

REPORT / RECOMMENDATION



To: CHAIR AND COMMISSIONERS
EDINA HOUSING AND REDEVELOPMENT AUTHORITY

Agenda Item #: HRA: V.

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

Action

Discussion

Date: May 21, 2013

Information

Subject: Engineering Services France Avenue Construction Phase

Action Requested:

Authorize City Manager to approve attached proposal for Engineering Services for Construction Phase Services for France Avenue Pedestrian Crossing Improvements.

Information / Background:

Attached is the proposal from WSB & Associates, Inc. for construction phase services for the France Avenue Pedestrian Crossing Improvement Project. This project will be bid in June with a construction start anticipated for early July. Due to the robust communications plan for this project we are recommending approving this proposal at this time; staff typically submits these proposals at the time of award of the project. The estimated fee, which is an hourly not to exceed fee, is \$285,460.

Attachments:

Proposal of Engineering Services for Construction Phase of France Avenue Pedestrian Crossing Improvements



May 15, 2013

Mr. Wayne Houle, PE
Director of Engineer
Edina Public Works
7450 Metro Blvd.
Edina, MN 55349

Re: Construction Engineering Proposal
France Avenue Pedestrian Crossings Improvements
S.P. 120-020-037

Dear Mr. Houle:

WSB & Associates, Inc. is pleased to submit this proposal to provide construction engineering services for the proposed federally funded pedestrian crossing improvements along France Avenue.

Our project team will be lead by Mr. Chuck Rickart. He will serve as project manager and coordinate all activities with the City. He will be assisted by Andrew Plowman who will be the lead project engineer and George Bender who will be the lead inspector.

Based on the approved final plan a scope of work has been developed and is attached for your information. The estimated cost for the construction engineering services is based on our current hourly rates, and is estimated at \$285,460. Also included is a breakdown of cost by task for construction beginning in July of 2013.

If the proposed Scope of Work and the associated fee appear to be appropriate, please sign a copy of the proposal and return to me at your earliest connivance. We will proceed immediately upon receipt of the signed contract.

Thank you for consideration of WSB & Associates, Inc. for these professional engineering services. If you have any questions or require any additional information, please do not hesitate to give me a call at 763-287-7183.

Sincerely,

WSB & ASSOCIATES, INC.

Charles T. Rickart, PE, PTOE
Principal/Project Manager

CITY OF EDINA

Authorized Signature

Its

Date

FRANCE AVENUE PEDESTRIAN CROSSING IMPROVEMENTS
S.P. 120-020-037
CONSTRUCTION ENGINEERING PROPOSAL
CITY OF EDINA, MN

INTRODUCTION

The City of Edina has secured Federal Transportation Enhancement funding for the construction of Pedestrian/Intersection Enhancements on France Avenue at 76th Street, 70th Street and 66th Street. In addition, the project will provide missing sidewalk connections on the east side of France Avenue, ensuring that all areas on both sides of France Avenue have an opportunity to access one of the planned crossing locations.

Improvements include: narrowing existing lanes along France Avenue; widening the center median to provide a refuge area; removing free right-turn islands; installing ADA-compliant pedestrian accommodations; pedestrian-level lighting and planters; revising the traffic signals with countdown timers and vehicle and bike detection, and; construction of the missing sidewalk connections on the east side within the existing right-of-way.

The City of Edina was successful in securing Federal Transportation Enhancement funding and a subsequent Scope Change and Sunset Date extension for the construction of Pedestrian / Intersection Enhancements in March of 2012. The project was on a very aggressive schedule to meet the sunset extension date of March 31st, 2013 to secure the Federal funding. The design has now been completed and the Federal funding was encumbered. The project has now been approved and is scheduled for a bid letting in June 2013.

It is anticipated that construction of the improvements will begin in early July 2013. The project must follow the Delegated Contract Process (DCP) for Federal funding. WSB has assembled a team of engineers and observers to assist the City with the Construction Administration and DCP process for the project. The following personnel will be assigned to the project:

Project Manager – Chuck Rickart P.E., P.T.O.E
Senior Project Engineer – Andrew Plowman P.E.
Lead Construction Observer – George Bender P.E.
Quality Assurance Manager – Jeff Michniewicz
Traffic Signal Observer – Mary Schwartz
Communications Coordinator - Andrea Gustafson

The following Scope of Work outlines the required tasks to complete the Construction Administration phase for the project. Following the Scope of Work is a summary of the Estimated Fee.

SCOPE OF WORK

Task 1 – Project Management

This task will include the day-to-day management of the project including all correspondence with City of Edina staff, preparation of monthly progress reports, and invoices. In addition, this task will include meeting with City staff to review the progress of the project and discuss any issues associated with the project through the construction phase.

Task 2 – Communications Plan

The City Communications & Technology Department has prepared a communications plan for the France Avenue project. This plan includes materials and tactics for the “Pre project/start of project”, “During project” and “Post project” time frames. WSB will work with City staff to revise and enhance the plan and will support City staff by providing materials and articles for news releases, brochures, displays, mailings and meetings.

In addition WSB will provide the following to ensure communication with the adjacent residents and businesses:

- A WSB will serve as a communication liaison available for the duration of the project to meet with or discuss the project on a general level with businesses along the corridor or any other concerned citizen. The liaison will do a monthly walk-thru and stop in at all businesses along the corridor that are directly adjacent to new construction. The liaison will stop in on a weekly basis at the businesses directly adjacent to the current construction activities. They will coordinate responding to technical questions with the project engineer.
- WSB will secure a project hotline phone number that will have a messaging system for short project updates and the opportunity for messages to be left. This line will be updated on a daily basis and checked for messages twice a day, at a minimum. This line will be monitored by the project manager and/or project observer, to ensure concerns are answered promptly.
- A Contact Magnet will be produced with the primary contact information for the project and distributed to the businesses and residents in the area.
- WSB will support a website with a vanity URL, such as “WalkFranceAvenue” or “PedestrianFriendlyFranceAve”. WSB will provide renderings, discussion of improvements, reasons for project, blog, and weekly updates.
- Prior to the start of the project (week before contractor begins) the WSB communication liaison and project observer will visit the primary businesses along the corridor introducing themselves and dropping off a brochure and “Contact Magnets”.
- The WSB Project Engineer will write weekly City Extras
- “Walk the Corridor” Meetings will be held every other week. Businesses and residents will be invited to walk segments of the corridor with the Project Engineer, Observer and/or contractor. This will be an opportunity to ask questions and hear about the progress. This would also be an opportunity for City staff to make a video of the improvements.

Task 3 – Contract Administration

WSB will follow the Delegated Contract Process (DCP) outlined by MnDOT for construction contract administration. The WSB Project Engineer will be responsible for all construction administration activities. At the beginning of the project, a preconstruction conference will be conducted.

During the course of the project, weekly construction progress meetings will be conducted by the Project Engineer. Periodic visits to the site will be made by the Project Engineer. The project Engineer will be responsible for preparing all pay estimates, change orders, reviewing shop drawings, materials and suppliers, and preparing the final acceptance letter. The Project Engineer will provide coordination to all utility companies, property owners, surveyors, and all project personnel.

Task 4 – Construction Survey

WSB will provide surveying services during construction. WSB's survey crew will be available as needed to locate and provide all necessary staking for the contractor. The survey crew will be scheduled through the onsite construction observer.

Task 5 – Construction Observation

WSB will provide the day to day construction observation and coordination. This will include:

1. Completing and submitting all City and MnDOT Federal Aid and State Aid project documentation required.
2. Insuring that all aspects of the project meet the requirements in the plans and specifications.
3. Coordination with the Hazelton Road and Byerly's construction projects.
4. Collecting Data and redlining plans for as-built drawings.
5. Coordinating the construction activities with the WSB Communication Specialist and City Communication Department. Insuring they are informed on any issues related to the project.
6. Keeping the City and the Construction Contract Manager informed on a status of construction on a daily basis.

Task 6 – Materials Testing Coordination

WSB will coordinate all activities for materials testing to comply with Federal Aid and St Aid requirements including review and documentation of Concrete, Grading and Base and Bituminous. In addition, certification of all material including a summary will be completed as required for final project closeout.

Task 7 – As Built Plans

Following completion of construction WSB will prepare as-built plans based on redlines prepared by the construction observer. The plans will be completed and provided to the City in electronic (ACAD) format.

ESTIMATED FEE

Based on the hours outlined for each task and WSB fee schedule (attached), it is estimated that the cost for design and construction engineering services will be as outlined below:

Tasks	Cost
Phase 1 – Project Development	
<i>Task 1 – Project Management</i>	\$7,516.00
<i>Task 2 – Communications Plan</i>	\$21,276.00
<i>Task 3 – Contract Administration</i>	\$59,632.00
<i>Task 4 – Construction Staking</i>	\$26,784.00
<i>Task 5 – Construction Observation</i>	\$128,394.00
<i>Task 6 – Signal Observation</i>	\$29,216.00
<i>Task 7 – Materials Testing Coordination</i>	\$5,898.00
<i>Task 8 – As-Built Plans</i>	\$6,744.00
Total Construction Engineering Cost	\$285,460.00



WSB & Associates Inc.
ESTIMATE OF COST
S.P. 120-020-037
France Avenue Pedestrian Crossing Improvements
Edina, Minnesota

S.P. 120-020-037		Project Manager	Project Engineer	Quality Assurance Manager	Lead Project Observer	Construction Observer / Engr Technician	Senior Survey Technician	Two Person Survey Crew	Signal System Observer	Communication Specialist / Clerical	Total Hours	Cost
Task	Description	Contract No	Chuck Rickart	Andrew Plovman	Jeff Michalewicz	George Bender			May Schwartz			
1	PROJECT MANAGEMENT		36	18						4	58	\$7,516.00
2	COMMUNICATION PLAN											
	Public Involvement & Coordination		8	48		32		8		72	168	\$16,320.00
	Support City Communication Department		8	24		4				8	44	\$4,856.00
3	CONTRACT ADMINISTRATION											
	Pre-Construction Conference			8	4	4			4	2	22	\$2,322.00
	Weekly Meeting (Assume 18 meetings)		8	36	4	36			8	4	92	\$9,984.00
	Laber Compliance			2	4	24		4			34	\$3,476.00
	Documentation Review			24	4	24					64	\$6,892.00
	Contract Administration		6	36	8	48				6	104	\$11,294.00
	Monthly Pay Estimates			12		24			12	8	56	\$5,528.00
	Final Pay Voucher			12		12			4	4	32	\$3,280.00
	Final Documentation		2	24	16	80		16		6	144	\$14,902.00
	Close Out Meeting		4	4		4			4	2	18	\$1,954.00
4	CONSTRUCTION STAKING AND COORDINATION					18		24			150	\$26,784.00
5	CONSTRUCTION OBSERVATION SERVICES											
	Pre-Project Inspection / Removal Measurements			4		24		12			40	\$3,932.00
	Full Time Construction Observation (18 Weeks)			8	24	750		420			1202	\$116,050.00
	Traffic Control / Haul Roads					8		24			32	\$2,896.00
	Punchlist / Final Inspection			4		16		8		4	32	\$3,092.00
	Warranty work					24					24	\$2,424.00
6	SIGNAL SYSTEMS											
	Shop Drawing Review								24		24	\$2,160.00
	Signal coordination with Hennepin County		8						60		68	\$6,536.00
	Signal Field Inspection								150		150	\$13,500.00
	Punchlist / Final Inspection								40		40	\$3,600.00
	Signal Staking Coordination								18		18	\$1,620.00
	Warranty work								20		20	\$1,800.00
7	MATERIALS											
	Testing Documentation			2		4					8	\$872.00
	Concrete Field Testing Coordination / Review			2		4					6	\$640.00
	Grading & Base Field Testing Coordination / Review			2		4					6	\$640.00
	Bituminous Field Testing Coordination / Review			2		6					8	\$842.00
	Materials Certification		4	4		8		8			24	\$2,440.00
	Materials Certification Summary			4							4	\$464.00
8	AS BUILT PLANS			8		16		40		8	72	\$6,744.00
Assume July 17, 2013 Start Date/ November 15th, 2013 Completion Date, Includes 4 weeks of winter documentation and 1 week of 2014 spring warranty punchlist work												
Total Hours			80	282	72	1186	540	24	150	352	120	2806
Hours Cost			142.00	116.00	118.00	101.00	87.00	109.00	149.00	90.00	79.00	
WSB SALARY COSTS			\$11,360.00	\$32,712.00	\$8,496.00	\$119,786.00	\$46,980.00	\$2,616.00	\$23,350.00	\$31,680.00	\$9,480.00	\$283,460.00