

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: Nichole Paulis, Public Works Office Manager

MEETING OF: July 26, 2021

SUBJECT: Northwest Pacific Avenue Reconstruction Project – Amendment to Contract with RB Engineering for Additional Services

ISSUE

The City Contracted with RB Engineering in October 2018 to perform the engineering services associated with the NW Pacific Avenue Reconstruction Project. Additional engineering services are needed that exceed the previous contact authority to complete the project which is currently under construction.

DISCUSSION

Reconstruction of NW Pacific Avenue from Park Street to Main Street has been one of the top priority projects address failing stormwater and aging water lines within the project limits. RB Engineering was selected from the City’s engineering roster in 2018 to provide design, bidding, and construction services for the project in the amount of \$134,200.

Due to the size and complexity of this project and the additional services the City has requested since originally awarding the engineering services agreement; RB Engineering has submitted a proposal for additional work in the amount of \$27,650.00 which would bring the Contract for Engineering services to \$161,850.00.

When the first engineering services agreement was executed in 2018, the City’s plan was to have qualified staff available to provide the ongoing construction support services, including the following:

- Process and Review Contractor Pay Estimates
- Review Contractor Submittals
- Prepare and Process Field Orders
- Prepare and Process Change Orders
- Address Contractor Request for Information

- Weekly Contractor Status Meetings

In June of 2020, the City’s Street/Storm Superintendent retired and the City has not been able to find a person to fill this critical position. As a result, the City is in need of additional construction services to fill the staffing gap. The proposed contract amendment sets forth that RB Engineering will provide the following construction management services:

- Coordination of Weekly Contractor Meetings
- Provide Meeting Minutes
- Process Pay Estimates
- Review Certified Payroll
- Prepare and Issue Change Orders
- Review Special Inspection Testing and Reports
- Track Submittals

In addition, there is a need for special inspection and testing, along with the associated lab testing to complete:

- Utility Trench Compaction Testing for Storm and Water Line Installation
- Road Subgrade and Rock Compaction Testing
- Final Asphalt Compaction Testing
- Special Inspection and Testing for Sidewalks, Curbs and Driveways

The proposed agreement includes the work of the Geotech firm Materials Testing and Consulting (MTC) as a consultant to RB Engineering. The cost of these services is \$11,550 and are included in proposed amendment for extra work.

The amendment for the extra work, which is attached, identifies the costs for the above services as follows:

<i>Summary of Additional Engineering Services</i>	
Task 30 - Surveying Services	\$900.00
Task 70 - Construction Engineering Management	\$15,000.00
Task 80 - Special Reports and Studies – MTC Testing and Inspection	\$11,550.00
Task 90 – Reimbursable Expenses	<u>\$200.00</u>
Total of Extra Work	\$27,650.00

FISCAL IMPACT

The proposed amendment for the additional engineering services is \$27,650. If approved, it will be added to the existing contract that is \$134,200, bringing the contract total to \$161,850.

This project will be paid for by Stormwater, Water, and TBD Funds. Based on previous engineer's estimates, the costs will be approximately 42% TBD, 25% Storm, and 33% Water.

RECOMMENDATION

It is recommended that the City Council approve the additional engineering services agreement with RB Engineering for in the amount of \$27,650 for construction engineering services for the NW Pacific Avenue Reconstruction Project.

SUGGESTED MOTION

I move that the City Council approve the additional engineering services agreement with RB Engineering for in the amount of \$27,650 for construction engineering services for the NW Pacific Avenue Reconstruction Project.



DESIGN → PERMIT → MANAGE

Contract Extra Work Authorization (XWAC) No. 1 R1

Client: City of Chehalis, Trent Lougheed – tlougheed@ci.chehalis.wa.us		
Address: 1321 S Market Blvd, Chehalis WA 98532		
Project No. 18073	Project Name: NW Pacific Ave Reconstruction	Date: 6.21.21
<p>The following described work is outside the scope of our WORK AUTHORIZATION CONTRACT, dated October 22, 2018 or any subsequent addendum:</p> <p>DESCRIPTION OF EXTRA WORK <i>Provide additional Construction Engineering Services that include: Coordination of weekly contractor meetings, provide meeting minutes, process pay estimates, review certified payroll, prepare and issue change orders and field orders, review special inspection testing and reports, track submittals and RFI's. Provide special inspections during construction for compaction and concrete testing (MTC). Provide staking for new power pole locations ahead of construction start.</i></p>		
Task Number		COST
Task 20 – Project Management and Permitting		\$0.00
Task 30 – Surveying Services		\$900.00
Task 50 – Construction Documents		\$0.00
Task 60 – Project Bidding Services		\$0.00
Task 70 – Construction Engineering and Management		\$15,000.00
Task 80 – Special Reports and Studies – MTC Testing and Inspection		\$11,550.00
Task 90 – Reimbursable Expenses		\$200.00
Total:		\$27,650.00
CHANGES TO CONTRACT AMOUNT		
<i>Original contract amount:</i>		\$134,200.00
<i>Amount of this change:</i>		\$27,650.00
<i>Amount of previous changes:</i>		\$0.00
New Contract Amount:		\$161,850.00
<i>Project Billing to Date</i>		\$119,043.88
Remaining Contract Amount:		\$42,806.12
<p><i>It is agreed the above estimated cost shall be added to the total contract amount. This agreement is subject to the terms and conditions set forth in the original WORK AUTHORIZATION CONTRACT.</i></p>		
By	Date	
Robert Balmelli PE	Digitally signed by Robert Balmelli PE DN: C=US, E=robertb@rbengineers.com, O=RB Engineering, OU=President, CN=Robert Balmelli PE Date: 2021.06.22 09:06:28-07'00'	
<i>Prepared by:</i>	Robert W. Balmelli PE, President	



DESIGN → PERMIT → MANAGE

August 16, 2018

Trent Lougheed
Community Development Director
City of Chehalis
1321 S Market Blvd
Chehalis, WA 98532
tlougheed@ci.chehalis.wa.us

Re: NW Pacific Ave Reconstruction Project
RBE No. 18073

Dear Trent:

RB Engineering (RBE) appreciates the opportunity to provide this scope of work for your project. The following has been prepared based on our understanding of the proposed project and scoping meeting conducted with City staff.

Task 20 – Project Management and Permitting

This task includes RBE's management of the project through permitting and design. It also includes all coordination with sub-consultants and project owner.

RBE Services

1. Coordinate with utility locate service prior to project topographic surveying.
2. Coordinate with Surveyor during field topographic and or boundary survey services.
3. Conduct walk through to verify utility locate and completeness of topographic survey.
4. Coordinate with the review agency to discuss preliminary site and design plans.
5. Coordinate with dry utility companies that include phone, cable and gas services.
6. Prepare NPDES Stormwater Construction Permit.
7. Prepare and coordinate public notice advertisements.
8. Prepare for and attend review agency meetings.

Client Responsibilities

- Review conceptual designs and provide feedback on project at 30%, 60% and 90% design.

Task 30 – Surveying Services

For this task RBE will provide a qualified licensed surveyor to conduct onsite topographic and/or boundary surveying for the project.

Surveyor Services

1. Coordinate design locate services for NW Pacific Ave. and NW Prindle.
2. Perform survey research and provide right-of-way plan.
3. Perform field topographic surveying of full width right-of-way for NW Pacific Ave. and NW Prindle.

Client Responsibilities

- Pay all review agency recording fees.

Deliverables

- Site Topographic Survey Mapping.

- Road Right of Way Mapping.

Task 50 – Construction Documents

This task includes development of the final civil engineering construction documents, specifications and technical reports required to achieve construction permits for the project.

RBE Services

1. Prepare final road geometric design and alignment.
2. Prepare Street Light Illumination Design and Line Loss Design Calculations.
3. Prepare a set of construction plans that includes the following estimated sheets:

- C0.1 Civil Cover Sheet
- C0.2 Project Data and Notes
- C0.3 Existing Topography and Utilities
- C1.1 NW Pacific Ave. Storm Replacement Plan and Profile – 20 Scale
- C1.2 Drainage Details and Notes
- C2.0 NW Prindle Water Main Plan and Profile – 20 Scale
- C2.1 NW Pacific Ave. Water Main Plan and Profile – 20 Scale
- C2.2 NW Pacific Ave. Water Main Plan and Profile – 20 Scale
- C2.3 Water Standard Details and Notes
- C3.1 NW Pacific Ave. Road Plan and Profile – 20 Scale
- C3.2 NW Pacific Ave Road Plan and Profile – 20 Scale
- C3.3 Intersection and Curb Ramp Details – 10 Scale
- C3.4 Commercial Driveway Details – 10 Scale
- C3.5 Road Standard Details and Notes
- C3.6 Road Standard Details and Notes
- C4.1 Street Tree and Lighting Plan – 40 Scale
- C4.2 Street Light and Tree Details and Notes
- C5.2 Sign and Pavement Marking Plan – 40 Scale
- C5.2 Standard Sign and Pavement Marking Details
- C6.1 Temporary Erosion and Sedimentation Control Plan – 40 Scale
- C6.2 T.E.S.C. Details and Notes

4. Prepare the Bid Specification Documents, Bidders Instructions and Project Material Specifications.
5. Conduct final review of design plans and reports.
6. Plot plans and print and bind reports for final submittal package.

Client Responsibilities

- Meet with RBE to review and comment on design plans during final design development.
- Pay for all permit applications and plan review fees; provide signatures as needed.

Assumptions

- Engineers Joint Contract Documents Committee general conditions and bidding forms.
- Geotechnical Findings and Road Structural Section to be provided by Owner.

Deliverables

- Review Agency approved Civil Construction Drawings.
- Final Bid Specification Documents.

Task 60 – Project Bidding Services

This task includes RBE's assistance to the client in soliciting construction bids to qualified site work contractors.

RBE Services

1. Distribute bid documents.
2. Provide responses to bidder questions during the bid process.
3. Prepare addenda if needed to address questions.
4. Attend bid opening and review for completeness.

Client Responsibilities

- Coordinate and publish bid notice.
- Provide responses to bidder questions during the bid process.
- Issue addenda if needed to address questions.
- Conduct bid opening and open bids, review for completeness.
- Review bids for accuracy and completeness.
- Conduct reference checks to verify experience and qualifications of low bid contractor.
- Prepare notice of award and request construction bond and insurance certificate.
- Prepare final contract for signatures.
- Issue notice to proceed.

Assumptions

- Hard copies of construction documents will be billed at RBE's current rates and paid by the bidding contractors.

Task 70 – Construction Engineering and Management

This task includes RBE's management of the project through construction. Per our scoping meeting, I have budgeted 10 hours a week for the following services along with budget to prepare the final record drawings from contractor redlines.

RBE Services

1. Setup construction project forms.
2. Attend pre-construction meeting.
3. Attend Contractor bi-weekly meetings.
4. Review and reply to RFI's.
5. Review inspection and testing reports by third party testing company.
6. Conduct onsite inspections as needed.
7. Project coordination with contractor's surveyor and review site staking.
8. Conduct final walk through with contractor, client and create punch list letter.
9. Complete Record Drawings from contractor markups and submit to client and review agency.

Client Responsibilities

- Contract directly with construction testing firm for compaction and special testing.
- Review project submittals.
- Prepare and approve recommended field orders.
- Prepare and approve change orders.
- Review and process contractor pay requests.
- Provide daily inspection services.

Assumptions

- Contractor will provide all construction staking as part of the construction bid.

Deliverables

- RBE Inspection Reports.
- Electronic copy of all construction documentation.
- Final record drawings in electronic and hard copy for client and review agency.

Task 90 – Reimbursable Expenses**RBE Services**

- Full size plotting - \$3.00 per sheet
- Full size scanning - \$1.75 per sheet
- Report binding materials – Cost plus 15%
- Agency fees paid by RBE – Cost plus 15%
- Sub-consultant fees paid by RBE - Cost plus 15%
- Overnight mailing and shipping – Cost plus 15%

RBE Task Summary and Lump Sum Fee

Task	Description of Work	RBE Fee
10	Pre-Application Meeting and Feasibility	Not Included
20	Project Management	\$7,000
30	Surveying Services	\$10,700
40	Preliminary Engineering	Not Included
50	Construction Documents and Specs.	\$88,000
60	Project Bidding Services	\$4,000
70	Construction Engineering and Management	\$24,000
80	Special Reports and Studies	Not Included
90	Reimbursable Expenses	\$500

RBE Total Lump Sum Fee = \$134,200

2018 RBE Billing Rates

Item	Employee Description	Hourly Rate
1	Principal Engineer	\$140
2	Project Engineer	\$120
3	Project Manager	\$110
4	Design Engineer	\$100
5	Sr. Design Technician	\$95
6	Design Technician	\$85
7	Permit Coordinator	\$65
8	Office Clerical Staff	\$48

Work Not Included in RBE Lump Sum Contract Scope of Work

1. Boundary Survey
2. Final Platting Process
3. Building Flood Elevation Certification
4. SEPA Environmental Checklist
5. JARPA Shorelines Application
6. Washington State Fisheries HPA Permit
7. Geotechnical Report
8. Onsite Soils Gradation Testing
9. Onsite Soils Infiltration Testing
10. Wetland Analysis or Report
11. Archeological Site Review and Report

12. Traffic Trip Generation
13. Level 1 or 2 Traffic Study
14. Building Permit Coordination, Application or Submittal
15. Landscape and Irrigation Design Plans

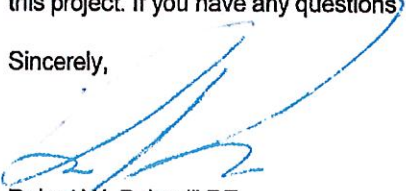
Schedule

We anticipate a design period of 4 months with anticipated milestone dates below based receiving a signed agreement to begin by mid-September.

Complete site topographic survey	October 22, 2018
95% Constructing Drawings and Specifications	January 31, 2019
Final Bid Documents	February 15, 2019
Advertise for Bid	March 4, 2019

If you find this scope of work acceptable, please sign the attached work authorization contract and return a copy to us. We can begin project progress upon receipt of your signed contract. I look forward to working with you on this project. If you have any questions, please call me at (360) 740-8919.

Sincerely,



Robert W. Balmelli PE
President

Enclosure(s): Work Authorization Contract, Brochure, Firm Profile, Business Card

This fee proposal and scope of work are based on information available at this time. There may be a point in the future when the scope of work may change based on survey findings, or requirements stipulated by the City, County, or State. At that time, you will be given an opportunity to decide how you would like to proceed. Your options will be to stop work or to authorize the revised scope and associated costs. Fee estimates shown are accurate for 60 days following date of proposal.