

CHANGE ORDER #4 REQUEST SCOPE OF SERVICES

Date: September 13, 2021

Project: John Wesley Powell Specific Plan Study, Phase 1

COF Project No: 03-16010 (PO 18-001394)

Peak Project No: 17COF02

Prepared For: David Pedersen, Capital Improvements Project Manager

Prepared By: Julie Leid, P.E., Peak Project Manager

We have prepared this change order request for the proposed alignment change to JW Powell Boulevard. Peak Engineering completed the conceptual roadway and public utility design for the alignment depicted in the regional plan in December 2020. This change order request is to develop a new alignment that extends from the current termination of JW Powell Boulevard at Pine Canyon to the east boundary of Canyon del Rio. The new alignment would bypass S. 4th Street.

The scope of this change order also includes additional coordination with large property owners and the residents of the neighborhoods served off of Herold Ranch Road. The public involvement effort will be facilitated by BetaPr. BetaPr's proposal is attached.

Our detailed scope of services for this change order request is presented as an additional task to the base contract. The task numbering in this change order request follows the numbering established in the base contract and preceding change orders.

BACKGROUND

In January 2021, the City hosted a virtual public meeting for residents in the S. 4th Street and Forestdale neighborhoods. City staff then conducted one-on-one meetings with individual homeowners that would be directly impacted by the proposed alignment. South 4th Street is currently a 60' wide private ingress, egress and utility easement and the proposed JW Powell Boulevard corridor would require a minimum of a 106' wide right of way plus drainage easements extending beyond the right of way. There was much concern expressed by homeowners on S. 4th Street about the property impacts, number of travel lanes, design speed and traffic volume.

In May 2021, the City hosted a meeting with the partner developer that recently acquired the ~405 state land parcel. This developer, Capstone Homes, is also developing Canyon del Rio and Juniper Point. A new alignment was discussed at this meeting that would reduce the total roadway length, provide a more direct route through the former state land parcel, and eliminate the section of JW Powell through the S. 4th street neighborhood. The design team hosted additional coordination meetings with the developer's engineer to evaluate the viability of an alternate alignment.

In August 2021, City staff met with Little America leadership and discussed the possibility of an alternate alignment. Although there wasn't endorsement of an alternate alignment, it was not met with objection.

TASK 1B: PROJECT MANAGEMENT & PUBLIC INVOLVEMENT

This is a continuation of the task in the original scope of services and includes additional coordination and public outreach for development of the alternate alignment.

We anticipate and have budgeted for an additional 10 meetings. These meetings may include residents of the S. 4th neighborhood and Forestdale Neighborhoods, large property owners and City staff. These meetings could be one-on-one, small group, or boards/commissions at the discretion of City staff for the budgeted time. *(40 hours of PM time)*.

This phase includes preparation and participation in a community meeting for the residents of S. 4th Street and Forestdale. We have included time to support BetaPr in preparation of a mailer and notification. In addition to attending the public meeting, we anticipate providing content for the presentation and conducting a practice presentation. *(20 hours of PM time and 20 hours of PE time)* Note that BetaPr's proposal includes up to four separate mailers to residents in the S. 4th Street and Forestdale neighborhood. These mailers can be used to notify residents of the community-wide open house and Council at the discretion of City staff.

We anticipate and have budgeted for a presentation to City Council. In addition to attending the Council meeting, we anticipate providing content for the presentation, coordinating with City staff on speaking roles and conducting a practice presentation. *(12 hours of PM time)*

We anticipate and have budgeted for a community-wide open house (not limited to residents of S. 4th Street and Forestdale). *(10 hours PM time, 10 hours PE time)*. BetaPr will provide press releases and social media support to notify community members per their proposal.

We anticipate and have budgeted for regular project update meetings with City staff for the duration of the concept design. *(8 hours PM time and 8 hours PE time)*

TASK 4C: CONCEPTUAL ROADWAY DESIGN FOR ALTERNATE ALIGNMENT

Peak Engineering will prepare approximately 30% design of the alternate alignment of JW Powell Boulevard from the current terminus at Pine Canyon to the east boundary of Canyon del Rio. The alternate alignment is approximately 8,500 LF (~1.6 miles).

Scope of work for 30% design includes:

Plan and profile sheets showing preliminary horizontal and vertical geometry. We will station and label the centerline, we will show and label the centerline vertical geometry in profile view. Sheets will be 24"x36" at 1" = 40' unless otherwise directed by the City. Plan view will show key roadway features such as medians, curbs, sidewalk, ditches and match-up slopes. We will revise the typical cross sections for the new alignment at key locations. We do not intend to prepare back of curb profiles. We anticipate approximately 11 plan and profile sheets plus sheets for cover, notes & details and typical sections.

Identification of drainage crossing & size (estimate) culverts/boxes/major crossings as determined in Task 7A. We will show FEMA limits and impacts at the Rio de Flag crossing.

Based on the proposed grading limits, we will evaluate right of way and easements (TCE, slope, PUE, etc) that would be needed to show property impacts

This task does not include design of intersections for the collector network. However, we will identify possible locations for intersections and show a collector centerline at these locations.

TASK 5A: PUBLIC UTILITIES FOR ALTERNATE ALIGNMENT

Peak Engineering will evaluate alternate alignments for the water transmission and the sewer trunk line and will prepare a stand-alone water and sewer layout sheet to capture the proposed changes to the overall network. We anticipate one sheet at a scale of 1"=400' to depict the changes.

This task includes profiling the sewer in AutoCAD to ensure feasibility of gravity flow but does not include preparation of design sheets showing the profile.

Where water and sewer is aligned with the new roadway, we will show these alignments in the background of the roadway design sheets.

TASK 6A: RE-EVALUATE RESOURCE PROTECTION

Peak Engineering will prepare an exhibit of the proposed alignment corridor and its relationship with wildlife corridors, endangered species, open space and trails, drainage ways, tree resources and slopes. We will rely on the City to provide information related to endangered species such as prairie dog colonies. We will use information already provided by Arizona Game and Fish to show wildlife corridors. Open space will be shown in the areas of Hoffman tank. We anticipate two meetings with City planning staff to determine areas shown as open space.

TASK 7A: REVISE PRELIMINARY DRAINAGE ANALYSIS

The original scope of services included preliminary hydrologic calculations and watershed delineation based on existing (undeveloped) conditions. This change order includes conceptual sizing of crossing drainage structures for the alternate alignment.

The original alignment included bridge crossings spanning the channel canyon. The alternate alignment crosses the Rio de Flag in a much wider, open and flatter section of the channel which may require some channel improvements to funnel stormwater to a structure. This change order includes sizing the drainage structure crossing of the Rio de Flag for the 100-year discharge. This drainage structure could be concrete or corrugated arches, box culverts or bridge. We will rely on the City to provide a design discharge rate for the Rio de Flag for this analysis. Analysis will be based on GIS contours.

We anticipate there will need to be channel modifications where the Rio de Flag crosses the proposed alternate alignment. We will include a plan and profile sheet of the channel crossing showing conceptual level grading.

We anticipate that JW Powell will include curb and gutter and will require stormdrain. We will perform roadway capacity calculations for spacing of catch-basins and preliminary sizing for stormdrain. We will show stormdrain infrastructure in the plan view of the concept plans. We do not intend to show stormdrain profiles on the concept plans. We will evaluate possible conflicts of proposed gravity systems (sewer & stormdrain).

TASK 8A: CONSTRUCTION COST COMPARISON

Peak Engineering will revise quantities for the new alignment and will provide a quantity comparison of the original alignment to the alternate alignment. This can be used to evaluate the magnitude of the cost difference between alignments.

This task does not include preparation of a detailed opinion of probable construction cost.

EXCLUSIONS

Design of the collector network

Land use analysis (Swaback’s work on the framework & collector network)

Profiles for water and sewer extensions.

Cost-benefit analysis of bridge/structure types for the Rio de Flag crossing.

OVERALL FEE SUMMARY

Task	Description	Current Contract Amount	CO#4	Total
1	PM & Meetings – Peak	\$40,365		\$40,365
1A	Public Involvement	\$40,995		\$40,995
1B	PROJECT MANAGEMENT & Public Involvement		\$19,460 (Peak) \$14,366 (BetaPr)	\$33,826
2	Conceptual Collector Street Network – Charlier	\$13,446.25		\$13,446.25
3 (A&B)	Public Facilities – Swaback	\$69,630		\$69,630
4 (A&B)	Conceptual Roadway Design – Peak	\$90,195		\$90,195
4C	Conceptual Roadway Design for Alternate Alignment		\$36,885	\$36,885
5	Public Utilities – Peak & Entellus	\$55,159		\$55,159
5A	Public Utilities for Alternate Alignment		\$11,550	\$11,550
6	Resource Protection - Peak	\$10,705		\$10,705
6A	Re-evaluate Resource Protection		\$7,965	\$7,965
7	Preliminary Drainage Analysis - Peak	\$35,330		\$35,330
7A	Revise Preliminary Drainage ANALYSIS		\$19,290	\$19,290
8	Engineer’s Opinion of Construction Cost – Peak & Entellus	\$10,775		\$10,775
8A	Construction Cost Comparison		\$3,420	\$3,420
	Direct Project Expenses (Allowance) – Peak, Entellus, Swaback & BetaPr	\$4,025	\$500 (Peak) \$2,917.34 (BetaPr)	\$7,442.34
	TOTAL Proposed Budget	\$370,625.25	\$115,353.34	\$486,978.59

END

Client Name: City of Flagstaff	Client Information	
Project Name: JW Powell Study Phase 1 with CO#4	Name: David Pedersen	
Project Number: 17COF02	Address:	Phone:
		Email:

Project Budget Summary 2020-09-03

Task	Task Description	Principal Engineer	Project Manager	Project Engineer	Designer	Engineering Intern	Land Surveyor	Survey Team Member	Clerical	Labor Cost per Task
		\$175	\$155	\$145	\$120	\$70	\$100	\$0	\$60	
1	PM & Meetings	\$ -	\$ 27,590	\$ 11,600	\$ -	\$ -	\$ -	\$ -	\$ -	40,365.00
1A	CO#3 - Public Involvement	\$ -	\$ 8,680	\$ 10,150	\$ 5,280	\$ -	\$ -	\$ -	\$ -	24,110.00
1B	PM & PI	\$ -	\$ 13,950	\$ 5,510	\$ -	\$ -	\$ -	\$ -	\$ -	19,460.00
2	Conceptual Collector St. (Charlier)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
3	Public Facilities (Swaback)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
4	Conceptual Roadway Design	\$ -	\$ 11,625	\$ 33,930	\$ 44,640	\$ -	\$ -	\$ -	\$ -	90,195.00
4C	Conceptual Roadway Design for Alt Alignment	\$ -	\$ 6,045	\$ 10,440	\$ 20,400	\$ -	\$ -	\$ -	\$ -	36,885.00
5	Public Utilities (Peak plans)	\$ -	\$ 1,860	\$ 8,120	\$ 14,400	\$ -	\$ -	\$ -	\$ -	24,380.00
5A	Public Utilities for Alt Alignment	\$ -	\$ 2,170	\$ 2,900	\$ 6,480	\$ -	\$ -	\$ -	\$ -	11,550.00
6	Resource Protection	\$ -	\$ 1,705	\$ 3,480	\$ 5,520	\$ -	\$ -	\$ -	\$ -	10,705.00
6A	Re-evaluate Resource Protection	\$ -	\$ 2,325	\$ 3,480	\$ 2,160	\$ -	\$ -	\$ -	\$ -	7,965.00
7	Prelim. Drainage Analysis	\$ -	\$ 2,790	\$ 13,340	\$ 19,200	\$ -	\$ -	\$ -	\$ -	35,330.00
7A	Revise Preliminary Drainage Analysis	\$ -	\$ 1,550	\$ 7,540	\$ 10,200	\$ -	\$ -	\$ -	\$ -	19,290.00
8	EOPCC	\$ -	\$ 2,325	\$ 7,250	\$ 1,200	\$ -	\$ -	\$ -	\$ -	10,775.00
8A	Construction Cost Comparison	\$ -	\$ 310	\$ 2,030	\$ 1,080	\$ -	\$ -	\$ -	\$ -	3,420.00
LABOR TOTAL:		\$ -	\$ 82,615	\$ 117,740	\$ 129,480	\$ -	\$ -	\$ -	\$ -	334,430.00

Reimbursable Project Expenses		
A	Printing & Reprographics*	\$ 1,000.00
B	Swaback Expenses	\$ 1,178.75
C	Entellus Expenses	\$ 500.00
D	Entellus-Peak Sewer CAD Allowance	\$ 1,440.00
E	BetaPr Mailings	\$ 406.25
F	BetPr Mailings (CO4)	\$ 2,917.34
RPE TOTAL:		\$ 7,442.34

*added \$500 for CO4

Sub-Consultants		Markup	
Charlier		10%	\$ 13,446.25
Swaback		10%	\$ 69,630.00
Entellus (Sewer Only)		10%	\$ 30,779.00
BetaPr	\$ 3,350	10%	\$ 3,685.00
Swaback CO#3	\$ 12,000	10%	\$ 13,200.00
BetaPr CO#4	\$ 13,060	10%	\$ 14,366.00
SUB-CONSULTANT TOTAL:			\$ 145,106.25

PROJECT TOTAL: \$ 486,978.59

September 10, 2021

Ms. Julie Leid
Peak Engineering, Inc.
201 East Birch Avenue, Suite 3
Flagstaff, Arizona, 86001

Submitted via e-mail to julie@peakegr.com

Re: J.W. Powell Extension Project: Alternative Roadway Alignment Concept Plan - Cost Quote for Public Involvement Services

Ms. Leid

Beta Public Relations (BetaPr) respectfully submits this Public Involvement Services cost quote for the J.W. Powell Extension Project: Alternative Roadway Alignment Concept Plan. The project consists of design work to create and present an alternative alignment of the proposed J.W. Powell Extension. Due to the eventual benefits and potential impacts to area stakeholders, public involvement is important to managing perception of the project.

BetaPr has developed a comprehensive approach to public outreach and notification for the Flagstaff community. Outlined below are the tasks associated with the project and estimated cost. If necessary, we can adjust our estimate to accommodate any changes to the scope of work.

Project Task	Estimated Cost
Task 1 – Project Notification Flier Design and Production BetaPr will design and produce as many as four (4) project notification fliers for distribution. Each flier will be tailored specifically for each planned meeting, and will highlight pertinent project details, important meeting information, and how to connect with the project team.	\$3,500.00
Task 2 – Project Notification Flier Mailing Each project notification flier will be mailed directly to previously identified property owners and residents along the project corridor whose addresses were generated from the Coconino County Assessor's website. In addition to this distribution, project notification fliers may be bulk mailed to fully saturate the area surrounding the project corridor ahead of the larger community meeting for the Flagstaff public.	\$960.00

<p>Task 3 – Facilitate Meetings</p> <p>BetaPr will facilitate as many as four (4) meetings with area stakeholders and the community at large. BetaPr will work in conjunction with the Project Team to facilitate and host at least one (potentially three) neighborhood meeting(s) with all of the small-parcel property owners that were involved in the first neighborhood meeting. In addition to meeting with small-parcel property owners, BetaPr will promote and facilitate one (1) large community open house meeting for the Flagstaff public. Facilitation efforts include producing meeting materials and signage, assisting with presentations, and meeting set-up and take-down. Due to COVID-19, the project team may consider utilizing a virtual meeting to connect with stakeholders. Virtual meeting facilitation includes obtaining the meeting software, creating the meeting invitation, and mediating the digital comments and presentation. After each meeting is complete, a meeting summary will be provided to the team compiling all comments and input received.</p>	<p>\$7,400.00</p>
<p>Task 4 – Newspaper Advertisement Design and Publication</p> <p>To reach a larger audience to promote the open house meeting for the Flagstaff community, BetaPr will design a newspaper advertisement for publication in the <i>Arizona Daily Sun</i>. The advertisement will invite interested parties to attend the community meeting, highlight project details, and provide information on how to connect with the project team.</p>	<p>\$750.00</p>
<p>Task 5 – Press Releases and Social Media Support</p> <p>BetaPr will develop a press release and generate copy for social media updates prior to the community-wide open house meeting, with follow-up releases generated as needed. Press releases and social media updates will be provided to the City's Public Affairs Director to disseminate.</p>	<p>\$450.00</p>
<p>Total Estimated Labor Expenses</p>	<p>\$13,060.00</p>

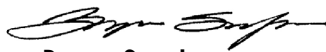
Direct Expenses	Estimated Cost
<p>Printing – 600 pieces* x \$0.50 per piece (150 per meeting) <small>* Includes mailings and supplying copies to project team.</small></p>	<p>\$300.00</p>
<p>Direct mail postage – 460 pieces* x \$0.55 per piece (115 per meeting) <small>* Includes property owner's addresses generated from the Coconino County Assessor's website.</small></p>	<p>\$253.00</p>
<p>Bulk mail postage – 3,288 pieces * x \$0.28 per piece <small>* Based on current USPS data to fully saturate the project corridor and surrounding area, totaling 3,154 residents and 134 business addresses.</small></p>	<p>\$920.64</p>

Community meeting visual aids – Printing and reproduction	\$250.00
Newspaper advertising fee – One publication run in the <i>Arizona Daily Sun</i>	\$1,193.70
Total Estimated Direct Expenses	\$2,917.34

Total Estimated Project Cost \$15,977.34

Thank you for the opportunity to work on this project. If you have any questions regarding the scope of work, feel free to contact me at (928) 440-5080. We look forward to working with Peak Engineering, Inc. to provide effective public relations support for the J.W. Powell Extension Project: Alternative Roadway Alignment Concept Plan.

Sincerely,



Bryce Snyder
Principal
BetaPr