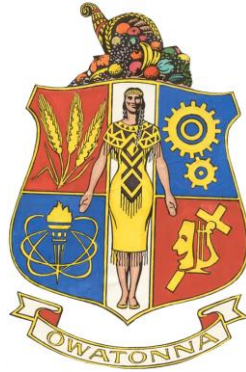


THE CITY OF

Office of Public Works Director
City Engineer



OWATONNA

540 West Hills Circle
Owatonna, MN 55060-4701
Ph. (507) 444-4350
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TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: KYLE SKOV, PUBLIC WORKS DIRECTOR AND CITY ENGINEER
DATE: June 10, 2021
SUBJECT: North Cedar Streetscape Professional Construction Services Proposal from ISG

Purpose

Council Approval of ISG Proposal for North Cedar Streetscape Professional Construction Administration Services.

Background:

The North Cedar Streetscape Project involves reconstruction of Cedar Avenue from Broadway to Rose Street. 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, shop drawing reviews, construction question response, 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 measuring project quantities for submittal to the City.
- 3) Community Engagement: Weekly meetings for interested parties, weekly email updates and newsletters, project website updates, and calls and coordination with businesses as questions arise.
- 4) Construction Surveying and Staking: temporary and permanent easement marking, stake pavement and utility locations, stake road centerline, curb and gutter, signals and light poles, and post-completion surveying to create as-built drawings.

If any unforeseen circumstances are discovered as a result of the work described above, additional fees may apply. If this situation arises, ISG will notify the City immediately prior to proceeding any further.

Budget Impact:

The City will be responsible for 89% of the costs, \$245,559.58. OPU will be responsible for approximately 11% of the cost, \$30,660.42. The proposed total cost of services is \$276,220.

Staff Recommendation:

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

J U N E 0 9 , 2 0 2 1

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 – N. Cedar Avenue Streetscape Improvements

Kyle,

Thank you for the opportunity to submit this proposal for professional services for the North Cedar Avenue Streetscape Improvements 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.
- 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.

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, nor 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 and County 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.

A standard hourly flat rate of \$90 per hour for the chief inspector will be used while we will utilize a reduced rate dependent on supplemental inspector experience. We estimate these services will be needed over a 32 week process from June 21 through December 10, 2021 (25 weeks) and May 1 through July 16, 2022 (7 weeks) however no supplemental inspector has been assumed for the work in 2022 with the understanding that the majority of street and utility work should take place in 2021.

Community Engagement

Community Engagement will consist of coordinating with local businesses and residents throughout the construction process utilizing the project website, email updates, calls as necessary and other methods necessary as the construction work evolves.

The work tasks to be performed by ISG will include, but are not limited to the following:

- Weekly construction meetings for interested parties following the initial weekly construction meeting with the contractor.
- Weekly email updates and project newsletters.
- Updating the project website at appropriate intervals to provide a consistent resource for project updates.
- Calls or other coordination with local businesses as questions arise.

A standard hourly flat rate of \$100 per hour for community engagement performed by Morgan Hill on the project is proposed. We estimate these services will be needed over the full 32 week process.

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.
- Stake road centerline, curb and gutter, signals and light poles
- 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	\$23,960
Field Inspection	\$211,440
Community Engagement	\$19,120
Surveying + Staking	\$37,050
Cost Reduction	-\$15,350
TOTAL ESTIMATE	\$276,220
CITY PORTION (88.9%)	\$245,559.58
OPU PORTION (11.1%)	\$30,660.42

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.

N. CEDAR AVENUE STREETScape - FEE TABLE

		Const. Admin Justin Rogers	CA Support Anthony Lance	CA Support Jeff Hess	Civil Eng./PM Reese	Civil Eng. Becky	LA Amanda P.	LA Support Paul N.	Comm. Eng. Morgan	Survey Crew (1-person) ISG	Survey Crew (2- person) ISG	Total Hours	Cost	Notes/Assumptions
	<i>Hourly Rate</i>	\$90.00	\$90.00	\$80.00	\$135.00	\$135.00	\$135.00	\$135.00	\$100.00	\$175.00	\$280.00			
Task	Description													
I	Contract Administration													
	Preconstruction Meeting & Notes	2			2	2	2					8	\$990.00	1 meeting
	Shop Drawing Review			16	16	24		10				66	\$8,030.00	As submitted
	Weekly Construction Meetings	16			16							32	\$3,600.00	1 mtg/wk; 32 weeks
	Quantity Review + Pay Applications				50							50	\$6,750.00	1/month; 10 monthly assumed
	Change Order Negotiations and Documentation				20							20	\$2,700.00	Assuming 4 at 5 hours each.
	Project Walkthroughs & Punchlists	3			3	6	3					15	\$1,890.00	1 full walkthrough assumed w/ punchlist documentation; 1 intermediate walkthrough before winter shutdown.
	Subtotal:	21		16	107	32	5	10				191	\$23,960.00	
II	Field Inspection													
	Construction Inspection, Daily Logs & Photographs	1725		500								2225	\$195,250.00	55 hr/wk for 2021 plus supp. assistance (2 day/wk); Assumed 50 hr/wk for 2022, no supp. assistance.
	Construction Coordination				80							80	\$10,800.00	0.5 hr/day throughout project.
	Utility Coordination					10						10	\$1,350.00	Included in regular inspection time for inspector; 10 hrs for engineer
	Structural + Electrical Reviews					24						24	\$3,240.00	Structural: Staircase, vault walls (by Sam); Electrical: (by Royal)
	Quantity Measurements & Documentation			10								10	\$800.00	1/month; 10 assumed
	Subtotal:	1725		510	80	34						2349	\$211,440.00	
III	Community Engagement													
	Weekly Construction Meetings with Business Owners	16			16							32	\$3,600.00	0.5 hr/wk for Justin + Reese
	Weekly Email Updates/Newsletters				32			16				48	\$5,920.00	1.0 hr/wk Engineer time; 0.5 hr Morgan time
	Business Coordination							64				64	\$6,400.00	2 hr/wk assumed throughout project
	Website Updates							32				32	\$3,200.00	1 hr/wk assumed throughout project
	Subtotal:	16			48			112				176	\$19,120.00	
IV	Surveying & Staking													
	Construction Staking									98	46	144	\$30,030.00	
	As-Built Survey & Drawings	32				12					9	53	\$7,020.00	1 survey trip, 1.5 days of civil drafting, 4 days of CA documentation
	Subtotal:	32				12				98	55	197	\$37,050.00	
	TOTAL HOURS BASE PROJECT	1794		526	235	78	5	10	112	98	55	2913	\$291,570.00	
	MULTIPLE PROJECT COST REDUCTION	-40		-40	-20	-20				-10	-5	-135	(\$15,350.00)	
	TOTAL PROJECT COST											2778	\$276,220.00	
	COST SHARING - CITY (88.9%)												\$245,559.58	
	COST SHARING - OPU (11.1%)												\$30,660.42	

Project Assumptions:

Construction timeline from June 21 - December 10, 2021 (25 weeks); May 1 - July 16, 2022 (7 weeks) = 32 weeks total
 Cost reduction assumes both Bridge Street and N. Cedar Avenue overlap between June 21 - October 30, 2021 (20 weeks). Savings on shared trips and resources.
 Anthony Lance will be available for assistance on Cedar Avenue as needed and assuming Bridge Street ends in October, will be available in lieu of Jeff Hess.