



**AMENDMENT NO. 1 TO PROFESSIONAL SERVICES AGREEMENT
Construction Management Services
Alma School Road Improvements (Pecos Road to Germann Road)**

**Project No. ST2004.451
Council Date: April 22, 2021 Item No.**

THIS AMENDMENT NO. 1 ("Amendment No. 1") to the agreement for services dated July 23, 2020 (the "Agreement") is made by and between the City of Chandler, an Arizona municipal corporation, ("City") and Ritoch-Powell & Associates Consulting Engineers, Inc. ("Consultant"), on this ____ day of _____, 2021 ("Effective Date"). (City and Consultant may individually be referred to as "Party" and collectively referred to as "Parties").

RECITALS

- A. The Parties entered into the Agreement for the following services: Construction Management Services ("Services") for Alma School Road Improvements (Pecos to Germann Road) project.
- B. The Parties have determined that it is necessary and desirable for the Consultant to perform additional services for the City under the terms and conditions set forth in this Amendment No. 1 and the Agreement.

AGREEMENT

NOW, THEREFORE, in consideration of the premises and mutual promises contained in the Agreement and this Amendment No. 1, the Parties agree to amend and modify the Agreement as follows.

SECTION I – CONSULTANT’S SERVICES

The Agreement is amended to add the modified scope of work described in **Exhibit "A"** attached to and made a part of this Amendment No. 1 by this reference.

SECTION II – PERIOD OF SERVICE

The Agreement is amended to increase the contract time by **240** calendar days for a total **510** calendar days.

SECTION III – PAYMENT OF COMPENSATION AND FEES

The Agreement is amended to increase the total contract price in an amount not to exceed **\$ 168,553.28** for a total contract amount of **\$ 468,487.28** payable in accordance with **Exhibit "B"** attached to and made a part of this Amendment No. 1 by this reference.

SECTION IV – CONFLICT AMONG DOCUMENTS

The Agreement and this Amendment No. 1 constitute the complete agreement between the Parties concerning the subject matter of the Agreement and replace any prior oral or written communications between the Parties. The terms and conditions of the Agreement are incorporated into and made a part of this Amendment No. 1. If a conflict or ambiguity arises among the Agreement and Amendment No. 1, the instrument in the following order prevails and controls: (1) Amendment No. 1; and (2) Agreement.

SIGNATURE PAGE TO FOLLOW

IN WITNESS WHEREOF, the Parties hereto have caused this Amendment No. 1 to be duly executed. Each Party warrants and represents that its respective signatories whose signatures appear below have been and are on the date of signature duly authorized to execute this Amendment No. 1.

"CITY"

CITY OF CHANDLER

MAYOR

Recommended By:

Andrew Goh, P.E.
CIP City Engineer

APPROVED AS TO FORM:

City Attorney

ATTEST:

City Clerk

Seal

"CONSULTANT"

Ritoch-Powell & Associates Consulting Engineers, Inc.


Signature

3/29/21
Date

Karl Obergh

Print Name

Principal/CEO

Title

kobergh@rpaeng.com

Signer Email Address

Amendment No. 1 (cont.)
Project No. ST2004.451

These changes result in the following adjustments of contract amount and time:

Original Contract amount:	\$ 299,934
Current Contract amount, prior to this Amendment: (including previous Amendments)	\$ 299,934
Net change resulting from this Amendment:	\$168,553.28
Revised Contract amount, including this Amendment:	\$ 468,487.28
Last Contract amount approved by Council:	\$299,934
Amendment % of last Contract amount approved by Council: (if accumulated amount over 10% of previous Contract amount approved by Council, Council approval is required)	56%
Contract time or completion date prior to this Amendment: (including previous amendments) <u>270</u> or ____ Days Date	
Net change resulting from this Amendment: <u>240</u> or ____ Days Date	
Revised Contract time or completion date: (including this amendment) <u>510</u> or ____ Days Date	
THIS AMENDMENT No. ____ does <u>NOT</u> require Council approval: ____ Amendment is less than 10% of Contract amount last approved by Council	
THIS AMENDMENT No. 1 does require Council approval: <u>X</u> Amendment is over 10% of previous Contract amount approved by Council	
Amendment No. 1 Council approval: ____ Item No.: ____, if applicable OWNER NAME & DATE APPROVAL: <u>Andy Goh, 3/24/21</u>	

E-copy: Project Mgr. Consultant Owner File

EXHIBIT A
SCOPE OF WORK



EXHIBIT "A"
PRECONSTRUCTION & CONSTRUCTION MANAGEMENT
ALMA SCHOOL ROAD SCOPE OF SERVICES

PROJECT TASKS

1. PRE-CONSTRUCTION ASSISTANCE

1.1 MEETINGS

1.1.1 Preconstruction Conference Meetings

1.1.1.1 Consultant will attend one (1) Preconstruction Meeting.

1.2 COST MODELS & GUARANTEED MAXIMUM PRICE (GMP)

1.2.1 GMP

1.2.1.1 Upon receipt of CM@R's GMP submittal, Consultant will review, and provide comment to City, GMP utilizes unit prices in previous cost models and includes CM@R's Construction Fee, General Conditions Costs, Taxes, Insurance, Bonds, and Project Allowances and Contingencies. This task assumes one (1) GMP review only. Consultant assumes the GMP utilizes the same unit prices for the same item of work as detailed in the Phase 1 construction contract.

2. CONSTRUCTION MANAGEMENT

2.1 Weekly Construction Meetings

2.1.1 Consultant must conduct weekly construction meetings. Each meeting includes agenda and minutes; Request for Information (RFI); Shop Drawing; Request for Information (RFI); Field Directive (FD); and Allowance Logs will be attached to agendas and meeting minutes. Consultant assumes sixteen (16) weekly meetings will be held.

2.2 CPM Schedule

2.2.1 Consultant must review and evaluate Contractor's initial CPM schedule and provide recommendations. CM assumes one (1) review of initial CPM schedule.

2.2.2 Consultant must review Contractor's monthly CPM schedule updates submitted with each payment application, identify CPM tasks behind schedule that may affect critical path items, project substantial and final completion dates and initiate correspondence to City regarding those tasks. Consultant assumes four (4) reviews of updated CPM schedule.

2.3 Requests for Information (RFI's)

2.3.1 Consultant must review, evaluate, and respond to Contractor RFI's. Consultant assumes a maximum of ten (10) RFI responses.

2.3.2 Consultant must prepare and maintain a submittal log of all RFI's.

2.4 Shop Drawing Submittals

2.4.1 Consultant must review, evaluate, and respond to Contractor shop drawing submittals. Consultant assumes a maximum of twenty (20) submittals.

2.4.2 Consultant must prepare and maintain a submittal log of all shop drawing submittals.

2.5 Requests for Proposal (RFP)

2.5.1 Consultant must prepare, review responses (cost derivations) and provide

recommendations for RFP documents detailing requested additional work tasks. Consultant assumes maximum of five (5) RFPs.

2.5.2 Consultant must prepare and maintain a submittal log list of all RFPs.

2.6 Time & Material (T&M)

2.6.1 Consultant must prepare, submit, document contractor's actual T&M work performed, approve and process T&M payment for additional work tasks. Consultant assumes maximum of five (5) T&Ms.

2.6.2 Consultant must prepare and maintain a submittal log list of all RFPs.

2.7 Field Directives (FD's)

2.7.1 Consultant must prepare FD documents detailing requested additional work tasks, review and evaluate Contractor FD responses and provide recommendations. Consultant assumes a maximum of ten (10) FD's.

2.7.2 Consultant must prepare and maintain a submittal log list of all FD's.

2.8 Contractor Payment Applications

2.8.1 Consultant must review and evaluate Contractor monthly payment applications and make recommendation for payment. Consultant assumes a maximum of five (5) payment applications.

2.8.2 Coordinate payment application with the City quantity report and the inspectors' daily logs.

2.9 Public Outreach

2.9.1 Consultant must provide public outreach services. Tasks will include: create and maintain project website; maintain a 24-hour bilingual project hotline to respond to inquiries, complaints and maintain a call log; public weekly email updates; public interactions with property owners as a liaison between property owners and the City; coordination meetings; project meetings.

3. CONSTRUCTION INSPECTION

3.1 Inspection Services

3.1.1 Consultant must provide daily construction inspection to verify materials and installations conform to construction documents.

3.1.2 Consultant must prepare daily inspection reports documenting Contractor construction activities and progress noted during field inspection visits.

3.1.3 Consultant must maintain a weekly record of constructed pay quantities and compile monthly totals.

3.2 Project Closeout

3.2.1 Consultant must compile non-conformance list prior to Substantial Completion.

3.2.2 Consultant must schedule and conduct substantial completion inspection.

3.2.3 Consultant must prepare substantial completion punch list. Consultant must track items on the punch list and note the completed items.

3.2.4 Consultant must schedule and conduct final completion inspection.

3.2.5 Consultant must complete, acquire signatures and distribute the substantial and final completion certificates.

4. UTILITY COORDINATION

4.1 Utility Coordination

4.1.1 Consultant must coordinate with utility providers and City's utility departments'

representative.

5. RECORD DRAWINGS

5.1 Record Drawings

- 5.1.1 Review and monitor Contractor's weekly updates on red-line drawing set.
- 5.1.2 Transfer red-line comments to City's construction plans to create record drawings.
- 5.1.3 Provide resident engineer and/or landscape architect stamp/certification on record drawings cover sheet. Ensure all required signatures on the cover sheet.
- 5.1.4 Provide and deliver record drawings in digital pdf format to the City.

6. PROJECT MANAGEMENT

6.1 Project Monitoring

- 6.1.1 CONSULTANT must prepare regular monthly progress reports.
- 6.1.2 CONSULTANT must perform regular budget monitoring.
- 6.1.3 Pay applications will be submitted monthly. Invoices will be broken down to the same level of detail as the attached fee schedule.

6.2 Manage Sub-Consultants

- 6.2.1 CONSULTANT must monitor subconsultants schedule and work products and ensure that all activities are coordinated.

ASSUMPTION, CLARIFICATIONS, AND EXCLUSIONS

- 1. Total contract time is assumed to be 16 calendar weeks for all preconstruction, construction and contract close out CM services.
- 2. Project Designer will provide Post Design Services to respond to and provide responses for design basis related questions identified during construction activities.
- 3. Inspection time is based on Contractor working for 10 hour days five (5) days a week for 12 weeks, and 10 hour days one (1) day a week for four (4) weeks.
- 4. Application fees for City reviews and permits will be paid by CITY.
- 5. Allowances will only be utilized with prior written approval from the City representative.
- 6. The Direct Expense Allowance will be used for normal reimbursable expenses on the project. Items must be billed at cost and backup must be provided with pay applications.
- 7. The following items are excluded from this scope of work:
 - a. Public Meetings
 - b. Special Inspections
 - c. Aerial Mapping and photography
 - d. Environmental Investigation
 - e. Landscape and irrigation inspection services of layouts and/or pressure test
 - f. Traffic engineering or CM services
 - g. Potholing and survey for potholing
 - h. Private and public utility relocation design
 - i. Drainage analysis or design
 - j. Pavement design

EXHIBIT B
FEE SCHEDULE



EXHIBIT "B"
COST PROPOSAL SUMMARY

PROJECT NAME:	Alma School (Pecos to SR 202)
PROJECT NO.:	City Project No. ST2004.451
FEDERAL PROJECT NO.:	N/A
TRACS NO.:	N/A

CLASSIFICATION	CONTRACT LABOR		BILLING RATES	LABOR COSTS
	MAN HOURS			
Principal	0	\$	245.00	\$ -
Project Manager - Sr./Engineering Dept N	0	\$	200.00	\$ -
Project Manager - Sr.	35	\$	180.00	\$ 6,300.00
Project Engineer - Sr.	0	\$	140.00	\$ -
EIT	215	\$	115.00	\$ 24,725.00
Inspection/Construction Observer	656	\$	120.00	\$ 78,720.00
Project Coordinator	31	\$	85.00	\$ 2,635.00
Registered Land Surveyor - Sr.	0	\$	145.00	\$ -
Registered Land Surveyor	0	\$	130.00	\$ -
Chief of Survey Crews	0	\$	110.00	\$ -
2-Person Survey Crew	0	\$	150.00	\$ -
Administrative Assistant	6	\$	65.00	\$ 390.00
TOTAL DIRECT LABOR				\$ 112,770.00
SUBTOTAL CONTRACT LABOR				\$ 112,770.00

Subtotal Contract Labor	\$	112,770.00
Subtotal Direct and Outside Expenses	\$	233.28
Subtotal Subconsultants	\$	40,550.00
Total Contract Fee	\$	153,553.28

Subtotal Allowances	\$	15,000.00
Total Contract Fee & Allowances	\$	168,553.28

DIRECT AND OUTSIDE EXPENSES				
DESCRIPTION	UNIT	UNIT RATE	QUANTITY	TOTAL
1 Personal Vehicle Mileage	Miles	\$ 0.54	\$ 432.00	\$ 233.28
2				\$ -
3				\$ -
4				\$ -
5				\$ -
REPRODUCTIONS - AT COST (Estimates Only)				
Printing (8-1/2" x 11")	Each	\$ 0.10		\$ -
Printing (11" x 17")	Each	\$ 0.15		\$ -
Bond Large Format	Each	\$ 1.44		\$ -
Mylar Large Format	Each	\$ 12.14		\$ -
Exhibits	Each	\$ 250.00		\$ -
Deliveries/Postage	Each	\$ 50.00		\$ -
SUBTOTAL DIRECT AND OUTSIDE EXPENSES				\$ 233.28

SUBCONSULTANTS FEE		
SUBCONSULTANT	TASK	FEE
1 Kimley Horn	Resident Engineer	\$ 34,750.00
2 MakPro Allowance	Public Outreach	\$ 5,800.00
3		
4		
5		
6		\$ -
7		\$ -
8		\$ -
9		\$ -
10		\$ -
SUBTOTAL SUBCONSULTANTS FEE		\$ 40,550.00

ALLOWANCES		
CONSULTANT/EXPENSES	TASK	FEE
1 Owner Allowance	Non-Scope Tasks	\$ 15,000.00
2		
3		
4		
5		
SUBTOTAL ALLOWANCES		\$ 15,000.00

CONTRACT TERMS			
PAYMENT METHOD		LUMP SUM	2020 Standard Hourly Rate Schedule
CONTRACT DURATION	X	TIME AND MATERIALS	(RPA RATE TABLE NAME)
	240	(CALENDAR DAYS)	
PROCUREMENT METHOD	X	SOLICITATION / DIRECT SELECT	
		ON-CALL TASK ORDER	
(ON-CALL CONTRACT NO.)			



DERIVATION OF COST PROPOSAL SUMMARY

Task	Description	# of Sheets	Principal	Project Manager - Sr./Engineering Dept Manager	Project Manager - Sr.	Project Engineer - Sr.	EIT	Inspection/Construction Observer	Project Coordinator	Registered Land Surveyor - Sr.	Registered Land Surveyor	Chief of Survey Crews	2-Person Survey Crew	Administrative Assistant	Total Hours By Task	Total Cost By Task
		Hourly Rate	\$ 245.00	\$ 200.00	\$ 180.00	\$ 140.00	\$ 115.00	\$ 120.00	\$ 85.00	\$ 145.00	\$ 130.00	\$ 110.00	\$ 150.00	\$ 65.00		
1	Precon Assistance															
1.1	Pre-Construction Meeting (1)				1		1		1						3	\$380.00
1.2	GMP review & comment				1		6								7	\$870.00
SUBTOTAL Precon Assistance			0	0	2	0	7	0	1	0	0	0	0	0	10	\$1,250.00
2.1	CM Weekly Meetings															
2.1.1	Conduct mtgs, agenda, minutes (16)				8		32		16						56	\$6,480.00
			0	0	8	0	32	0	16	0	0	0	0	0	56	\$6,480.00
2.2	CM CPM Schedule															
2.2.1	Review & comment baseline CPM						4								4	\$460.00
2.2.2	Review & comment monthly CPM (4)						4								4	\$460.00
SUBTOTAL CM CPM Schedule			0	0	0	0	8	0	0	0	0	0	0	0	8	\$920.00
2.3	CM RFIs															
2.3.1	Review, evaluate & respond (10)						15								15	\$1,725.00
2.3.2	Prepare & update log						4								4	\$460.00
SUBTOTAL CM RFIs			0	0	0	0	19	0	0	0	0	0	0	0	19	\$2,185.00
2.4	CM Shop Drawings															
2.4.1	Review, evaluate & respond (20)						30								30	\$3,450.00
2.4.2	Prepare & update log						4								4	\$460.00
SUBTOTAL CM Shop Drawings			0	0	0	0	34	0	0	0	0	0	0	0	34	\$3,910.00



DERIVATION OF COST PROPOSAL SUMMARY

Task	Description	# of Sheets	Principal	Project Manager - Sr./Engineering Dept Manager	Project Manager - Sr.	Project Engineer - Sr.	EIT	Inspection/Construction Observer	Project Coordinator	Registered Land Surveyor - Sr.	Registered Land Surveyor	Chief of Survey Crews	2-Person Survey Crew	Administrative Assistant	Total Hours By Task	Total Cost By Task
		Hourly Rate	\$ 245.00	\$ 200.00	\$ 180.00	\$ 140.00	\$ 115.00	\$ 120.00	\$ 85.00	\$ 145.00	\$ 130.00	\$ 110.00	\$ 150.00	\$ 65.00		
2.5	CM RFPs															
2.5.1	Prepare, evaluate & respond (5)						10								10	\$1,150.00
2.5.2	Prepare & update log						4								4	\$460.00
SUBTOTAL CM RFPs			0	0	0	0	14	0	0	0	0	0	0	0	14	\$1,610.00
2.6	CM T&Ms															
2.6.1	Prepare, evaluate & respond (5)						5								5	\$575.00
2.6.2	Prepare & update log						2								2	\$230.00
SUBTOTAL CM T&Ms			0	0	0	0	7	0	0	0	0	0	0	0	7	\$805.00
2.7	CM Field Directives															
2.7.1	Prepare, evaluate & respond (10)						10								10	\$1,150.00
2.7.2	Prepare & update log						4								4	\$460.00
SUBTOTAL CM Field Directives			0	0	0	0	14	0	0	0	0	0	0	0	14	\$1,610.00
2.8	CM - Contractor Payment Applications															
2.8.1	Review & evaluate pay apps (5)						10								10	\$1,150.00
2.8.2	Coord w/ City report & inspector reports						5								5	\$575.00
SUBTOTAL CM - Contractor Payment Applications			0	0	0	0	15	0	0	0	0	0	0	0	15	\$1,725.00
2.9	CM - Public Outreach															
2.9.1	Weekly coord, review & updates						8								8	\$920.00
SUBTOTAL CM - Public Outreach			0	0	0	0	8	0	0	0	0	0	0	0	8	\$920.00



DERIVATION OF COST PROPOSAL SUMMARY

Task	Description	# of Sheets	Principal	Project Manager - Sr./Engineering Dept Manager	Project Manager - Sr.	Project Engineer - Sr.	EIT	Inspection/Construction Observer	Project Coordinator	Registered Land Surveyor - Sr.	Registered Land Surveyor	Chief of Survey Crews	2-Person Survey Crew	Administrative Assistant	Total Hours By Task	Total Cost By Task
		Hourly Rate	\$ 245.00	\$ 200.00	\$ 180.00	\$ 140.00	\$ 115.00	\$ 120.00	\$ 85.00	\$ 145.00	\$ 130.00	\$ 110.00	\$ 150.00	\$ 65.00		
3.1	Construction Daily Inspection															
3.1.1	Daily onsite w/ reports				16			640							656	\$79,680.00
SUBTOTAL Construction Daily Inspection			0	0	16	0	0	640	0	0	0	0	0	0	656	\$79,680.00
3.2	Construction Project Closeout															
3.2.1	Compile nonconformance list						4								4	\$460.00
3.2.2	Schedule/conduct Substantial inspect						4								4	\$460.00
3.2.3	Prepare Substantial punch list						4								4	\$460.00
3.2.4	Schedule/conduct Final inspect						4								4	\$460.00
3.2.5	Complete/distribute completion certs						2								2	\$230.00
SUBTOTAL Construction Project Closeout			0	0	0	0	18	0	0	0	0	0	0	0	18	\$2,070.00
4.1	Utility Coordination															
4.1.1	Utility Coordination						12								12	\$1,380.00
SUBTOTAL Utility Coordination			0	0	0	0	12	0	0	0	0	0	0	0	12	\$1,380.00
5.1	Record Drawings															
5.1.1	Review Contractor's weekly redlines							16							16	\$1,920.00
5.1.2	Transfer Contractor Redlines to Mylars						24								24	\$2,760.00
5.1.3	Provide RE and LA Certification						1								1	\$115.00
5.1.4	Deliver RE Record Drawings (Mylar & PDF)						2								2	\$230.00
SUBTOTAL Record Drawings			0	0	0	0	27	16	0	0	0	0	0	0	43	\$5,025.00
6.1	Project Monitoring															
6.1.1	Monthly monitoring, invoice & report				6				9					6	21	\$2,235.00
SUBTOTAL Project Monitoring			0	0	6	0	0	0	9	0	0	0	0	6	21	\$2,235.00



DERIVATION OF COST PROPOSAL SUMMARY

Task	Description	# of Sheets	Principal	Project Manager - Sr./Engineering Dept Manager	Project Manager - Sr.	Project Engineer - Sr.	EIT	Inspection/Construction Observer	Project Coordinator	Registered Land Surveyor - Sr.	Registered Land Surveyor	Chief of Survey Crews	2-Person Survey Crew	Administrative Assistant	Total Hours By Task	Total Cost By Task
		Hourly Rate	\$ 245.00	\$ 200.00	\$ 180.00	\$ 140.00	\$ 115.00	\$ 120.00	\$ 85.00	\$ 145.00	\$ 130.00	\$ 110.00	\$ 150.00	\$ 65.00		
6.2	ManageSub-consultants															
6.2.1	Manage sub-consultants				3				5						8	\$965.00
SUBTOTAL ManageSub-consultants			0	0	3	0	0	0	5	0	0	0	0	0	8	\$965.00
Total Hours			0	0	35	0	215	656	31	0	0	0	0	6	943	
Total Dollars			\$ -	\$ -	\$ 6,300.00	\$ -	\$ 24,725.00	\$ 78,720.00	\$ 2,635.00	\$ -	\$ -	\$ -	\$ -	\$ 390.00		\$ 112,770.00

**PRECONSTRUCTION & CONSTRUCTION MANAGEMENT
ALMA SCHOOL ROAD AND PECOS ROAD CONSTRUCTION MANAGEMENT**

Project Tasks

1. PRE-CONSTRUCTION ASSISTANCE

1.1 MEETINGS

1.1.1 Preconstruction Conference Meetings

1.1.1.1 Consultant will attend one (1) Preconstruction Meeting.

1.2 DESIGN REVIEW

1.2.1 Project Design and Constructability Review

1.2.1.1 Consultant will perform a review of all construction documents for familiarity and for general conformance with City requirements.

1.3 COST MODELS & GUARANTEED MAXIMUM PRICE (GMP)

1.3.1 GMP

1.3.1.1 Upon receipt of CM@R's GMP submittal, Consultant will review, and provide comment to City, GMP utilizes unit prices in previous cost models and includes CM@R's Construction Fee, General Conditions Costs, Taxes, Insurance, Bonds, and Project Allowances and Contingencies.

2. CONSTRUCTION MANAGEMENT

2.1 Weekly Construction Meetings

2.1.1 Consultant must conduct weekly construction meetings. Consultant assumes sixteen (16) weekly meetings will be held.

2.2 CPM Schedule

2.2.1 Consultant must review and evaluate Contractor's initial CPM schedule and provide recommendations. CM assumes one (1) review of initial CPM schedule.

2.2.2 Consultant must review Contractor's monthly CPM schedule updates submitted with each payment application, identify CPM tasks behind schedule that may affect critical path items, project substantial and final completion dates and initiate correspondence to City regarding those tasks. Consultant assumes four (4) reviews of updated CPM schedule.

2.3 Requests for Information (RFI's)

2.3.1 Consultant must review, evaluate, and respond to Contractor Requests for Information (RFI's). Consultant assumes a maximum of seven (7) RFI responses.

2.4 Shop Drawing Submittals

2.4.1 Consultant must review, evaluate, and respond to Contractor shop drawing submittals. Consultant assumes a maximum of twenty (20) submittals.

2.5 Requests for Proposal (RFP)

2.5.1 Consultant must prepare, review responses (cost derivations) and provide recommendations for RFP documents detailing requested additional work tasks. Consultant assumes maximum of five (5) RFPs.

2.6 Time & Material (T&M)

2.6.1 Consultant must prepare, submit, document contractor's actual T&M work performed, approve and process T&M payment for additional work tasks. Consultant assumes maximum of five (5) T&Ms.

2.7 Field Directives (FD's)

- 2.7.1 Consultant must prepare FD documents detailing requested additional work tasks, review and evaluate Contractor FD responses and provide recommendations. Consultant assumes a maximum of ten (10) FD's.

2.8 Contractor Payment Applications

- 2.8.1 Consultant must review and evaluate Contractor monthly payment applications and make recommendation for payment. Consultant assumes a maximum of five (5) payment applications.
- 2.8.2 Coordinate payment application with the City quantity report and the inspectors' daily logs.

2.9 Public Outreach

- 2.9.1 Consultant must coordinate with the City and Ritoch-Powell for public outreach services.

3. CONSTRUCTION INSPECTION

3.1 Inspection Services

- 3.1.1 Consultant must provide supplemental construction inspection and site visits to review construction progress and construction issues. Consultant assumes one (1) site visit for three (3) hours per week for twelve (12) weeks.

3.2 Project Closeout

- 3.2.1 Consultant must review non-conformance list prior to Substantial Completion.
- 3.2.2 Consultant must schedule and conduct substantial and final completion inspection.
- 3.2.3 Consultant must prepare substantial completion punch list generated from substantial completion inspection.
- 3.2.4 Consultant must complete and distribute the substantial and final completion certificates.

4. UTILITY COORDINATION

4.1 Utility Coordination

- 4.1.1 Consultant must coordinate with utilities providers and City's utility departments.

5. MATERIALS TESTING

5.1 Quality Assurance (QA) Test Program

- 5.1.1 Consultant must review Contractor's QC testing reports.

6. RECORD DRAWINGS

6.1 Record Drawings

- 6.1.1 Review and monitor Contractor's weekly updates on red-line drawing set. Review Record Drawings prepared by Ritoch-Powell.

7. PROJECT MANAGEMENT

7.1 Project Management and Project Monitoring

- 7.1.1 Consultant must perform regular budget monitoring. Pay applications will be submitted monthly.

ASSUMPTION, CLARIFICATIONS, AND EXCLUSIONS

1. Application fees for City reviews and permits will be paid by CITY.
2. The Direct Expense Allowance will be used for normal reimbursable expenses on the project. Items must be billed at cost and backup must be provided with pay applications.
3. All meeting agendas and minutes will be prepared by Ritoch-Powell.
4. Kimley-Horn's understanding is that Kimley-Horn will provide Resident Engineer services and oversight for each of the tasks mentioned in this scope. A majority of the detailed reviews and effort will be done by Ritoch-Powell.
5. Consultant will not supervise, direct, or have control over the Contractor's work, nor shall the Consultant have authority to stop the work or have responsibility for the means, methods, techniques, equipment choice and usage, schedules, or procedures of construction selected by the Contractor, for safety programs incident to Contractor's work, or for any failure of Contractor to comply with any laws.
6. Consultant does not guarantee the performance of any Contractor and has no responsibility for the Contractor's failure to perform its work in accordance with the Contract Documents.
7. The following items are excluded from this scope of work:
 - a. Public Meetings
 - b. Material Testing
 - c. Private and Public Utility Relocation Design
 - d. GIS Survey and Topographic Survey

Kimley»Horn

Kimley»Horn		Sr. PM/Prof II	Sr. Prof.	Resident Engineer	Analyst	Designer	Admin.
TASK DESCRIPTION	SUBTOTAL	\$ 205.00	\$ 180.00	\$ 160.00	\$ 140.00	\$ 120.00	\$ 75.00
1 - PRE-CONSTRUCTION ASSISTANCE	\$ 2,720	-	-	17	-	-	-
1.1.1 Preconstruction Conference Meeting	\$ 640			4			
1.2.1 Project Design and Constructability Review	\$ 800			5			
1.3.1 GMP Review	\$ 1,280			8			
2 - CONSTRUCTION MANAGEMENT	\$ 19,680	-	-	123	-	-	-
2.1 Weekly Construction Meetings	\$ 6,400			40			
2.2 CPM Schedule	\$ 1,920			12			
2.3 Requests for Information (RFI)	\$ 1,120			7			
2.4 Shop Drawings	\$ 3,200			20			
2.5 Requests for Proposal (RFP)	\$ 1,600			10			
2.6 Time & Materials (T&M)	\$ 1,600			10			
2.7 Field Directives (FD)	\$ 2,400			15			
2.8 Contractor Payment Applications	\$ 800			5			
2.9 Public Outreach	\$ 640			4			
3 - CONSTRUCTION INSPECTION	\$ 7,360	-	-	46	-	-	-
3.1 Inspection Services	\$ 5,760			36			
3.2 Project Closeout	\$ 1,600			10			
4 - UTILITY COORDINATION	\$ 800	-	-	5	-	-	-
4.1 Utility Coordination	\$ 800			5			
5 - MATERIALS TESTING	\$ 800	-	-	5	-	-	-
5.1 Quality Assurance (QA) Test Program	\$ 800			5			
6 - RECORD DRAWINGS	\$ 1,120	-	-	7	-	-	-
6.1 Record Drawings	\$ 1,120			7			
7 - Project Management	\$ 1,770	-	2	6	-	-	6
7.1 Project Management and Project Monitoring	\$ 1,770		2	6			6
ALMA SCHOOL SUBTOTAL DIRECT LABOR	\$ 34,250	0	2	209	0	0	6
DIRECT EXPENSES							
EXPENSES	\$ 500						
ALMA SCHOOL TOTAL CONTRACT FEE	\$ 34,750						

From: [Teresa Makinen](#)
To: [Shea Perry](#)
Subject: [External] MakPro Estimate for Extension of Project - ST2004-401 Alma School Road Improvements
Date: Thursday, March 11, 2021 8:57:35 AM

Good morning Shea,

Thank First of all, thank you for the opportunity to take another look at our budget as it related to the additional effort for the extension of the Alma School Road Improvements project for an additional three months. additional three months, on behalf of MakPro, I would like to **request an increase to our budget of \$4,000**, bringing our grand total for the project to \$14,000. Our original budget was \$10,000, and through end of February we've expended \$8,200, leaving \$1,800 available. I've detailed the effort for the additional three months in the table below:

ALMA SCHOOL ROAD IMPROVEMENTS			
Activity	Principal Hrs (\$110/hr)	Associate Hrs (\$90/hr)	Total
Public Outreach Services			
Task 1: Develop & Maintain Project Website	6	4	\$1,020
Task 2: Progress Meetings (12)	6	12	\$1,740
Task 3: Public Communications	6	8	\$1,380
Task 4: Community Contact	6	10	\$1,560
Sub Total	23	34	\$5,700
Reimbursable Expenses			\$100
Grand Total			\$5,800
Remaining on contract			<\$1,800>
Additional Funds Requested			\$4,000

Please take a look and let me know if you have questions or need additional information. Thanks so much and have a great day!

Teresa Makinen
O: 480.890.1927
C: 602.421.3069