


**CITY OF COOS BAY  
CITY COUNCIL  
Staff Report**

<b>MEETING DATE</b> April 18, 2017	<b>AGENDA ITEM NUMBER</b>
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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: Award Contract for Golden Avenue Road Repair Design

**SUMMARY:**

The Mayor and Councilors have requested that the City pave Golden Avenue in the vicinity of the Post Office between 4th and 7th Streets. First step in the process is prepare design plans and specifications for the project.

**BACKGROUND:**

Public Works Department obtained cost estimate to provide design services from a local consultant, Civil West Engineering, in the amount of; \$120,000. Staff met with Civil West Engineering to discuss project cost saving measures, which if the City performed the following tasks 1.) Construction Management, 2.) Potholing, 3.) Soil Analysis, 4.) Procurement (Bidding). Construction Management, and bidding is a task already performed by staff on other similar projects, SHN Engineering will provide potholing and soil analysis. If 1, 2, 3, and 4 tasks above are done by others, Civil West Engineering revised cost is \$74,950.00 for design and specifications. As built plans will be provided after the project is completed.

**BUDGET IMPLICATIONS:**

As mentioned above, project design will cost \$74,950.00, construction utility upgrade cost is; \$285,000, curb/gutter, driveway ramps, ADA ramps, and road construction cost is; \$324,000, total project cost including design; \$683,950.00.

Funding for the project will come from two separate sources, Surface Transportation Program Fund Exchange (STP) and City gas tax line item.

**ACTION REQUESTED**

If it please council, approve of Civil West Engineering scope of work, and authorize City Manager to enter into contract with Civil West Engineering to deliver design and project specifications not to exceed \$74,950.

**Civil West**

Engineering Services, Inc.

www.civilwest.com



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## **ENGINEERING SCOPE OF SERVICES**

Date: March 31, 2017

Work Order Number:

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

From: William Boger, PE, Area 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 Cement Concrete (PCC) and has been overlaid with Asphalt Concrete (AC). 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 Design Services: \$75,000

Total Project Costs: \$684,000

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

### **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).

**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 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 review by the 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, 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 –Construction Observation and As-Built Preparation**

- A. Construction Inspection Observation Assistance: Consultant shall provide up to 20 hours of observation assistance during the construction period. The Consultant will provide written observation 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 time on-site, and the name of the Site Inspector with signature.
- B. 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. The "As Built" record shall be based primarily on two (2) sets of project field "red-line" construction drawings to be maintained by the contractor and by the City's inspector. It is the responsibility of the selected contractor and the City inspector to retain and maintain the red-line drawings on site. The consultant's representative observer will ask to see both sets when he/she is on site. Both sets will be delivered to the Consultant within 10 days following substantial completion of construction.

**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 two (2) and shall include no more than one (1) representative for the Consultant 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. The City shall perform pot hole and/or boring(s) to determine existing asphalt, Portland cement and base course conditions of existing infrastructure. The City shall provide Consultant with results of pot hole and/or boring(s) as the information becomes available.
- B. Construction Advertising, Bidding, Construction Management and Inspection responsibilities will be performed by the City. Additional services by the Consultant for managing and inspecting construction activities will constitute a change order and be invoiced on a time and material basis.

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

- C. Construction inspection includes periodic, but not full time, monitoring of construction activities at critical points during construction. The City inspector will coordinate with the Consultant to arrange observation at critical elements of construction. Costs below assume an average of 2 hours per observation during construction.

**FEES:**

Billing Group	Fee
Project Management and Administration	\$ 5,920
Data Acquisition and Project Kickoff	\$ 6,888
Design and Project Document Preparation Services	\$ 53,696
Construction Observation and As-Built Preparation	\$ 6,234
Meetings	\$ 1,812
Reimbursable	\$ 400
<b>Total</b>	\$74,950

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
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 receipt of field "red-lines".	4 Copies, 1 PDF, 1 CAD file (.dwg)

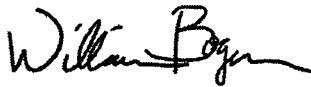
**Part 'D': Project Schedule**

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 30<sup>th</sup>, 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 City .....May 12, 2017 (2 day turn around)
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.**



William Boger, PE  
Area Manager  
Civil West Engineering Services, Inc.

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Authorized Representative Signature Accepting Scope of Services

Date