MOSCOW CITY COUNCIL AGENDA
Meeting Date: 11/13/2017
Title: Third Street Bridge Task Order Agreement for Design and Construction Management
Responsible Staff: Kevin Lilly

Information

DESCRIPTION: On October 3rd, 2017 Keller Associates of Meridian Idaho was selected via a competitive Request for Qualifications process to provide design and construction management services for the Third Street Bridge Project. The design work includes a topographic survey of the site, base map development, geotechnical analysis, and preparation of plans and specifications for the structure and related site work.

Staff has previously executed a Work Task Order for Land Surveying and Geotechnical work and has now negotiated a Work Task Order for design and construction management of the project in an amount not to exceed $122,880. The Task Order form has been approved by the City Attorney.

STAFF RECOMMENDATION: Recommend of the Task Order for Design and Construction Management Services with Keller Associates in an amount not to exceed $122,880.

ACTION: Recommend approval of the Task Order for Design and Construction Management Services with Keller Associates in an amount not to exceed $122,880; or provide staff further direction.

Necessary Resources/Impacts

Public Works Staff time for design reviews, consultant contract administration, and construction management coordination.
$122,880 from Capital Improvement Line Item 350-150-40-770-49 Third Street Multi-Modal Bridge
02/06/17 350.150.40.770.49 · Capital Projects Third Street Multi-Modal Bridge $122,880.00

Attachments

KellerAssoc;TaskOrder4;3rdStBridge(pm2)clean

TASK ORDER NO. 004

Pursuant to the

MASTER AGREEMENT FOR PROFESSIONAL SERVICES
BETWEEN CITY OF MOSCOW AND KELLER ASSOCIATES, INC.

This Task Order No. 004 is made this _____ day of November, 2017, and entered into by and between the City of Moscow, a municipal corporation of the State of Idaho (hereinafter "City"), and accepted by Keller Associates, Inc. (hereinafter "Engineer"), pursuant to the mutual promises, covenants and conditions contained in the Master Agreement between the above-mentioned parties dated the 27th day of June, 2016.

This Task Order serves as an addendum and modifies the Scope of Work and defines compensation for Engineering Services provided under the existing Services Agreement between Engineer and City under the original contract agreement dated June 27, 2016. City and Engineer hereby agree to modify the above-referenced Agreement as set forth in this Amendment. All provisions of the Agreement not modified by this or previous Amendments remain in effect.

The Project Name for this Task Order 004 is as follows:

CITY OF MOSCOW THIRD STREET BRIDGE
DESIGN AND CONSTRUCTION ENGINEERING

PROJECT DESCRIPTION

This Project entails providing design and construction engineering services for the procurement or design, and the installation of a multi-modal bridge (and related site work) over Paradise Creek in the 1500 Block of East Third Street.

The Project's basic services consist of field and office work to prepare plans, specifications, and Engineer's estimate to City of Moscow Standards. Tasks will also include construction staking, construction inspection, and contract administration for the Project. Construction of the Project is anticipated to occur during Paradise Creek's low flows in the summer of 2018. The Project is being implemented to provide an additional direct connection between downtown Moscow, Mountain View Road, and the expanding residential areas on the east side of Moscow. It will also provide a convenient pedestrian and bicycle-friendly access in an area where east-west multi-modal connectivity is limited.

Third Street provides connectivity between downtown and residential neighborhoods, but terminates in a dead end at Paradise Creek approximately two hundred feet (200') west of Mountain View Road, a minor arterial. Currently, in order to cross Paradise Creek, all modes of traffic traveling on Third Street between downtown and the east side of Moscow must divert to parallel routes such as "B" Street (a local residential street eleven hundred feet [1,100'] north), "D" Street (a minor arterial eighteen hundred feet (1,800') north) and Sixth Street (a collector street eight hundred feet [800'] south).

Connecting Third Street across Paradise Creek requires an approximately sixty foot (60') long bridge in the block between Roosevelt Street and Mountain View Road.

SCOPE OF WORK

Task 1 – Project Administration

Engineer Responsibilities:

1.1 Project Invoicing and Coordination: Engineer will prepare monthly invoices and regular progress reports. This assumes an eleven (11) month time frame for design and construction services.

Deliverables:

1.2 Project invoicing

Task 2 – Preliminary Engineering

Engineer Responsibilities:

2.1 Hydrologic and Hydraulic Analysis – New bridge will have the same as or greater water conveyance capacity than the existing channel; a hydrologic and hydraulic analysis will be completed and summarized in a technical memorandum.

2.2 Use information collected from previous tasks to present alternatives and develop concept level drawings and cost estimate for new bridge and abutments using a pre-engineered bridge system or conventional build in place system. Three (3) alternatives will be considered with associated cost estimate. The final bridge type, size, and location will be determined at this phase, based on presented alternatives.

2.3 Engineer will coordinate with City on information needed for Flood Plain Permit, to be completed by City. Engineer will prepare no-rise certificate based on hydraulic analysis for use with Flood Plain Permit.

2.4 Project Meetings: Engineer will meet with City staff, one (1) time during preliminary engineering phase, to review progress and request and share information. Engineer will prepare meeting agendas and minutes.

City Responsibilities:

2.5 City to attend meetings, review concepts, provide comments and select bridge alternative.
2.6 City to complete Army Corp 404 permit prior to final design being completed.
2.7 City will prepare and submit Flood Plain Permit.

Assumptions:

2.8 No environmental study or permitting required by Engineer
2.9 One (1) concept design will be carried forward.
2.10 Environmental studies and any permitting is by City
2.11 No public involvement by Engineer.

Deliverables:

2.12 Hydraulic Report Technical Memo
2.13 Concept Bridge Type, Size and Location

2.14 Prepare preliminary Engineer's estimate.
2.15 Floodplain No-Rise Certificate

Task 3 – Final Design and Construction Drawings

Engineer Responsibilities:

3.1 Complete ninety percent (90%) bridge design, including cross sections, grading plans, abutments, bridge deck and railing layout for selected alternative, and utility crossing design. For budgeting purposes of this Scope, a pre-engineered bridge system is assumed. If an alternative concept is selected, adjustments to the Scope and fee will be updated following the Preliminary Engineering Phase. As part of ninety percent (90%) design, provide Engineer's cost estimate.
3.2 Complete ninety percent (90%) roadway approach design as well as design of multi-modal connections to the adjacent existing Third Street infrastructure. No street improvements are anticipated except for tie-in to the bridge.
3.3 Prepare ninety percent (90%) technical specifications including utilities, structural, civil, traffic and erosion control, and guidelines for creek diversion and dewatering. Provide a performance specification for the contractor for the NPDES Storm Water Pollution Prevention Plan (SWPPP).
3.4 Prepare a one hundred percent (100%) plans and specifications package with final Engineer's estimate.
3.5 Engineer will coordinate with City on minimal aesthetics to bridge.
3.6 Project Meetings: Engineer will meet with City staff to review progress, and request and share information. Engineer will prepare meeting agendas and minutes. A sixty percent (60%) workshop and a ninety percent (90%) design meeting will be held.
3.7 It is the intent to minimize impacts to adjacent property owners. For budgeting purposes, no legal descriptions for easements are anticipated. If easements are required, this can be provided as an additional service.

City Responsibilities:

3.8 Attend sixty percent (60%) workshop and ninety percent (90%) design review meeting.
3.9 City to review ninety percent (90%) and one hundred percent (100%) design and provide comments.
3.10 Provide utility mapping and information on existing easements and right of way. Utility mapping to be verified by Engineer field crew.
3.11 Appraisals, acquisition, and easement support.
3.12 Any additional building permits.
3.13 Provide front-end bidding and/or City contract documents.

Assumptions:

3.14 One (1) design process is assumed. Engineer to revise plans as necessary following the ninety percent (90%) review. One hundred percent (100%) plans will also receive cursory review by City to verify that all comments have been addressed. Any comments or corrections on details that were not contained in the ninety percent (90%) plans, but do appear in the one hundred percent (100%) plans will be addressed by Engineer as deemed necessary by City.
3.15 Environmental studies and any permitting is by others. Design intent is to minimize impacts to creek and waterways, where possible.

3.16 No public involvement by Engineer. If necessary, a separate task order will be created.
3.17 Minimal aesthetics on bridge by Engineer.
3.18 Utilities to remain in corridor.
3.19 No acquisition of additional Right-of-Way. Design will look to minimize impacts in construction and need for temporary construction easements, where possible. For budgeting purposes no easements or Right-of-Way acquisitions are anticipated. If needed a separate task order may be completed.
3.20 Adherence to City of Moscow Standards; no federal aid design and procedural standards are anticipated.

Deliverables:

3.21 Ninety percent (90%) review set of plans, specifications and Engineer's estimate.
3.22 One hundred percent (100%) set of plans, specifications, and Engineer's estimate.
3.23 Stamped and signed bidding documents.
3.24 Final Engineer's estimate.

Task 4 – Bidding Support

Engineer Responsibilities:

4.1 Engineer will prepare bidding documents for publication of advertisements for bids in the local newspaper and QuestCDN. City will advertise.
4.2 Engineer will provide support during bidding by responding to questions and evaluating bids received.
4.3 City will conduct pre-bid meeting, Engineer will not be in attendance.

City Responsibilities:

4.4 City will be responsible for publication costs.
4.5 Attend pre-bid meeting

Assumptions:

4.6 One (1) bid process.

Deliverables:

4.7 Pre-bid meeting minutes.

Task 5 – Construction Support

Engineer Responsibilities:

5.1 Conduct Preconstruction Meeting at Moscow City Hall
5.2 Construction Meetings: Engineer will meet with Contractor and City staff to review progress and request and share information. Engineer will prepare meeting agendas and minutes. Six (6) construction meetings are included in Scope of Work (includes substantial completion and final walk-through).
5.3 Part-time construction observation (for budgeting purposes, sixteen [16] hours a week for four [4] months of Project is assumed, total of two hundred eighty eight [288] inspection hours).

5.4 Construction Staking will be performed by the contractor.
5.5 Shop drawing review and final coordination with selected Pre-Engineered Bridge if applicable.
5.6 Responding to questions during construction and requests for information.
5.7 Evaluating contractor pay applications.
5.8 Review as-built drawings provided by contractor
5.9 Project closeout support.
5.10 Materials testing and special inspection Scope to be finalized once determination of foundation and bridge type. This will be completed on a time and materials basis. To be determined and provided as an additional service.

City Responsibilities:

5.11 City will be responsible for publication costs.
5.12 Attend construction meetings

Assumptions:

5.13 Construction timeline assumed to be four (4) months.
5.14 Contractor to provide as-built drawings.

Deliverables:

5.15 Construction meeting minutes.
5.16 Contractor As-Built Drawings.

Task 6 – Administrative Reserve

6.1 Administrative Reserve: From time to time, City may have additional tasks related to the Project or additional tasks may be encountered that are not identified in this Scope of Work. For these instances, a time and material budget is established in order for Engineer to complete the additional services. Prior to the use of this contingency budget, City's representative will provide written (email) authorization to use the budget for particular tasks or activities.

PROJECT SCHEDULE

Design and construction of the Project is being funded by the City of Moscow. City expects completion of the design phase and acquisition of the necessary Army Corps of Engineer's permits within one hundred fifty (150) days of Notice to Proceed. The anticipated milestones for the overall Project schedule are:

A. Notice to Proceed – Expected November 22, 2017
B. Gather Field Data – November 2017 (Under previous Task Order)
C. Concept Design - End of December 2017
D. City Review and Concept Review Meeting – Mid January 2018
E. Sixty percent (60%) Workshop Meeting – Mid February 2018
F. Ninety percent (90%) Submittal – End March 2018

G. City Review, Comments, and Meeting – Beginning of April 2018
H. Final Bidding Documents and City Review – Beginning of May
I. Project Bidding – May
J. Open Bids – May 23, 2018
K. Council Meeting – June 4, 2018
L. Award Bid – Begin June
M. Construction – Mid June to November (five [5] month duration)

FEE ESTIMATE

As compensation for services to be performed by Engineer, City will pay Engineer on a time and materials basis as described in the following table. The total authorized budget amount shall not be exceeded without written authorization from City.

Additional services can be completed at the request of City.

TASK	DESCRIPTION		TOTAL	COMMENTS
1	Project Administration			
	1.1	Project Coordination	$ 5,000	12 Month Schedule
		Task Total:	$ 5,000	
2	Preliminary Engineering			
	2.1	Hydrologic and Hydraulic Analysis	$ 9,785	
	2.2	Concept Alternatives	$ 9,750	Three Alternatives
	2.3	Flood Plain Coordination	$ 460	
	2.4	Project Meetings	$ 1,505	One Meeting
		Task Total:	$ 21,500	
3	Final Design And Construction Documents			
	3.1	Complete 90% Bridge Drawings	$ 14,380	Pre-Engineered Bridge
	3.2	Complete 90% Roadway Design	$ 6,720	
	3.3	Construction Specifications	$ 3,715	
	3.4	100% Drawings and Cost Estimate	$ 5,580	
	3.5	Design of Bridge Aesthetics	$ 2,260	
	3.6	Project Meetings	$ 3,010	Two Meetings
	3.7	Easements – Not Included	$ -	TBD
		Task Total:	$ 35,665	
4	Bidding Support			
	4.1	Prepare Bidding Documents	$ 1,580	1 bid process
	4.2	Bid Support	$ 2,860	
	4.3	Pre-Bid Meeting	$ -	By City
		Task Total:	$ 4,440	

5	Construction Support			5 Month schedule
	5.1	Pre-Construction Meeting	$ 1,540	1 meeting
	5.2	Construction Meetings	$ 6,880	6 construction meetings
	5.3	Part Time Inspection	$ 28,800	16 hours/week
	5.4	Construction Staking	$ -	By Contractor
	5.5	Shop Drawing Submittal Reviews	$ 4,800	
	5.6	RFI's, Field Orders, CO's	$ 4,935	
	5.7	Evaluating Contractor Pay Request	$ 1,980	
	5.8	Review Contractor As Build Drawings	$ 820	
	5.9	Project Closeout	$ 1,520	
	5.10	Materials Testing and Special Inspection	$ -	TBD - By Geotechnical
		Task Total:	$ 51,275	
6	Administrative Reserve			
	6.1	Administrative Reserve	$ 5,000	
		Task Total:	$ 5,000	
		Design Sub Total:	$ 62,165	
		Bidding, Construction, Reserve Sub Total:	$ 60,715	
		Total:	$ 122,880	

ENGINEER

Keller Associates, Inc.

_____

Rod J. Linja, President

CITY

City of Moscow, Idaho

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Gary J. Riedner, City Supervisor

ATTEST:

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Laurie M. Hopkins, City Clerk