

REPORT / RECOMMENDATION



To: MAYOR AND COUNCIL

Agenda Item #: IV. H.

From: Wayne D. Houle, PE, Director of Engineering

Action

Discussion

Date: March 5, 2013

Information

Subject: Consultant Engineering Construction Phase Services for Normandale Neighborhood Roadway Reconstruction

Action Requested:

Authorize City Manager to approve attached proposal for Consultant Engineering Construction Phase Services for Normandale Neighborhood Reconstruction project.

Information / Background:

Attached is the proposal from SEH, Inc. for construction phase services for Normandale Neighborhood Roadway Reconstruction Project. This project is being awarded to Northwest Asphalt, Inc. and is scheduled to begin early spring of 2013. The estimated fee for this service is \$212,436. The combined fee for the feasibility, design, and construction services is estimated at \$454,242; this cost is below the costs indicated in the Feasibility Study.

Attachments:

Proposal of Consultant Engineering Construction Phase Services for Normandale Neighborhood Reconstruction



Building a Better World
for All of Us™

SUPPLEMENTAL LETTER AGREEMENT

February 26, 2013

RE: City of Edina
Normandale Neighborhood Roadway
Reconstruction
Construction Phase Services
City Contract No. ENG 13-2
SEH No. EDINA121719 10.00

Mr. Wayne Houle, PE
Director of Engineering
City of Edina
7450 Metro Boulevard
Edina, MN 55439

Dear Wayne:

Short Elliott Hendrickson Inc.® (SEH) thanks you for the opportunity to assist the City of Edina (City) with construction phase services for the referenced project. We will provide these services in accordance with our Agreement for Professional Engineering Services dated July 25, 1988, herein called the Agreement.

We have enclosed a Task Hour Budget (THB) that describes our not-to-exceed fee of \$212,436.00, scope, and key assumptions for this project. We have based our proposal on our experience from providing construction phase services on previous City projects and the level of service the City requires for its residents during reconstruction.

In the table below, cell B3 is the total engineering fee estimated in the feasibility study. Cell C3 is the actual total engineering fee for the project. Because the total engineering fee in cell C3 is considerably less than the fee in cell B3, our engineering fee will not increase the estimated amount of the special assessment.

	A	B	C
	Total Engineering Fee		
	Item	Estimated in Feasibility Study	Actual
1	Feasibility Study, Bid Documents and Bidding Assistance	\$241,806	
2	Construction Phase Services	\$452,954	\$212,436
3	Total	\$694,760	\$454,242

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 10901 Red Circle Drive, Suite 300, Minnetonka, MN 55343-9302
SEH is an equal opportunity employer | www.sehinc.com | 952.912.2600 | 800.734.6757 | 888.908.8166 fax

Wayne Houle
February 26, 2013
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This Supplemental Letter Agreement, THB, and the Agreement represent the entire understanding between the City of Edina and the SEH in respect to the project and may only be modified in writing if signed by both parties. As always, please contact me at 952.912.2611 or ppasko@sehinc.com with questions or comments.

Thanks again for choosing SEH to provide the City with these services. We value our relationship with the City and look forward to another exciting season of reconstruction.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



Paul J. Pasko III, PE
Project Manager

Enclosures

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Accepted on this ___ day of _____, 2013

City of Edina, Minnesota

By: _____
Name



**Task Hour Budget
City of Edina**

**Normandale Neighborhood Roadway Reconstruction (11)
Construction Phase Services
February 26, 2013**

		ESTIMATED COST
PROJECT TASKS		
PROVIDE CONSTRUCTION PHASE SERVICES		
1.0	Construction Staking	
1.1	Provide Construction Staking Services (1)(15)	
	Subtotal Labor Cost	\$18,787
2.0	RPR	
2.1	Provide RPR Services (2) (3) (5) (14) (18) (19)	
	Subtotal Labor Cost	\$108,061
3.0	Construction Administration	
3.1	Construction Administration (4) (6) (7) (8) (9) (18)	
3.2	Provide As-built Drawings and Service Information (13) (16) (17)	
3.3	Prepare Final Assessment Roll in August 2014	
3.4	Assessment Hearing (12)	
	Subtotal Labor Cost	\$77,179

		ESTIMATED COST
PROJECT COST SUMMARY		
PROVIDE CONSTRUCTION PHASE SERVICES		
	Subtotal Hours	1,786
	Subtotal Labor Cost	\$204,027.18
	Subtotal SEH Expenses (10)	\$8,408.82
	Subtotal	\$212,436.00

TOTAL COST ASSOCIATED WITH THIS PROPOSAL:	\$212,436.00
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NOTES

- (1) Includes hours to verify the control used by the City for the topographic survey and/or set new control if needed.
- (2) SEH will use the City's format for a Daily Construction Report.
- (3) This task assumes that the City will secure material inspection services and make these services available to SEH.

- (4) SEH will copy, fold, and provide the mailing labels for any update newsletters. City staff will insert these updates into envelopes, attach the mailing label and postage and send the updates from Engineering.
- (5) Assumes SEH will provide 1 RPR for 20 hours per week between 4/22/13 and 5/10/13 (3 weeks), 1 RPR for 50 hours per week between 5/13/13 and 8/16/13 (14 weeks), 1 RPR for 20 hours per week between 8/19/13 and 9/6/13 (3 weeks), and 1 RPR for 20 hours per week between 4/28/14 and 6/20/14 (8 weeks).
- (6) For each Application for Payment (AFP) SEH will use its format for tracking monthly quantities per City funding source, the City's format for the cover sheet of the AFP, and the SEH format for the AFP's subsequent pages.
- (7) SEH assumes preparation of three (3) resident update newsletters. One newsletter will be distributed after the award of the project and one (1) newsletter per each stage of the project to the entire neighborhood. These updates will be in a .docx format. These updates will include suggesting that residents subscribe to the City Extra list serve tool and a project networking account. If enough residents sign up for the list serve tool and project networking account, SEH will only prepare and submit .docx files to the City for the City to distribute to the residents using their list serve tool.
- (8) Task includes scheduling and conducting a pre-construction meeting, preparing and sending the City minutes of pre-construction meeting for distribution, attending weekly on site progress meetings, preparing and sending the City minutes of those meetings for distribution, preparing applications for payments, preparing any necessary change orders, and the preparation of as-built drawings.
- (9) Includes hours to review shop drawings.
- (10) Reimbursable expenses include printing, auto allowances, mileage, and survey equipment.
- (11) All contractor reconstruction work shall be completed prior to November 1, 2013 except for the spring 2014 punchlist walk through.
- (12) Other than preparing the final assessment roll and providing technical backup during the hearing itself, SEH will not provide any other services for the assessment hearing.
- (13) As-built drawing requirements concerning labeling, required data, and submittal materials will follow the City of Edina record drawing procedure dated April 15, 2009.
- (14) RPR duties include taking digital photographs of every water service and sanitary sewer service reconstruction at the corp stop, curb stop, sanitary wye, and connection point with the existing sanitary sewer service. Shown in each digital photograph will be a time/date stamp and a dry erase board labeled with the specific address.
- (15) Includes hours to gather as-built information.
- (16) SEH will submit a .xlsx spreadsheet titled "Summary of Private Sanitary Sewer and Water Service Pipe Reconstruction", with column labels matching the assessment roll and additional columns detailing the information gathered for each sanitary sewer and water service pipe by the Edina Building Department and during construction by SEH.

- (17) As-built information will be provided to the City by December 6, 2013. As built information will include as built plansheets in pdf format, spreadsheet of XYZ locates, AutoCAD file of proposed utilities line work and XYZ locates, spreadsheet titled "Summary of Private Sanitary Sewer and Water Service Pipe Reconstruction", copies of Edina Building Department sanitary sewer and water service pipe reconstruction notes, SEH sanitary sewer and water service pipe reconstruction notes, and the digital photographs for each address of the sanitary sewer service and water service pipes detailed above.
- (18) SEH will use project networking communications such as twitter.com to update the project residents, who sign up, about daily construction activities that may affect them. A City approved, project specific account will be set up using SEH's existing twitter account. Twitter account sign up information will be included with the resident newsletters. SEH will assign one individual to create the communications for the duration of the project to keep communications consistent.
- (19) This task includes time for a walkthrough of the project with City staff following substantial completion.