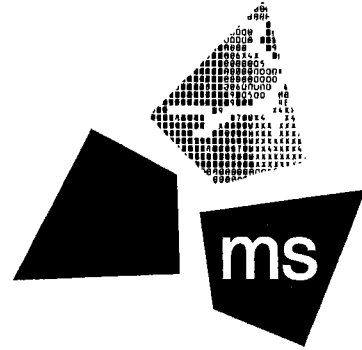


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September 19, 2001

Mr. George Jackson
Water Resources Engineer
City of Gahanna
200 S. Hamilton Road
Gahanna, Ohio 43230-2996

**Re: Request for Proposal
Design, Bidding and Construction Services for the
Rehabilitation of the Gahanna Woods Park Water Storage Tank**

Dear Mr. Jackson:

ms consultants is pleased to submit this letter of proposal to provide engineering services necessary to perform design, bidding and construction services associated with the rehabilitation of the Gahanna Woods Park Water Storage Tank. This correspondence updates our previous proposal to the City, dated December 23, 1999.

Statement of Understanding

The City of Gahanna commissioned ms consultants to evaluate the condition of the existing coatings on the Gahanna Woods Park tank, which is a 1 MG fluted column welded steel water storage tank. The findings of this inspection was provided to the City in a letter report dated August 2, 2001, and included recommendations for tank rehabilitation, removal of existing coatings and repainting.

During a meeting on September 10, 2001, the findings of the evaluation of the Gahanna Woods Park water storage tank were discussed. Estimates of construction and project costs alternatives for re-coating and rehabilitation of the structure were presented to the City for consideration. Subsequent to that meeting, the City has requested that ms consultants submit a proposal to provide engineering services necessary to prepare contract documents and specifications associated with rehabilitation and re-coating of this structure as follows:

- Interior Wet- Complete removal of the existing coatings and repainting with a three (3) coat epoxy system

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- Interior Dry- Spot blast and new intermediate coat of localized areas; power tool or power wash and single finish overcoat of all surfaces
- Exterior- Spot blast and new intermediate coat of localized areas; power tool or power wash and single finish overcoat of all surfaces
- Installation of Insulation of the existing 16-inch riser pipe
- Repair of the broken navigational warning light

The City wishes to have contract documents completed by late 2001/early 2002. The City has also requested assistance with the bidding and construction phases of the project, which will be performed during the 2002 calendar year.

Scope of Work

ms consultants envision that the following activities are needed to accomplish the City's goal of re-coating these structures in conformance with applicable regulatory requirements and industry standards.

Final Design

1. Upon receipt of written concurrence with the recommendations outlined above, contract documents and technical specifications will be prepared. For the purposes of this proposal, we have assumed that a set of contract documents will be prepared for this tank. Two (2) copies of the preliminary documents will be provided for city review and comment.
2. If required, the contract documents will identify the strategies for providing adequate water pressure and flows during the construction period.
3. City comments will be incorporated into contract documents. The documents will be forwarded to OEPA and other applicable regulatory agencies for plan approval. The City will be responsible for any plan review/permit fees.
4. After receipt of all plan approvals six (6) sets of final contract documents for the tank project, as well as an engineer's estimate and advertisement for bid will be provided to the City.

Bidding Assistance

During this phase of the project, ms will provide the following services:

1. Provide up to 15 sets of bid documents to the City for distribution to interested parties for the tank improvement.
2. Prepare any necessary addenda based on questions raised during the bidding period relative to the project.

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3. Review and tabulate bids received from contractor for the project and make recommendations to the City relative to the low, responsive, responsible bidder

Construction Services

ms will undertake the following construction administration activities during the construction phase:

1. Attend and assist in the contract execution between the City and successful bidder for the tank improvement project.
2. Conduct the pre-construction conference for the tank improvement project.
3. Review shop drawings, submittals, etc. for the project.
4. Conduct project administration activities including holding periodic progress meetings and site visits, review pay requests and prepare any change orders required during the construction period for the tank improvement project
5. Advise the City as to the status of the project based upon these activities and reports from the resident representative. Conduct final inspection and contract closeout activities for the tank improvement project
6. Prepare and submit record documents to the City.
7. ms will provide a qualified on-site representative during the construction period to:
 - conduct on-site investigations of the work in progress to determine if the work is proceeding in accordance with the contract documents
 - report to the project manager whenever the resident representative feels that work is unsatisfactory, defective or does not conform to the contract documents
 - report when clarifications or interpretations to the contract documents are required and transmit the project manager's response to the contractor.
 - maintain adequate records of correspondence and maintain a daily log sheet relative to job conditions, activities, and other general observations. Copies are to be provided to the City through the project manager on a regular basis.

We have budgeted a total of 368 labor hours for the resident representative for this tank improvement project. This level of effort assumes 8 hours per day for a 5-day work week and up to 8 weeks of construction activities, plus 10 percent or 32 hours overtime at time and a half.

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Project Schedule

Based upon a tentative authorization to proceed date of October 15, 2001, we have developed the following suggested project schedule:

<u>Activity</u>	<u>Start</u>	<u>Finish</u>
Final Design	10/15/01	1/1/02
Bidding Assistance	1/15/02	3/15/02
Construction	4/15/02	9/15/02

It should be noted that the bidding and construction phases of project schedule can be adjusted to bid the project later in 2002, based on budgetary considerations, anticipated weather conditions for the contract period, etc.

Method of Payment

ms proposes that the Final Design and Bid Assistance activities be reimbursed on a lump sum basis. We propose that payment for services performed under the Construction Administration and Construction Resident Representative phases be based upon a per diem rate presented in the attached Labor and Cost Summaries applied to the actual labor hours expended. Reimbursable expenses will be billed at actual cost plus 10 percent. This method of payment ensures that any cost saving realized is the passed on the City, with invoices based upon actual incurred costs.

Fee for Proposed Scope of Services

We propose to perform the scope of services described above for the fees detailed below:

Final Design/Construction Documents	Lump Sum	\$ 7,500.00
Bid Assistance	Lump Sum	\$ 6,000.00
Construction Services	Rate Schedule	<u>\$35,000.00</u>
	Total	\$48,500.00

Invoicing for services will be on a monthly basis, and payable within 30 days.

Should the level of effort for this assignment require adjustment to perform additional activities not delineated in the present scope of work, **ms consultants** can make appropriate adjustment in the Scope of Work and proposed costs for performing these additional services.

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We appreciate your contacting **ms consultants** concerning this project and look forward to your favorable consideration of our proposal.

Sincerely,



Kenneth W. Ricker, P.E.
Project Manager

KWR/LB:ztk

cc: RJB
JPP, ms
Jim Henry, ms
001-401.304 w/c

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Attachment