

Agenda # 8

Commission Meeting Date: March 4, 2014

# CITY OF GREAT FALLS COMMISSION AGENDA REPORT

**Item:** Professional Services Contract Amendment No. 1: South Great Falls

Storm Drainage Improvements – O.F. 1554

**From:** Engineering Division

**Initiated By:** Public Works Department

**Presented By:** Jim Rearden, Public Works Director

**Action Requested:** Approve Professional Services Contract Amendment No. 1

## **Suggested Motion:**

### 1. Commissioner moves:

I move the City Commission approve the Professional Services Contract Amendment No. 1 between the City of Great Falls and DOWL HKM for engineering services for the <u>South Great Falls Storm Drainage Improvements - O. F. 1554</u>, for a fee not to exceed \$139,502.00 and authorize the City Manager to execute the Agreement."

2. Mayor calls for a second, discussion, public comment, and calls for the vote.

**Staff Recommendation:** Approve Professional Services Contract Amendment No. 1

# **Background:**

### Significant Impacts

City staff has negotiated an amendment (attached) to previously approved engineering services with DOWL HKM. The original contract scope included pre-design, preliminary design, final design and bidding support services for the construction of improvements to correct storm drainage problems within three separate drainage basins located along the southern edge of Great Falls generally from 20<sup>th</sup> Street South westward to the Missouri River. The Amendment includes additional design, plan and bid document preparation, construction staking, right-of-way negotiation and easement preparation services.

### **Workload Impacts**

DOWL HKM has completed much of the original contract engineering services and will provide the additional engineering services identified in this Amendment. Most of the additional services will be completed this year with some of the construction staking and preparation of final bid documents and record drawings being completed on a time frame concurrent with the City's bidding and construction of future project phases. It is

anticipated that four additional phases will be bid and constructed over the next several years. City engineering staff will handle the construction management and inspection services for each of the project phases.

## Purpose

The additional professional design services will complete critical segments of storm drainage pipe and regional stormwater ponds along the main drainage of three separate basins named North, Middle and South of the South Great Falls Drainage Master Plan Area. The Master Plan generally encompasses an area lying south of 17<sup>th</sup> Avenue South between 20<sup>th</sup> Street South and the Missouri River. The drainage improvements will collect stormwater runoff originating within the City and adjoining County areas and convey it downstream to new outfalls on the Missouri River. The improvements will correct current flooding problems, both inside and outside of the City, and lessen the chance of property damage.

# Project Work Scope

Additional services included in this Amendment include 1) Construction staking of four anticipated future project phases, 2) preparation of record drawings for all project phases, 3) surveying and easement preparation and design for the segment of storm drain facilities lying with a 40 acre parcel of land owned by the Great Falls School District, 4) survey and design of lateral storm mains in the vicinity of the Multi Sports Complex near 9<sup>th</sup> Street South, 5) survey and design of lateral storm mains in the vicinity of 13<sup>th</sup> and 14<sup>th</sup> Street South near 21<sup>st</sup> Avenue South. Other services will include permitting, right-of-way negotiations with property owners and preparation of plans and bid documents.

# **Evaluation and Selection Process**

DOWL HKM was selected on a rotational basis to provide the professional services in accordance with the City's Architect, Engineer and Surveyor Selection Policy and also for their ability to perform the work in an acceptable time frame.

### Conclusion

City staff recommends approval of the Professional Services Contract Amendment No. 1 to DOWL HKM in the amount of \$139,502.00. The original contract amount approved on July 3, 2012 was \$288,300.00.

# **Fiscal Impact:**

City storm drainage funding is programmed to fund the cost of the project.

#### **Alternatives:**

The City Commission could vote to deny the approval of the Professional Services Contract Amendment No. 1.

### **Attachments/Exhibits:**

1. Professional Services Contract Amendment No. 1.

#### **AMENDMENT NO. 1**

#### AGREEMENT FOR ENGINEERING SERVICES

# CITY OFFICE FILE 1554 SOUTH GREAT FALLS STORM DRAINAGE IMPROVEMENTS

This AMENDMENT made thisday of _	, 2014 by and between the CITY OF
	IKM (ENGINEER) shall amend the Agreement for
	ily, 2012 between the aforementioned parties, whereby
	vities not authorized by the original contract. Services
covered under this amendment pertain to d	esign phase tasks provided by the ENGINEER to the
City of Great Falls.	

Amendments to sections of the original agreement are as follows:

### **SCOPE OF SERVICES:**

See EXHIBIT A - SCOPE OF SERVICES

### **COMPENSATION by CLIENT to DOWL HKM:**

Reimbursement shall be on a <u>Actual Cost basis</u>, with a not-to-exceed total of \$139,502 invoiced on an hourly basis no more often than monthly for services performed in the previous month in accordance with the rates set forth in EXHIBIT D. To be consistent with services actually rendered, DOWL HKM may alter the distribution of compensation between individual phases/tasks of the work noted herein, but total invoice amount shall not exceed the not-to-exceed total without CLIENT'S prior approval.

# The following are hereby made a part of this Amendment by attachment:

Exhibit A - Scope of Services

Exhibit B - Project Schedule

Exhibit C – Project Location Maps (Figures 1-4)

Figure 1- Middle Basin-6<sup>th</sup> Street pond to North End School Property

Figure 2- North Basin- 24th Avenue

Figure 3- Middle Basin- Missouri River to 6th Street Pond

Figure 4- South Basin

Exhibit D - DOWL HKM - MONTANA FEE SCHEDULE (Effective October 8, 2013)

Exhibit E - Engineering Cost Summary

Exhibit F - Engineering Cost Itemization

# WITNESSETH:

NOW, THEREFORE, THIS AMENDMENT WITNESSETH, that for and in consideration of the mutual covenants and promises between the parties hereto, it is hereby agreed that the ENGINEER shall furnish services and the OWNER shall make payment for same in accordance with the Amendment.

IN WITNESS WHEREOF, the parties hereto have made and executed this Amendment the day and year first above written.

OWNER CITY OF GREAT FALLS	DOWL HKM
City Manager Cragger T Dayon	Western Montana Regional Manager
City Manager – Gregory T. Doyon	Phil Odegard
	Tom WINFIELD
ATTEST: City Clerk - Lisa Kunz	ATTEST:
	2-21-14
APPROVED FOR LEGAL CONTENT: City Attorney - Sara R. Sexe	DATE:

TOM WINFIELD
NOTARY PUBLIC for the
State of Montana
Residing at Helena, Montana
My Commission Expires
December 8, 2014

# **EXHIBIT A**

# **SCOPE OF SERVICES**

# **Additional Services of Engineer**

### Additional Construction Phase Survey Services

- Provide Construction Staking for the first phase of the project.
- Provide construction staking for all four remaining phases of the project. Construction staking shall consist of staking vertical/horizontal control for manholes, inlets, FETS, any structures or appurtenances and providing slope staking for the detention pond. The four remaining phases of the project are identified in Exhibit C.

# **Provide As-Built Drafting Services**

Provide As-Built drafting services for all four remaining phases of the project.

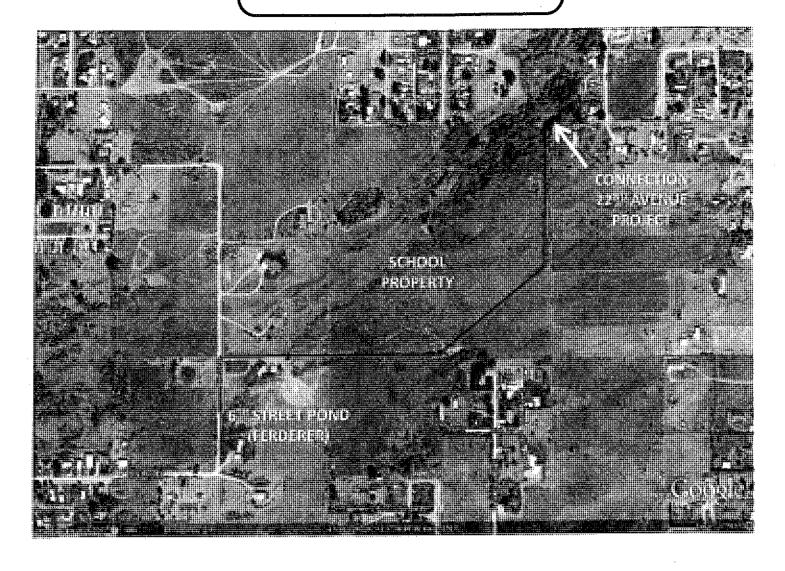
## Additional Investigation and Design Services

- Additional Surveying, Preliminary Design and Preparation of the Easement for the acquisition through the School District property in Section 24, T20N, R3E.
- Survey and Final Design Services for storm drain located on 9<sup>th</sup> Street South between 21<sup>st</sup> Avenue South and 22<sup>nd</sup> Avenue South
- Survey and Final Design Services for storm drain located on 21<sup>st</sup> Avenue South and 14<sup>th</sup>
   Street South to the North of the 22<sup>nd</sup> Avenue North Detention Pond as shown in Exhibit
   C.
- Survey and Final Design Services for storm drain across the School District property in Section 24, T20N, R2E. The storm drain will start at the 6<sup>th</sup> Street Detention Pond and terminate at the north end of the School District property as shown on Exhibit C.

# EXHIBIT B South Great Falls Storm Drainage Improvements- O.F. 1554 Amendment no. 1

Work Item		Estimated Completion date
Construction staking- First phase of project	≥	Complete by June- 2014
Construction staking-all 4 remaining phases	<u>→</u>	Dependent on construction schedule
As-Built drafting-all 4 remaining phases	<del>≥</del>	Dependent on construction schedule
Survey and easement acquisition- School District parcel-Sec.24,T20N, R3E	<del>→</del>	Complete by June- 2014
Survey & Design-storm drain-9th street south Between 21st and 22nd ave. south	<del>≥</del>	Complete by June- 2014
Survey &Design-storm drain-21st ave south & 14th street south to north of 22nd ave. south pond	<del>→</del>	Complete by June- 2014
Survey & Design-Storm Drain - 6th Street Detention pond to North End of School District parcel	<del>≥</del>	Complete by June- 2014

# FIGURE 1



# MIDDLE BASIN - 6<sup>TH</sup> Street Pond to North End School Property

Survey and Easement Acquisition
Design, Construction staking and as-built drafting



1" = Approx. 630'



# FIGURE 2



# NORTH BASIN – 24th Avenue

Construction staking and as-built drafting



1" = Approx. 210'



FIGURE 3



# MIDDLE BASIN- Missouri River to 6<sup>th</sup> Street Pond



Construction staking and as-built drafting

1" = Approx. 630'



# FIGURE 4



# **SOUTH BASIN**

Construction staking and as-built drafting



1" = Approx. 210'



106 1<sup>ST</sup> AVENUE SOUTH GREAT FALLS, MT 59401 406-453-4085 406-453-4288 (FAX) DOWLHKM.COM



# MONTANA FEE SCHEDULE

# Personnel Billing Rates

Senior Manager	\$185.00
Engineer VII	\$170.00
Engineer VI	\$155.00
Engineer V	\$145.00
Engineer IV	\$120.00
Engineer III	\$105.00
Engineer II	\$85.00
Engineer I	\$75.00
Engineering Technician IV*	\$100.00
Engineering Technician III *	\$85.00
Engineering Technician II *	\$75.00
Engineering Technician I *	\$55.00
Planner il*	\$85.00
Environmental Specialist II	\$85.00
Geologist II	\$105.00
Laboratory Supervisor	\$95.00
Laboratory Manager	\$95.00
Laboratory Technician *	\$60.00
Laboratory Technician – Supervisor *	\$65.00
Inspector *	\$90.00
Survey Manager	\$125.00
Professional Land Surveyor *	\$105.00
Project Surveyor*	\$90.00
Crew Chief *	\$75.00
Survey Technician *	\$60.00
Accounting Technician *	\$70.00
Marketing Assistant *	\$70.00
Administrative Assistant *	\$55.00
*Subject to overtime at 1.5 times above rates.	

# Equipment, Materials, & Supplies

ATVs/Trailer = \$150.00/day	
Boat/Trailer = \$150.00/day	
DAY WEEK MONTH	1
2 GPS Receivers (Survey Quality) \$425.00 \$1,600.00 \$4,320.	00
Single/Each Additional Receiver \$250.00 \$800.00 \$2,700.	00

# Travel, Mileage, & Miscellaneous

Per diem will be billed after 6 hours in the field and when more than 50 miles from the office at ¼ rate for every 6 hours or portion of a quarter day greater than 3 hours. For the day of departure, the day begins at time of departure. For the day of return, the day ends when employee arrives at authorized point of destination (office, home, etc.).

Per diem (per person, per day Montana) \$51.00/day Lodging cost per night = Airfare = cost Vehicle Usage - Automobiles = 0.75/mile 1.00/mile Vehicle Usage - Pickups, Suburban Printing/Supplies/Phone/Fax/Postage = Note 2 Specialized Software/Hardware Note 3 Subcontractors Cost + 10% Cost + 10% Laboratory Analysis = Other/Miscellaneous Cost + 10%

#### Notes

1. DOWL HKM's Professional Fee Services Fee Schedule is subject to adjustment each year (May 1<sup>st</sup>) or at the end of a contract period, whichever is appropriate. Should adjustments be anticipated or required, such adjustments will not affect existing contracts without prior agreement between Customer and DOWL HKM.

2. Costs included in overhead rates for reasonable requests. Requests beyond those considered reasonable by the

project manager billed at Cost + Agreed Upon Mark-up.

 Specialized computer software or hardware necessary for a unique application for will be billed at a negotiated rate or unit cost.

# **EXHIBIT E**

# SOUTH GREAT FALLS STORM DRAINAGE IMPROVEMENTS Amendment No. 1 ENGINEERING COST SUMMARY

# **SUMMARY**

	Work Item	ENGINEERING COST
· 1 -	Construction staking- First phase of project	\$6,699.00
2 -	Construction staking-all 4 remaining phases	\$19,265.00
3 -	As-Built drafting-all 4 remaining phases	\$3,210.00
4 -	Survey and easement acquisition- School District parcel-Sec.24,T20N, R3E	\$5,000.00
5 -	Survey &Design-storm drain-9th street s. Between 21st and 22nd ave. s.	\$11,300.00
6 -	Survey & Design-storm drain-21st ave s. & 14th street s. to north of 22nd ave. s. pond	\$13,100.00
7 -	Survey & Design-Storm Drain - 6th Street Detention pond to North End of School District parcel	\$80,928.00
	TOTAL	\$139,502.00

# **EXHIBIT E**

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GRAND TOTAL	085 🛊 -	\$ 1,748	, \$ B40	- \$ 1,050	340	. \$ 110	,, ,	, <sub>6</sub>	\$ 180	\$ 150	\$ 340	\$ 5,000
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Perdlem @ \$51,00/day												

Reimburaebie Expersea: Mileage @ \$1.00/mile Perdlem @ \$51.00dev

		Cost estir	nate - South gn-Storm Dra	EXHIBIT F Great Falls Stor In: 9th streets. be	IT F Storm draina s. beteween 21	EXHIBIT F Cost estimate - South Great Falls Storm drainage Improvements- Survey and Design -Storm Drain: 9th street's. beteween 21st' and 22nd ave.s.	nts g.				
7.89.K	Santor Project Menager (Wast)	Project Enghaes ( Arthur)	Engineer/Senior Technicien (Miller)	Licensed surveyor (Reed)	CADD/Survey tech (Gold)	Admin (Polacek)	TOTAL LABOR	Per Travel	Officer vel Direct	TOTAL	TOTAL OF
	Hrs @ Total	Hrs @ Total \$ 120 Coet	Hrs @ Total	Hrs@ Total \$106 Cost	Hrs@ Total \$ 85 Cost	Hrs@ Total	Hours Cast		<del></del>	EXPENSES	EXPENSES
I Project Administration A. contract administration B. Quality control Assurance	2.0 \$ 290 5.0 \$ 725	20 10	40.00	\$5	(6) 82	w	so u			\$	290
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Subtotal	ŀ	9 269		0 %		\$			u	, , , , ,	n es u
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1	1.0 \$ 145	2,0 \$ 240	<b>l</b> '	16.0		'	19.0 \$ 2,065		100 \$ 400	. ŭ	\$ 2,565
Boundary survey on easements	w =	e) e		<del>43</del> 6	co c	<b>5</b>	60 6	1 1	Ц	49 6	H
D. C.	,	6		69		. 6	ş	\$.		, .	, ,
Subtotal	\$145	\$240	20		80	08	385 385		100 \$ 400	\$ 500	\$2,565
V Design/Plan production A. draffin	12	3.0 \$ 360	us.	4.0 \$ 420	29.0 \$ 2,485	65	<b>69</b> 69				
B, snginsering design	0.5 \$ 73	11	, , ,	11	"	20 O L	28.5 \$ 3,553				\$ 3.553
C. special provisions	***	٠,	, en «				, ,			\$	\$
E. COBI PSETITATO	. 273	\$ 0.12	0\$			\$ CM	, 50		69	, ,	100
VI bidding phase	,	2.0	,		so,	49	2.0 \$ 240			, 6	\$ 240
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Subtotal Vii Construction phase	•	\$ 240	•	, , ,	, ,	1	- \$ 240	ń	, ,	, ,	\$ 240
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GBAND TOTAL	133	4 4 920	s:	66	\$ 2.485	, es	8 8.700	u v	100		\$ 11.300
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EXH Cost estimate - South Great Fal d Design-Storm Drain-21st ave s. & 1	
EXHIBIT F  Cost estimate - South Great Falls Storm drainage Improvements and Design. Storm Drain-21st ages 8, 8, 14th street s. to North of 22nd age 8, Pon	
EXH Cost estimate - South Great Faind Design-Storm Drain-21st ave s. 6.1	
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EXHIBIT F  Cost estimate - South Great Falls Storm drainage Improvements Survey and Deston-Storm Drain-21st ages & 14th streets to North of 22nd ages of Pond	

	Sentor Project Manager (West)	Project Engineer ( Arthur)	Engineer/Senfor Technician (Miller)	Licensed surveyor (Reed)	CADD/Survey tech (Gold)	Admin (Polscek)	TOTALLABOR	ie E	Olher Travel Direct	er TOTAL	TOTAL OF
	Hrs (t) Tole! \$145 Cost	Hrs @ Total \$ 120 Cost	Hrs (2) Tötlei \$ 105 Cost	Hrs.@ Total \$105 Cost	Hrst@ Total \$ 89 Cost	Hrs@ Total \$ 55 Cost	Hours Gost		និ		EXPENSE
Project Administration	¥		e		9	•	v			_•	
B, Quality control / Assurance	6.0 \$ 870	, ,	9 49			\$	6.0 \$ 870				\$ 670
Subtefal	\$ 1,160	\$	- 49 ·			\$	. \$ 1,150		469	65	\$ 1,180
ii Permitting									_		ı
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B. aftend public meetings	1	1	-	1	1	1	1	1	-		· •9 (
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Bublotal	1 100	, S		&	69	. \$	1 49	S	69	5	s
п landowner negotlations	ŧ	*	e e	•	ď					•	
A. meaning with billiowners		*	5 50			5		_	-	•	
C. exhibits for deeds / easements		1 89	,	, \$			5 1		-	45	- 40
			3	€0	\$	•	\$			*	
Subtotal	\$0	); \$0	\$0	\$0	\$0	\$0	\$	\$.	\$	-	\$ 0\$
N Survey / Field work	0.5 \$ 73	2.0 \$ 240	**	16.0 \$ 1,680	1	49	18.5 \$ 1.993	en.	69 50	400 \$ 495	3 5 2.488
l	ų,	69		65			6/5		Ц	s	ķ
C, Pin ensements	**	8	2 8	S		69	S			4	\$
D.	•	*			500		S	-5		9	20
Subfolai	\$73	\$ \$240	80	\$1,680	\$0	\$0	. \$ 1,993	\$	95 \$	400 \$ 495	5 \$2,488
	8	5 5 5	•		450 \$ 4.675	er.	25 S 0 8 2 1				£ 5.035
A. Claimy design	1.5 \$ 258	30.0 \$ 3.600		1	•		•		-		
	u,	2.0 \$		47	*	s	S		_	10	\$ 240
Н	38			ļ	1		s	1		5	
E. cost eatimate	*	30.8	**	**		5	3.0 %	-	1	<u>.</u>	360
Subtotal	\$218	31 \$4,560	OS .	80	\$4,875	2	8,453		1		\$9,453
Vr bidding phase A mise assistance to City staff	·	I I	, 69	,	43	49	, 109			us.	
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B, submittel reviews			un est		. w	0 00				S	6 65
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Subtotal	8	- 0	0.5	- 20	6\$	80	57	*	<u>\$</u>	+	S
GRAND TOTAL	. \$ 1,450	\$ 4,800	,	- \$ 1,680	\$ 4,675	, <del>(5</del>	\$ 12,605	<b>.</b>	60 60 60	400 \$	495 \$ 13,100

Reimbursable Expenses: Wilesge @ \$1.00/mile Perdiem @ \$51.00/day

	Survey & E	Cost esti	mate - South Drain- 6th stree	EXHIBIT F. Great Falls Sto	IT F Storm draine	EXHIBIT F  Cost estimate - South Great Falls Storm drainage Improvements Survey & Design Storm Drain- 6th street Detention Pond to North and of School District Parces	ints frict Percel					
745K	Senior Project Manage: (West) Hrs @ Total	Project Engineer ( Arthur) Hrs @ Total	Engineer/Senfor Technician (Miller) His @ Total	Licensed surveyor (Reed) His @ Total	CADD/Survey tech (Gold) Hre @ Total	Admin (Polacek) Hrs @ Total	AL LABOR	Ped Eag	Travel Direct	out TOTAL	L TOTA	TOTAL OF LABOR AND EXPENSES
1 Project Administration A, contract administration B. Quality control / Assurance	69 69	9 140 S	10 to	မာမ	8 %	- wo	Hours Cost (3.0 \$ 1,805 12.0 \$ 1,620			65-65	w w	1,605
Subtotal 8 Permitting	\$ 2,175	\$ 840	, ss	\$ 85	· · · · · · · · · · · · · · · · · · ·	\$ 110	\$ 3,125 \$	s	-\$	.,	•	3,125
A. perruit preparation  B. aftend public meetings	10 to 60	w w a	1 · 1	, , ,	10 to 60	· , ,	60 CD UI	$\parallel$		s	• • • •	
Subtotel	*	60		s,	*	•	,	s.	-		y	
III landowner negotiations A. meetine with landowners R. esserman bransation	2.0 \$ 290	2.0 \$ 240	\$	, , , ,	un e	er; 6	630				1 1	DE3
11	60 60	Ш	40 20	8 8	9 99					<i>5</i> 4	us us u	, ,
Subtotal	\$290		,	50	80	0.\$	\$ 230		45		9	\$530
	1,0 \$ 145			26.0 \$ 2,730	2.0 \$ 170	'	3.285		\$	8008		4.205
	<b>\$</b>		, s	\$ 8	111	, , w w (	, , 				S	1.
Subjects	\$ 5145	\$	. ,	\$ 7.22	\$170			- 4	5	s		, 50
V Design/Plan production A draffing			10.0	16,0 \$	260.0 \$ 2	s	308.0 \$					26,770
B. engineering design C. tech specs D. southi provisions	1.0 \$ 145	8,0 \$ 19,200 8,0 \$ 660 8,0 \$ 720	8.0 S 17,430 8.0 S 840 8.0 S 840		, , , , , , , , , , , , , , , , , , ,	4.0 \$ 220	21.0		-		''I E	2,185
1 70	89	8.0	4.0 \$	s 6	\$	2,0 \$	14.5 \$ 1,563			-	40	1.563
Vi bidding phase A mise assistence to City staff B. attend pre-bid conference	1.0 \$ 145 2.0 \$ 290	3,0 \$	60	\$ \$	\$ 3	\$	13.0 \$ 1,625 5.0 \$ 650			ww	w) u)	1,525
	\$ 435				49 6		\$ 2,175	1	6	s) •	.,	2,175
A. authorities reviews C. c.	n ss un	8.0 \$ 720 5.0	, , , , , , ,	. , . 	, , , ,	n en en	6.0 \$ 720			0 00 00	o 40 45	720
Subtotat	- \$0	\$1,030	\$0	. 50	\$0	0\$	\$ 1,080	\$	es '		20	\$1,080
GRAND TOTAL	- \$ 4278	\$27,480	\$21,000	- \$ 4,485	- \$23,970	. \$ 550	\$ 80,008	-S-	120 \$	\$ 008	820 8	80,928

Missge @ \$1.00/mile Perdiem @ \$51.00/day