



Stantec Consulting Ltd.
2555 Ouellette Ave., Suite 100, Windsor, ON, N8X 1L9

November 23, 2020
File: 165681095_09

Attention: Mr. Kevin Girard, P.Eng,- Director of Infrastructure Services

Town of Essex
33 Talbot Street South
Essex, Ontario, N8M 1W8

Dear Kevin,

**Reference: Proposal for Engineering Services
Ward 1 Sanitary Sewer System Class EA Amendment**

Per your request, we are pleased to submit our proposal for engineering services for amending the Ward 1 Sanitary Sewer System Class EA. This proposal outlines our scope of services, work plan, professional fees and terms & conditions to carry out the above referenced assignment in the Town of Essex (Town).

UNDERSTANDING OF ASSIGNMENT

Communal sewage collection in the Ward 1 community of the Town (Town Centre) is accomplished by sanitary sewer systems serving two distinct service areas; the northeast and southwest service areas. The northeast service area is serviced by the Northeast Lagoon Facility and the southwest service area is serviced by the Essex Water Pollution Control Plant (Essex WPCP).

The Town has recently received a request from a developer to extend the Essex WPCP service area to include a property on the southside of Highway No.3 between Concession Road 14 and Pinkerton Road.

To accommodate this request, the current sewer-shed boundaries for the Essex WPCP must be redefined to include the subject property. This is to be accomplished by way of an addendum to the Class Environmental Assessment (Class EA) entitled "Town of Essex Improvements to Ward 1 Sanitary Sewer System - Class EA Phase 1 & 2 Report", as prepared by Stantec Consulting Ltd and dated December 2015.

The purpose of this assignment is to provide consulting engineering services to amend the Ward 1 Sanitary Sewer System Class EA Report and extend the current sewage service area to include the additional property. The following sections outlines our scope of services and work plan in greater detail.

SCOPE OF SERVICES & WORK PLAN

The following outline summarize the specific tasks related to our scope of services.

1. Review previous studies and design to confirm whether the Essex WPCP sewage service area can be extended as requested by the developer.
2. Prepare an amendment to the Class EA including public consultation and 30 day review period.

PROJECT SCHEDULE

It is anticipated that this assignment can be completed by March 2021 based on receiving your authorization to proceed by early December 2020.

ENGINEERING FEES

Following is our proposed budget engineering fee based on our understanding of this assignment and our proposed work plan.



November 23, 2020

Mr. Kevin Girard, P.Eng., - Director of Infrastructure Services

Page 2 of 2

**Reference: Proposal for Engineering Services
Ward 1 Sanitary Sewer System Class EA Amendment**

Background Review	\$ 6,000
Amendment to Class EA	\$ 12,500
<hr/>	
Sub-Total Professional Fees	\$ 18,500
8% Flat Rate Disbursement	\$ 1,480
<hr/>	
Total Engineering Fee (HST Exclusive)	\$ 19,980 Budget

Professional fees shown are in Canadian dollars for engineering work related to the scope of work outlined herein. Expenses, including local mileage, incidental printing costs, communications and general office expenses are covered under the Flat Rate Disbursement. Major expenses such as printing of multiple copies of large study reports are extra and it is anticipated that the Town will engage and pay a printing company to undertake this work if needed.

The above budget engineering fee also does not include any allowance and/or costs for engaging specialty consultants to carry out any specialty work such as surveying, utility locates, geotechnical investigations/testing, environmental studies, etc. Should any significant and/or unforeseen project specific expenses arise during the project, which is not covered under this proposal, then the Town will reimburse Stantec for the total cost of the expense plus a 10% markup.

Also note that the above total budget engineering fee does not include any allowance for advertising and/or venue costs nor for any application fees required by any regulatory agency. All costs and fees related to the above noted particulars including permits and approvals are not included in our fee and will be the responsibility of and at the total expense of the Town.

The above total budget engineering fee has been established based on our experience on similar projects and to be viewed as an upset limit for the engineering services outlined in this proposal. Work is to be invoiced on an hourly basis for the actual time & effort necessary to carry out the assignment up to the upset amount. This fee is to be reviewed with the Town at the end of each project meeting and adjustments made to the work plan to maintain the fee as requested. Any clear changes in the scope of the work are to be identified and discussed with the Town as they occur, and our budget fee revised to suit as needed.

Overall, should it become apparent that the scope of work expands beyond that identified in this proposal and additional engineering services required to ensure the successful completion of this assignment; then Stantec shall advise and request authorization from the Town prior to proceeding with any additional work and the associated additional fees negotiated and processed through a Change Order request.

We trust that you will find our proposal fully meets your needs. We are prepared to commence work immediately upon the execution of a mutually acceptable professional services agreement (PSA). A completed "Draft" copy of the PSA will be forwarded to the Town for consideration and execution upon acceptance of this proposal.

Should you have any questions or require clarifications or additional information with respect to this proposal, please contact Jian Li directly.

Sincerely yours,

STANTEC CONSULTING LTD.

Jian Li, Ph.D., P. Eng.

Senior Associate & Project Manager

Phone: (519) 966-2250 x240

Fax: (519) 966-5523

Cell: (519) 562-7541

jian.li@stantec.com

Tony Berardi, P. Eng.

Principal & Practice Leader, Water

Phone: (519) 966-2250 x255

Fax: (519) 966-5523

Cell: (519) 551-3891

tony.berardi@stantec.com