

REPORT / RECOMMENDATION



To: Members of the Edina Housing & Redevelopment Authority **Agenda Item #:** HRA V.

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

Action

Discussion

Date: June 18, 2013

Information

Subject: Engineering Services - Hazelton Road

Action Requested:

Authorize City Manager to approve attached proposal for Engineering Services for final design and construction administration for Hazelton Road Improvements.

Information / Background:

Attached is the proposal from WSB & Associates, Inc. for engineering services for the final design and construction administration for the Hazelton Road improvements. The proposed combined fee for these services is \$115,114; these costs will be funded through the Centennial Lakes Tax Increment Financing district.

Attachments:

Proposal of Engineering Services for Final Design and Construction Administration dated June 11, 2013.



June 11, 2013

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

Re: Hazelton Road Improvements
Proposal for Engineering Services
Final Design and Construction
City of Edina, MN

Dear Mr. Houle:

WSB & Associates, Inc. (WSB) is pleased to submit the attached proposal for the Final Design and Construction services for improvements on Hazelton Road east of France Avenue (CSAH 17). Our proposal includes a scope of services and estimated costs to complete these services in accordance with the Master Agreement for Professional Engineering Services dated June 18, 2013.

This project involves the reconstruction of approximately 1000 feet of Hazelton Road from France Avenue to just east of the Edina Promenade. The City has been working with the Byerly's redevelopment team to determine alternative access scenarios for the reconstruction of their site, located in the southeast quadrant of France Avenue and Hazelton Road.

Roadway improvements will include addition of a raised concrete median east of France Avenue, modification to the Byerly's and Rue de France access, modifications to the Guitar Center and Szechuan Star access, mill and overlay of the existing undisturbed pavement, sidewalk connections to the Edina Promenade, construction of a roundabout, revisions to the existing pedestrian flasher system at the Promenade, and drainage improvements as needed. Utility systems, including sanitary sewer, watermain, and storm sewer will need to be evaluated to determine rehabilitation or repair methods needed. The preliminary design and feasibility study was approved by the City Council at their June 4, 2013 meeting.

Our project team will be led by Mr. Chuck Rickart, P.E., P.T.O.E. He will serve as project manager and coordinate all activities with the City. Mr. Rickart will be assisted by Mr Andrew Plowman P.E. as the primary design engineer. Mr. Rickart and Mr. Plowman will be assisted by an experienced staff of engineers and technicians.

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 convenience. We will proceed immediately upon receipt of the signed contract.

Mr. Wayne Houle, PE
City of Edina
June 11, 2013
Page 2 of 2

WSB welcomes this opportunity to continue to work with the City of Edina. WSB commits itself to deliver the City of Edina a quality of services that is consistent with your expectations and WSB's reputation.

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

**Hazelton Road Improvements
France Avenue (CSAH 17) to Edina Promenade
Final Design and Construction
Engineering Services**

SCOPE OF WORK

Task 1 - Project Management

WSB & Associates, Inc. (WSB) will provide all necessary administration of the project including monthly progress reports, invoicing, cost and schedule updates, and other non-technical work to ensure the project is completed on time and within budget. WSB will monitor the project budget against the project schedule and deliverables and work closely with the City of Edina to maintain control of costs and timetable.

WSB will coordinate team meetings to review work products, project development issues, and upcoming key decision requirements to keep the project on schedule. WSB will perform QA/QC functions throughout the project to make certain development and delivery of quality work products are in accordance with the City of Edina's high standards.

Task 2 – Final Design

WSB will perform design computations, calculate quantities and prepare final design plans. The final construction plan set will be in conformance with all MnDOT State Aid, County design standards and City design standards and will include:

1. Title Sheet
2. General Layout
3. Removals
4. Statement of Estimated Quantities
5. Soils and Construction Notes
6. Utility Tabulations
7. Quantity Tabulations
8. Typical Sections
9. Details
10. Alignment Plans and Tabulations
11. Construction Plans and Profiles
12. Utility Plans and Profiles
13. Grading, Erosion Control, and Turf Establishment Plans
14. Signing and Striping Plans
15. Cross Sections
16. Landscaping Plans

Final plans will be submitted to the City for review and requested changes incorporated. The revised plans will then be submitted to Hennepin County and MnDOT State Aid for review.

Once the County and MnDOT comments have been incorporated, a final copy of the plans will be submitted for signature. A copy of the plan in electronic format will be provided to the City.

Task 3 – Construction Cost Estimate

WSB will prepare a construction cost estimate based on the Final Plans for the project to establish and refine the estimated construction cost. Additionally, we will tabulate the construction cost splits based on local cost participation funding levels.

Task 4 – Permits / Approvals

WSB will coordinate and submit the project for review and / or approval from the following agencies. For any permits required WSB will prepare the permit for City signature and submit the permit on the Cities behalf.

- City of Edina
- Mn/DOT State Aid
- Hennepin County
- WSD
- MPCA – NPDES
- MnDNR

Task 5 – Bidding / Contract Documents

WSB will prepare Special Provisions for all items, details, designs and procedures for the project which are not covered in the project's governing specifications (MnDOT's Standard Specifications for Construction) or the current Supplemental Specifications. The provision for each item will contain a description, materials, and construction requirements, method of measurement and basis of payment.

WSB will prepare the final bid package for distribution to prospective bidders. The bid package will include all documents required bidding based on the City's standard contract documents and specifications.

WSB will provide information necessary for the advertisement of bids and distribution of bid packages. We will be available to address any questions including issuing any addendums if required through the bidding process. WSB will be in attendance at the bid opening and will verify the bids and will make a recommendation of award to the City.

Task 6 – Construction Administration

The WSB Project Manager 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 Manager. Periodic visits to the site will be made by the Project Manager. The project Manager/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 Manager/Engineer will provide coordination to all utility companies, property owners, surveyors, and all project personnel.

Prior to construction, WSB will provide staking for the construction phase. WSB will also provide day-to-day on-site observation and record keeping of the construction and activities consistent with all MnDOT State Aid requirements as well as providing coordination and record keeping for contractor invoice approvals, change orders, and other construction coordination.

ESTIMATED COST

The table below shows WSB's estimate of the cost for the preparation of the Final Design plans and Construction Administration services. The estimated cost is \$115,114. This includes WSB's labor at our standard hourly billing rates. WSB will bill the City for the actual hours worked up to the maximum not to exceed cost of \$115,114.

Tasks	Project Cost
Task 1 – Project Management	\$5,552
Task 2 – Final Design	\$24,384
Task 3 – Cost Estimate	\$2,682
Task 4 – Permits / Approvals	\$3,988
Task 5 – Bidding / Contract Documents	\$6,848
Task 6 – Construction Admin / Survey	\$71,660
Total Cost	\$115,114