



REPORT/RECOMMENDATION

To: MAYOR AND COUNCIL	Agenda Item # <u>IV. K.</u>
From: Wayne D. Houle, PE City Engineer	<input checked="" type="checkbox"/> Action <input type="checkbox"/> Discussion <input type="checkbox"/> Information
Date: April 3, 2012	
Subject: Consultant Engineering Construction Phase Services for Richmond Hills Neighborhood Reconstruction Project	

ACTION REQUESTED:

Authorize City Manager to approve attached proposal for Consultant Engineering Construction Phase Services for Richmond Hills Neighborhood Reconstruction Project.

INFORMATION/BACKGROUND:

Attached is the proposal from SEH, Inc. for construction phase services for Richmond Hills Neighborhood Roadway Reconstruction Project. This project is being awarded to Palda & Sons and is scheduled to begin early spring of 2012. The estimated fee for this service is \$613,309.74. The combined fee for the feasibility, design, and construction services is estimated at \$1,001,170, which is approximately 26% of the construction cost. The Minnehaha Woods project and the Country Club project, which is very similar in scope, had an overall combined fee of the construction cost of 26% and 29%, respectively.

ATTACHMENTS:

Construction Engineering Proposal Richmond Hills Neighborhood Roadway Reconstruction Project



March 27, 2012

RE: City of Edina
Richmond Hills Park Neighborhood
Roadway Improvements
Construction Phase Services
City Contract No. ENG 12-4
SEH No. EDINA118570 10.00

Mr. Wayne Houle, PE
City Engineer
City of Edina
Engineering and Public Works Facility
7450 Metro Blvd
Edina, MN 55439

Dear Wayne:

Short Elliott Hendrickson Inc.[®] (SEH) has enjoyed assisting the City with feasibility study and bid document preparation, and bidding assistance for the subject project. We really appreciate the City asking us to provide this supplemental letter agreement to potentially assist it with construction phase services in Richmond Hills.

If accepted this supplemental letter agreement describes how we will provide construction phase services for a not-to-exceed fee of \$613,309.74. This amount includes all reimbursable expenses. We will bill the City monthly for reimbursable expenses and on an hourly basis for labor. We will provide our services in accordance with our Agreement for Professional Engineering Services dated July 25, 1988, herein called the Agreement.

SEH provided the City with similar construction phase services during 2011 for its Minnehaha Woods project. Minnehaha Woods featured the same scope of utility and street reconstruction as Richmond Hills. Furthermore, Richmond Hills' responsible low bid contractor Palda and Sons, Inc. (Palda) was also the Minnehaha Woods contractor.

When compared to Minnehaha Woods, Richmond Hills has about 12% less street centerline length. As you might expect, Palda's total bid price for Richmond Hills is about 8% less than their bid for Minnehaha Woods. Similarly, our total not-to-exceed construction phase services fee for this project is about 6% less than it was for Minnehaha Woods. It is not more than 6% because Palda's construction duration will be only slightly less than it was in Minnehaha Woods due to interim private sanitary sewer pipe construction deadlines the City will establish in Richmond Hills just like it did in Minnehaha Woods. The City cannot rush these interim deadlines and expect its property owner's to receive quality work from their private plumbers.

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

Wayne Houle
March 27, 2012
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As always, please contact me at 952.912.2611 or ppasko@sehinc.com with questions or comments. Thanks again for considering SEH to provide the City with these services.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



Paul J. Pasko III, PE
Project Manager

Enclosures

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**Task Hour Budget
City of Edina**

**Richmond Hills Park Neighborhood Roadway Improvements (11)
Construction Phase Services
March 27, 2012**

		ESTIMATED COST
PROJECT TASKS		
PROVIDE CONSTRUCTION PHASE SERVICES		
1.0	Construction Staking	
1.1	Provide Construction Staking Services (1)(15)	
	Subtotal Labor Cost	\$85,113
2.0	RPR	
2.1	Provide RPR Services (2) (3) (5) (14) (18) (19) (20)	
	Subtotal Labor Cost	\$369,974
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 2013	
3.4	Assessment Hearing (12)	
	Subtotal Labor Cost	\$138,722

		ESTIMATED COST
PROJECT COST SUMMARY		
PROVIDE CONSTRUCTION PHASE SERVICES		
	Subtotal Hours	5,288
	Subtotal Labor Cost	\$593,809.74
	Subtotal SEH Expenses (10)	\$19,500.00
	Subtotal	\$613,309.74

TOTAL COST ASSOCIATED WITH THIS PROPOSAL:	\$613,309.74
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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 City Hall.
- (5) SEH will provide 1 RPR for 50 hours per week between 4/23/12 and 4/27/12 (1 week), 2 RPR's for 50 hours per week between 4/30/12 and 11/2/12 (27 week), 1 RPR for 20 hours per week between 11/2/12 and 12/7/12 (5 week), 1 RPR for 20 hours per week between 12/10/12 and 12/28/11 (3 weeks), and 1 RPR for 20 hours per week between 4/29/13 and 6/28/12 (9 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 five (5) resident update newsletters. One newsletter will be distributed after the award of the project and two (2) newsletters 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 2, 2012 except for the spring 2013 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 7, 2012. 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.
- (20) This task includes: 1 private sanitary sewer inspector for 6 hours per week, 1 administration technician for 4 hours per week for stage 1 and 2 or approximately (10 weeks), SEH will Contact the private plumbers to set up appointment times, Meet with private plumbers and observe the connections, Collect required data from private plumbers and submit data to the City Building Dept., Fill out all necessary service inspection forms, and file forms and collected data with the City Building Dept. All GIS work will be done by the City.