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VIA. E-MAIL

March 14, 2018

Ms. Autumn Canfield, Assistant Township Manager
Tobyhanna Township
105 Government Center Way
Pocono Pines, Pennsylvania 18350

Re: Proposal for Professional Engineering Services
WB&E Trail Head
Tobyhanna Township, Monroe County, PA

Dear Ms. Canfield:

As requested, Herbert, Rowland & Grubic, Inc. (HRG) is pleased to submit this proposal to provide professional engineering services for the above referenced project.

GENERAL PROJECT DESCRIPTION

Tobyhanna Township is proposing to improve the WB&E Rail Trail on land it owns adjacent to Sullivan Trail. The project will include a new Highway Occupancy Permit and parking lot. Trail improvements will be under a spate contract. This proposal is based on the attached sketch plan. The sketch shows the location of the proposed parking.

SCOPE OF SERVICES

Task 1 – Sketch Plan\Coordination

Utilizing the topographic and boundary survey, HRG will prepare a Sketch Plan of the proposed trailhead parking lot and access to Sullivan Trail (S.R. 4004). HRG will review the Tobyhanna Township Zoning and Subdivision & Land Development Ordinances to prepare a concept site plan for review by the Township. The concept plan will be prepared to comply with the provisions of the Tobyhanna Township Ordinances. Any ordinance provisions that cannot be met will be identified for further discussion. HRG will meet with the Township to discuss the concept plan and will make up to one (1) round of revisions.

Task 2 – Construction Drawings

HRG will prepare Construction Drawings based on the Sketch Plan layout. Work under this portion of the project will consist of the following items:

1. Site Plans will generally consist of the following format:
 - a. Title Sheet

- b. Existing Topographic and Boundary Survey Plan
 - c. Site Plan
 - d. Grading Plan
 - e. Erosion and Sedimentation Control Plan
 - f. Construction Detail Sheets and Miscellaneous Information
2. Attendance of one (1) meeting with municipal staff at the 60% design level to review the final plan grading and details.
 3. Address minor changes from the Township and finalize the plans for subcontracting by the Township. Major layout and design modifications (> 4-hrs of effort) will be handled under a supplemental scope of work.

Task 3 – Highway Occupancy Permit

HRG will prepare a Highway Occupancy Permit (HOP) application to be submitted to PennDOT for the proposed access drive connecting the parking lot and Sullivan Trail (S.R. 4004). The driveway is anticipated to have an Average Daily Traffic (ADT) of no more than 40 trips per day (20 vehicles). As such, the driveway shall be classified as “Minimum-Use”. HRG will prepare a Minimum-Use Driveway Permit Application and submit to PennDOT via their ePermitting System. Form M-950A (Application for Minimum Use Driveway) will be utilized to document the driveway characteristics. Application No. 154464 has already been created and the following information will be obtained and provided in support of the application:

- Segment and offset of proposed driveway location
- Required and available sight distance looking left and right from the driveway
- Driveway width
- Proposed driveway radii
- Existing roadway/shoulder cross slope and proposed driveway profile grade

In addition to the M-950A form, HRG will prepare an M-950AA form (Agent for Applicant) and construction plans (developed under separate task) will be submitted to PennDOT for reference. Any additional information or documents requested by PennDOT District 5-0 in support of the HOP Application will be completed under a supplemental scope of work.

PROPOSAL CONDITIONS AND ASSUMPTIONS

1. HRG will endeavor to grade the site so that the earthwork will balance; however, many factors outside of HRG’s control determine whether the site will actually balance during construction. These include, but are not limited to: soil/rock conditions, construction sequence, depth and type of foundations, undiscovered underground features, etc. HRG makes no guarantee that the site will balance during construction.
2. HRG assumes that Post-Construction Stormwater Management design will be waived by the Township.
3. HRG assumes a formal Land Development application and submission will not be required by the Township.

4. HRG assumes that total earth disturbance will be kept to less than 1.0 acres and as a result an NPDES permit with associated E&S and PCSM reports will not be necessary.
5. We have assumed that no streams or wetlands will be impacted as part of this development and, therefore, no stream or wetland permitting will be required. If additional permitting is required, these services can be provided for a negotiated fee.
6. HRG assumes that a PNDI search will not be required.
7. It is assumed that zoning variances or other changes to municipal regulations (i.e.: waivers) will not be necessary. If the need for a variance becomes evident during the design of the project, this work can be provided for a negotiated fee.
8. This proposal is for services related to the design and permitting of the proposed development. No bid or construction related services are proposed. However, HRG can provide bid and construction related services if requested for a negotiated fee.

COMPENSATION

We propose to complete the work described in the Scope of Services for a lump sum fee of \$12,500, plus reimbursable expenses.

Task 1 – Sketch Plan\Coordination	\$	4,500.00
Task 2 – Construction Drawings	\$	4,500.00
Task 3 – Highway Occupancy Permit	\$	3,500.00
TOTAL.....	\$	12,500.00

Invoicing will be submitted monthly and will be based on the actual work completed and for any reimbursable expenses incurred. Based upon past projects, we recommend budgeting approximately 5% to 7% of the professional fee for reimbursable expenses. All work will be performed in accordance with the attached General Provisions which are hereby made a part of this agreement. Compensation for additional services, if required, will be handled for a negotiated fee.

AUTHORIZATION

We have developed the above-outlined Scope of Services specifically for this project. To indicate your acceptance of these terms and authorize the work to begin, please sign the authorization statement below and return to our office.

If you have any questions concerning this proposal, including the Scope of Services, the General Provisions, or the compensation, please contact me to discuss them in greater detail. I appreciate the opportunity to provide you with professional services in this capacity and look forward to working with you on this project.

Sincerely,

Herbert, Rowland & Grubic, Inc.



Mark W. Spatz, P.E.
Project Manager

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Enclosures

ACCEPTED BY:

TOBYHANNA TOWNSHIP	TITLE	DATE
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Proprietary Notice

This Proposal contains proprietary information regarding Herbert, Rowland & Grubic, Inc. and is a work product containing business sensitive materials. This Proposal was prepared in response to your request for your specific project and no portion of this Proposal may be shared with any other party.