



**CITY OF COOS BAY
JOINT CITY COUNCIL / URA WORK SESSION
Agenda Staff Report**

MEETING DATE March 28, 2017	AGENDA ITEM NUMBER
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TO: Mayor Benetti and City Councilors

FROM: Jim Hossley, Public Works and Community Development Director 

THROUGH: Rodger Craddock, City Manager 

ISSUE: Design Contract for Golden Avenue Street Rehabilitation

SUMMARY:

The goal of this contract is to complete preliminary planning, final design, bidding, and construction phase engineering services to the City for the Golden Avenue reconstruction project. When construction is completed we will have replaced approximately 750 linear feet of roadway and associated infrastructure improvements.

ACTION REQUESTED:

If it pleases council, authorize the City Manager to enter into a professional contract with Civil West Engineering to provide consultant services for Golden Avenue Roadway Reconstruction project in the amount not to exceed \$120,000.00.

BACKGROUND:

Civil West Engineering met with City staff onsite in February and again in March this year and walked the project site. Golden Avenue originally paved with Portland Concrete Cement has been overlaid with asphalt. The existing roadway has exceeded its service life and is showing signs of failure. The existing sidewalk, pedestrian access ramps, and driveways do not meet current accessibility (ADA) standards and need to be updated. This road is the primary customer access to the US Post Office and serves Marshfield High School. The project design will include 750 linear feet of street subgrade and asphalt replacement, curb, gutter, and sidewalk. The design will also include upgrade to nine (9) pedestrian ramps, seven (7) driveway approaches, replacement of 600 feet of sewer line and laterals, replacement of approximately 500 feet of storm drain, and installation of catch basins.

BUDGET IMPLICATIONS:

The consultant's fee is \$120,000 for design of street, sanitary sewer, and storm drainage design, construction bid preparation, and field engineering/inspection services. The total project cost is currently estimated to be \$729,000.

Civil West

Engineering Services, Inc.

www.civilwest.com



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1500 Clark Fork Lane
Missoula, MT 59801
541-290-4055

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10558 Hwy 62, Ste. B-1
Eagle Point, OR 97524
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Coos Bay Office
486 'E' Street
Coos Bay, OR 97420
541-266-8601

Albany Office
945 SE Geary Street
Albany, OR 97321
541-223-5130

Newport Office
609 SW Hubert Street
Newport, OR 97366
541-264-7040

ENGINEERING SCOPE OF SERVICES

Date: March 21, 2017

Work Order Number:

To: Mr. Randy Dixon, Operations Administrator, City of Coos Bay

From: Mark Hampton, PE, Project Manager, Civil West Engineering Services, Inc.
Will Dawson, Senior Project Manager, Civil West Engineering Services, Inc.

RE: **City of Coos Bay – Golden Avenue Roadway Reconstruction Project**
Civil West Project Number: TBD

The purpose of this scope of services is to describe the activities and tasks that Civil West proposes to undertake to support the City of Coos Bay as they undertake the Golden Avenue Roadway Reconstruction Project.

BACKGROUND:

Civil West met with City staff onsite on February 2, 2017 and March 3, 2017 and walked the project site. Golden Avenue was originally paved with Portland Concrete Cement (PCC) and has been overlaid with Asphalt Concrete. The existing roadway has exceeded its service life and is showing signs of failure. The existing sidewalk, pedestrian ramps, and driveways do not meet the current ADA standards and need to be updated. This road is the primary access to the US Post office and serves Marshfield High School.

PRELIMINARY PROJECT BUDGET:

Construction Cost for surface improvements: \$324,000*
Construction Cost for Storm Sewer Replacement: \$135,000
Construction Cost of Sanitary Sewer Replacement: \$150,000
Engineering and Construction Management: \$120,000**

Total Project Costs: \$729,000

*Based on estimate provided by Superior Construction Consulting Services dated February 15, 2017 plus 20% Contingency

** Based on 20% of construction costs.

GOALS FOR THE PROJECT:

The goal for this project is to complete the preliminary planning, final design, bidding, and construction phase of services for the City of Coos Bay's Golden Avenue Roadway Reconstruction project. When completed this project will replace/reconstruct approximately 750 LF of roadway including the curb, gutter and sidewalk along that corridor. This project will also upgrade nine (9) pedestrian ramps, seven (7) driveway approaches, replace 600 LF of sanitary sewer and associated laterals, replace approximately 500 LF of storm drain main, and upgrade existing storm drain catch basins throughout the improved corridor.

SCOPE OF WORK:

The following scope of work describes the tasks, activities, and work that will take place to complete the above noted phases of the project. Each task will be assigned a certain number of engineering hours for completion. The description of each task below is a summary of the estimated process, steps, and procedures that will be required for completion of the work.

1. Task 1 – Project Management and Administration

- A. Under this task, we will provide the necessary project management and administrative services to conduct an orderly and well-managed project. This will include organizational issues, financial, and other administrative requirements. This will also include coordination with the City, regulatory agencies, local post office management staff, and others as applicable.

2. Task 2 – Data Acquisition and Project Kickoff

- A. Consultant shall perform survey to obtain the necessary information to prepare the plans for the roadway reconstruction and associated improvements. The survey shall extend beyond the back of sidewalk to include any existing grades and conform locations as well as any drainage features that may need to be tied into the cities storm drain system. The basis of the vertical datum shall be the North American Vertical Datum of 1988 (NAVD 88).
- B. Consultant shall evaluate the existing roadway structural section by coring up to two (2) locations and recording the thickness of asphalt concrete, PCC, and base material.
- C. If it is necessary to “pothole” to determine the depths of any utilities due to lack of As Built information from either the City or other utilities, the consultant will coordinate with the City to confirm the locations prior to the development of the Engineering Plan and the City will pothole to determine the requested information for the Consultant.

3. Task 3 – Design and Project Document Preparation Services

- A. Consultant shall coordinate with City staff to establish design criteria, road centerline alignment and pedestrian crossing locations. Consultant shall conduct field walk to determine potential design and construction conflicts and verify field topography data. Consultant shall review design criteria, key issues and recommend alignments for the project and obtain the City approval of the proposed alignment. Consultant shall prepare 30% Layout and Alignment drawings for use in discussion with City. Additional design services not included in this scope, but which are available, include water design services. These additional design services can be added as a time and material support task or by a City approved amendment to this Scope of Service.
- B. Consultant shall prepare drawing package consisting of plan and profile drawings for the construction of the roadway reconstruction project. The package of drawings shall include a Title Sheet, General Notes, Plan and Profile of the road centerline and top of curb, plan and profile for sanitary sewer, and storm drain, construction details for site preparation, construction of the pedestrian ramps, and for sanitary storm improvements. Sanitary sewer and storm sewer shall be replaced within Golden Avenue from Fourth Street and connect to existing at the edge of road before going under the soccer field. Consultant shall submit to City for review 80% design drawings.
- C. Consultant shall prepare an Engineer’s Quantity and Cost Estimate to be reviewed with the 80% Design Drawings.
- D. Construction Specifications and Bid Documents: Consultant shall prepare all construction specifications for the project. The specifications shall conform to the Current or Newest Version of Standard Specifications and Standard plans for Public Works Construction, City Street and Transportation System Standard Plans, City Utility Standard Plans, and Current or Newest Version Oregon Standard Specifications for Construction. These documents will be updated and reviewed with the 80% Design Drawings.

- E. Upon receipt of City comments, consultant shall update plan specifications, cost estimates and prepare Bid Ready Documents.

4. Task 4 – Bidding, Construction Management and Project Closeout Services

- A. Plan Interpretation and Bidding Assistance: Consultant shall provide construction plan, interpretation and consulting during the bidding phase of the project. Consultant shall assist the City in preparing bid agenda as required to provide clarification to drawings and response to Request for Information (RFI).
- B. Prior to commencement of construction the Consultant shall coordinate a Pre-Construction Meeting and a Utility Coordination Meeting. At a minimum, this meeting shall cover Job Safety, Communications, Timeline/Schedule, Construction Phasing, Security and any other topics deemed necessary.
- C. Construction Support and Shop Drawing Review: Consultant shall provide shop drawing review of manufacturer’s submittals, provide change order review and meet with City to discuss change orders and construction issues.
- D. Pay requests: The Consultant will review requests for payment, change order requests and coordinate with the contractor to modify, edit and resubmit requests to ensure they are fair, accurate and meet all City requirements. Change order issues will be dealt with quickly to avoid lengthy problems and the Consultant will work closely with The City to ensure that all documentation is properly prepared.
- E. Construction Daily Reports: The Consultant will provide Daily construction reports that are to be delivered within 24 hrs of the completion of the report’s subject day. Each report at a minimum shall contain the following information: project # and name, job site location, report # and date, contractor name, weather conditions, estimated percentage of project completeness, percentage of overall project time completeness, equipment on site, tradesmen, ongoing work, materials placed or installed, notes/remarks/correspondences throughout the day, and the name of the Site Inspector with signature.
- F. As-Built: Upon completion of the project, the Consultant will provide a complete “As Built” of the project in AutoCAD format, PDF, and a hard copy.

5. Task 5 – Meetings

- A. Coordination and Progress Meetings: Schedule and attend meetings with the City as necessary, to review and discuss specific issues not outlined in the above scope. The number of auxiliary meetings shall not exceed four (4) and shall include no more than two (2) people for two (2) hours per meeting.

6. Task 6 – Reimbursable

This task will include reimbursable costs for:

- A. **Office Administrative Costs** – This lump sum cost will cover costs for reproduction, postage, and shipping, and other production costs.
- B. **Mileage and Travel Costs** – This item will cover travel costs including mileage, per diem, lodging, and other reimbursable expenses required during the project.

EXCLUSIONS

- A. Construction and Project Management costs assume a maximum of six (6) weeks construction. If construction lasts longer, through no fault of the Engineer, additional time spent managing and inspecting construction will be invoiced on a time and material basis.
- B. Construction inspection includes daily, but not full time, monitoring of construction progress. Costs below assume an average of 2 -4 hours per day inspection during construction.

City of Coos Bay, Golden Avenue Roadway Reconstruction – Scope of Services for Civil Engineering Support

FEES

Billing Group	Fee
Project Management and Administration	\$6,252
Data Acquisition and Project Kickoff	\$9,460
Design and Project Document Preparation Services	\$65,364
Bidding, Construction Management, and Project Closeout Services	\$34,676
Meetings	\$3,852
Reimbursable	\$700
Total	\$120,304

The above budget is considered as a not-to-exceed maximum for the scope of work described and will be billed on a time and materials basis to a maximum. Civil West reserves the right to alter distribution of compensation between individual phases of the work noted herein to be consistent with services actually rendered, but shall not exceed the total estimated compensation amount unless approved in writing by owner. If budget funds go unused, the City will realize the savings.

DELIVERABLES AND SCHEDULE

Deliverable	Schedule	# of Copies needed
30% Progress Meeting with City Staff	20 Days from Approved Contract.	3 Copies, 1 PDF
80% Design Plans, Specifications and Construction Estimates	45 Days from Approved Contract.	3 Copies, 1 PDF
Final Design Plan, Specifications and Construction Estimates	10 Days from receipt of City’s 80% Plan review comments.	4 Copies, 1 PDF
Advertise Bid	7 Days form City authorizing Bid Advertisement.	2 Copies, 1 PDF
Construction Daily Reports	Within 24 hrs of the completion of the report’s subject day.	1 PDF for each report
As Built Drawings	10 Days after Substantial Completion is issued.	4 Copies, 1 PDF, 1 CAD file (.dwg)

Part ‘D’: Project Schedule

We understand the urgency of this project and are ready to start immediately. The schedule for this project can be adjusted slightly to meet the goal to have the project constructed by August 30th, 2017. The following schedule is provided as a proposed schedule:

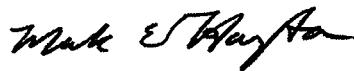
1. Council Consideration of Civil West Contract, Work Session..... March 28, 2017
2. Council Award of Civil West Design Contract..... April 4, 2017
3. Civil West is given a notice to proceed..... April 5-7, 2017
4. Kickoff meeting and data gathering April 10-14, 2017
5. 30% Progress Meeting with the City April 28, 2017
6. 80 % completion plans, cost est., & spec. review to CityMay 12, 2017 (2 day turn around)

City of Coos Bay, Golden Avenue Roadway Reconstruction – Scope of Services for Civil Engineering Support

- 7. Final plans, cost est. & specifications to City May 26, 2017
- 8. Advertise for Bids May 29-Jun 8, 2017
- 9. Council Consideration of Construction Contract, Work Session..... June 13, 2017
- 10. Council Award Construction Contract June 20, 2017
- 11. Construction June 27-Aug 25, 2017
- 12. Project Close-Out August 25 – September 8, 2017

We are grateful for this opportunity to provide these services to the City of Coos Bay, and are pleased to be part of your project team. Please let me know if you have any questions, or wish to see any alterations to our proposed approach. If this proposed approach is acceptable, please sign below and return a copy to our office for our records.

Sincerely,
Civil West Engineering Services, Inc.



Mark E Hampton, PE
Project Manager
Civil West Engineering Services, Inc.

Authorized Representative Signature Accepting Scope of Services

Date