

CITY OF FLAGSTAFF PUBLIC WORKS

**Annual Street Maintenance Program (2020-2022)
Proposed Scope of Services
February 20, 2020**

Project Understanding

The proposed scope of work includes development of construction documents and opinion of probable construction cost for the annual street maintenance program. The location of annual improvements within the city changes year-to-year but the budgets are projected as constant. It is expected that the annual street maintenance budget for overlay and associated concrete improvements is ~\$3.5M, while the annual street maintenance budget for surface chip seal is ~\$2.5M.

This scope of services presents a consistent approach to development of construction documents that will be used each year of the contract. While the approach will remain consistent each year, it is understood that available budgets may be changed (increased or decreased) and may be cause for adjustments to the design fees.

Peak Engineering will subcontract with Northland Exploration Surveys, Inc. for surveying and mapping services, if deemed necessary. An allowance has been included in the proposal that will only be used if authorized by the City Senior Project Manager of Public Works.

SCOPE OF SERVICES

TASK 1: DATA COLLECTION & 30% CONSTRUCTION DOCUMENTS

Peak Engineering will provide the following services:

- Review, compile, organize and prepare for use, street programming and applicable data from the City of Flagstaff and utility companies, including OCI data, utility basemaps, and GIS information.
- Conduct field data collection activities in support of the overlay program. This will include street lengths, widths, concrete replacements, utility appurtenance data, existing survey monuments and infrastructure that may be impacted by construction. Concrete replacements will be identified by paint.
- Download, organize and manage the overlay data obtained during field data collection activities.
- Conduct field data collection activities in support of the chip seal program. This will include street lengths, widths, utility appurtenance data, existing survey monuments and infrastructure that may be impacted by construction.
- Conduct quality control activities to confirm data collection and organization.
- Prepare 30% cover sheet, general notes sheet, and detail sheet(s) for each program (overlay and chip seal).
- Prepare key map sheets for each program (overlay and chip seal).
- Prepare Improvement Schedules of Quantities for each program and include as plan sheets.
- Prepare an opinion of probable construction cost for each program (overlay and chip seal).
- Review 30% documents with the City of Flagstaff Public Works and CM@R.
- Meet with ADOT and franchise utilities as necessary.

Deliverables: 30% Construction Documents, Opinion of Probable Construction Cost

TASK 2: 60% CONSTRUCTION DOCUMENTS

Peak Engineering will provide the following services:

- Compile comments from the 30% review meeting and prepare responses to each in a comment response form.
- Revise the included streets based on comments received at the 30% review. These revisions will largely be based on project conflicts.
- Attend and participate in up to 3 meetings with the City of Flagstaff and CM@R contractor, including meeting with development engineering when 60% Construction Documents are complete.
- Conduct topographic surveying (if necessary) of elements such as manholes to be rebuilt. Authorization to use the topographic surveying allowance will be obtained from the City Senior Project Manager prior to commencing.
- Update the Cover Sheet, General Notes Sheet, Details Sheets and Keynote Sheets to reflect program changes.
- Include intersection striping.
- Update the Improvement Schedules of Quantities for each program based on 30% review comments.
- Update the opinion of probable construction cost for each program based on 30% review comments.
- Prepare Draft Special Provisions.
- Conduct internal quality control reviews.
- Submit 60% Construction Documents to the City of Flagstaff Public Works and CM@R for review and comment.
- Submit 60% Construction Documents to ADOT and franchise utilities for review and approval.
- Submit 60% Construction Documents to the City of Flagstaff Development Engineering as a courtesy submittal.

Deliverables: 60% Construction Documents, Opinion of Probable Construction Cost

TASK 3: PRE-FINAL CONSTRUCTION DOCUMENTS

Peak Engineering will provide the following services:

- Compile comments from the 60% review meeting and prepare responses to each in a comment response form.
- Revise the included streets based on comments received at the 60% review. These revisions will largely be based on budget constraints.
- Attend and participate in up to 3 meetings with the City of Flagstaff and CM@R contractor.
- Update the Cover Sheet, General Notes Sheet, Details Sheets and Keynote Sheets to reflect program changes.
- Update intersection striping.
- Update the Improvement Schedules of Quantities for each program based on 60% review comments.
- Update the opinion of probable construction cost for each program based on 60% review comments.
- Prepare updated Special Provisions.
- Conduct internal quality control reviews.
- Submit Pre-Final Construction Documents to the City of Flagstaff Public Works and CM@R for review and comment.
- Submit Pre-Final Construction Documents to ADOT for permitting, if required.
- Coordinate with franchise utilities to obtain project approval letters.

Deliverables: Pre-Final Construction Documents, Opinion of Probable Construction Cost. Documents at this stage are sealed by a Registered Professional Engineer.

TASK 4: FINAL CONSTRUCTION DOCUMENTS

Peak Engineering will provide the following services:

- Compile comments from the Pre-Final review meeting and prepare responses to each in a comment response form.
- Revise the construction documents based on comments received at the Pre-Final submittal.
- Attend and participate in up to 3 meetings with the City of Flagstaff and CM@R contractor.
- Finalize the Cover Sheet, General Notes Sheet, Details Sheets and Keynote Sheets to reflect comments.
- Finalize design elements.
- Finalize the Improvement Schedules of Quantities for each program.
- Finalize the opinion of probable construction cost for each program.
- Finalize Special Provisions.
- Conduct internal quality control reviews.
- Submit Final Construction Documents to the City of Flagstaff Public Works for approval.
- Coordinate with franchise utilities to obtain project approval letters, as necessary.

Deliverables: Final Construction Documents, Opinion of Probable Construction Cost

TASK 5: CONSTRUCTION PHASE SUPPORT

Peak Engineering will provide the following services:

- After approval of the Final Construction Documents, Peak Engineering will prepare a video log of each street to be affected by construction and will provide the videos to the City of Flagstaff Public Works in a format acceptable to the City.
- Repaint the concrete markings indicating removals for the City and Contractor use during construction.
- Provide additional engineering support as requested by the City of Flagstaff Public Works Senior Project Manager.

FEE SUMMARY

This proposal assumes that the payment provisions will be Time & Materials per Task. We will invoice monthly or at project submittals, for labor and expenses incurred up to the budget shown for each task. Certain assumptions govern each task, and these are presented in the scope of services. If the assumptions are incorrect or actual work requirements differ from the stated assumptions, including estimate of labor hours required, we will coordinate with the City Senior Project Manager of Public Works to adjust the fee.

The total proposed fee for basic services including subconsultant allowance, construction phase support and project expenses is ***\$169,925 per year***. Please refer to the attached cost detail spreadsheet for tasks, anticipated hours and hourly rates.

The total contract amount would be **\$509,775** including subconsultant allowances, construction phase support and project expenses for 3 years.

ASSUMPTIONS & EXCLUSIONS

Submittals will be made digitally in PDF format. Hard copy printing is available and a reprographic expense budget of \$500 annually has been included for plan set printing for the City and CM@R as requested.

This scope includes one courtesy submittal at 60% Construction Documents to the City of Flagstaff Community Development Department.

This scope does not include geotechnical engineering.

This scope does not include water or sewer design.

This scope does not include structural design.

This scope does not include a traffic impact study or analysis.

This scope does not include landscape, irrigation or wayfinding design.

This scope does not include environmental or cultural studies.