

CITY OF BLAINE
REQUEST FOR COUNCIL ACTION
MEETING DATE: August 14, 2017

SUBJECT: TranTech Amendment 2 – Construction Management Phase 1 - Sweet Road from Yew Ave East to the City Limits

DEPARTMENT: Public Works **PREPARED BY:** _____
(Digital Signature)

AGENDA LOCATION: Consent Agenda Council Action Unfinished Business

ATTACHMENTS: Amendment 2 with TranTech Engineering

BACKGROUND/SUMMARY: This agreement covers construction technical engineering support furnished by TranTech and its agents to provide professional services during the construction phase of the Project on behalf of the City of Blaine. All coordination and agreements shall be prepared and performed on behalf of the CITY, and shall be delivered by the CITY. This scope of work is expected to last 3 calendar months following the Contractor receiving Notice-to-Proceed.

BUDGET IMPLICATIONS: This amendment is broken into 2 schedules to match with the construction contract. Schedule A is for street construction management in the amount of \$16,855.15 and will be reimbursed 100% from a TIB grant. These costs will be paid from Street Capital Fund 333. Schedule B is for the waterline construction management in the amount of \$11,644.85 and will be paid from the Water Capital Fund 329. The total project cost is \$740,000. The street portion is \$439,500 and the water portion is \$300,500.

RECOMMENDATION: Staff recommends that Council authorize the City Manager execute a contract amendment in an amount not to exceed \$28,500. The total contract is \$116,942.52.

REVIEWED BY:

City Manager _____ Finance Director _____ City Clerk _____
(Digital Signature) (Digital Signature) (Digital Signature)

CITY OF BLAINE
CONTRACT AMENDMENT #2
to the
PROFESSIONAL SERVICES AGREEMENT
with TranTech Engineering, LLC

for
Phase 1 - Sweet Road from Odell Rd East to the City Limits

The contract between the City of Blaine and TranTech Engineering, LLC for engineering design services dated January 1, 2017 is hereby amended as follows:

Item #1: **Section 1, Scope of Work:** shall be amended to add construction management for the Sweet Road Reconstruction project as described in Exhibit A.

Item #2: **Section 2, Term:** shall remain unchanged.

Item #3 **Section 3, Compensation:** shall be amended as follows and described in Exhibit B:
“The City shall pay the Consultant on a time-and-expenses basis an additional Twenty-eight Thousand Five Hundred Dollars and no Cents (\$28,500) as described in exhibit B, for a revised total contract amount not to exceed without prior approval \$116,942.52.”

All work shall comply with City standards and shall be approved by the City prior to payment.

All other items, terms and conditions of the contract remain unchanged.

City of Blaine:

Consultant:

David Wilbrecht, City Manager

TranTech Engineering, LLC

Departmental Approval:

Attest:

Ravyn Whitewolf, P.E., Public Works

Sheri Sanchez, City Clerk

EXHIBIT A

WORK ELEMENT 1: PROJECT MANAGEMENT (TranTech)

For this work element TranTech will complete the following tasks:

1.1 Preparation of Contract Documents, Invoices, and Progress Reports

TranTech will work with the CITY to prepare the contract documents based on a City provided format.

A monthly invoice and progress report will be filled out and submitted to the CITY. The progress report will describe the work represented by the invoice being submitted. TranTech will compile the invoices and progress reports for the entire team into a single document to be submitted to the CITY. Five (5) months of invoices/progress reports are assumed.

1.2 Subconsultant Coordination and Management

Prepare sub-consultant agreements (Larry Steele & Associates, GeoTest), coordinate, budget, and review the project progress and submittals to the CITY.

1.3 Coordination/Meetings

TranTech Project Managers/Administrators will be available on an as needed basis throughout the duration of construction to respond to questions from the CITY and the Construction Management team.

Coordination activities may include the following:

- General Coordination and question responses with the City Engineer, Construction Manager, Inspector, and Materials Testing Consultant, as necessary to complete the project;
- Assist with review of change orders with independent cost estimates and coordination review, as necessary;
- Assist with review of Proposed Changes (from a technical perspective)
- Review monthly payments to the Contractor as prepared by the CITY.

Hours for general coordination are included in the fee estimate for this task. Hours for meeting attendance by TranTech staff have been included separately, under Task 5.2. Hours for meeting attendance by subconsultants are included in their applicable tasks below.

Deliverables

- ❖ Monthly progress reports and invoices

WORK ELEMENT 2 - SURVEY SUPPORT & CONSTRUCTION STAKING (Larry Steele & Associates)

Larry Steele & Associates (LSA) will provide professional surveying services for construction of the Project. All survey data shall be provided in the Washington State Plane Coordinate System of 1983, which is based on the North American Datum of 1983 (NAD83/11). Vertical Datum shall be NAVD88.

2.1 Pre-Construction Meeting

LSA will attend a pre-construction meeting at the CITY with the selected Contractor prior to work on site. Details regarding staking request protocols, re-staking contract requirements, and safety will be discussed at this meeting.

2.2 Initial Roadway Survey

Initial Roadway Surveying services shall be in accordance with GSP 1-05.4(1) and provide the following:

- (i.) CAD layout
- (ii.) Field Surveying (Washington State Prevailing Wage rates applicable)
- (iii.) Project management and crew layout

Deliverable(s):

- ❖ Cut sheets (if applicable)
- ❖ Survey field notes in CITY assigned field books and pdf copy.

2.3 As-built Surveying Services

PSE shall provide As-Built Field Surveying (Washington State Prevailing Wage rates applicable) for all items noted on the plans by the Contractor that were changed materially in the field. Work also includes project management and data submittals to Engineer.

Deliverable(s):

- ❖ As-built survey point file in PNEZD format.

WORK ELEMENT 3 – GEOTECHNICAL SPECIAL INSPECTIONS (City of Blaine)

Given the nature of the project, the City of Blaine will provide geotechnical special inspections on an as-needed basis during construction.

3.1 Geotechnical Construction Support

The City will perform the following activities as they relate to the Project:

- Observe subgrade preparation in new pavement areas to confirm that suitable subgrade soils have been exposed consistent with the project geotechnical report recommendations. Soil density testing will be performed by a third-party testing agency (GeoTest).
- Complete proof-roll observations and/or probing of existing pavement areas prior to placement of asphalt surfacing to provide recommendations for areas of poor subgrade. The City shall contact TranTech in the event a remediation plan is necessary.
- Observe water line installation along the alignment. The City's on-site inspector will determine any need for over-excavation in the event of poor supporting soils.

Deliverable(s):

- ❖ Submit written field reports for each site visit made and transmit them to the designated parties. Field reports will present a summary of observations along with the recommendations developed regarding geotechnical construction activities.

WORK ELEMENT 4 – MATERIALS TESTING SERVICES (GeoTest)

This task will be performed by GeoTest who will be providing staff for material specimen collection and testing. These tests include, but are not limited to; soil testing, asphalt testing, aggregate testing, concrete strength evaluation per WSDOT QA guidelines, and other construction phase material testing services as required per the contract specifications.

4.1 Coordinating Quality Control Testing Services

The City's inspector shall act on behalf of the CITY to schedule required testing services with the testing laboratory. Testing will be scheduled and dispatched on an as-needed basis as determined by the CITY.

4.2 Performance of Quality Control Testing Services

The anticipated testing services associated with this project include, but are not limited to:

- Soil and aggregate materials testing;
- Proctor analysis and in-place density testing for backfill operations;
- Hot mix asphalt testing;
- Testing concrete cylinders;

Deliverables

- ❖ QA testing and inspection;
- ❖ Material Testing and documentation

WORK ELEMENT 5 – ENGINEERING SUPPORT SERVICES (TranTech)

The TranTech design team will provide construction phase engineering support services on an as-needed basis during construction. These services will be provided in accordance with standard engineering practice.

During construction, the Construction Management Team will support the CITY with the following activities for this work element:

5.1 Bid Period and Pre-Construction Period Services

TranTech Staff will provide support upon request to answer Contractor or Funding Agency questions and prepare subconsultant contract addendums. Coordinate with area utility providers for discovery of additional buried utilities and relocation of existing utilities in advance of construction.

5.2 Coordination/Meetings

The TranTech engineers and project manager will attend pre-construction meeting, regular meetings, and conference calls to address specific questions or design issues as they arise. The team also is available to answer questions or help the CITY, Construction Manager, and the rest of the team to interpret the construction documents.

A total of 8 meetings are assumed to be required for the project in addition to a pre-construction meeting and a punch-list walkthrough. TranTech will be available to attend the meetings at the project site or CITY offices and will be available for up to 4 additional meetings via conference call.

5.3 Minor Plan Revisions

TranTech engineers will incorporate minor plan revisions, if required during construction or to address and respond to Contractor RFI's.

5.4 Project Record Documentation

TranTech engineers will prepare the Record Drawing documentation for the project drawings with the construction information received from the Construction Manager, Surveyor, and Contractor. It shall be the CITY Inspector's responsibility to ensure the Contractor is keeping accurate records during construction of changes as they occur.

WORK ELEMENT 6 - CONSTRUCTION MANAGEMENT SUPPORT (TranTech)

TranTech will provide Construction Management Support for the project. TranTech's CM team will include a part time Civil Engineer and a part time Office documentation Engineer (OE) throughout the construction phase of the project.

RFI's/Submittals/Inspection Reports/Testing Reports/etc. flow through the CITY who will then coordinate with TranTech's designated OE as necessary. Final RFI and RAM submittals will be re-distributed to appropriate parties. The OE will act as the keeper of Record of Material (ROM) log.

For this work element, TranTech will complete the following tasks:

6.1 Project Management and Administration

The CITY will act as the Construction Administrator for the duration of the project. TranTech staff will attend the following meetings:

- Pre-Construction meeting with CITY, Contractor, Subcontractors, and Franchise Utilities.
- Project Management meetings with the CITY as necessary. The purpose of these meetings will be to discuss project management issues, including budget, schedule, project direction, coordination and change orders.

TranTech will implement a project documentation and tracking system of all construction submittals and material submittals.

The CITY will track Bid Item quantities incorporated into the Project for preparation of monthly pay requests and verification that the project is constructed in accordance with the Contract Documents.

The CITY will track and document working day statements.

TranTech has assumed a level of effort for this task as noted in the fee estimate. Effort beyond that identified will require a contract amendment.

Deliverables:

- ❖ Project and Material submittals documentation system and database.
- ❖ Database reports of outstanding RAM submittals.
- ❖ Database reports of outstanding RFI submittals.

6.2 – Quality Control

This work item includes the effort related to providing quality control on an as needed basis for the work activities in this Scope of Work. Specific activities of this work item include the following:

- Peer Reviews
- Senior Reviews

Task 6.3 – Construction Management Support

This work item includes the effort related to facilitating construction management of the Project consisting of the day to day activities and contacts with the various parties involved.

TranTech engineers will respond promptly to RFI's and submittals relating to the Project. TranTech has assumed a level of effort for this task as noted in the fee estimate of a total of five (5) RFI's and five (5) RAM's/submittals. Some of the expected submittals are as follows.

- General Work Phasing Plan and Schedule
- Paving & Aggregate Materials
- Utility Piping and Appurtenances
- Concrete Mix Designs
- Erosions Control Items
- Traffic Delineation Items
- Traffic Control Plan

TranTech will perform the following activities as they relate to the Project:

- Advise the CITY as to the need or justification for change orders. The CITY will be responsible for preparing cost estimates, negotiations with the Contractor, preparation of, and obtaining the appropriate approval for change orders;
- Provide peer review of force account work as allowable by the Contract Documents and within the authority granted to TranTech;
- Provide review and comment on Approval of Materials (RAM's) when requested by the CITY. Incorporate results into the ROM;
- Provide review and comment on Requests for Information (RFI's) when requested by the CITY;
- Coordination and communication with the Contractor, and the CITY.

Deliverables:

- RAM and submittal documentation tracking.

Task 6.4 – Project Closeout

TranTech will assist with Project close-out which includes the following activities:

- Conduct final inspection with the CITY and establish final punch list.
- Delivery of contract administration documentation and files.

Deliverables:

- ❖ Itemized punch list.
- ❖ Delivery of contract administration documentation and files.

Exhibit B-1 (Schedule A)
Prime Consultant Fee Determination - Summary Sheet
(Lump Sum, Cost Plus Fixed Fee, cost Per Unit of Work)

City of Blaine - Sweet Road Reconstruction Supplement #02 (Services for Bid Schedule "A")

TranTech Direct Salary Cost (DSC):

<u>Classification</u>	<u>Man Hours</u>		<u>Rate</u>	=	<u>Cost</u>
<u>Project Manager</u>	8	X	\$50.50		<u>\$404.00</u>
<u>QA/QC Reviewer Civil</u>	0	X	\$50.00		<u>\$0.00</u>
<u>Senior Civil Engineer</u>	32	X	\$50.50		<u>\$1,616.00</u>
<u>Project Civil Engineer</u>	0	X	\$42.00		<u>\$0.00</u>
<u>Staff Civil Engineer</u>	4	X	\$33.50		<u>\$134.00</u>
<u>CAD Tech</u>	2	X	\$37.00		<u>\$74.00</u>
<u>Admin</u>	6	X	\$20.00		<u>\$120.00</u>
			TOTAL DSC =		<u>\$2,348.00</u>
Overhead (OH COST - including Salary Additives):					
OH Rate x DSC of	<u>142.72%</u>	x	<u>\$2,348</u>	=	<u>\$3,351.07</u>
Fixed Fee (FF):					
FF Rate X DSC of	<u>27%</u>	x	<u>\$2,348</u>	=	<u>\$633.96</u>
Reimbursables:					
Mileage	110		\$0.535		<u>\$58.85</u>
As-Built Plan Production	17		\$6.00		<u>\$102.00</u>
Sub-Total TranTech					<u>\$6,493.88</u>
Subconsultant Costs					
Larry Steele & Associates					<u>\$5,419.27</u>
GeoTest					<u>\$4,942.00</u>
Grand Total					<u>\$16,855.15</u>

Prepared by: TranTech Engineering, LLC

Date: August 9, 2017

Exhibit B-2 (Schedule B)
Prime Consultant Fee Determination - Summary Sheet
(Lump Sum, Cost Plus Fixed Fee, cost Per Unit of Work)

City of Blaine - Sweet Road Reconstruction Supplement #02 (Services for Bid Schedule "B")

TranTech Direct Salary Cost (DSC):

<u>Classification</u>	<u>Man Hours</u>		<u>Rate</u>	=	<u>Cost</u>
<u>Project Manager</u>	8	X	\$50.50		<u>\$404.00</u>
<u>QA/QC Reviewer Civil</u>	0	X	\$50.00		<u>\$0.00</u>
<u>Senior Civil Engineer</u>	26	X	\$50.50		<u>\$1,313.00</u>
<u>Project Civil Engineer</u>	0	X	\$42.00		<u>\$0.00</u>
<u>Staff Civil Engineer</u>	6	X	\$33.50		<u>\$201.00</u>
<u>CAD Tech</u>	6	X	\$37.00		<u>\$222.00</u>
<u>Admin</u>	6	X	\$20.00		<u>\$120.00</u>
			TOTAL DSC =		<u>\$2,260.00</u>
Overhead (OH COST - including Salary Additives):					
OH Rate x DSC of	<u>142.72%</u>	x	<u>\$2,260</u>	=	<u>\$3,225.47</u>
Fixed Fee (FF):					
FF Rate X DSC of	<u>27%</u>	x	<u>\$2,260</u>	=	<u>\$610.20</u>
Reimbursables:					
Mileage	110		\$0.535		<u>\$58.85</u>
As-Built Plan Production	5		\$6.00		<u>\$30.00</u>
Sub-Total TranTech					<u>\$6,184.52</u>
Subconsultant Costs					
Larry Steele & Associates					<u>\$3,066.26</u>
GeoTest					<u>\$2,394.00</u>
Grand Total					<u>\$11,644.85</u>

Prepared by: TranTech Engineering, LLC

Date: August 9, 2017