

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)

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 (NDDB) 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

TASK 3 – Bid Phase Services

- Pre-bid meeting attendance
- RFI responses
- Addenda preparation
- Bid review and tabulation
- Recommendation of award

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

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 ADOPTED BUDGET JAN YTD %
AMENDS AMENDED EXPENSE EXPENSE ENCUM ENCUM+EXP BALANCE REMAIN.

2543 - Golf Course

| 51 Wages-Salaries | | Department Head | 95,000 | 0 | 95,000 | 7,308 | 54,808 | 0 | 54,808 | 40,192.25 | 42.3% |
|-------------------------------------|--|-----------------------------------|------------------|---------------|------------------|---------------|------------------|----------------|------------------|-------------------|--------------|
| 001.25.2543.0.51100.00000 | | Mid-Managers Personnel | 108,993 | 4,932 | 113,925 | 8,879 | 66,673 | 0 | 66,673 | 47,252.01 | 41.5% |
| 001.25.2543.0.51125.00000 | | Blue Collar Personnel | 205,718 | 5,000 | 210,718 | 11,574 | 128,805 | 0 | 128,805 | 81,912.72 | 38.9% |
| 001.25.2543.0.51135.00000 | | Strts, Rings, Golf Carts | 159,708 | 0 | 159,708 | 0 | 109,570 | 0 | 109,570 | 50,137.95 | 31.4% |
| 001.25.2543.0.51160.00000 | | Overtime | 31,226 | 0 | 31,226 | 187 | 15,523 | 0 | 15,523 | 15,702.71 | 50.3% |
| 001.25.2543.0.51400.00000 | | Part time & Summer Help | 50,000 | 0 | 50,000 | 0 | 23,360 | 0 | 23,360 | 26,640.02 | 53.3% |
| 001.25.2543.0.51510.00000 | | 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 | 1,144 | 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 | 1450.00 | 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 | 10,670 | 18,500.00 | 14.8% |
| 001.25.2543.0.53219.01730 | | Operating Material - Facilities | 15,000 | 0 | 15,000 | 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% |
| 001.25.2543.0.53350.00000 | | 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 | 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 | | Wateways 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 | 1,755,981 | 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)

| | FY 2026 | | FY 2025 | | Variance to Budget | NOTES |
|--------------------------------------|--|---|---|--|--|--|
| | Budget | YTD Act | % of Budget | Budget | YTD Act | |
| Revenue: | | | | | | |
| Daily Passes (Greens Fees) | \$1,018,269 | \$556,233 | 54.6% | \$914,655 | \$537,969 | 58.8% |
| Season Passes | \$204,333 | \$885 | 0.4% | \$199,545 | \$0 | 0.0% |
| Golf Carts | \$438,239 | \$325,525 | 74.3% | \$476,405 | \$316,123 | 66.4% |
| Driving Range | \$31,750 | \$15,563 | 49.0% | \$28,000 | \$16,498 | 58.9% |
| Restaurant Rent | \$49,749 | \$31,342 | 63.0% | \$49,749 | \$29,849 | 60.0% |
| | <u>\$1,742,340</u> | <u>\$929,548</u> | <u>53.4%</u> | <u>\$1,668,354</u> | <u>\$900,439</u> | <u>54.0%</u> |
| Expenditure: | | | | | | |
| Wages/Salaries | \$663,877 | \$400,389 | 60.3% | \$651,280 | \$372,709 | 57.2% |
| Fringe Benefits | \$229,519 | \$172,102 | 75.0% | \$212,079 | \$159,159 | 75.0% |
| 53102 - Electricity | \$70,350 | \$38,726 | 55.0% | \$67,400 | \$36,206 | 53.7% |
| 53105 - Natural Gas | \$24,107 | \$9,450 | 39.2% | \$24,107 | \$9,037 | 37.5% |
| 53106 - Vehicle Fuel | \$49,750 | \$14,127 | 28.4% | \$30,775 | \$11,526 | 37.5% |
| 53201 - Supplies | \$6,500 | \$3,226 | 49.6% | \$5,500 | \$2,154 | 39.2% |
| 53202 - Irrigation Materials | \$38,000 | \$38,085 | 100.2% | \$30,000 | \$20,741 | 69.1% |
| 53208 - Equipment (New) | \$37,000 | \$2,262 | 6.1% | \$22,975 | \$1,037 | 4.5% |
| 53219 - Operating Materials | \$27,500 | \$5,853 | 21.3% | \$12,500 | \$2,396 | 19.2% |
| 53233 - Auto Parts | \$35,500 | \$15,594 | 43.9% | \$35,500 | \$14,949 | 42.1% |
| 53241 - Sand & Stone | \$17,500 | \$7,305 | 41.7% | \$17,500 | \$3,978 | 22.7% |
| 53243 - Fertilizer, Seed, Chem. | \$160,000 | \$150,045 | 93.8% | \$145,000 | \$142,973 | 98.6% |
| 53245 - Maintenance & Repair | \$45,000 | \$16,236 | 36.1% | \$40,000 | \$16,342 | 40.9% |
| 53310 - Golf Pro Contr. Serv. | \$90,000 | \$45,000 | 50.0% | \$90,000 | \$45,000 | 50.0% |
| 53513 - Green, Trap, Tee, Cart Paths | \$7,500 | \$274 | 3.7% | \$5,000 | \$0 | 0.0% |
| 53603 - Golf Cart Lease | \$80,087 | \$80,077 | 100.0% | \$80,087 | \$80,077 | 100.0% |
| 53730 - Insurance | \$31,656 | \$31,656 | 100.0% | \$28,778 | \$28,778 | 100.0% |
| 53813 - Computer Support | \$16,000 | \$8,611 | 53.8% | \$14,250 | \$5,277 | 37.0% |
| 53814 - Contractual Services | \$35,000 | \$13,797 | 39.4% | \$0 | \$0 | N/A |
| 53823 - Refuse Disposal | \$9,547 | \$3,800 | 39.8% | \$8,679 | \$3,616 | 41.7% |
| 53902 - Telephone | \$2,000 | \$1,125 | 56.3% | \$2,950 | \$1,078 | 36.5% |
| 53917 - Water & Sewer | \$17,500 | \$2,673 | 15.3% | \$4,200 | (\$2,284) | -54.4% |
| 53932 - Waterways Treatment | \$7,500 | \$4,175 | 55.7% | \$8,300 | \$5,775 | 69.6% |
| 53940 - Advertising | \$10,000 | \$0 | 0.0% | \$10,000 | \$0 | 0.0% |
| 53941 - Bank charges | \$39,388 | \$16,512 | 41.9% | \$29,741 | \$15,173 | 51.0% |
| 53944 - Organizational Fees | \$0 | \$0 | N/A | \$1,385 | \$360 | 26.0% |
| 53945 - Training | \$3,000 | \$1,525 | 50.8% | \$615 | \$525 | 85.4% |
| 53950 - Internet Service | \$3,200 | \$1,679 | 52.5% | \$3,050 | \$2,017 | 51.1% |
| | <u>\$1,756,981</u> | <u>\$1,084,305</u> | <u>61.7%</u> | <u>\$1,582,551</u> | <u>\$978,598</u> | <u>61.8%</u> |
| OPERATING INCOME | (\$14,641) | (\$154,757) | 1057.0% | \$85,803 | (\$78,160) | -91.1% |
| CHECK | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |

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Capital Items