

RFP - SCOPE OF SERVICES

Timberlin Golf Course – Bridge Replacements

Bridges #1, 2, 3, 6, 7 & 8

Town of Berlin, Connecticut

1. PROJECT OVERVIEW

The Town of Berlin seeks professional engineering services for the design, permitting, bidding, and construction administration of six (6) bridge replacements at Timberlin Golf Course, identified as Bridges #1, 2, 3, 6, 7, and 8.

The existing timber bridges (spans ranging from approximately 16 feet to 21 feet) will be replaced with reinforced concrete bridge systems designed to support golf carts and maintenance vehicles (H-5 loading for Bridge #s 1, 2, 3, & 6 and H-20 loading for Bridge #s 3 and 7).

Services shall include structural design, hydraulic analysis (as required), geotechnical engineering, environmental permitting, utility coordination, load rating, and construction phase services.

2. SCOPE OF SERVICES

TASK 1 – Data Collection & Preliminary Engineering

- Inland wetlands delineation and soils investigation
 - Topographic and utility survey at all six bridge locations
 - FEMA floodplain verification and low chord elevation confirmation
 - Preliminary hydrologic and hydraulic analysis (as required)
 - Bridge layout and span confirmation
 - Preliminary design plans
 - Engineer's Opinion of Probable Construction Cost (OPCC)
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TASK 2 – Final Design & Permitting

2.1 Structural Engineering

- Full structural design of superstructure and substructure
- Abutment and wingwall design
- Foundation design based on geotechnical recommendations
- Reinforcing details and structural calculations

- Shop drawing review

2.2 Geotechnical Engineering

- Representative subsurface borings/test pits
- Laboratory testing
- Bearing capacity and settlement analysis
- Foundation recommendations
- Geotechnical report

2.3 Hydrology & Hydraulics (If Required)

- HEC-RAS modeling
- No-rise certification (if required)
- FEMA floodplain compliance documentation

2.4 Utility Coordination & Design

- Irrigation and electrical conduit verification
- Temporary support design
- Permanent relocation design (if required)

2.5 Environmental & Regulatory Permitting

- Inland Wetlands application preparation
- Floodplain/zoning coordination
- Permit plans and impact calculations
- Agency meeting attendance (up to two per agency application)
- Public hearing attendance
- Agency response coordination

2.6 Wildlife Review

- Natural Diversity Database (NDDDB) review
- Coordination with CT DEEP (if required)

2.7 Final Construction Documents

- Demolition plans
- Bridge and foundation plans
- Erosion control plans

- Utility relocation plans
- Technical specifications
- Final Opinion of Probable Construction Cost

2.8 Load Rating (if required)

- AASHTO load rating calculations
 - Rating summary documentation
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TASK 3 – Bid Phase Services

- Pre-bid meeting attendance
 - RFI responses
 - Addenda preparation
 - Bid review and tabulation
 - Recommendation of award
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TASK 4 – Construction Administration & Inspection

- Preconstruction Meeting
 - Shop drawing review
 - Construction observation (as required)
 - Foundation and structural inspections
 - Change order review
 - Progress meeting attendance
 - Preparation of record (as-built) drawings
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3. DELIVERABLES

- Survey CADD base files
- Hydraulic modeling files (if applicable)
- Geotechnical report
- Structural calculations
- Permit applications

- Signed and sealed construction plans
- Technical specifications
- Load rating documentation (if required)
- Record drawings

**TIMBERLIN GOLF CLUB
BRIDGE RECONSTRUCTION PROJECT
PHASE I**

Submitted by: Jerry Salvio
4-Oct-18

Bridge Specifications								
Bridge	Hole	Span	Inside Width	Outside Width	Distance to Water from Asphalt Deck	Construction	Irrigation	Description
1	18	16' 7"	5' 4"	6' 4"	4' 10"	2 X 8	No	First small bridge, tee to island
2	18	16' 3"	5' 4"	6' 4"	4' 0"	2 X 3	Yes	Second small bridge
3	17	16' 6"	11' 2"	12' 1"	4' 8"	2 X 10	Yes: 6" Water Main. No electricity	Main bridge
4	17	16' 3"	5' 3"	6' 3"	4' 8"	2 X 8	No	Effie's bridge, small left bridge
5	14	16' 3"	5' 3"	6' 3"	5' 0"	2 X 8	No	Left bridge
6	14	16' 6"	5' 2"	6' 2"	4' 7"	2 X 8	Yes: 6" Water Main. Electrical conduit	Right bridge
7	13	17' 4"	11' 10"	12' 6"	4' 8"	2 X 10	Yes: 6" Water Main. No electricity	Main bridge
8	12	20' 8"	5' 4"	6' 3"	3' 0"	2 X 8	No	Left bridge

FY26 - GENERAL FUND - EXPENSE - BUDGET VS ACTUAL a/o 1/31/26

DEPT/ACCOUNT	ACCT DESCRIPTION	BUDGET			JAN EXPENSE	YTD EXPENSE	ENCUM	ENCUM+EXP	BALANCE	REMAIN.	%
		ADOPTED	AMENDS	AMENDED							
2543 - Golf Course											
51 Wages-Salaries											
001.25.2543.0.51100.00000	Department Head	95,000	0	95,000	7,308	54,808	0	54,808	40,192.25	42.3%	
001.25.2543.0.51125.00000	Mid-Managers Personnel	108,993	4,932	113,925	8,879	66,673	0	66,673	47,252.01	41.5%	
001.25.2543.0.51135.00000	Blue Collar Personnel	205,718	5,000	210,718	11,574	128,805	0	128,805	81,912.72	38.9%	
001.25.2543.0.51160.00000	Stirts, Rngrs, Golf Carts	159,708	0	159,708	0	109,570	0	109,570	50,137.95	31.4%	
001.25.2543.0.51400.00000	Overtime	31,226	0	31,226	187	15,523	0	15,523	15,702.71	50.3%	
001.25.2543.0.51510.00000	Part time & Summer Help	50,000	0	50,000	0	23,360	0	23,360	26,640.02	53.3%	
001.25.2543.0.51805.00000	Longevity	3,300	0	3,300	0	1,650	0	1,650	1,650.00	50.0%	
Wages-Salaries Total		653,945	9,932	663,877	27,949	400,389	0	400,389	263,487.66	39.7%	
52 Fringe Benefits											
001.25.2543.0.52010.00000	Worker's Compensation	11,790	0	11,790	0	11,594	0	11,594	196.00	1.7%	
001.25.2543.0.52100.00000	Social Security	50,143	377	50,520	1,950	29,247	0	29,247	21,273.71	42.1%	
001.25.2543.0.52110.00000	Unemployment Compensation	17,500	0	17,500	1,905	2,027	0	2,027	15,473.00	88.4%	
001.25.2543.0.52200.00000	Pension	30,297	1,654	31,951	2,484	18,421	0	18,421	13,530.28	42.3%	
001.25.2543.0.52220.00000	Insurance, Life, Disability	1,977	0	1,977	120	833	1,144	1,977	0.12	0.0%	
001.25.2543.0.52235.00000	Health Insurance	107,781	0	107,781	0	107,781	0	107,781	0.00	0.0%	
001.25.2543.0.52300.00000	Uniforms	8,000	0	8,000	301	2,200	4,006	6,206	1,794.00	22.4%	
Fringe Benefits Total		227,488	2,031	229,519	6,759	172,102	5,150	177,252	52,267.11	22.8%	
53 Professional/Technical											
001.25.2543.0.53102.00000	Electricity	70,350	0	70,350	0	38,726	30,174	68,900	1,450.00	2.1%	
001.25.2543.0.53105.00000	Natural Gas	24,107	0	24,107	3,817	9,450	14,657	24,107	0.00	0.0%	
001.25.2543.0.53106.00000	Vehicle Fuel	51,750	(2,000)	49,750	1,751	14,127	15,220	29,347	20,403.26	41.0%	
001.25.2543.0.53201.00000	Supplies	4,500	2,000	6,500	0	3,226	2,498	5,724	776.00	11.9%	
001.25.2543.0.53202.00000	Irrigation	35,000	13,000	48,000	3,266	38,085	2,004	40,089	7,911.00	16.5%	
001.25.2543.0.53208.00000	Equipment	40,000	(13,000)	27,000	0	2,262	7,650	9,912	17,087.51	63.3%	
001.25.2543.0.53219.00000	Operating Materials	12,500	0	12,500	729	5,760	4,890	10,650	1,850.00	14.8%	
001.25.2543.0.53219.01730	Operating Material - Facilities	15,000	0	15,000	93	93	14,850	14,943	57.01	0.4%	
001.25.2543.0.53233.00000	Auto Parts	35,500	0	35,500	6,201	15,594	9,506	25,100	10,400.00	29.3%	
001.25.2543.0.53241.00000	Sand & Stone	17,500	0	17,500	0	7,305	7,695	15,000	2,500.00	14.3%	
001.25.2543.0.53243.00000	Fertilizer, Seed, Chem.	160,000	0	160,000	0	150,045	1,508	151,553	8,446.76	5.3%	
001.25.2543.0.53245.00000	Maintenance & Repair	45,000	0	45,000	1,716	16,236	18,053	34,289	10,711.00	23.8%	
001.25.2543.0.53510.00000	Golf Pro Contr. Serv.	90,000	0	90,000	0	45,000	45,000	90,000	0.00	0.0%	
001.25.2543.0.53513.00000	Range, Green, Trap, Tee, Cart F	7,500	0	7,500	0	274	1,726	2,000	5,500.00	73.3%	
001.25.2543.0.53603.00000	Golf Cart Lease	80,087	0	80,087	0	80,077	10	80,087	0.17	0.0%	
001.25.2543.0.53730.00000	Insurance	31,656	0	31,656	0	31,656	0	31,656	0.00	0.0%	
001.25.2543.0.53813.00000	Computer Support	16,000	0	16,000	703	8,611	6,278	14,888	1,111.93	6.9%	
001.25.2543.0.53814.00000	Contractual Services	0	20,000	20,000	0	13,797	6,203	20,000	0.00	0.0%	
001.25.2543.0.53814.01730	Contractual Services - Facilities	35,000	(20,000)	15,000	0	0	14,920	14,920	80.00	0.5%	
001.25.2543.0.53823.00000	Refuse Disposal	9,547	0	9,547	760	3,800	5,320	9,120	427.00	4.5%	
001.25.2543.0.53902.00000	Telephone	2,000	0	2,000	76	1,125	875	2,000	0.00	0.0%	
001.25.2543.0.53917.00000	Water & Sewer	17,500	0	17,500	0	2,673	14,827	17,500	0.00	0.0%	
001.25.2543.0.53932.00000	Waterways Treatment	7,500	0	7,500	1,925	4,175	3,000	7,175	325.00	4.3%	
001.25.2543.0.53940.00000	Advertising	10,000	0	10,000	0	0	0	0	10,000.00	100.0%	
001.25.2543.0.53941.00000	Bank charges	39,388	0	39,388	21	16,512	0	16,512	22,875.65	58.1%	
001.25.2543.0.53945.00000	Training	3,000	0	3,000	245	1,525	1,170	2,695	305.33	10.2%	
001.25.2543.0.53950.00000	Internet Service	3,200	0	3,200	399	1,679	1,521	3,200	0.00	0.0%	
Professional/Technical Total		863,585	0	863,585	21,701	511,814	229,554	741,367	122,217.62	14.2%	
Golf Course Total		1,745,018	11,963	1,756,981	56,409	1,084,305	234,704	1,319,009	437,972.39	24.9%	

Timberlin Golf Course Financial Results

YTD JANUARY

FY 2025-26

(Does not include indirect cost of Town staff providing services that would otherwise be purchased by Timberlin)

Revenue:	FY 2026			FY 2025			FY26 to FY25	NOTES
	Budget	YTD Act	% of Budget	Budget	YTD Act	% of Budget	Variance to Budget	
Daily Passes (Greens Fees)	\$1,018,269	\$556,233	54.6%	\$914,655	\$537,969	58.8%	-4.2pp	
Season Passes	\$204,333	\$885	0.4%	\$199,545	\$0	0.0%	0.4pp	
Golf Carts	\$438,239	\$325,525	74.3%	\$476,405	\$316,123	66.4%	7.9pp	
Driving Range	\$31,750	\$15,563	49.0%	\$28,000	\$16,498	58.9%	N/A	
Restaurant Rent	\$49,749	\$31,342	63.0%	\$49,749	\$29,849	60.0%	3.0pp	
	\$1,742,340	\$929,548	53.4%	\$1,668,354	\$900,439	54.0%	-0.6pp	

Expenditure:									
Wages/Salaries	\$663,877	\$400,389	60.3%	\$651,280	\$372,709	57.2%	-3.1pp		
Fringe Benefits	\$229,519	\$172,102	75.0%	\$212,079	\$159,159	75.0%	0.1pp		
53102 - Electricity	\$70,350	\$38,726	55.0%	\$67,400	\$36,206	53.7%	-1.3pp		
53105 - Natural Gas	\$24,107	\$9,450	39.2%	\$24,107	\$9,037	37.5%	-1.7pp		
53106 - Vehicle Fuel	\$49,750	\$14,127	28.4%	\$50,775	\$11,526	37.5%	9.1pp		
53201 - Supplies	\$6,500	\$3,226	49.6%	\$5,500	\$2,154	39.2%	-10.5pp		
53202 - Irrigation Materials	\$38,000	\$38,085	100.2%	\$30,000	\$20,741	69.1%	-31.1pp		
53208 - Equipment (New)	\$37,000	\$2,262	6.1%	\$22,975	\$1,037	4.5%	-1.6pp		
53219 - Operating Materials	\$27,500	\$5,853	21.3%	\$12,500	\$2,396	19.2%	-2.1pp		
53233 - Auto Parts	\$35,500	\$15,594	43.9%	\$35,500	\$14,949	42.1%	-1.8pp		
53241 - Sand & Stone	\$17,500	\$7,305	41.7%	\$17,500	\$3,978	22.7%	-19.0pp		
53243 - Fertilizer, Seed, Chem.	\$160,000	\$150,045	93.8%	\$145,000	\$142,973	98.6%	4.8pp		
53245 - Maintenance & Repair	\$45,000	\$16,236	36.1%	\$40,000	\$16,342	40.9%	4.8pp		
53510 - Golf Pro Contr. Serv.	\$90,000	\$45,000	50.0%	\$90,000	\$45,000	50.0%	0.0pp		
53513 - Green, Trap, Tee, Cart Paths	\$7,500	\$274	3.7%	\$5,000	\$0	0.0%	-3.7pp		
53603 - Golf Cart Lease	\$80,087	\$80,077	100.0%	\$80,087	\$80,077	100.0%	0.0pp		
53730 - Insurance	\$31,656	\$31,656	100.0%	\$28,778	\$28,778	100.0%	0.0pp		
53813 - Computer Support	\$16,000	\$8,611	53.8%	\$14,250	\$5,277	37.0%	-16.8pp		
53814 - Contractual Services	\$35,000	\$13,797	39.4%	\$0	\$0	N/A	N/A		
53823 - Refuse Disposal	\$9,547	\$3,800	39.8%	\$8,679	\$3,616	41.7%	1.9pp		
53902 - Telephone	\$2,000	\$1,125	56.3%	\$2,950	\$1,078	36.5%	-19.7pp		
53917 - Water & Sewer	\$17,500	\$2,673	15.3%	\$4,200	(\$2,284)	-54.4%	-69.7pp		
53932 - Waterways Treatment	\$7,500	\$4,175	55.7%	\$8,300	\$5,775	69.6%	13.9pp		
53940 - Advertising	\$10,000	\$0	0.0%	\$10,000	\$0	0.0%	0.0pp		
53941 - Bank charges	\$39,388	\$16,512	41.9%	\$29,741	\$15,173	51.0%	9.1pp		
53944 - Organizational Fees	\$0	\$0	N/A	\$1,385	\$360	26.0%	N/A		
53945 - Training	\$3,000	\$1,525	50.8%	\$615	\$525	85.4%	34.5pp		
53950 - Internet Service	\$3,200	\$1,679	52.5%	\$3,950	\$2,017	51.1%	-1.4pp		
	\$1,756,981	\$1,084,305	61.7%	\$1,582,551	\$978,598	61.8%	0.1pp		

OPERATING INCOME									
CHECK	(\$14,641)	(\$154,757)	1057.0%	\$85,803	(\$78,160)	-91.1%		1148.1pp	
		(\$0)			\$0				

Index:		7							
Capital Items	\$0	\$0	N/A	\$97,359	\$4,000	4.1%	N/A		