including this alternate you are dictating the methods and means of construction - under Open and Free Competition requirements, the contractor should be permitted to make this choice, provided it meets the intent or performance. In turn, this would result in better pricing for the Authority and its customers.

**Non-Required Bid Alternate #2 is not dictating the means and methods of construction, it is providing a Contractor with the option of either constructing the Treatment Tanks using Cast In Place Concrete or Precast Concrete. In addition, if a Contractor can build the Treatment Tanks using Cast In Place Concrete at a lower cost in comparison to the cost to use Precast Concrete, the Owner will benefit by lowering the construction cost for the Project.**

10. Please clarify "Allowances" found in the Bid Schedule for General Construction (Contract 1). As I read the Project Manual, I could not locate a summary of what may be included in this Allowance; Any items included in the project need to be reviewed by Rural Development to verify they are consistent with the scope of the project and are reasonable and necessary.

What, for instance, is included in Allowance 6 – Piping Modifications? This is not defined in your specification.

**All Allowances are described in Section 012100. Allowance 6 – Piping Modifications was removed from the Bid Schedule for Contract No. 1 and Section 012100 Allowances.**

11. Please clarify Section 004393.1 - Bid Submittal Checklist which identifies and contains the Bidders name to be placed on the exterior of the envelope containing the Bid? Suggest you include submission of required RUS forms (as outlined in Article 7.01 of the Bid Form), as well as, Evidence of Authority to sign the Bid by the Bidder on the checklist. As a note, the Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier *Covered* Transactions {AD 1048} has been updated. A copy is included for your use {Attachment 2}.

**The updated AD 1048 will be inserted in the Project Manual and Section 004393 Bid Submittal Checklist was removed from the Project Manual.**

12. Section 004609 contains additional pages, forms and exhibits of RD Instruction 1940-Q. Only RD Instruction 1940-Q, Exhibit A-1 is required to be submitted by the contractor with their bid. Suggest you *remove* other pages, forms and Exhibits to avoid confusion.

**Section 004609 has been replaced by/reduced to include only RD Instruction 1940-Q, Exhibit A-1.**

13. As a note, the RUS Agency Concurrence page needs to be included/appended to the Owner-Contractor Agreement. The Agreement is not effective without RUS concurrence. A copy is included for your use {Attachment 3}. I have also included the Certificate of Owner's Attorney form which will need to be provided during the Bid award process (Attachment 4).

**The Agency Concurrence page has been included following the Agreement.**

14. Please provide your breakdown of Liquidated Damages (LD). Justification is required and must be kept on file by the Authority should they be challenged by the Contractor. As a reminder, LD's are not a penalty. Typical elements to include, in addition to RPR costs:
- Construction Admin costs
  - Owners Costs
  - Interest on interim financing
  - Civil Penalties from regulatory agency
  - Other justifiable costs

**The Construction Administration budget for all three contracts is \$277,000, with two thirds of the budget estimated for Contract Nos. 1 and 2, or \$184,667. The Construction Inspection budget for Contract Nos. 1 and 2 is \$275,000. Assuming that \$170,000 and of the Construction Administration and \$253,000 of the Construction Inspection budgets will be required to achieve Substantial Completion. The Contract Time to achieve Substantial Completion is 455 days; therefore, the daily cost to cover Construction Administration and Construction Inspection is \$929.67. This amount, rounded up to \$1,000 is the daily liquidated damages amount if Substantial Completion is not achieved within the Contract Time.**

**For the daily liquidated damages amount if ready for final payment is not achieved in 90 days, divide the sum of the remaining Construction Administration and Construction Inspection budget (\$14,667 + \$22,000) by 90 days and the amount is \$407 per day. Round this amount to \$500 per day.**

**The stated amounts represent minimum values. We will be reviewing the Authority's Consent Order and Agreement and recent civil penalty payments to DEP to determine if the \$1,000 per day value should be increased. In addition, we will be reviewing anticipated operations during construction to determine if any unique operating conditions will create above normal daily operating costs.**

**Any increases in the daily liquidated damage amounts will be submitted to USDA for approval.**

15. It is noted that the EJCDC Forms for Field Orders and Work Change Directives are included in your project manual. Only a properly executed change order concurred in by the Agency can be the only mechanism for revising the contract price and/or time.

**We understand.**

16. With respect to the Supplemental General Conditions (Section 007314):

- a. Art SC-6.03 of the Supplementary General Conditions should include a provision that Insurance Coverage will be "Per Project".

**The following statement was added under SC-6.03, "Any general aggregate limit shall apply per project."**

- b. Verify SC 5.04.C6 (Additional Insureds) to determine if those listed are applicable to this project. For instance, this section includes the Commonwealth Finance Agency?

**The reference to the Commonwealth Financing Authority was removed.**

- c. Be sure to review with the Authority and/or their insurance agent, Art SC-6.03K regarding Insurance coverages and amounts, to ensure the contractor provides the appropriate insurance coverage for this type of construction project, for instance would Builder's Risk be appropriate rather than an Installation Floater?

**Copies of SC-603 were submitted to both the Authority's Solicitor and Insurance Agent for review.**

- d. Section SC-15.01.C.1 and SC 15.06.D includes references and discusses receipt of funds from the Commonwealth of Pennsylvania? Please clarify.

**The reference to funds from the Commonwealth of Pennsylvania has been deleted.**

- e. As noted previously, please review the Supplementary Conditions (007314) SC 18.12 and SC 19.13 which discusses compliance with Davis Bacon wage rate requirements. Unless the Authority has secured additional funding that requires the use of Davis Bacon Wages, Pennsylvania Prevailing Wages will apply.

**All references to Davis Bacon Wages have been deleted.**

- f. Per the Authority's Letter of Conditions, the Environmental Mitigation Measures must be included in the Specifications and followed during construction. Typically, they are appended to SC 19.12 in Section 007314 (Supplementary



Conditions). The Mitigation Measures are attached for your use (Attachment 5).

**The Environmental Mitigation Measures have been inserted in the Supplementary Conditions (SC-19.11).**

17. Inoted that Section 009906, Volume 1, includes information regarding Seismic Safety from another USDA program. The appropriate Seismic Design & Acknowledgement Form is attached for your use (Attachment 6). The form should be copied, signed and sealed and placed on the Drawings cover sheet acknowledging compliance with this design policy and regulations.

**The signed and sealed Seismic Design and Acknowledgement Form has been placed on the Cover Sheet of the Construction Drawings.**

18. Please review Section 012500 – Substitution Procedures and compare with the General Conditions Article 7.04 and 7.05 and clarify submitting an "or equal" or a substitute. As I read Section 012500-2.1, your definition or conditions provided would appear to loosely fit the definition of an equal. Per the Instructions to Bidders (IFB) and the General Conditions, a bidder or contractor can submit to the engineer an equal product request prior to the bid opening. This submission must be done (per IFB 11) no later than 5 days prior to the bid opening or at any time after contract award (General Conditions Art 6).

**On page 3 of Section 012500, "B. Substitutions for Convenience: Not allowed." was deleted. A Bidder may request a Substitute (for Convenience) 15 days prior to Bid Opening, as stated in the Instructions to Bidders. According to Section 012500, a Contractor may request a Substitute (for Convenience) within 60 days following Notice of Award.**

19. As you review Section 012500, please review language in Section 016000, as well. These Sections are referenced in most of your Technical specifications, for instance Section 074113.13 (Roof Panels), for a contractor to refer to, however, as stated previously, a contractor, after award can submit equal products during the submittal process for consideration.

**Several "nots" were removed from Section 016000 to allow consideration of a Substitute (for Convenience).**

20. Revise Section 013100-1.7B – The preconstruction meeting is to be held immediately prior to or on the date of the issuance of Notice to Proceed rather than after.

**The date for the preconstruction meeting was revised to be immediately prior to or on the date the Notice to Proceed is issued.**



21. Section 017823 references Contract 4-Special Inspections. Please clarify.

**In Section 017823, we could not find any reference to Contract 4 – Special Inspections. If there is a reference to Contract 4, it will be deleted.**

22. Section 015000 calls for the contractor to provide various pieces of equipment as part of the Project Office, such as a laptop and printer, to be used by the Engineer's representative and turned over to the Authority at the end of the project. Please review and remove these items. These items are generally included in an engineer's overhead costs. Additionally, the Authority will have paid contractor's mark up on this equipment which will subsequently be used and may or may not meet the future requirements of the Authority upon project completion.

**Computers and printers have been removed from the equipment required for the Engineer's Field Office.**

23. The Temporary Construction Sign included in Section 015000-3.38, as an attachment, has been updated. A copy of the updated sign is attached (Attachment 7) for your use.

**The updated Temporary Construction Sign has been inserted.**

24. Sections 033000 and 033010 (Cast in Place) do not appear to contain concrete strength, slump and air-entrained requirements. Please review.

**The listed Field Quality Control tests are listed in Section 033000 beginning on page 18 and in Section 033010 beginning on page 16.**

25. The specifications, pertaining to Quality Control, do not consistently state in the case of a failure/failed test, that any repairs or re-testing will be at no cost to the Owner, for instance Section 334000-3.8. Please review to ensure this important aspect is included and clear.

**There is no Section 334000; however in the Field Quality Control test requirements for both Section 033000 and 033010 there are provisions for re-testing at no cost to the Owner.**

26. Compliance with Federal Regulations and Open and Free Competition:

Several of your Sections place requirements on firms, such as a certain number of years of experience (anywhere from 5 years to 10 years), number of installations, distance from the community or to be located only within Pennsylvania which is considered restrictive under Federal regulations. Although it is acceptable to require a certain level of experience or installations, the requirements found in each Section vary widely, and are not consistent or reasonable. Please review and revise.



## **10 YEARS EXPERIENCE**

We reviewed the Technical Specifications and identified 15 specification sections that required 10 years of experience of the manufacturer, installer or contractor. 8 of the sections are for process equipment, 7 sections relate to structural work, and 1 section is for electrical components.

### **Original Process Equipment Requirements**

- 434146 Polyethylene Chemical Storage Tanks – 10 years manufacturing experience.
- 444110 Submersible Pumps and Accessories – 10 years manufacturing experience.
- 444236 Wastewater Screening System – 10 years manufacturing experience.
- 444240 Grit Removal System – 10 years manufacturing experience.
- 444256 Sequential Batch Reactor System – 10 years manufacturing experience.
- 445000 Ultraviolet Disinfection Equipment – 10 years manufacturing experience.
- 446000 Packaged Chemical Feed Equipment – 10 years manufacturing experience.
- 447000 Aerobic Sludge Digester Equipment – 10 years manufacturing experience.

### **Proposed Revision to All**

5 years manufacturing experience with full references (contact name, telephone number and email address) for 5 successful equipment installations during the last 5 years.

### **Original Structural Requirements and Proposed Revisions**

031510 Post Installed Adhesive Anchors – 10 years manufacturing experience and 5 years of installation experience. Change to no manufacturing experience and the installer must be certified by ACI/CRSI Adhesive Anchor Installer Certification Program.

031520 Post Installed Mechanical Anchors - 10 years manufacturing experience and 5 years of installation experience. Change to no manufacturing experience and installer training by manufacturer at the Project Site.

033010 Cast-In-Place Concrete – Environmental Structures – Contractor with 10 years of experience changed to 5 years of experience with full references (contact name, telephone number and email address) for 5 successful cast-in-place – environmental structures constructed during the last 5 years.

034010 Precast Concrete – Environmental Structures – Contractor with 10 years of experience and 10 successful projects changed to 5 years of experience with full references (contact name, telephone number and email address) for 5 successful precast post-tensioned concrete environmental structures constructed during the last 5 years.



**0710000 Cold Fluid Applied Dampproofing – 10 years manufacturing experience with the applier having 3 years of application experience to 5 years manufacturing experience with the applier providing full references (contact name, telephone number and email address) for 3 successful cold fluid applied dampproofing projects during the last 3 years or a representative of the manufacturer providing onsite training to application personnel and monitoring application.**

**130100 Field-Assembled Precast Concrete Building – 10 years of construction experience plus 20 precast concrete buildings constructed during the last 10 years to 5 years of construction experience with 10 precast concrete buildings constructed during the last 5 years with the contractor providing full references (contact name, telephone number and email address) for the 10 buildings.**

**Original Electrical Requirement and Proposed Revision**

**262726 Wiring Devices – 10 years of manufacturing wiring devices; this requirement will be deleted.**

**5 YEARS EXPERIENCE**

**We reviewed the Technical Specifications and identified 7 specification sections that required 5 years of experience of the manufacturer, installer or contractor. 3 of the sections are for electrical and telecommunications equipment, 2 of the sections are for cranes and hoists, and 2 are for architectural items.**

**Original Electrical and Telecommunications Equipment Requirements and Proposed Revisions**

**260801 Short Circuit, Component Protection, Flash – 5 years of experience for firm completing the study and 5 years of experience for the person in charge to no years of experience for firm completing the study, but maintain 5 years of experience in power system analysis for the individual in charge of the study.**

**262213 Dry Type Distribution Transformers (1500 KVA and Below) – 5 years of experience for the manufacturer to no years of experience for the manufacturer.**

**27300 Telecommunication System – The installer has 5 years of experience with the specified type of equipment and systems and 3 comparable scale projects during the last 2 years to 3 years of experience with 3 comparable scale projects during the last 3 years.**

**Original Crane and Hoist Requirements**

**412223 Davit Cranes and 412225 Chain Hoist and Trolley – 5 years of experience for the manufacturer will be maintained.**

**Original Architectural Product Requirements and Proposed Revisions**

**100312 Sliding Roof Hatch – 5 years of experience for manufacturer to 3 years of experience.**

**123000 Manufactured Casework and Countertops – 5 years of experience for manufacturer to 3 years of experience and 5 years of experience for installer to 3 years of experience.**

**3 YEARS OF EXPERIENCE**

**No change to 3 years of required experience.**

**In addition to making these proposed revisions, if the experience requirements remain a concern, in the Instructions to Bidders, a statement could be added to specifically note that the “substitute” and “or equal” process may be applied to experience requirements.**

- a. Review Section 130100 pertaining to the Pre-cast concrete building. Sub-section 2.1 lists a manufacturer, or "other approved EASI-SPAN manufacturer", however, it is concerning as there are no other manufacturers within a certain radius of the project, therefore creating the situation where there essentially is no equal hence sole source which is contrary to Open and Free Competition.

As an additional note, where is this building to be located? Could not locate on the plan sheets.

**The precast building (Building 500) will be used to house the blowers for the Aerobic Digesters.**

**The basis of design for Building 500 was “an EASI-SPAN precast building, as manufactured by Oldcastle Precast Concrete located in Easton, PA, or other approved EASI-SPAN manufacturer.” This means another manufacturer of EASI-SPAN, outside of PA, would be accepted.**

In addition, B. under 2.1 note the option of an “Engineer approved equal.”

**Engineer approved equal is included in 2.1 B.**

- b. Section 273000-1.11 indicates that there can be no substitutions and does not provide for equals. Please revise. This is not consistent with Federal regulations.

**“Product Data (Basis of Design Manufacturer or Approved Equal)” replaced no substitution statement in 1.11 B.**



- c. Review Section 400501-1.50 and 1.5E. Pre-Qualification of Bidders is not permitted. Please revise.

**The pre-qualification of bidders and list of pre-approved suppliers was removed from Section 400501.**

An additional concern is using what appears to be a specific manufacturer's equipment or product specifications, for instance Section 409100. This can be problematic if the description used of the equipment or product in the specification contains unique features, patents or copyrights specific to that piece of equipment or product, which would result in the situation where technically there are no equals. The "brand name or equal" approach should be used to supplement the description of the technical requirements, not as a substitute for preparing a description of the technical requirements.

**The technical requirements for components included in Section 409100 were listed because they add quality to the overall project and ensure the objectives for the control / instrumentation / SCADA features are achieved. The "substitute" procedure included in the Bidding and Contract Documents provide the opportunity for a Bidder or Contractor to propose the use of alternatives.**

27. Piping insulation schedule is referenced in Section 220719 – page 14. Could not locate in the specifications or on the plans. Please review.

**The referenced statement was revised to "Acceptable preformed pipe and tubular insulation materials and thicknesses are identified where required on the Construction Drawings."**

28. The following Sections could not be located:

- a. Section 221116-3.2D references Section 220519 "Meters and Gages for Plumbing Piping".

**The reference to Section 220519 could be and was deleted.**

- b. Section 312000 references Section 015639 (Temporary Tree and Plant Protection).

**For the Project, there are no trees to protect; therefore, the reference to Section 015639 was eliminated.**

29. Portions of your Electrical Division 26, for instance Section 262213-2.1, 262416-2.4 and 262419-2.1 and Division 28 indicates that there is an alternate in the Bid form for this equipment? Please review these Divisions and clarify. Note, the above reference Sections are not all inclusive and may be others to which this comment is applicable. Also, as noted previously, your Sections (012500 and 016000) regarding Substitutes and Product Requirements may not be consistent with Open and Free competition



and the submission of "or equals" per the Instructions to Bidders Article 11 and the General Conditions Article 6.

It is noted in Section 400501, this language regarding alternates in the Bid Form is also included.

**The Division 26 and Division 28 specification sections have been revised to eliminate the reference to alternates. Sections 012500 and 016000 have been reviewed and revised to be consistent with the Instructions to Bidders Article 11 and General Conditions Article 7.**

30. In Section 263213-1.5A and B, an extended warranty is to be provided for the generator. Sub-section B discusses a service agreement, but it is not clear if it is to be included in the contract, i.e. who will pay for this?

**To eliminate any confusion regarding a service agreement, the following sentences were eliminated from Section 263213. "A service agreement shall be available and shall include system operation under simulated operating conditions; adjustment to the generator set, transfer switch, and switchgear controls as required, and certification in the owner's maintenance log of repairs made and function tests performed on all systems."**

31. The following Sections were incomplete: Section 265119, Section 312000-3.6A(1). Please review.

**The revisions to Sections 265119 were completed and for Section 312000 are underway.**

32. Please review Section 273000-1.3 regarding Telecommunication System. This section contains additional qualifications that would be applicable to the Electrical contractor's sub-contractor – not the Prime – and doesn't match the requirements of the Instructions to Bidders or the Bid Form. Please review and revise this section.

**Section 27300 1.3 has been revised to address the comment.**

33. Section 282300-1.8A and Section 400501 – is there a specific number of hours or visits for the training? Please clarify.

**One day of training was provided for Section 282300 and Section 400501 does have the provision for five days of training in 2.8.**

34. Is Simplex an equal manufacturer for the Fire Alarm System (Section 283100)? Also, why the limiting factor on distance for repairs (75 miles) when the distributor is located in Bridgeville?

**Simplex is an equal manufacturer. The distance of 75 miles was removed from Section 283100.**

35. Section 440020, includes the provision for a Special Warranty extending the Process pipe heat tracing.

While it would seem obvious that the cost would be included in the contractor's pricing, it has happened on other projects that the contractor contended this was an additional cost and was not included. Suggest for clarity it be added this warranty will be provided at no extra cost to the Owner.

**The special warranty provisions were revised to indicate no additional cost to the Owner.**

Plan Sheets:

1. The limits of the 100-year and 500-year floodplain were not shown on the existing site plan or finished site plan. The Environmental Mitigation measures adopted as a requirement of loan/grant approval call for the proposed plant to be constructed to protect against the 500-year flood event. It is noted on the hydraulic profile that the 100-year elevation shown, but this information was not transferred to the plan sheets.

**The boundaries for the 100-year and 500-year floodplains have been added to both existing and proposed site plan drawings.**

**Both the 100-year and 500-year flood elevations are shown on the hydraulic profile.**

**We have submitted with this letter revised copies of Sheet No. C101 Existing Site and Demolition Plan, Sheet No. C401 Grading and Stormwater Plan, and Sheet No. D005 Hydraulic Profile. With the floodplain boundaries shown on Sheet Nos. C101 and C401, the boundaries will be shown on all other site-related sheets.**

2. I was unable to identify the locations of the core borings on the plan sheets? Please review and clarify which drawing they are located on.

**The core borings are shown on Sheet No. C101, but did not "standout". The symbol for the core borings is now larger and "standout".**

3. Sheet D260 indicates a force main is to be "Provided by Others". Please clarify – who?

**Sheet No. D260 Process Room 260 – Plan show chemical drums that will be provided by the Authority's chemical supplier; therefore, we have revised the reference on Sheet No. D260 to "BY CHEMICAL SUPPLIER".**

**Sheet No. C301 Off-Site Utilities includes the force main from Howe Township. The note relating to the force main has been revised to "PROPOSED 6" HDPE FORCE MAIN FROM HOWE TOWNSHIP".**

**Revised copies of Sheet No. D260 and C301 are submitted with this letter.**

4. Is there a detail or additional information for storm water discharge at the existing inlet? Not clear if this is subject to high water at discharge location.

**The following note has been added to Sheet No. C501 Site Utility Profiles. The following note was added for connection to the existing inlet, "CORE DRILL OPENING IN EXISTING INLET FOR 18" SLCPP PER PA DOT PUBLICATIONS 72 AND 408." A revised copy of Sheet No. C501 is submitted with this letter.**

5. In our review of the plans sheets, specifically the Architectural Series, the Finish/material schedules included on the sheets contain language ("shall be") that could be construed as no equal is allowed. Please review your drawings to be in compliance with Open and Free competition.

**All finish/material schedules on the Construction Drawings have been revised to include an "or equal" statement. Copies of revised sheets with the "or equal" statement are submitted with this letter.**

6. As noted in my review of the Technical Specifications, the requirements regarding the concrete compressive strength for the various components, slump and air content could not be located. Although the compressive strength appears to be shown on plan sheets, the information is still incomplete.

**On a number of the Structural Drawings, design criteria, exposure classifications and required compressive strength, are provided. These exposure classifications dictate the air content as well as the water-to-cement ratio. It is the responsibility of the concrete mix designer to properly proportion the concrete mix to meet the specified compressive strength and the given exposure parameters. Slump will vary based on what admixtures are used. Field tests for slump should be based on the mix design provided by the concrete suppliers.**

7. The structural drawings contain only 1 plan sheet (S217) with wall elevations for building 200, but it only showed two elevations. Also, where is Grid B? Please review.

**Building elevations are provided on the Architectural Drawings. In general, the Project Teams' architects and structural engineers did not consider interior wall elevations to be necessary. The elevations on Sheet No. S217 Building 200 Wall Elevations show specific structural requirements, such as grouting CMU cores and special wall openings.**

**Grid B is shown on Sheet Nos. S202 through S205.**

8. Review and verify sheet A216 regarding elevation labels. Based on a review and comparison with other plan sheets for Building 200, show the elevation shown as East, for instance, be labeled at North? The North Arrow on several of the Architectural Drawings, don't appear to match those on sheet provided for other series, such as the Detail drawings.

**True north is at a 45 degree to the Sheets; therefore, we adopted a project north as shown on the site plans. Sheet No. A216 Exterior Elevations and Details did not follow this convention and was revised. A revised copy of Sheet No. A216 is submitted with this letter.**

9. The Architectural drawings for Building 200 indicated the Finished Floor elevation will be 395'6", but other drawings, such as the structural drawings, indicates the FFE will be 399'9". Please review and revise. Also, review Sheet D263 (D/0263), as well. This sheet also shows 395.5.

**A Finished Floor elevation of 399' 9" is correct. The Architectural Drawings for Building 200 and Sheet No. D263 Process Room 260 Section were reviewed and revised to indicate the correct Finished Floor elevations. Copies of the revised sheets are submitted with this letter.**

10. Building 200 includes the installation of a dishwasher? Please justify.

**The dishwasher is included to wash lab glassware and implements**

11. Is there a detail for the 18" diameter influent pipes into the channel from MH IOOE? The proposed layout is not clear.

**Detail 6 on Sheet No. C802 Sewer Details illustrates the influent pipes.**

12. I noted that the drawings include the installation of pipe bollards inside the building, but does not appear to address their installation at key locations on the exterior of any of the buildings. Please review.

**Additional bollards have been added to the following locations on Sheet No. C201 Site Layout Plan: at the northwest corner of Building 200, on each side of the garage door leading to the chemical storage area, one at the northeast corner of Building 200, one at the northeast corner of the Generator, and two at the corners of the stairs at Building 500.**

**A revised copy of Sheet No. C201 is submitted with this letter.**

13. Verify FFE and TOG elevations on drawing C403.

**Correct Finished Floor elevations have been included on Sheet No. C403 Site Utility Plan. A revised copy of Sheet C403 is submitted with this letter.**

14. The final grade around the tanks appears to *vary*, but appears to be below the top of concrete/walkway elevation. How the tank walkway to be accessed is – could not locate stairs? Are there 2 points of access?

**The walkway along the entire west side of the SBRs will be 6" above the adjacent grade allowing access to the walkway along the entire west side. Sheet No. C401 Grading and Stormwater Plan has been revised to show this access.**

15. Review profile 2/C503 on sheet C503. The elevations for SBR #1 influent elevations versus profile are not correct. Also, the profile indicates the invert elevation of the 10" diameter pipe is approximately 388.62 which doesn't appear to match or line up with the elevations on the other sheets for the treatment tanks.

**The invert elevations on Sheet No. C503 Site Utility Profiles have been corrected. A revised copy of Sheet C503 is submitted with this letter.**

16. Verify the FFE shown on Section A/D500. Doesn't appear to match other sections this sheet (B/D500) or sheet S505.

**The wrong Finished Floor elevation on Sheet S505 Building 500 Sections has been corrected. A revised copy of Sheet S505 has been submitted with this letter.**



17. It appears in reviewing your Phasing/Sequence of Construction plan sheets that none of the newly constructed components will be placed into service until the entire treatment plant has been constructed and tested. However, should that change we have found with other projects of a similar type (plant upgrades), significant disagreements have arisen over the operation and maintenance (use of consumables) of equipment prior to overall plant substantial completion should any of the components be placed on line and fully utilized by the Owner to maintain overall operation of the existing plant. If this may be anticipated, we would suggest you clarify responsibility, warranty, operation and maintenance of plant components.

**There will be one date for Substantial Completion with clarification added to appropriate sections regarding responsibilities, warranties and operation and maintenance of the WWTP improvements.**

As requested, with this letter we have also submitted an updated copy of the Engineer's Opinion of Probable Construction Cost.

If you have any questions regarding our responses or the revised pages from the Project Manual or sheets from the Construction Drawings, please contact me at (570) 651-1544 or [azeigler@larsondesigngroup.com](mailto:azeigler@larsondesigngroup.com).

Sincerely,

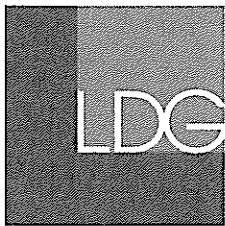
LARSON DESIGN GROUP

Alan L. Zeigler, P.E.

cc: Newport Borough Municipal Authority  
Sean McElroy  
Adam Britcher

ALZ/jsr

Enclosures



Larson Design Group®

August 21, 2017

Judith A. Tutino, P.E.  
State Engineer  
USDA Rural Development-PA, Butler Area Office  
625 Evans City Road, Suite 101  
Butler, PA 16001-8704

Re: Review of Bidding and Contract Documents, Specifications and Construction Drawings  
Contract No. 3 – Combined Sewer System Modifications Project No. 1  
Newport Borough Municipal Authority, Newport Borough, Perry County, Pennsylvania

Dear Ms. Tutino:

We have reviewed your comments regarding the Bidding and Contract Documents, Specifications and Construction Drawings for the Newport Borough Municipal Authority's Contract No. 3 – Combined Sewer System Modifications No. 1. This letter is formatted with your comments followed by our responses in bold. With this letter we have provided copies of revised pages from the Project Manual or sheets from the Construction Drawings, which are referenced in our responses.

1. The Engineer's Certification of the Plans and Specifications is a standalone document and will need to be completed and provided by the Engineer. I have attached a copy for your use and action (Attachment 1).

**A completed copy of the Engineer's Certification of the Plans and Specifications for Contract No. 3 – Combined Sewer System Modifications Project No. 1 is submitted with this letter**

2. Please be sure to update the Advertisement to include the Bid Opening Date, as well as, the Pre-Bid Meeting Date, Time and Location when determined. As a note, Section 002513 indicates the pre-bid will be held at the plant at 10 AM.

**After receiving USDA's authorization to move ahead with the Project's Bidding Phase, the Bid Opening and Pre-Bid Meeting dates, times, and locations will be scheduled and both the Advertisement for Bids and Pre-Bid Meeting will include consistent information. Copies of the revised Advertisement for Bids and Section 002513 are submitted with this letter.**

3. Your Advertisement for Bidders indicates the project is being funded through the US EPA rather than the USDA. Please review and revise.

**The sentence in the Advertisement for Bids has been revised to state funding is provided by the USDA. A copy of the revised Advertisement for Bids is submitted with this letter.**

4. Unless the Authority has secured additional funding that requires the use of Davis Bacon Wages, Pennsylvania Prevailing Wages will apply. Be sure to include an updated determination just prior to

OUR VISION. MADE REAL.

Architects • Engineers • Surveyors

An employee owned company

Williamsport: 1000 Commerce Park Drive, Suite 201, Williamsport, PA 17701

TEL (570) 323-6603 • TOLL FREE (877) 323-6603 • FAX (570) 323-9902



Equal Housing Opportunity

www.larsondesigngroup.com

bidding. Also, please review Section 003100 and the Supplementary Conditions (007314) SC 18.12 which discusses compliance with Davis Bacon wage rate requirements. Also, SC 19.13 (Prevailing Wage) includes a notation to add the Wage Determination #. Please review.

**An updated Pennsylvania Prevailing Wage Rate Determination will be obtained just prior to Bidding. Section 003100 has been revised to reference the Pennsylvania Prevailing Wage Rate Determination. The Wage Rate Determination, when obtained, will be referenced on Page 007314-13 of the Supplementary Conditions. Copies of revised Section 003100 and the Supplementary Conditions are submitted with this letter.**

5. It is noted that the Advertisement for Bidders and Section 003100 reference the submission of MBE/WBE efforts and goals for the project (in conjunction with funding from the US EPA). USDA – Rural Development Regulations, specifically 1780.70 – Owner's procurement regulations, states "Affirmative steps should be taken to assure that small, minority, and women businesses are utilized when possible as sources of supplies, equipment, construction and services". There are no specific forms, goals or percentages associated with RD funds. However, the Owner will need to provide a statement of how or what they did to encourage M/W/DBE contractors to bid on their project. For instance, breaking contracts into smaller sizes to allow a M/W/DBE business to bid or advertising for bidders in areas or through media sites that reach M/W/DBE businesses.

**The reference to EPA's DBE solicitation process has been removed from the Advertisement for Bids. The DBE SOLICITATION REQUIREMENTS section was removed from Section 003100. Copies of the revised Advertisement for Bids and Section 003100 are submitted with this letter.**

6. Please update the bid hold period as shown in your Advertisement for Bidders. *"Bids will remain subject to acceptance for 60 days after the Bid opening, except if the award is delayed by a required approval of another government agency (including RUS), the sale of bonds, or the award of a grant, the Owner shall reject all bids or award the contract to the lowest responsible and responsive bidder within one hundred twenty (120) days of the bid opening, or for such longer period of time that Bidder may agree to in writing upon request of Owner."*

**The bid hold period in the Advertisement for Bids has been updated. A copy of the revised Advertisement for Bids is submitted with this letter.**

7. Owner-Contractor Agreement:

- a. Please review and clarify the time for Substantial and Final Completion contained in Article 4.02A – 455 days and 545 days, respectively. This appears excessive given the type and amount of work to be completed under this contract. Please review.

**The Contract Time has been revised to 365 days and then 30 additional days to be ready for final payment. A copy of the revised Agreement is submitted with this letter.**

- b. A note for consideration regarding the amounts provided for Liquidated Damages (Article 4.03A.1



and 2); we noted that the amounts for both Substantial and Final Payment are the same. Generally, the amount associated with "Ready for Final Payment" is less or reduced once the Owner has beneficial use of the project or system. Please review.

**The liquidated damage assessment for not being ready for final payment by the specified time has been reduced to \$250.00. A copy of the revised Agreement is submitted with this letter.**

- c. Please provide your breakdown of Liquidated Damages. Justification is required and must be kept on file by the Authority should they be challenged by the Contractor. As a reminder, LD's are not a penalty. Typical elements to include, in addition to RPR costs:
- Construction Admin costs
  - Owners Costs
  - Interest on interim financing
  - Civil Penalties from regulatory agency
  - Other justifiable costs

**The Construction Administration budget for all three contracts is \$277,000, with one third of the budget estimated for Contract No. 3, or \$92,333. The Construction Inspection budget for Contract No. 3 is \$93,000. The Contract Time to achieve Substantial Completion is 365 days. Combining both budgets equals \$185,333 and subtracting \$7,500 to cover the cost for Construction Administration and Construction Inspection during the 30 days until the contractor is ready for final payment, the resulting 365-day budget is \$177,833. Dividing this amount by 365 days results in \$487.21 per day. This amount is rounded up to \$500 for the daily liquidated damages amount if the Contract Time to achieve Substantial Completion is not achieved.**

**For the daily liquidated damages amount if ready for final payment is not achieved in 30 days, divide \$7,500 by 30 days and the amount is \$250 per day.**

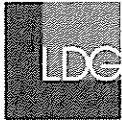
- d. Review interest rate presented in Article 7 to verify reasonable rate.

**The interest rate was reduced to 2 percent, which is a bit higher than the rate banks are currently providing for CDs.**

8. As a note, the RUS Agency Concurrence page needs to be included/appended to the Owner-Contractor Agreement. The Agreement is not effective without RUS concurrence. A copy is included for your use (Attachment 2). I have also included the Certificate of Owner's Attorney form which will need to be provided during the Bid award process (Attachment 3).

**The Agency Concurrence page will be included in the Conformed Project Manual.**

9. It is noted that the EJCDC Forms for Field Orders and Work Change Directives are included in your project manual. Only a properly executed change order concurred in by the Agency can be the only mechanism for revising the contract price and/or time.



**We understand.**

10. With respect to the Supplemental General Conditions (Section 007314):

- a. Art SC-6.03 of the Supplementary General Conditions should include a provision that Insurance Coverage will be "Per Project".

**The following statement was added under SC-6.03, "Any general aggregate limit shall apply per project." A copy of the revised Supplemental Conditions is submitted with this letter.**

- b. Verify SC 5.04.C6 (Additional Insureds) to determine if those listed are applicable to this project. For instance, this section includes the Commonwealth Finance Agency?

**The reference to the Commonwealth Financing Authority was removed.**

- c. Be sure to review, Art SC-6.03K regarding Insurance and insurance coverage amounts to verify they are appropriate for this project and to ensure the contractor provides the appropriate insurance coverage for your project.

**Copies of SC-603 were submitted to both the Authority's Solicitor and Insurance Agent for review.**

11. Per the Authority's Letter of Conditions, the Environmental Mitigation Measures must be included in the Specifications and followed during construction. Typically, they are appended to SC 19.12E in Section 007314 (Supplementary Conditions). The Mitigation Measures are attached for your use (Attachment 4).

**The Mitigation Measures were added to SC 19.12E.**

The Temporary Construction Sign for use on USDA funded projects found in Section 015000 (Appendix A) has been updated. A copy of the current sign is attached for your use (Attachment 6).

**The updated Temporary Construction Sign will be inserted in Section 015000.**

Technical Specifications

- 1. Review Section 011000- 1.7C regarding sequence of construction on sheet C1.1 to verify and clarify correct references to contractors and responsibilities.

**On Sheet No. C1.1, Keyed Sheet Note 7 revised to state, "New Doghouse MH #100 to be provided and installed by Contract #3."**

**Section 011000 1.7 C has been revised to be consistent with the Keyed Sheet Notes on Sheet C1.1.**

**Revised copies of Sheet No. C1.1 and Section 011000 are submitted with this letter.**

2. Review Section 011000-1.9B and the Supplementary Conditions Article SC 7.02 regarding normal working hours.

**The time period for normal work was revised in SC 7.02 to be consistent with Section 011000.**

3. Review Section 012100-1.3 as it does not appear to be applicable to this project.

**We concur. Section 012100-1.3 was removed from Section 012100. A revised copy of Section 012100 is submitted with this letter.**

4. The Bid Schedule and Section 012100 includes an Allowance for PennDot Inspection. This cost should be incidental to the work. The cost of inspection is dependent on the expedience of the contractor to complete the work within the PennDot right of way. Please clarify.

**The Allowance for PennDOT inspection has been deleted from the Bid Schedule and Section 012100.**

**Section 012200 1.4 A has been revised to “Unit prices include all necessary material, plus cost for delivery, installation, insurance, applicable taxes, PennDOT inspection fees, overhead, and profit.”**

**Revised copies of the Bid Schedule and Sections 012100 and 012200 are submitted with this letter.**

5. Clarify Section 012100-3.3A, Bid Allowance No. 1. Part of this allowance includes the installation of interior plumbing and restoration of all interior features impacted by this work (drywall, flooring, etc). Federal funds are generally not used on private property. The possible initial and future liability associated with work in a private residence to the Federal government and the Authority needs to be carefully evaluated before being included in the project. Additionally, due to the unknown condition of the each properties plumbing, the Authority could be taking on additional unwarranted costs in addition to the appearance of preferential treatment by upgrading one property in the Borough and spreading this cost over the user base.

**Bid Allowance No. 1 was removed form Section 012100.**

6. Measurement and Payment Section 012200:

- a. Please review language regarding payment for Bid Item 01B and 01C. This is a lump sum bid amount, however, this section indicates the contractor will be paid based on actual costs and the use of a percentage to determine the amount to be paid.

**Item b. for Bid Items 01B and 01C have been revised to “Payment for this item shall be made based on an estimated percentage of the maintenance and protection of traffic on Borough Streets, required for the Project, which is provided during each payment application period,” and “Payment for this item shall be made based on an estimated percentage of the maintenance and**

**protection of traffic on State Roads, required for the Project, which is provided during each payment application period.” A revised copy of Section 012200 is submitted with this letter.**

- b. Please review and clarify your language included for Bid Items 2 regarding by-pass pumping. Pertaining to the installation of sanitary sewer pipe, the language states "maintenance of sewer flows other than bypass pumping" but goes on to say "by pass pumping as necessary" is included as part of the cost.

**The text was revised to state, “maintenance of sewage flows (including bypass pumping)” and the phrase “by pass pumping as necessary” was removed.**

- c. Review language in Bid Items 2 regarding excavation and backfill. The description is not clear. You already have a Bid Item for Excavation and Backfill (Category 04) so what additional excavation and backfill would be included?

**The Category 04 – Excavation Bid Items correlate to the trench excavation limits shown on Details 1 and 2 on Sheet No. C3.1. The Category 02 – Sanitary Sewer Pipe and Appurtenances Bid Item descriptions specifically state, “excavation and backfill that is required beyond the trench widths of the associated excavation described in Category 04.”**

- d. Correct Bid Item 05F – Structure Excavation to be Bid Item 04F. Also, what portions of the work would be paid under this Bid Item?

**The noted correction was made. This is the excavation required for the installation of manholes. Category 03 – Sanitary Sewer Structures does not include excavation.**

- e. Several of your Bid Items in Category 06 and 07 requires the contractor to enter private property/dwellings while completing the proposed work. As stated in comment 5, there are potential increased liability issues with a contractor entering private property/structures. What type of correspondence is the contractor to be conducting with the property owners? Who will be responsible for obtaining the right of entry agreement? Will there be additional insurance requirements for this work?

**For sewer separation projects in old communities, it is often difficult to find the location of building sewers and lateral locations without entering cellars to actually observe where building sewers exit the cellars and at what depth below the first floor elevation the building sewers exit the cellars. Even after inspecting the cellars and compiling information regarding the building sewer, you still may not find where the building sewer connects to a combined sewer or storm drain. To determine the connection location, sometimes dye testing is required, which involves pouring non-staining dye into a sink to then observe where the dye enters a combined sewer or storm drain.**

**Typically, the contractor’s foreman and our Resident Project Representative work together to arrange (with property owners) and conduct the inspections of cellars and dye testing. We have never had any claims related to cellar inspections and dye testing on any of our combined sewer**

**separation projects. We will never enter a property without the owner or a representative of the owner with us.**

- f. Review and revise your Bid Schedule (Bid Form – Unit Price Items) to match this section. Specifically, Bid Items 06K and 06L.

**The description of Bid Item 06K was added to Section 012200.**

- g. Bid Items 06G and Bid Items 07C appear to duplicate work/effort. Review and revise.

**Bid Item 06G correlates to a specific underground pipe labeled as a sanitary sewer and is not associated with any building; therefore, it may not require entering a building, only excavation or CCTV inspection to determine if it is a building sewer, lateral, sanitary sewer, or abandoned sewer. Bid Item 07C includes the investigation to determine the exact locations and elevations of building sewers for specific properties.**

- h. Suggest you include in Bid Item 05E or 05F PennDOT requirement for installation of accessibility ramps at intersections, if appropriate.

**Bid Item 05G – ADA Curb Ramps was added to Section 012200 and the Bid Schedule. A copy of a revised Bid Form is submitted with this letter.**

- 7. Several of your sections require testing to be completed prior to payment. In reviewing your plans, several of the manholes and/or pipe sections appear to require reconnection of the existing lateral lines as the part of the orderly progression of the work, therefore making testing of the lines challenging. Please clarify.

**The sanitary laterals are constructed with 2-way cleanout tees, which allows the lateral to be temporarily blocked for testing of sanitary sewer sections.**

- 8. As a note to Section 012900:

- a. Subsection 1.3E.3 - only change orders that have been reviewed and concurred in by the Funding Agency should be included on the Application for Payment. Additionally, as noted above, a Work Change Directive cannot be used to change the contract price or time.

**The intent of the Work Change Directive is to provide the Contractor with a complete description of the change in the Work that is required and the method to be used to determine the associated change in the Contract Price or Contract Time. The Work Change Directive will not be used as the Change Order document, which is ultimately recommended by the Engineer, accepted by the Owner and Contractor, and approved by USDA. The reference to Work Change Directive has been deleted from Subsection 1.3 E.3.**

- b. Subsection 1.3H – the Certificate of Insurance must be in place in order to issue the Notice to Proceed.

Also, the Performance and Payment bonds are required prior to contract award per the Instructions to Bidders.

**We agree.**

9. Please review (and delete or re-word) language in Section 016000 regarding Product Selection Procedures as this section does not appear to be consistent with Rural Utilities Service Instruction 1780.70(b) regarding Open and Free competition. The contract documents must not prevent the bidders or contractors from proposing an equal product, per the Instructions to Bidders Article 11.01 prior to the bid opening or at any time after the award of a contract – provided it is properly submitted. A consulting engineer must evaluate the proposed equal submitted; Approval of an equal would be indicated by issuing a bid addendum or after the contract award, approval of a shop drawing.

**Section 016000 has been revised to be consistent with Open and Free competition requirements. A revised copy of Section 016000 is submitted with this letter.**

10. Please add to Section 330132 that any repairs and retesting will be at no cost to the Owner.

**The requested requirement is provided under 3.3 FIELD QUALITY CONTROL A. A revised copy of Section 330132 is submitted with this letter.**

11. Section 330133-1.4 indicates that CCTV of the lines shall be completed within 45 days of the Notice to Proceed. Suggest adding this milestone to the Agreement for clarity. What impact or significance does this specific time have on the overall schedule? What is the basis for the number of days?

**The scheduling requirements for CCTV inspection have been deleted from Section 330133. A revised copy of Section 330133 is submitted with this letter.**

12. Review and revise Section 330513-2.3E.2 to be consistent with Federal regulations regarding Open and Free competition. The use of a listing or database (Bulletin 15) of specific manufacturers or products is troublesome when only those pre-qualified or pre-approved manufacturers or products are permitted to be incorporated into the project/contract. All materials that are normally suitable for this type of application must be considered for the project commensurate with sound engineering practices and project requirements. The design engineer should name at least one competitive manufacturer or supplier of the equipment or product being specified along with an "or equal" or "or approved equal" clause.

**Section 330513 has been revised to be consistent with Open and Free competition requirements.**

13. Section 312317- Trenching does not clearly indicate that the use of excavated material for backfill is permitted. Additionally, the Measurement and Payment Section 012200, specifically, Bid item category 04, calls for full depth aggregate back fill, which appears to imply that excavated materials are not permitted. This is also consistent with your details, Sheet 3.1. However, Bid Items 09B and Bid Items 09C contradict these sections and descriptions. In order to provide the community with a project that is modest in design, cost and size, the use of excavated materials is encouraged, provided they are suitable,

when located in other than a State right of way. Please review and revise.

**It has been our experience on numerous projects that using excavated material as backfill in trenches typically results in settlement and damage to restored pavement. The following is a direct quote from an engineer that recently left Larson Design Group and now works for a contractor, “For what my two cents are worth, aggregate backfill has been standard practice on every job that I have looked at/bid in the last six months. We did a project in Tunkhannock last year with suitable excavated material in the streets and we now have to go back and repair more than 20 locations that settled. I think you are asking for trouble if you don’t use full depth aggregate backfill.” We do not believe it would be the correct decision to change from specifying the use of full depth aggregate backfill.**

**Bid Items 09B and 09C are not inconsistent with the sections. These Bid Items will provide a unit cost that will be used to cover the cost to backfill unanticipated excavations. Instead of giving the ability for the Contractor to propose a cost during construction when there is no bid unit cost to cover the unanticipated backfill, a unit cost was bid and can be applied to the unanticipated backfill.**

Plan Sheets:

1. Review Keynote 3 on Sheet C1.7. It directs the contractor to use Allowance #1 to reroute plumbing at a location that was not included in this allowance description. Although on the plan sheet, the identifier is shown at the location of the property originally stated.

**Keyed Sheet Note 3 and two Keyed Sheet Note identifiers have been removed from Sheet No. C1.7.**

2. Section 011000-1.7C reference installing doghouse manholes for MH 100 and 101, however, in reviewing the plans, they show MH 100, 103A and 015A, as being doghoused. Please review.

**The text in Section 0011000 1.7 C has been revised to remove the incorrect reference to Doghouse MH 101.**

3. As portions of the line may be subject to flooding and are located within the 100 year flood plain, should some of the manholes have water tight lids?

**All manhole covers provided for the Project are specified to be watertight, per Detail 3 on Sheet C3.3 and specified in Section 330513 2.2 FRAMES AND COVERS C.**

As requested, with this letter we have also submitted an updated copy of the Engineer’s Opinion of Probable Construction Cost.



If you have any questions regarding our responses or the revised pages from the Project Manual or sheets from the Construction Drawings, please contact me at (570) 651-1544 or [azeigler@larsondesigngroup.com](mailto:azeigler@larsondesigngroup.com).

Sincerely,

LARSON DESIGN GROUP

Alan L. Zeigler, P.E.

cc: Newport Borough Municipal Authority  
Sean McElroy  
Adam Britcher

ALZ/jsr

Enclosures



Invoice



Architects Engineers Surveyors

# Larson Design Group, Inc.

HEADQUARTERED AT 1000 Commerce Park Drive, Williamsport, PA 17701  
MAIL TO 1000 Commerce Park Drive Suite 201, Williamsport, PA 17701 TEL 570.323.6603 FAX 570.323.9902  
www.larsondesigngroup.com EMAIL projectaccounting@larsondesigngroup.com TOLL FREE 877.323.6603

Larson Design Group • TEXAS FIRM CERTIFICATION # 10194240

James Sharar  
Newport Borough Municipal Authority  
231 Market Street  
Newport, PA 17074

Project Manager Alan Zeigler

June 14, 2017

Invoice No: 87424

Project 8937-014 Howe Township Coordination

Tim/Pat,

I have been tracking charges that are directly related to work requested from Howe Township or any items that need to be directly attributed to their requests. Some of these charges date all the way back to September of 2015. I believe this is my first bill from this Project number since we established these Projects. If you have any questions, please let me know.

Thanks

-Josh

**Professional Services for the Period Through June 3, 2017**

**Professional Personnel**

	Hrs Worked	Rate	Amount
Senior Project Engineer	8.25	150.00	1,237.50
Project Engineer	6.00	125.00	750.00
Senior Project Designer	2.50	110.00	275.00
Totals	16.75		2,262.50
<b>Total Labor</b>			<b>2,262.50</b>

**Reimbursable Expenses**

Reimb. - Mileage		68.96	
<b>Total Reimbursables</b>		<b>68.96</b>	<b>68.96</b>

**Invoice Total \$2,331.46**

Terms Net 30 days. A late charge of 1.5% per month will be added to any unpaid balance after 30 days. Master Card, Visa, and debit cards accepted for payments, service fee applied.

To pay via ACH please contact projectaccounting@larsondesigngroup.com to obtain banking information.

# Time and Expenses

Wednesday, August 23, 2017

12:42:23 PM

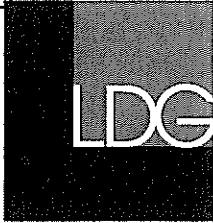
Larson Design Group, Inc.

Job-to-Date through 8/31/2017

	Total Hours	Regular Amount	Total Amount	Billing
<b>Project Number: 8937-014 Howe Township Coordination</b>				
<b>Labor</b>				
Z Budget Placeholder				
B 1008 Owens, Joshua 6/14/2017 meeting	.50			75.00 not invoiced
* F 1008 Owens, Joshua 9/9/2015 Letter to Howe Township	.50		55.00	
* F 1008 Owens, Joshua 9/10/2015 letter to Howe Township	.50		55.00	
F 1008 Owens, Joshua 12/21/2015 Howe Township Meeting	1.50		165.00	
F 1008 Owens, Joshua 8/10/2016 split costs review	.25		31.25	
F 1008 Owens, Joshua 8/15/2016 Split costs meeting, travel, WRITE OFF .5 hours	2.25		281.25	
F 1008 Owens, Joshua 8/16/2016 followup from yesterday's meeting	.50		62.50	
F 1008 Owens, Joshua 11/9/2016 Meeting with HRG, discussion of WWTP project	2.50		312.50	
F 1008 Owens, Joshua 12/19/2016 items for Howe Township	.50		62.50	
F 1008 Owens, Joshua 1/30/2017 prep for public meeting	2.00		300.00	
F 1008 Owens, Joshua 3/27/2017 response to OTMA/HTMA	3.00		450.00	
F 1008 Owens, Joshua 3/29/2017 response to OTMA/HTMA	2.50		375.00	
F 1008 Owens, Joshua 3/30/2017 response to OTMA/HTMA	.75		112.50	
<b>Total for 1008</b>	<b>17.25</b>		<b>2,337.50</b>	
<b>Total for Budget Placeholder</b>	<b>17.25</b>		<b>2,337.50</b>	
<b>Total for Labor</b>	<b>17.25</b>		<b>2,337.50</b>	
<b>Total for Overhead</b>				
<b>Total for Labor and Overhead</b>	<b>17.25</b>		<b>2,337.50</b>	
<b>Expenses</b>				
<b>Reimbursable Expenses</b>				
<b>5210 Reimb. - Mileage</b>				
F EX 19034 8/15/2016 / Owens, Joshua / Meeting			17.28	
F EX 20381 11/9/2016 / Owens, Joshua / Meeting with Howe Township Engineer			34.56	
F EX 21419 1/30/2017 / Owens, Joshua / Public Meeting			17.12	
<b>Total for 5210</b>			<b>68.96</b>	
<b>Total for Reimbursable Expenses</b>			<b>68.96</b>	
<b>Total for Expenses</b>			<b>68.96</b>	
<b>Total for 8937-014</b>	<b>17.25</b>		<b>2,406.46</b>	

Invoice

Architects Engineers Surveyors



# Larson Design Group, Inc.

HEADQUARTERED AT 1000 Commerce Park Drive, Williamsport, PA 17701  
MAIL TO 1000 Commerce Park Drive Suite 201, Williamsport, PA 17701 TEL 570.323.6603 FAX 570.323.9902  
www.larsondesigngroup.com EMAIL projectaccounting@larsondesigngroup.com TOLL FREE 877.323.6603

Larson Design Group • TEXAS FIRM CERTIFICATION # 10194240

James Sharar  
Newport Borough Municipal Authority  
231 Market Street  
Newport, PA 17074

Project Manager Alan Zeigler

June 14, 2017

Invoice No: 87425

Project 8937-015 Oliver Township Coordination

Tim/Pat,

I have been tracking charges that are directly related to work requested from Oliver Township or any items that need to be directly attributed to their requests. Some of these charges date all the way back to August of 2016. I believe this is my first bill from this Project number since we established these Projects. If you have any questions, please let me know.

Thanks  
-Josh

**Professional Services for the Period Through June 3, 2017**

**Professional Personnel**

	Hrs Worked	Rate	Amount
Senior Project Engineer	8.25	150.00	1,237.50
Project Engineer	2.50	125.00	312.50
Totals	10.75		1,550.00
<b>Total Labor</b>			<b>1,550.00</b>

**Reimbursable Expenses**

Reimb. - Mileage			34.40
<b>Total Reimbursables</b>			<b>34.40</b>

**Invoice Total \$1,584.40**

Terms Net 30 days. A late charge of 1.5% per month will be added to any unpaid balance after 30 days. Master Card, Visa, and debit cards accepted for payments, service fee applied.

To pay via ACH please contact projectaccounting@larsondesigngroup.com to obtain banking information.

# Time and Expenses

Wednesday, August 23, 2017

12:41:31 PM

Larson Design Group, Inc.

Job-to-Date through 8/31/2017

	Total Hours	Regular Amount	Total Amount	Billing
<b>Project Number: 8937-015 Oliver Township Coordination</b>				
<b>Labor</b>				
Z Budget Placeholder				
B 1008 Owens, Joshua 6/14/2017 meeting	.50			75.00
F 1008 Owens, Joshua 8/10/2016 split costs review	.25			31.25
F 1008 Owens, Joshua 8/16/2016 followup from yesterday's meeting	.50			62.50
F 1008 Owens, Joshua 1/30/2017 prep for public meeting	2.00			300.00
F 1008 Owens, Joshua 3/27/2017 response to OTMA/HTMA	3.00			450.00
F 1008 Owens, Joshua 3/29/2017 response to OTMA/HTMA	2.50			375.00
F 1008 Owens, Joshua 3/30/2017 response to OTMA/HTMA	.75			112.50
R 1008 Owens, Joshua 8/15/2016 Split costs meeting, travel, WRITE OFF .5 hours	2.25			281.25
Total for 1008	11.75			1,687.50
Total for Budget Placeholder	11.75			1,687.50
<b>Total for Labor</b>	<b>11.75</b>			<b>1,687.50</b>
<b>Total for Overhead</b>				
<b>Total for Labor and Overhead</b>	<b>11.75</b>			<b>1,687.50</b>
<b>Expenses</b>				
<b>Reimbursable Expenses</b>				
<b>5210 Reimb. - Mileage</b>				
F EX 19034 8/15/2016 / Owens, Joshua / Meeting				17.28
F EX 21419 1/30/2017 / Owens, Joshua / Public Meeting				17.12
<b>Total for 5210</b>				<b>34.40</b>
<b>Total for Reimbursable Expenses</b>				<b>34.40</b>
<b>Total for Expenses</b>				<b>34.40</b>
<b>Total for 8937-015</b>	<b>11.75</b>			<b>1,721.90</b>

75.00  
31.25  
62.50  
not invoiced

# CHESAPEAKE BAY SUPPLEMENTAL REPORT ANNUAL NUTRIENT MONITORING



Continuous Discharge

**Facility Name:** Newport Borough Municipal Authority WWTP      **Compliance Year:** 2017      **Outfall:** 001  
**Municipality:** Newport Borough      **County:** Perry      **NPDES Permit No.:** PA 0021237  
**Watershed:** 12-B      **This permit will expire on:** June 30, 2019  
**TN Cap Load (lbs):** 7,306      **TP Cap Load (lbs):** 974  
**TN Delivery Ratio:** 0.951      **TP Delivery Ratio:** 0.436

Sample Date	FLOW MGD	Total Phosphorus (TP)		NH <sub>3</sub> -N		TKN		NO <sub>2</sub> +NO <sub>3</sub> as N		Total Nitrogen (TN)	
		Q	mg/L	Q	lbs/day	Q	mg/L	Q	mg/L	Q	lbs/day
9/18/17											
9/19/17											
9/20/17											
9/21/17											
9/22/17											
9/23/17											
9/24/17											
9/25/17											
9/26/17											
9/27/17											
9/28/17											
9/29/17											
9/30/17											
<b>Avg</b>	<b>0.268</b>	<b>1.749</b>	<b>5.7</b>	<b>9.489</b>	<b>22.2</b>	<b>13.59</b>	<b>35.2</b>	<b>2.312</b>	<b>5.7</b>	<b>15.902</b>	<b>41</b>
<b>Annual Total Mass Loads (lbs):</b>		<b>2074</b>	<b>8085</b>	<b>12864</b>	<b>2094</b>	<b>14958</b>					

No P Credits Generated

No N Credits Generated

I certify under penalty of law that this document was prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. See 18 Pa. C.S. § 4904 (relating to unsworn falsification).

**Prepared By:** Christopher E Burkholder      **License No.:** 194313  
**Title:** Chief Operator      **Date:** \_\_\_\_\_

Monthly Statistics

