

June 19, 2025

Julie Goodyear  
Town Manager  
Town of Townsend  
141 Main Street  
Townsend, DE 19734

**Re: Proposal for Engineering Services  
Police Station Expansion  
Town of Townsend**

Dear Mrs. Goodyear:

**Remington and Vernick Engineers (RVE)** is pleased to provide the Town of Townsend (Town) with our proposal to provide bid review and construction management services for the Police Station Expansion project, located at 661 South Street in Townsend, DE. The scope of services to be provided by RVE and the associated costs are detailed herein.

### ***Background***

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RVE understands that the Town is planning an expansion of the existing Police Station, located at 661 South Street in Townsend, DE. The Town has issued a Request for Proposals (RFP) for engineering, drafting, design and construction services. In general, the expansion of the existing Police Station includes the design and construction of a modern, secure, and operationally efficient police station, including a listing of specific rooms totaling 1,684 square feet, and indicating a modular building design for cost efficiency.

The Request for Proposals (RFP) included a project overview, scope of services, proposal requirements, fee proposal and references. On 2/28/2025, the Town received a total of four (4) proposals in response to the RFP. The Town has requested that RVE provide a review of the proposals and construction management services.

RVE's team of professionals includes licensed civil engineers, construction managers, and support staff necessary to complete the project. Our engineering staff is fully trained in the engineering disciplines and has all the skills necessary to complete this project.

### ***Scope of Services***

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The following is our specific scope of work as it pertains to this project:

#### **Phase 1 – Bid Evaluation (\$3,455.00)**

RVE will perform an evaluation of the four (4) proposals submitted to Townsend for this project. The RFP states that proposals will be evaluated based on the following parameters:

1. Qualifications & Experience;
2. Technical Approach and Understanding of the Project;
3. Fee Proposal;
4. References and Past Performance;
5. Compliance with RFP Requirements.

RVE will prepare a tabulation of the bids, review them for completeness, and provide our professional opinion related to each of the evaluation parameters. Based on initial findings from the evaluations, RVE will coordinate with the Town to identify shortlisted firms and, if desired, will attend an interview with each of the shortlisted firms. RVE will issue a written recommendation to the Town for the award for the project.

## **Phase 2 – Construction Management (\$27,840.00)**

1. Contracts. Once a contract has been awarded, RVE will prepare contracts for the project and facilitate execution by the contractor and Borough.
2. Kick-off Meeting. Once contracts have been executed, RVE will coordinate a kick-off meeting between the Town, Police Department, and Contractor. During the kick-off meeting, RVE will review the scope of work, review the overall project schedule and milestones, establish administrative and Town requirements, discuss contract administration processes for change orders and payments and establish expectations for communication throughout the project.
3. Design & Submittal Review. Throughout the project, RVE will serve as the Town's consultant to ensure compliance with the terms of contract.
  - a. RVE will document the Contractor's satisfactory completion of a site assessment, geotechnical studies and surveys.
  - b. RVE will document the Contractor's satisfactory completion of a conceptual design in accordance with the RFP. Once a conceptual design has been approved by the Town, RVE will ensure that the approved concept is carried forward through the development of construction documents.
  - c. RVE will document the Contractor's completion of civil, structural, electrical, mechanical and plumbing designs for the Police Station Expansion. RVE will ensure that approved construction documents are used by the Contractor for permitting and construction.
  - d. RVE will document the Contractor's completion of security systems and information technology designs for the Police Station Expansion. RVE will ensure that the Town's requirements for these systems are implemented during construction.
  - e. During construction, RVE will review all project submittals and shop drawings for conformance with the construction documents.
4. Pre-Construction Meeting. RVE will attend and lead one (1) Pre-Construction Meeting with the Town, Police Department, Contractor, and any funding agencies. This meeting will address the scope shown on the construction documents, construction schedule, Borough coordination requirements, contractor personnel, any funding source requirements, and kicks-off the construction period.

5. Progress Meetings. RVE will attend and lead monthly progress meetings during the construction. At each progress meeting, RVE will review the project schedule, including ongoing and upcoming construction items, submittals, show drawings, permits, RFIs, payment and change order requests, construction site safety and coordination items.
6. Contract Administration. RVE will review all payment requests from the contractor, review payrolls, review any change order requests, generate a final punchlist prior to acceptance and close-out of the project. In general, RVE will process up to one (1) payment and one (1) change order per month. RVE anticipates a 6 month construction duration and a 12 month overall project duration for this project.

Construction Phase Engineering. RVE will provide up to eight (8) hours of construction phase engineering during the project to address contractor RFI's and minor unforeseen conditions.

### **Phase 3 – Construction Observation (\$13,388.00)**

Observation. RVE will provide a total of 104 hours of part-time construction observation to ensure conformance with approved construction documents. Part-time construction observation will generally consist of four (4) hours of observation per workday. RVE anticipates a six (6) month construction duration for this project.

### ***Conditions & Exclusions***

The fees quoted herein are inclusive of all work necessary to facilitate the project scope as described. The following services are specifically excluded from the lump sum fees quoted herein:

1. This proposal is based on the scope as known at this time. If unforeseen conditions and/or unanticipated work items arise, our office shall provide a separate or amended scope of services and cost proposal for consideration and approval.
2. Blueprint, reproduction, express mail, deliveries, fax, and out of pocket expenses.
3. This proposal does not include any architectural or engineering design of site improvements, buildings, structures, mechanical systems, electrical systems, plumbing and/or fire suppression systems, security or information technology systems. It is RVE's understanding that the design of these elements will be the responsibility of the Town's contractor.
4. The Contractor shall be responsible for ensuring that their design and construction is in accordance with all Municipal, County, State, and Federal codes.
5. The Town or their Contractor shall be responsible for applying for and obtaining any and all permits required from state, county and local agencies and for paying all associated permitting fees.
6. Construction plan generation.
7. Field survey
8. Additional rounds of bidding and/or bid negotiations are not included.
9. Property acquisition documentation/legal description.
10. Detailed flora, fauna, archeological, wetlands, or herpetological studies.
11. This proposal anticipates that all work will be performed by a single prime contractor. Additional construction management costs are associated with multiple prime contractors.
12. Attendance at meetings not specifically included herein.
13. Additional contract administration work resulting from extended construction duration.

### ***Cost of Services***

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RVE's total Lump Sum fee for providing the professional engineering services described above in Phase Nos. 1 – 3 is **\$44,683.00**, inclusive of all expenses, which will be billed monthly based on the percentage completed for each phase. At the Town's option, we can perform only the services described by Phase Nos. 1 & 2 for the Lump Sum fee of \$31,295.00. The total Lump Sum fee will not be adjusted without the prior approval of the Borough for the additional costs associated with a specific change in the scope of work.

| # | Phase                      | Fee                |
|---|----------------------------|--------------------|
| 1 | Bid Evaluation             | \$3,455.00         |
| 2 | Construction Management    | \$27,840.00        |
| 3 | Inspection                 | \$13,388.00        |
|   | <b>Total Lump Sum Fee:</b> | <b>\$44,683.00</b> |

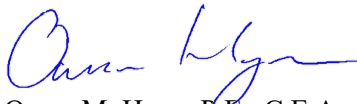
We trust that the information provided meets your requirements for this project. RVE will proceed with the work described above upon receipt of your written authorization to proceed.

We thank you for the opportunity to support this project and look forward to working with the Town once again. Should you have any questions or require additional information, please feel free to contact our office at (302) 266-0212.

Sincerely,

**REMINGTON AND VERNICK ENGINEERS**

By



Owen M. Hyne, P.E., C.E.A., Senior Associate  
Regional Manager

OH/eg

cc: Christopher J. Fazio, P.E., C.M.E., Executive Vice President  
Erik Gruenes, P.E., Town Engineer

Option Selected: ☐ Phase Nos. 1 & 2 (\$31,295.00)  
☐ Phase Nos. 1, 2 & 3 (\$44,683.00)

Authorized by:

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Julie Goodyear, Town Manager

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Date