



January 26, 2026

Michael Brack – Town Manager for Town of Fraser

Paul Johnson – Public Works Director for Town of Fraser

Jim Fox – District Manager Winter Park Ranch Water & Sanitation District

Buff Borrás – District Manager Grand County Water & Sanitation District #1

Logan Wray – UFVWWTP Plant Superintendent

153 Fraser Avenue

Fraser, CO 80442

Re: UFVWWTP 2026 Capital Improvements Project – Design Services

Dear Mr. Brack,

Thank you for the opportunity to submit the scope of services for the 2026 Capital Improvements Project – Design Services (Project). This project carries several of the projects identified in the 2025 Capital Improvements project which sought to identify, conceptually design, cost, and prioritize improvements at the Upper Fraser Valley Wastewater Treatment Plant (UFVWWTP). The proposed Project will focus on the following key areas of improvement for the plant:

- Replacement of the non-potable plant water conveyance piping and design of modified non-potable plant water pump station including new dry-pit configuration and pumps.
- Replacement of the potable water well pump and repair of the potable water conveyance piping
- Addition of tertiary solids conveyance piping and pumping to direct tertiary solids to the activated sludge process
- Survey, utility locates, and geotechnical investigation associated with pipeline design and site improvements

Further details of each task for the Project are provided below.

TASK 1.0 PROJECT MANAGEMENT

1.1 PROJECT MANAGEMENT

Project management services associated with the execution of the Project, including project initiation, project coordination, ongoing management of decision logs, and project administration will be conducted throughout the duration of the Project. Tetra Tech's project manager will monitor team performance for scope, budget, and schedule. Tetra Tech will maintain a Project decision log which will document critical Project events and decisions.

1.2 KICKOFF MEETING

Upon receipt of a signed contract, Tetra Tech shall conduct a 1-hour, kick-off meeting. This meeting will be conducted in-person Tetra Tech will review and discuss the proposed improvements, design deliverables and anticipated schedule, and review roles, responsibilities, and assumptions.

1.3 PROJECT MEETINGS

Tetra Tech will schedule and facilitate up to 10, half-hour, virtual, biweekly progress meetings throughout the duration of the design services to discuss progress, action items, and formalize decisions. Tetra Tech will organize meetings, prepare agendas, and compile and distribute meeting minutes. It is assumed that the scope of work for this Project will begin in January 2026 and is likely to be completed by December 2026.

1.4 MONTHLY PROGRESS REPORTS

Tetra Tech shall prepare and submit monthly progress reports detailing the work performed during the invoice period, and costs incurred in conjunction with this work. Each invoice shall cover a period of one calendar month. Work shall be invoiced monthly on a time and materials basis. A total of 12 project invoices are assumed for the completion of this scope of services. Requested services that are considered beyond the scope of work described herein will be considered additional services.

1.5 DESIGN WORKSHOPS

Tetra Tech will facilitate two in-person design workshops with stakeholders approximately one week after delivering the 50% submittal and 90% submittal, respectively. Tetra Tech will produce workshop agendas and meeting minutes which will be distributed to attendees.

TASK DELIVERABLES

- Decision Log
- Kickoff Meeting Agenda and Minutes
- Monthly status reports and invoices
- Bi-Weekly Progress Meetings and Minutes
- Design Workshop Meetings and Minutes
 - 50% Design Workshop
 - 90% Design Workshop

TASK 2.0 SURVEY, SUBSURFACE UTILITY ENGINEERING, GEOTECHNICAL

Tetra Tech will coordinate with sub-consultants to prepare a sitewide survey, prepare a SUE report, and prepare a geotechnical investigation report.

2.1 SITE SURVEY

Tetra Tech will coordinate with the professional land surveyor and engineer hired by Owner under a separate contract to review a site model for the areas impacted by the Project, as well as areas expected to be included in the future Wastewater Treatment Plant Upgrades project. Survey datum is assumed to be NAVD88.

Survey is expected to include:

1. Site elevation contours at 1-foot intervals.
2. Site features including manholes lids, facilities, valve boxes, etc. Manhole inverts will be collected as needed.

2.2 SUBSURFACE UTILITY REPORT

Tetra Tech will coordinate with the professional land surveyor and engineer hired by Owner under a separate contract to review a subsurface utility engineering (SUE) report for compliance with State laws and statutes. Utility locates will be collected to Quality Level B (surface level).

Additionally, up to twelve (12) Quality Level A locates (potholes) will be included. The SUE report will be developed, signed, and sealed by the surveyor/ engineering consultant under a separate contract for use in design and provided as an appendix to the BODR (Task 3).

2.3 GEOTECHNICAL INVESTIGATION REPORT

Tetra Tech will coordinate with a professional geotechnical engineering sub-consultant to conduct a geotechnical investigation and prepare a geotechnical report. The investigation will include up to 2 geotechnical bores along proposed pipeline alignments to a depth of up to 20 feet. The investigation will also include groundwater depth measurements.

The report will include details of the geotechnical conditions identified during the investigation, recommendations for pipe bedding and foundation design (as required), provide recommendations for cathodic protection, and provide groundwater depths. The geotechnical report will be provided as an appendix to the BODR (Task 3.1).

TASK DELIVERABLES

- Topographic Survey
- Geotechnical Investigation Report

TASK 3.0 50% DESIGN

Tetra Tech will develop a 50% design that includes the following:

3.1 BASIS OF DESIGN REPORT (BODR)

Basis of Design Report (BODR) will include the following:

1. Summary of existing facility conditions
2. Design Criteria
 - a. Subsurface utility engineering (SUE) design criteria
 - b. Survey information
 - c. Geotechnical design criteria
 - d. Material selection criteria
 - e. Site specific design criteria
 - f. Hydraulic design criteria
 - g. Control strategy considerations (as required)
 - h. Construction sequencing considerations (as required)
 - i. Technical specifications draft table of contents
3. Opinion of Probable Construction Cost (OPCC)
 - a. Provide AACE Level 4 OPCC.

3.2 50% DESIGN DRAWINGS

50% Design Drawings which will include the following:

1. Preliminary pipeline alignment plans
2. Preliminary site plans
3. Preliminary facility layout plans (as required)
4. Preliminary demolition plans (as required)

5. Process and instrumentation diagrams (P&ID)

3.3 50% DESIGN SPECIFICATIONS

Tetra Tech will develop 50% design specifications for the Project that will incorporate the geotechnical recommendations.

TASK DELIVERABLES

- 50% Design Drawings
- 50% Specifications
- 50% Basis of Design Report and Cost Estimate

TASK 4.0 90% DESIGN

Tetra Tech will develop detailed design documents to a 90% design level that will include the following:

4.1 90% DESIGN DRAWINGS

The 90% design drawings will include:

1. Site design drawings
2. Pipeline plan and profile drawings
3. Facility design drawings (as required)
4. Erosion and sediment control drawings (as required)

4.2 90% DESIGN SPECIFICATIONS

Tetra Tech will develop 90% design specifications for the Project.

4.3 FINAL OPINION OF CONSTRUCTION COST

Tetra Tech will develop an AACE Level 2 OPCC for use during the bid phase of the Project.

TASK DELIVERABLES

- 90% Design Drawings
- 90% Specifications
- 90% OPCC

TASK 5.0 BID PHASE SERVICES

5.1 BID SERVICES

Tetra Tech will develop bid ready documents by incorporating final comments and adjustments from the 90% deliverable. Signed and sealed documents will be provided to Owner to advertise the Project for contractor bidding.

Tetra Tech will attend a pre-bid meeting in person to facilitate interested bidders in understanding the Project scope. Tetra Tech will review pre-bid requests for information (RFIs) and prepare responses as addenda, as required.

Tetra Tech will review contractor bids for completeness, contractor qualification, and scope adherence. Tetra Tech will provide a recommendation for award based on the review. Following bid acceptance, Tetra Tech will compile a Conformed to Bid set of construction documents for reference during the construction phase.

TASK DELIVERABLES

- Issued for Bid Drawings
- Issued for Bid Specifications
- Pre-bid Meeting Agenda and Minutes
- Up to 2 bid addendums
- Conformed to Bid Documents

TASK 6.0 PERMITTING SERVICES

Provided below is a list of known permits. Tetra Tech will provide technical support for preparing the following permits and/or jurisdictional requirements:

1. Colorado State Permits
 - a. General Stormwater Permit: This permit will be procured by the contractor. Tetra Tech will develop a Stormwater Management Plan (SWMP) that will be included as an appendix to the bid documents.
 - b. In-Kind Replacement Permitting: In-kind replacement permitting will be completed by Tetra Tech as necessary for the CIP Upgrades.

TASK DELIVERABLES

- SWMP
- In-Kind Replacement Permitting (as needed)

Assumptions

General Assumptions:

- Delays or extensions to the Project schedule not caused by Tetra Tech or their subconsultants may require fee adjustment.
- Owner-Furnished Information
 - Town of Fraser to provide comments, decisions, and reviews to key project deliverables and milestones within two weeks of receipt
 - Town of Fraser to provide any available data, drawings, mapping, ownership information, and information that may assist Tetra Tech in execution of the Work.
 - The Town of Fraser will obtain the licensed land surveyor and engineer to provide site survey and SUE.
- Survey datum is assumed to be NAVD88.
- Access to all properties within the project limits to be coordinated by the client.
- No right of entry to be coordinated by Tetra Tech as a part of this scope of services.
- A representative of the WWTP will be on site for the geotechnical borings to verify the borings are clear of existing utilities. If active lines are believed to be in the vicinity of the borings, private utility locate services may be required which can be requested for an additional fee.
- Engineering services during construction will be scoped at a later date.

ENGINEERING FEE

Tetra Tech proposes a time and materials engineering fee for \$195,605. This scope of services may be amended for services not included in this proposal. Work will be invoiced monthly on a time and materials basis with NET 30 payment terms.

SCHEDULE

Task Name	Duration	Start	Finish
NTP	0 days	Mon 1/26/26	Mon 1/26/26
Kickoff Meeting	0 days	Fri 1/30/26	Fri 1/30/26
Topographic Survey	30 days	Mon 2/2/26	Fri 3/13/26
Geotechnical Investigation	50 days	Mon 2/2/26	Fri 4/10/26
30% Design	43 days	Mon 3/16/26	Wed 5/13/26
30% Design	33 days	Mon 3/16/26	Wed 4/29/26
30% Design Submittal	0 days	Wed 4/29/26	Wed 4/29/26
30% Client Review	10 days	Thu 4/30/26	Wed 5/13/26
30% Design Workshop	0 days	Wed 5/13/26	Wed 5/13/26
60% Design	48 days	Thu 5/14/26	Mon 7/20/26
60% Design	38 days	Thu 5/14/26	Mon 7/6/26
60% Design Submittal	0 days	Mon 7/6/26	Mon 7/6/26
60% Client Review	10 days	Tue 7/7/26	Mon 7/20/26
60% Design Workshop	0 days	Mon 7/20/26	Mon 7/20/26
90% Design	48 days	Tue 7/21/26	Thu 9/24/26
90% Design	38 days	Tue 7/21/26	Thu 9/10/26
90% Design Submittal	0 days	Thu 9/10/26	Thu 9/10/26
90% Client Review	10 days	Fri 9/11/26	Thu 9/24/26
90% Design Workshop	0 days	Thu 9/24/26	Thu 9/24/26
Bidding Phase	49 days	Fri 9/25/26	Wed 12/2/26
IFB Design	23 days	Fri 9/25/26	Tue 10/27/26
Bid Posting	0 days	Tue 10/27/26	Tue 10/27/26
Bidding Period	20 days	Wed 10/28/26	Tue 11/24/26
Bid Opening	0 days	Tue 11/24/26	Tue 11/24/26
Review Bids	3 days	Wed 11/25/26	Fri 11/27/26
Bid Recommendation	3 days	Mon 11/30/26	Wed 12/2/26

AUTHORIZATION

Tetra Tech is prepared to initiate this work upon notice to proceed from the Town. Authorization to proceed can be made by an approved agent of the Town in the form of a signed contract. Additional services that are not included within this Scope of Work can be provided under a separate or amended purchase order, as directed by the Town. Should you have any questions or require additional information, please contact me at 253-722-9838 or by email at amanda.smokoff@tetrattech.com.

Sincerely,

TETRA TECH

A handwritten signature in black ink, appearing to read 'AS' followed by a stylized flourish.

Amanda Smokoff, PE - Tetra Tech
Project Manager

cc:

Ben Miller, PE - Tetra Tech