

Skyline Improvement and Service District

December 15, 2022

Meeting Agenda

Date: 12-15-2022

Time: 4:00 pm-6:00pm MST

Location: **Attendance via Remote Access** - <https://us04web.zoom.us/join>, ID: 301 092 4055

Called by: The Board of Directors

Agenda Topics

1. Review and approve Board minutes of 11-17-2022
2. Changes to Agenda
3. Adoption of agenda
4. Public comment on items not appearing on agenda
5. Correspondence received by District office
6. Review 5-month November actuals vs. full year FY 2022-2023 final budget
7. Review November 30, 2022 Treasury Report
8. Approve payment of invoices
9. Discussion of Public Hearing regarding Skyline Water System Improvements.
10. Discussion of contract with Nelson Engineering to prepare bid documents for Water Meter Project.
11. Discussion of contract with Nelson Engineering to prepare bid documents for 2023 Road Chip Seal Project
12. Next Board meeting -Thursday, January 19, 2022
13. Adjournment

December 10th, 2022

22-010-02/JK

Skyline Ranch ISD
Jackson, WY
via email: office@skylineranchisd.com

ATTN: Kurt Harland, ISD Board Chair

RE: Skyline Residential Water Meters Project

Dear Kurt:

Based on your request, Nelson Engineering (NE) is pleased to provide the following proposal for the Skyline Residential Water Meters Project.

PROJECT DESCRIPTION

Based on our understanding and in accordance with SRF requirements, the project comprises professional services for development of a project manual including contract documents, specifications and details for the purposes of bidding and contracting with a plumber for replacement of existing residential water meters in Skyline Ranch. The project also includes implementation of a automatic meter reading (AMR) system.

SCOPE OF SERVICES

NE will perform the following scope of services.

Project Manual:

1. Organize a project kick-off meeting to introduce the project team, review objectives, and refine schedule. Discuss requirements for new meters, the AMR system and installation.
2. Coordinate with Mountain Property Management and Clearwater Operations requirements for meter replacement at each residence, as well as obtain contact information for entry to each residence.
3. Develop project drawings with details for meter replacement in each home. It is understood that this project is solely for meter replacement; homeowner's will be notified and made responsible for replacement/installation of backflow preventors and pressure tanks when required.
4. Assemble a Project Manual (PM), including meter replacement details and specifications. NE will develop a meter installation checklist to include within the PM that the plumbing contractor will be required to fill out during meter installation at each residence; photo(s) of

installation will be required.

5. Include SRF bidding and contract requirements within the PM.

Bidding:

1. Advertise the project for bidding.
2. Coordinate, schedule and attend a pre-bid conference with Skyline ISD and potential contractors.
3. Answer RFIs and issue addenda as necessary.
4. Coordinate, schedule and attend a bid opening.
5. Assist Skyline Ranch ISD with review of bids and contractor selection.
6. Assist with awarding the project and executing the contract. Coordinate awarding the contract with SRF.

Meter Replacement:

1. Review and process meter and AMR submittals provided by Plumbing Contractor. Address any deviations with Skyline Ranch ISD as required.
2. Coordinate with Skyline Ranch ISD, Clearwater Operations, Mountain Property Management, and the Plumbing Contractor requirements for residential meter replacement.
3. Review meter installation checklists provided by Contractor for completion and note issues found during installation. All issues (faulty equipment, need of backflow prevention or pressure tank, etc.) will be presented to Skyline Ranch ISD to address with each homeowner.
4. Process pay applications, change orders, field orders and work change directives as required.
5. Coordinate and assist with AMR system training.
6. Prepare and issue project completion documents including final pay application, punch list and 41-day advertisement. Coordinate project completion with SRF.

FEE AND PAYMENT TERMS

Nelson Engineering (NE) will perform the scope of services described above on a time-and-materials basis up to an estimated maximum fee of **\$18,000**.

Approximate Fees Based on Phases of Work Include:

Project Manual	\$5,000
Project Bidding	\$2,500
Meter & Meter Read System Installation	\$8,500

Engineer's estimate of the amount that will become payable for specified services is only an estimate for budgeting purposes. If it becomes apparent to NE that the estimated compensation amount will be

exceeded, NE shall give you written notice thereof, allowing you to consider your options. Upon notice, you and NE promptly shall review the services remaining to be performed and compensation for such services. You shall either agree to compensation exceeding said estimated amount, or agree to a reduction in the remaining services to be rendered by NE, so that total compensation for such services will not exceed said estimated amount when such services are completed. If during the negotiations, NE's efforts exceed the estimated amount before you and NE have agreed to an increase in the compensation due to NE, or a reduction in the remaining services, then NE shall be paid by you for the services rendered.

You will receive monthly billings with progress reports for work in progress based upon actual labor and reimbursable costs incurred. Project Team staff Charge Rates and Reimbursable Expenses are attached for reference as Exhibit A. Filing or Application Fees, if paid by Nelson Engineering, will be billed as separate reimbursable expenses in accordance with our Rate Schedule.

This financial arrangement is based upon the prompt payment of our bills and orderly, continuous progress of the project. Nelson Engineering reserves the right to stop work if invoices remain unpaid 60 days past the date of the invoice. Past due invoices will be charged finance charges in accordance with the terms set forth in the General Provisions to Agreement attached as Exhibit B.

ADDITIONAL SERVICES

If services in addition to the proposed scope of services become necessary, Nelson Engineering will perform such services on a time-and-materials basis or for an agreed upon lump sum fee. If additional services become necessary, we will discuss the services with you, and require your approval before proceeding. Please note that revisions requested to completed work will be considered additional services.

PERFORMANCE SCHEDULE

Nelson Engineering will begin the scope of services promptly after receipt of your acceptance of this proposal. We will complete the described services in accordance with the performance schedule below.

Project Manual	March 2023
Bidding	April 2023
Meter & Meter Read System Installation	May/June 2022

If there are protracted delays for reasons beyond our control, we would expect to negotiate with you an equitable adjustment of the completion dates and of our compensation, taking into consideration the impact of such a delay including, but not limited to, reallocation of staff and changes in price indices and pay scales applicable to the period when services are in fact being rendered. Additional services, if requested, can be considered just cause for Nelson Engineering to renegotiate the date for completion of the services.

CLIENT RESPONSIBILITIES

As the Client, you agree to provide Nelson Engineering with all pertinent and available project

information and to promptly inform Nelson Engineering of any changes in the work that pertain to our scope of services. Additional Client Responsibilities are set forth in the attached General Provisions.

AGREEMENT

This proposal can serve as an agreement for services. This proposal, Exhibit A, and Exhibit B represent the understanding between you and Nelson Engineering with respect to the project and may only be modified in writing signed by both parties. If it satisfactorily sets forth your understanding of our agreement, we would appreciate your signing in the space provided below and returning a copy to us as soon as possible.

We appreciate the opportunity to submit this proposal and to be of service to you. Please call us if you have any questions.

Sincerely,



Josh Kilpatrick, PE
Project Manager
PH: 307-690-2086
Email: jkilpatrick@nelsonengineering.net

Encl.

Agreement Accepted by:

(Client - Printed Name)

(Signature)

(Date)

December 12th, 2022

22-010/JK

Skyline Ranch ISD
Jackson, WY
via email: office@skylineranchisd.com

ATTN: Kurt Harland, Skyline Ranch ISD Board Chair

RE: **Skyline Chipseal Project Proposal**

Dear Kurt:

Based on your request, Nelson Engineering (NE) is pleased to provide the following proposal for professional services to administer the Skyline Chipseal project.

PROJECT DESCRIPTION

Based on our understanding the project comprises professional services for development of a project manual including contract documents, specifications and details for the purposes of bidding and contracting for completion of asphalt repairs, crack sealing and chip sealing of asphalt roadways within the Skyline Ranch Subdivision.

SCOPE OF SERVICES

NE will perform the following scope of services.

Project Manual:

1. Develop project drawings with map of subdivision and details for asphalt repair and maintenance.
2. Complete a project cost estimate for SRISD review. Winter conditions limit inspection for road repairs, therefore NE anticipates some quantities for repair will be estimated under the direction of Skyline Ranch Improvement and Service District (SRISD).
3. Assemble a Project Manual (PM) comprising contract documents, specifications and drawings for bidding purposes. The PM will closely resemble the manual developed for the 2016 chip seal project.

Bidding:

1. Advertise the project for bidding.
2. Coordinate, schedule and attend a pre-bid conference with SRISD and potential contractors.
3. Answer RFIs and issue addenda as necessary.
4. Coordinate, schedule and attend a bid opening.
5. Assist SRISD with review of bids and contractor selection.
6. Assist with awarding the project and executing the contract.

Construction:

1. Review and process submittals, RFIs and pay applications for the project. Process change and field orders as required.
2. Provide an onsite representative in order to verify quantities for payment and ensure methods of road repair and maintenance are consistent with contract requirements.
3. Prepare and issue project completion documents including substantial completion, punch list, 41-day advertisement and final pay application.

FEE AND PAYMENT TERMS

Nelson Engineering (NE) will perform the scope of services described above on a time-and-materials basis up to an estimated maximum fee of **\$9,500**.

Approximate Fees Based on Phases of Work Include:

Project Manual	\$3,000
Project Bidding	\$2,500
Construction	\$4,000

Engineer’s estimate of the amount that will become payable for specified services is only an estimate for budgeting purposes. If it becomes apparent to NE that the estimated compensation amount will be exceeded, NE shall give you written notice thereof, allowing you to consider your options. Upon notice, you and NE promptly shall review the services remaining to be performed and compensation for such services. You shall either agree to compensation exceeding said estimated amount, or agree to a reduction in the remaining services to be rendered by NE, so that total compensation for such services will not exceed said estimated amount when such services are completed. If during the negotiations, NE’s efforts exceed the estimated amount before you and NE have agreed to an increase in the compensation due to NE, or a reduction in the remaining services, then NE shall be paid by you for the services rendered.

You will receive monthly billings with progress reports for work in progress based upon actual labor and reimbursable costs incurred. Project Team staff Charge Rates and Reimbursable Expenses are attached for reference as Exhibit A. Filing or Application Fees, if paid by Nelson Engineering, will be billed as separate reimbursable expenses in accordance with our Rate Schedule.

This financial arrangement is based upon the prompt payment of our bills and orderly, continuous progress of the project. Nelson Engineering reserves the right to stop work if invoices remain unpaid 60 days past the date of the invoice. Past due invoices will be charged finance charges in accordance with the terms set forth in the General Provisions to Agreement attached as Exhibit B.

ADDITIONAL SERVICES

If services in addition to the proposed scope of services become necessary, Nelson Engineering will perform such services on a time-and-materials basis or for an agreed upon lump sum fee. If additional services become necessary, we will discuss the services with you, and require your approval before proceeding. Please note that revisions requested to completed work will be considered additional services.

PERFORMANCE SCHEDULE

Nelson Engineering will begin the scope of services promptly after receipt of your acceptance of this proposal. We will complete the described services in accordance with the performance schedule below.

Project Manual	February, 2023
Bidding	March, 2023
Construction	July/Aug. 2023

If there are protracted delays for reasons beyond our control, we would expect to negotiate with you an equitable adjustment of the completion dates and of our compensation, taking into consideration the impact of such a delay including, but not limited to, reallocation of staff and changes in price indices and pay scales applicable to the period when services are in fact being rendered. Additional services, if requested, can be considered just cause for Nelson Engineering to renegotiate the date for completion of the services.

CLIENT RESPONSIBILITIES

As the Client, you agree to provide Nelson Engineering with all pertinent and available project information and to promptly inform Nelson Engineering of any changes in the work that pertain to our scope of services. Additional Client Responsibilities are set forth in the attached General Provisions.

AGREEMENT

This proposal can serve as an agreement for services. This proposal, Exhibit A, and Exhibit B represent the understanding between you and Nelson Engineering with respect to the project and may only be modified in writing signed by both parties. If it satisfactorily sets forth your

understanding of our agreement, we would appreciate your signing in the space provided below and returning a copy to us as soon as possible.

We appreciate the opportunity to submit this proposal and to be of service to you. Please call us if you have any questions.

Sincerely,



Josh Kilpatrick, PE
Project Manager
PH: 307-690-2086
Email: jkilpatrick@nelsonengineering.net

Encl.

Agreement Accepted by:

(Client - Printed Name)

(Signature)

(Date)