



REPORT/RECOMMENDATION

To: MAYOR AND COUNCIL	Agenda Item # <u>IV. G.</u>
From: Wayne D. Houle, PE Director of Engineering	<input checked="" type="checkbox"/> Action <input type="checkbox"/> Discussion <input type="checkbox"/> Information
Date: June 19, 2012	
Subject: Request for Purchase - Consultant Engineering Construction Phase Services - Tracy Avenue Reconstruction Project	

ACTION REQUESTED:

Authorize City Manager to approve attached proposal for Consultant Engineering Construction Phase Services for Tracy Avenue Reconstruction Project.

INFORMATION/BACKGROUND:

Attached is the proposal from WSB, Inc. for construction phase services for Tracy Avenue Roadway Reconstruction Project. This project was awarded to Eureka Construction, Inc. at the June 5 City Council Meeting and is scheduled to begin June 25. The estimated fee for this service is \$120,318.00.

ATTACHMENTS:

Construction Engineering Proposal Tracy Avenue Roadway Reconstruction Project

May 25, 2012

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

RE: Edina, Minnesota
Tracy Avenue (Benton Avenue to Vernon Avenue)
SAP 120-145-013
Construction Services
City Project No. BA - 368

Dear Mr. Houle:

We are pleased to provide you this proposal, which includes the scope of services and budget for construction administration and surveying, for the Tracy Avenue Reconstruction Project. We have enclosed the Scope of Work and Estimate of Cost.

If the scope and fee as proposed appears to be appropriate, please sign on the space provided and retain one copy for your records. Please feel free to contact us 763-541-4800 if there is any additional questions. Thank you for the opportunity and we look forward to completing the work for the City.

Sincerely,

WSB & Associates, Inc.



Charles Rickart, PE
Principal



Andrew Plowman, PE
Project Manager

Enclosures

Approved by:

Signature

Its:

Title

Date

Tracy Avenue (Benton Avenue to Vernon Avenue) Construction Services

SCOPE OF WORK

The following assumptions were used in determining the scope of work and estimated cost for the Tracy Avenue construction services:

- The actual construction will begin in mid-June 2012 and be substantially completed by mid-October 2012. For cost estimating purposes, it is assumed construction will take 18 weeks.

Task 1 – Project Management/Construction Contract Management

This task will include preparation of monthly invoices, communication with City staff on administrative issues, and general management of the project. This will include periodic meetings with City staff on the project status as necessary.

WSB will provide overall construction contract management for the project. This will include:

1. Coordinating all construction activities with the onsite construction observer and contactor on behalf of the City.
2. Preparation, submittal and securing approval for any change orders through the City and MnDOT State Aid
3. Preparation and submission of monthly pay requests.
4. Addressing any design issues.
5. Conducting weekly construction meetings at Public Works. Preparing and distributing meeting minutes.
6. Meeting with City Staff, residents and/or Countryside Elementary School, as necessary.
7. Coordinating the final project closeout including final pay voucher and ensuring that all punch list items and warranty items have been addressed.
8. Providing City Extra updates weekly, Overall Project Mailings monthly and Twitter updates up to 3 times per day.

It is assumed that these services will be completed based on an average of 8 hours per week during the construction.

Task 2 – Construction Inspection

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

1. Completing and submitting all City and MnDOT State aid project documentation required.
2. Ensuring that all aspects of the project meet the requirements in the plans and specifications.
3. Collecting Data and redlining plans for as-built drawings.
4. Coordinating the construction activities with the local residents. Ensuring they are informed on any issues related to their specific property.
5. Keeping the City and the Construction Contract Manager informed on a status of construction on a daily basis.

It is assumed that the construction observer will be onsite up to 50 hours per week.

Task 3 – 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. It is assumed that the survey crew would be onsite an average of 8 hours per week.

Task 4 – Record Drawings

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.

Task 5 – Project Closeout

WSB will provide all necessary documentation for successful State Aid and City project closeout. This will include meeting with MnDOT personnel for a final walk through of the project. WSB will perform an internal audit to ensure everything is complete in the event the project is audited by MnDOT.

ESTIMATED COST

Based on the above Scope or Work, we estimate our fee to be \$120,318.00. The hours and cost are based on our best estimation of the project at this time. WSB will only charge for actual time spent on the project. The estimated cost is based on our current (2012) fee schedule. These rates will therefore be used for the duration of the project.

ESTIMATED COST

Tasks	Cost
Task 1 - Project Management	\$14,390.00
Task 2 – Construction Inspection	\$79,200.00
Task 3 – Survey	\$20,374.00
Task 4 – Record Drawings	\$2,684.00
Task 5 – Project Closeout	\$2,170.00
Total Labor Cost	\$118,818.00
Expenses (Mileage, Printing, etc)	\$1,500.00
Total Project Cost	\$120,318.00