REPORT/RECOMMENDATION

To:	**MAYOR AND COUNCIL**	**Agenda Item #**	**IV. I.**
From:	**Wayne D. Houle, PE** **Director of Engineering**	☒	**Action**
		☐	**Discussion**
Date:	**July 17, 2012**	☐	**Information**
Subject:	Engineering Services For Gallagher Drive Street Improvements		

Recommendation:

Authorize City Manager to approve attached proposal for the final design of Gallagher Drive Street Improvements.

Info/Background:

This proposal is for the final design, including bid documents and bidding assistance, for the Gallagher Drive Street Improvements. Staff and consultant were successful in obtaining the required variance from the Municipal State Aid variance committee for the horizontal curve along Gallagher Drive. Staff is still anticipating a late August start with a project completion date of October 31.

ATTACHMENTS:

Engineering Proposal Gallagher Drive Street Reconstruction

SUPPLEMENTAL LETTER AGREEMENT

July 2, 2012

RE: City of Edina
Gallagher Drive and Nine Mile Creek
Regional Trail Improvements -
Bid Documents & Bidding Assistance
SEH No. EDINA 119130 10.00

Mr. Wayne Houle, PE
City Engineer
City of Edina
7450 Metro Boulevard
Edina MN 55439-3037

Dear Wayne:

At their June 28 meeting, MnDOT's State Aid Variance Committee approved the City's request for a variance to maintain the existing alignment of the horizontal curve along Gallagher Drive. To complete the reconstruction of Gallagher Drive during 2012, the City now must complete bid documents, advertise for bids, obtain agency approvals, open bids, and award a construction contract. Enclosed with this supplemental letter agreement, please find a Task Hour Budget (THB) that describes our scope and key assumptions to assist the City with these tasks.

If the City approves this Supplemental Letter Agreement, we will increase our existing hourly not-to-exceed fee for this project by $19,996.00 from $39,379.00 to $59,375.00.

We will bill the City monthly on an hourly basis for labor and reimbursable expenses. We will provide our services as described in the THB enclosed with this Supplemental Letter Agreement in accordance to our Agreement for Professional Engineering Services dated July 25, 1988, herein called the Agreement.

If, following the opening of bids, the City awards a contract for construction; SEH can submit a separate supplemental letter agreement for construction phase services.

Our anticipated project production schedule is given in the table below:

Key Work Items		
No.	**Description**	**Milestone Date**
1	Begin Bid Documents	July 2
2	Submit Bid Documents to State Aid, the City, and other agencies for Review	July 13
3	Post Bid Documents to Qwest CDN	July 20
4	Open Bids (1)	August 7

Key Work Items		
No.	**Description**	**Milestone Date**
5	City Council awards the construction contract	August 21
6	Begin construction	September 10
7	Final construction completion date	November 16

(1) Actual bid opening date depends on approval by State Aid. If approval date is delayed by factors beyond the City's control, bid opening date may become August 14.

This Supplemental Letter Agreement, its enclosures, and the Agreement represent the entire understanding between the City and SEH in respect to the project and may only be modified in writing if signed by both parties.

Thanks again for considering SEH to continue to provide you professional services for this project. As always, please contact me with questions or comments at 952.912.2616 or tmuse@sehinc.com.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.

Toby Muse, PE
Project Manager

Enclosure

c: Paul Pasko, SEH (by e-mail only)
John Gray, SEH (by e-mail only)
Mike Kotila, SEH (by e-mail only)
Ken Taillon, SEH (by e-mail only)
Justin Klabo, SEH (by e-mail only)
Veronica Anderson, SEH (by e-mail only)

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Accepted on this ___day of_____, 2012

City of Edina, Minnesota

By:_____
Name

SEH

Task Hour Budget
City of Edina
Gallagher Drive Roadway and Nine Mile Creek Regional Trail Improvements (1)
July 2, 2012

					ESTIMATED HOURS									ESTIMATED COST
				PROJECT TASKS	CLIENT SERVICE MANAGER	PROJECT MANAGER	TRANSP ENGINEER	WATER RESOURCE ENGINEER	TRAFFIC SIGNAL ENG	ELECTRICAL ENGINEER	LANDSCAPE ARCHITECT	CAD TECHNICIAN	ADMIN TECH	
BID DOCUMENTS PHASE														
1.0				**Finalize Street / Trail Design (2)**										
	1.1			Finalize design (3) (4) (5) (6) (7) (8) (9) (15) (30) (33)	1	4			4	6		12		
				Subtotal Hours	1	4			4	6		12		
				Subtotal Labor Cost	$186	$502			$668	$950		$1,295		$3,601
2.0				**Finalize Drainage / Storm Sewer Design (2)**										
	2.1			Drainage/Storm Sewer Design (10) (11) (12)		4		8				4		
				Subtotal Hours		4		8				4		
				Subtotal Labor Cost		$502		$850				$432		$1,783
3.0				**Finalize Sanitary Sewer Design**										
	3.1			Finalize Design (13)								1		
				Subtotal Hours								1		
				Subtotal Labor Cost								$108		$108
4.0				**Finalize Water Main Design**										
	4.1			Finalize Design (14)								1		
				Subtotal Hours								1		
				Subtotal Labor Cost								$108		$108
5.0				**Bid Document Preparation**										
	5.1			Plan sheets										
		5.1.1		Title Sheet								2		
		5.1.2		Tabulation of earthwork								6		
		5.1.3		Tabulation of existing sanitary and storm sewer structure adjustments								2		
		5.1.4		Loop detector plan (35)					6					
		5.1.5		Tabulation of removals and miscellaneous restoration (32)		2					2	6		
		5.1.6		Typical pavement sections, details & list of standard plates (34)		1						4		
		5.1.7		Stormwater Pollution Prevention Plan (16)				2						
		5.1.8		Plan and Profile sheets (17)	1	4				1		16		
		5.1.9		Cross Section sheets		4						4		
	5.2			Project Manual										
		5.2.1		Front End (18)		2							2	
		5.2.2		Bidding Requirements (19)		1							1	

		5.2.3		Specifications		1			2	1			2	
		5.2.4		Special Provisions		1							2	
		5.2.5		Appendix (20)		1							2	
				Subtotal Hours	1	17		2	8	2	2	40	9	
				Subtotal Labor Cost	$186	$2,133		$212	$1,336	$317	$225	$4,317	$861	$9,586
6.0				**Quantities and Opinion of Probable Cost**										
	6.1			Refine Opinion of Probable Cost and Proposal Form from Feasibility Study (21) (22) (31)										
		6.1.1		Gallagher Drive		1						2		
		6.1.2		Regional Trail		1						2		
		6.1.3		Storm Sewer		1						1		
		6.1.4		Water Main		1						1		
				Subtotal Hours		4						6		
				Subtotal Labor Cost		$502						$648		$1,149
7.0				**Agency Review / Submittals**										
	7.1			City of Edina (23)										
	7.2			Nine Mile Creek Watershed District (24)										
		7.2.1		Grading and Earthmoving Permit (25)				4						
	7.3			State Aid	1	4		4					2	
	7.4			Hennepin County			1		1					
	7.5			Metro Transit		1								
	7.6			MPCA										
		7.6.1		NPDES Permit/SWPPP				2						
				Subtotal Hours	1	5	1	10	1				2	
				Subtotal Labor Cost	$186	$627	$191	$1,062	$167				$191	$2,424
8.0				**Bidding Assistance (26)**										
	8.1			Prepare Ad for Bids									1	
	8.2			Prepare Electronic Bid Documents (27)										
		8.2.1		Plans									1	
		8.2.2		Project Manual									2	
	8.3			Respond to Bid Inquires		1								
	8.4			Prepare necessary Addenda		1								
	8.5			Attend Bid Opening		1								
	8.6			Prepare Tabulation of Bids									1	
	8.7			Print paper copies of plans and project manual (28)									1	
				Subtotal Hours		3							6	
				Subtotal Labor Cost		$376							$574	$950

	CLIENT SERVICE MANAGER	PROJECT MANAGER	TRANSP ENGINEER	WATER RESOURCE ENGINEER	TRAFFIC SIGNAL ENG	ELECTRICAL ENGINEER	LANDSCAPE ARCHITECT	CAD TECHNICIAN	ADMIN TECH	ESTIMATED COST
PROJECT COST SUMMARY										
BID DOCUMENTS PHASE										
Subtotal Hours	3.0	37.0	1.0	20.0	13.0	8.0	2.0	64.0	17.0	165
Subtotal Labor Cost	$556.53	$4,641.65	$191.33	$2,124.20	$2,170.81	$1,266.98	$224.90	$6,907.68	$1,626.01	$19,710.08
Subtotal SEH Expenses (29)										$ 285.92
Subtotal										$19,996.00
TOTAL COST ASSOCIATED WITH THIS PROPOSAL:										$19,996.00

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NOTES

1 Tree removal shall only become necessary in extreme circumstances of reconstruction where no other feasible option exists to mitigate damage caused by reconstruction activities.

2 SEH will use information provided in the the feasibility study dated April 12, 2012 as the basis from which to start final design tasks.

3 A final horizontal alignment and stationing will be selected.

4 A final vertical alignment will be selected. We will use the City's topographic survey information to to match the existing pavement/mill and overlay limit elevation on the east/south side of Gallagher Drive wherever possible. Since Gallagher Drive's remaining pavement will be milled and overlayed, existing roadway cross slopes will be maintained.

5 Create intersection grading plans. These plans will not appear in the bid document plan set. Instead they will be utilized in the field by SEH surveyors staking the reconstruction.

6 Includes tabulation of removals and miscellaneous restoration for State Aid plan review. Tabulation includes sawcutting; sidewalk, curb and gutter, and pavement removals; and mill and overlay and restoration areas.

7 Tabulation of earthwork for insertion into the bid documents. Includes information separated between the trail and Gallagher Drive regarding gross common excavation, reclaim aggregate base production and placement, mill and overlay, imported class 5 aggregate base, subgrade repairs, paving, topsoil borrow, and sodding.

8 SEH will finalize the street / trail design utilizing the proposed typical section shown in the feasibility study dated April 12, 2012.

9 Includes final design of the France Avenue / Gallagher Drive intersection relative to loop detector operation since the south side of Gallagher Drive's curb and gutter will be shifted approximately 2.5' north in order to fit the regional trail within the ROW.

10 Complete the detailed design of storm sewer modifications shown in the feasibility study.

11 Assumes no catch basin reconstruction / adjustments on the west/north side of Gallagher Drive are included in the project's scope.

12 Includes swale design that incorporates infiltration capabilities and curb cuts along the concrete curb and gutter on the east / south side of Gallagher Drive.

13 Sanitary sewer trunk and service pipe repairs are not included in the scope of this project. Includes identiying adjustments required to existing sanitary sewer manhole castings to match proposed grades.

14 Water main trunk and service pipe repairs and hydrant removals are not included in the scope of this project. Includes identiying adjustments required to existing gate valve castings and hydrants to match proposed grades.

15 Includes addition of future trail lighting conduit to the project scope. SEH will recommend the proper location and type of lighting conduit to be installed along the east/south side of the corridor for purposes of providing future lighting to the regional trail. Lighting conduit will be evaluated for required street crossings based on the configuration of the existing power system in the area to determine the appropriate power source location to operate the future trail lighting system.

16 Includes having SEH water resources staff review the SWPPP for any recent rule changes prior to submitting to the MPCA.

17 Plan view base mapping is based on line work from City topographic surveying. No aerial photos will be included on the bidding documents.

18 Contains title sheet, certification sheet, table of contents, contact sheet, instructions to bidders, and advertisement for bids.

19 Includes proposal form, instructions to bidders, and advertisement for bids

20 Contains soil boring data, City standard plates, and SEH construction details.

21 Costs will be computed in 2012 dollars.

22 Use same applicable cost splits shown in the Feasibility Study for City/MSA/Three Rivers Park District.

23 Includes one (1) submittal of draft final bidding documents to the City in pdf format.

24 We assume the entire project area is located in the Nine Mile Creek Watershed District and that the project will not result in a net increase in impervious surfaces. Therefore, stormwater management is not required for this project.

25 SEH will prepare one (1) submittal letter transmitting review documents to Nine Mile Creek Watershed District.

26 Does not include a pre-bid meeting.

27 Bid documents will be available for purchase via Quest CDN on the City's web site.

28 Print only enough copies for appropriate City and SEH staff.

29 Reimbursable expenses during study and bid document bidding assistance phase includes mileage and printing costs.

30 Task will evaluate bus turning movements at intersections, review of sight lines at the horizontal curve, and driveway accesses.

31 Quantity calculations will be captured in a XLSX file that will be incorporated into the monthly pay applications utilized during reconstruction to track quantities and costs for each funding source allocated for the project.

32 We understand the City and the owner of the Cedars apartment complex have an agreement in place regarding this project's restoration scope within the area of the Cedars apartment complex. As part of this project, the City will cover Gallagher Drive's restoration up to and including topsoil and mulch within the ROW. The owner of the Cedars apartment complex will restore Gallagher Drive's ROW in 2013 to match existing landscaping present at the site. SEH assumes no landscaping design, restoration plan or coordination with the owner of the Cedars apartment complex within the Cedars apartment complex area. All other areas within the Gallagher Drive ROW are assumed to receive topsoil and sod.

33 Assumes no design of sidewalk or concrete curb and gutter on the west / north side of Gallagher Drive will be required.

34 Includes bike rack detail for each bus stop along Gallagher Drive.

35 Since Gallagher Drive's curb line will be shifted approximately 2.5' north at the France Avenue intersection to incorporate the Regional Trail within the existing ROW, our plan shall include removal and replacement of four (4) existing loop detectors and a handhole casting at the France Avenue intersection. Assumes Hennepin County will not require signal head modifications as part of this project. If signal head modifications are required, SEH will submit a separate Supplemental Letter Agreement to the City.