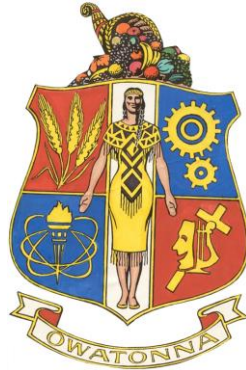


THE CITY OF

Office of Public Works Director
City Engineer



OWATONNA

540 West Hills Circle
Owatonna, MN 55060-4701
Ph. (507) 444-4350
FAX: (507) 444-4351

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: KYLE SKOV, PUBLIC WORKS DIRECTOR AND CITY ENGINEER
DATE: April 23, 2021
SUBJECT: West Bridge Street Reconstruction Professional Construction Services Proposal from ISG

Purpose

Council Approval of ISG Proposal for West Bridge Street Reconstruction Professional Construction Administration Services.

Background:

West Bridge Street from I-35 to 24th Avenue will be undergoing reconstruction in 2021.

A Proposal for Professional Construction Administration Services was received from ISG. The scope of services provided by ISG include the following:

- 1) Construction Administration: Meeting coordination, communication with stakeholders, document review, payment applications, change order preparation, and substantial and final project completion review.
- 2) Field Inspection and Observation: Observation of work completed by contractor, project documentation, traffic impacts and detour coordination, utility impact communication, material ticket collection, quality analysis testing result review, and document completion necessary for state and federally-funded projects.
- 3) Construction Surveying and Staking: temporary and permanent easement marking, stake pavement and utility locations, and post-completion surveying to create as-built drawings.

Budget Impact:

The proposed total cost of services is \$244,435.

Staff Recommendation:

Staff recommends approval of the proposed Professional Construction Administration Proposal from ISG.

APRIL 15, 2021

Kyle Skov, PE
Public Works Director/City Engineer
City of Owatonna
540 West Hills Circle
Owatonna, MN 55060
Kyle.Skov@ci.owatonna.mn.us



RE: Professional Construction Administration Services Proposal – West Bridge Street Reconstruction (SP 153-109-014)

Kyle,

Thank you for the opportunity to submit this proposal for professional services for the West Bridge Street Reconstruction project. With a local familiarity and a firm understanding of project needs based on the work we have completed to date, ISG is eager to continue its partnership into the construction administration phase of this project. Based on our understanding of project goals and the work required during this phase, we propose the following scope of services.

SCOPE OF SERVICES

Construction Administration

Construction administration will consist of assisting the City in managing the construction contract. The work tasks to be performed by ISG will include, but are not limited to the following:

- Coordinate a pre-construction meeting for the contractor, subcontractors, utility companies and other interested parties. Distribute notes after the meeting.
- Review shop drawings, provide submittal reviews, and respond to construction questions.
- Hold construction meetings with project stakeholders. Anticipated to have weekly site meetings or more as necessary.
- Inform impacted businesses and the public of upcoming traffic and access impacts based on the Contractor's construction schedule.
- Document and review project quantities for submission to the City and MnDOT.
- Review and prepare Contractor's Applications for Payment.
- Issue the necessary interpretations and clarifications of the plans, and in connection therewith, prepare clarifications and change orders needed for any addition/revisions made to the original scope of the project.
- Perform project walkthrough at substantial and final completion and issue a list of any necessary corrective actions to the Contractor.

A standard hourly flat rate of \$135 per hour for all engineering-related construction administration performed on the project is proposed while general construction administration will utilize a reduced rate dependent on inspector experience. We estimate these services will be needed over a 26 week process from May through October 2021.

Field Inspection + Observation

Field inspection and observation will consist of managing the construction contract on site under a full-time basis. We are assuming that one full-time inspector will be necessary with one additional inspector providing support as-needed to assist with documentation. The work tasks to be performed by ISG will include, but are not limited to the following:

- Observations of Contractor's work in project and field check of materials and equipment. ISG shall not supervise, direct, or have control over Contractor's work, no have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction by contractor.



- Documentation of construction progress including photographs and written field reports containing information on unexpected issues encountered in the field, timing of when individual items are installed and weather conditions on site.
- Work shall include observing the performance of construction work and advising the Contractor and City of non-complying work or materials.
- Coordinate with City, County and State staff for construction timing and detour impacts.
- Assist the contractor in notifying local utilities of any impacts or relocations necessary during construction.
- Obtain tags and tickets for construction material when brought on-site to confirm it matches with shop drawing submittals and conforms to the project documents.
- Review test results provided by selected QA consultant.
- Measure project quantities for submittal to the City.
- Complete necessary project documentation for state and federally-funded projects.

ISG standard hourly flat rate of \$90 per hour for all resident observation performed on the project. We estimate these services will be needed over a 26 week process. The watermain work has also been separated in the attached fee table for reference and cost sharing.

Construction Surveying + Staking

Construction Surveying + Staking will consist of field-marking necessary pavement, utilities, easements and all other items noted in the plans one time. Should restaking be necessary due to the Contractor's operations, additional compensation will be paid for by the selected Contractor directly. The work tasks to be performed by ISG will include, but are not limited to the following:

- Mark temporary and permanent easement/ROW locations in necessary areas.
- Stake pavement and utility locations and elevations in accordance with the project documents.
- Survey project after completion to create as-built drawings.

ISG standard hourly flat rate of \$175 per hour for a one-person survey crew and \$280 per hour for a two-person crew will be utilized. This hourly rate assumes all mileage expenses, equipment and stakes are included.



COMPENSATION

ISG proposes to provide the scope of services described within this proposal for compensation in accordance with the following schedule:

SERVICE	COMPENSATION
Contract Administration	\$41,365
Field Inspection	\$171,520
Field Inspection – Watermain	\$6,100
Surveying + Staking	\$25,450
TOTAL ESTIMATE	\$244,435

Reimbursable Expenses

Anticipated reimbursable expenses such as travel time, mileage expense, and printing costs are included within the compensation listed above.

Additional Services

Please note, if any unforeseen circumstances are discovered as a result of the work described above, additional fees may apply. In the event that this situation arises, we will notify you immediately prior to proceeding any further.

We greatly appreciate the opportunity to provide a solution for your professional needs. If this proposal is acceptable, please sign acknowledgement and return a copy to our office. Upon receipt of a signed proposal, ISG will schedule work on this project.

Please contact me with any questions or comments you may have at 952.426.0699. We look forward to hearing from you.

Sincerely,


Reese Sudtelgte, PE
 Civil Engineer
Reese.Sudtelgte@ISGInc.com

ACKNOWLEDGMENT OF ACCEPTANCE

Accepted this ___ day of _____, 2021

For: _____

By: _____

Title: _____

This proposal is valid for 30 days.

W. BRIDGE STREET RECONSTRUCTION - FEE TABLE

Task	Description	Const. Admin Anthony	CA Support Jeff Hess	Civil Eng./PM Reese	Civil Eng. Becky	Survey Crew (1-person) ISG	Survey Crew (2-person) ISG	Total Hours	Cost	Notes/Assumptions
I	Contract Administration									
	Preconstruction Meeting & Notes	2		3	2			7	\$855.00	1 meeting
	MnDOT Contract Documentation	52		26	26			104	\$11,700.00	DCP forms, Bid Justification, compliance forms etc.
	Shop Drawing Review	24	8	6	6			44	\$4,420.00	As submitted
	Weekly Construction Meetings	26		52				78	\$9,360.00	1 mtg/wk; 26 weeks
	Business Coordination			26	26			52	\$7,020.00	2 hr/wk; 26 weeks; weekly project newsletter
	Quantity Review + Pay Applications			42				42	\$5,670.00	1/month; 6 monthly + 1 final assumed
	Project Walkthroughs & Punchlists	8		8	4			20	\$2,340.00	1 full walkthrough assumed w/ punchlist documentation
	Subtotal:	112	8	163	64			347	\$41,365.00	
II	Field Inspection									
	Construction coordination	65		10				75	\$7,200.00	0.5 hr/day for entire project
	Construction Inspection & Photographs	1088	520					1608	\$139,520.00	55 hr/wk for entire project, minus watermain, & other general tasks plus supp. assistance (2 day/wk)
	Utility Coordination	26						26	\$2,340.00	1 hr/wk assumed throughout project
	Material Certifications/Tickets		12					12	\$960.00	Bar, structures, aggregate, concrete, pipe, signals, lighting, sod, etc.
	Daily Logs	130						130	\$11,700.00	1 hr/day throughout project
	Test Result Review	10		6	6			22	\$2,520.00	Concrete breaks, compaction, etc.
	Quantity Measurements & Documentation	56	28					84	\$7,280.00	1/month; 6 monthly + 1 final assumed
	Subtotal:	1375	560	16	6			1957	\$171,520.00	
III	Field Inspection - Watermain									
	Watermain Inspection and Testing Review	50	20					70	\$6,100.00	5 Total days of work assumed (including testing + shop drawings)
	Subtotal:	50	20					70	\$6,100.00	
IV	Surveying & Staking									
	Temporary Easement Markings					10		10	\$1,750.00	1 trip assumed
	Construction Staking					48	35	83	\$18,200.00	
	As-Built Survey & Drawings	24			4		10	38	\$5,500.00	1 survey trip, 3 days of drafting
	Subtotal:	24			4	58	45	131	\$25,450.00	
	TOTAL HOURS BASE PROJECT	1561	588	179	74	58	45	2505	\$244,435.00	
	<i>Hourly Rate</i>	<i>\$90.00</i>	<i>\$80.00</i>	<i>\$135.00</i>	<i>\$135.00</i>	<i>\$175.00</i>	<i>\$280.00</i>			

Project Assumptions:

Construction timeline from May 3 - October 30 2021 (26 weeks)

Assumes some general CA & field observation tasks overlap, i.e. coordination calls, material certs, test roll observations, etc.

Assumes a standalone project. If Cedar Avenue proceeds this year, cost savings will be noted given shared trips and resources.