

CITY OF FLAGSTAFF



CONFIRMING CHANGE ORDER NO. _____
 CONSULTING CONTRACT CHANGE ORDER NO. 5
 CONSTRUCTION CONTRACT CHANGE ORDER NO. _____
 CONTRACT ALLOWANCE UPDATE NO. _____

PROJECT NO. ST3369 **PROJECT NAME:** J.W. Powell Specific Plan Study
FILE NO. 03-16010 **PROJECT MANAGER:** David Pedersen
TO: Peak Engineering, Inc.

You are hereby directed to make the herein described changes from the plans and/or specifications or perform the following described work not included in the plans and/or specifications of this contract. Description of work to be done:

This change order request is to complete a Specific Plan as part of the J.W. Powell Specific Plan Study. The Specific Plan will create a robust planning initiative for the entire study area and include careful coordination with City Staff and leadership, study area landowners, and community members.

Change Order originated by: CITY OF FLAGSTAFF CONTRACTOR CONSULTANT OTHER: _____

Project Manager	<u>05/18/2023</u> Date	Approval Recommended	
Department Head	_____	Approval Recommended	_____
	Date		
Water Services	<u>5/19/2023</u>	Approval Recommended	_____
	Date		
Public Works	<u>5/22/2023</u>	Approval Recommended	_____
	Date		
Eng. and Capital Improvements	<u>5/23/2023</u>	Approval Recommended	_____
	Date		
City Attorney	_____	Approval Recommended	ABSENT
	Date		
Purchasing (Chair)	_____	Approval Recommended	_____
	Date		
City Manager	_____	Approval Recommended	_____
	Date		

		END DATES	
ORIGINAL CONTRACT PERIOD	<u>265</u> Days	(12/30/18)	ORIGINAL CONTRACT \$ <u>316,299.00</u>
PRIOR TIME CHANGES	<u>1378</u> Days	(10/08/22)	TOTAL PRIOR VALUE CHANGES \$ <u>169,679.59</u>
THIS TIME CHANGE	<u>601</u> Days	(05/31/24)	VALUE OF THIS CHANGE \$ <u>220,142.62</u>
NEW CONTRACT PERIOD	<u>2244</u> Days	(05/31/24)	NEW CONTRACT \$ <u>706,121.21</u>

We, the undersigned consultant, have given careful consideration to the change proposed and hereby agree, if this proposal is approved, that we will provide all equipment, furnish all materials, except as may otherwise be noted above and perform all services necessary for the work above specified and will accept as full payment therefore the prices and time extensions shown above.

FIRM NAME: Peak Engineering, Inc.

Accepted Date: May 10, 2023 **By:** Julie Leid, Principal

COST ANALYSIS:

The cost of this change order will be \$220,142.62.

As of 12/1/2022, no further work will be performed, or deliverables made on the basic scope of services and approved change orders (1-4). The balance remaining in the current contract amount has been reallocated and shown as a carry-forward for this change order request. This reallocation was noted in Field Order 17.

The breakdown of the requested \$220,142.62 is below:

Task SP1 – Project Management & Meetings (*Peak Engineering*) – \$41,760.00
Task SP2 – Traffic Planning Support (*Burgess & Niple*) – \$16,500.00 (includes 10% subconsultant markup)
Tasks 1 through 5 (*Swaback*) – \$242,000.00 (includes 10% subconsultant markup)
Project Expenses – \$25,000.00 (direct cost printing, postage, mileage)
Reallocation of Remaining Funds of Contract 2017-63: *(\$105,117.38)*
SUBTOTAL Change Order #5: \$220,142.62 (amount being requested)
Current Contract Amount: \$485,978.59
New Contract Amount: \$706,121.21

The cost and deliverable breakout of Swaback’s scope of work:

TASK 1 – Critical Review of Background Information*Deliverables:*

- 1a. Preparation of base mapping (compilation of existing data and documents)
- 1b. Preparation of Project Schedule with key meeting dates
- 1c. Memorandum on Project Goals and Objectives with planned key Elements
- 1d. Memorialize the Public Participation Plan
- 1e. “Check-In/ Introduction Meeting with Stakeholder Group (landowners)
- 1e. Orchestrate Community Project “Kick-Off” Meeting
- 1f. Kick-off the Market Analysis/ Research Effort

Cost \$40,000.00

TASK 2 – Analysis of the Land Area*Deliverables:*

- 2a. Refined Environmental Overlay Analysis (slopes, floodplains, etc.)
- 2b. Refined Open Space Overlay Analysis (wildlife corridors, vegetation, hydrology, etc.)
- 2c. Refined Trail Connectivity Analysis/ Considerations
- 2d. Refined Transportation Planning Analysis/ Considerations
- 2e. Opportunities and Constraints Summary Mapping of Sensitive Lands
- 2f. Public Facilities/ Services Refined Considerations
- 2g. Key Related Draft Goals and Policies for **Natural** Environment
- 2h. Orchestrate Initial Strategy Meeting with Stakeholders (Landowners)
- 2i. Market Summary Recommendations Memorandum on Capacity Potential (density & intensity)

Cost \$40,000.00

TASK 3 – Preliminary Plan Framework*Deliverables:*

- 3a. “Hybrid” Planning Options for Built Environment (a minimum of three scenarios/ land use)
- 3b. Configuration of Place Types associated with scenarios
- 3c. Trail Connectivity Options and Draft Recommendations
- 3d. Open Space Options and Draft Recommendations
- 3e. Architecture, Site Design and Landscape Character
- 3f. Key “Great” Streets and Roadway Network Framework
- 3g. Market Summary Recommendations Memorandum on Capacity Potential (density & intensity)

- 3h. Key Related Draft Goals and Policies for **Built** Environment
 - 3i. Orchestrate Community Open House
 - 3j. Orchestrate Stakeholder Work Session
 - 3k. Orchestrate City Council “Progress” Presentation
- Cost \$50,000.00**

TASK 4 – Crystalizing the Planning Strategy

Deliverables:

- 4a. Preferred “Hybrid” Planning Options for Built Environment (a minimum of three scenarios/ land use)
 - 4b. Preferred Place Types
 - 4c. Preferred Trail Connectivity Plan
 - 4d. Preferred Open Space Plan
 - 4e. Refined Architecture, Site Design and Landscape Character
 - 4f. Refined Key “Great” Streets and Roadway Network Framework
 - 4g. Key Related Draft Goals and Policies for **Human** Environment
 - 4h. Orchestrate Community Open House
 - 4i. Orchestrate Stakeholder Work Session
 - 4j. Orchestrate City Council “Progress” Presentation
- Cost \$40,000.00**

TASK 5 – Final Report

Deliverables:

- 5a. Preliminary Draft Report for COF staff review (electronic format in InDesign)
 - 5b. Final DRAFT Report (electronic format in InDesign)
 - 5c. Delivery of all final materials (organized in an easy to access series of file folders)
 - 5d. Orchestrate Presentation to the Planning Commission
 - 5e. Orchestrate Presentation to the City Council
 - 5f. Final Specific Plan (electronic format in InDesign)
 - 5g. Project Close-Out and Exit Interviews with COF staff/ management team
- Cost \$50,000.00**

The funding for this change order will come from account 048-10-117-3369-6-4441 which is funded by Proposition 419. Proposition 419 was approved by voters in November 2018 and has authorized funding of \$295,500.00 for FY2022/2023.

CITY OF FLAGSTAFF			PROJECT STATUS FORM	
PROJECT NAME: J.W. Powell Specific Plan Study			<input checked="" type="checkbox"/> Design <input type="checkbox"/> Construction <input type="checkbox"/> Other	
PROJECT NO. ST3369			FILE NO. 03-16010	
ACCT. NO.	001-09-402-3369-6-4421		0%	329,224.00
	048-05-119-3460-6-4426		0%	\$41,401.25
	048-05-119-3460-6-4426		0%	\$115,353.34
	048-10-117-3369-6-4441		100%	\$220,142.62
PROPOSED CONTRACT TOTAL <i>(Includes Original Contract Amount & All Change Orders)</i>				\$706,121.21
COUNCIL APPROVAL:		February 20, 2018	ORIGINAL CONTRACT AMOUNT: \$316,299.00	
PROJECT BUDGET (3369)		\$295,500.00	FY: 2022/2023	
PROJECT BUDGET (3369)		\$500,000.00	FY: 2023/2024	
NOTICE TO PROCEED:		April 9, 2018	ORIGINAL CONTRACT PERIOD (calendar days): 265	
ORIGINAL COMPLETION DATE:		December 30, 2018	ORIGINAL CONTRACT ALLOWANCE: \$0	
CONSULTANT: Peak Engineering, Inc.			LOCATION: Flagstaff, AZ	
CITY PROJECT MANAGER: David Pedersen				
Change Orders	C.O. Amount/ Allowance Amt	C.O. Days	Council Date	REASON FOR CHANGE
Revision Date	New Total	New Total	New Comp. Date	
Change Order 1	\$12,925.00	265	02/20/2018	Alternative alignment study for South Fourth St. / JWP
11/08/2018	\$329,224.00	361	04/05/2019	
Field Order 1	0	30	02/20/2018	Project on hold
03/28/2019	\$329,224.00	391	05/05/2019	
Field Order 2	0	30	02/20/2018	Project on hold
04/17/2019	\$329,224.00	421	06/04/2019	
Field Order 3	0	30	02/20/2018	Project on hold
06/04/2019	\$329,224.00	451	07/04/2019	
Field Order 4	0	30	02/20/2019	Project on hold
06/25/2019	\$329,224.00	481	08/03/2019	
Field Order 5	0	30	02/20/2018	Project on hold
08/03/2019	\$329,224.00	511	09/02/2019	
Field Order 6	0	30	02/20/2018	Project on hold
09/02/2019	\$329,224.00	541	10/02/2019	
Field Order 7	0	30	02/20/2019	Project on hold
09/30/2019	\$329,224.00	571	11/01/2019	
Field Order 8	0	30	02/20/2018	Project on hold
10/28/2019	\$329,224.00	601	12/01/2019	

Field Order 9	0	30	02/20/2018	Project on hold
11/27/2019	\$329,224.00	631	12/31/2019	
Field Order 10	0	30	02/20/2018	Project on hold
12/23/2019	\$329,224.00	661	01/30/2020	
Field Order 11	0	30	02/20/2018	Project on hold
01/15/2020	\$329,224.00	691	02/29/2020	
Field Order 12	0	30	02/20/2018	Project on hold
02/20/2018	\$329,224.00	721	03/30/2020	
Field Order 13	0	30	02/20/2018	Project on hold
03/25/2020	\$329,224.00	751	04/29/2020	
Field Order 14	0	30	02/20/2018	Project on hold
04/28/2020	\$329,224.00	781	05/29/2020	
Field Order 15	0	30	02/20/2018	Project on hold
05/26/2020	\$329,224.00	811	06/28/2020	
Change Order 2	0	262	02/20/2018	Time extension necessary to complete project upon new timeline and scope of work.
06/24/2020	\$329,224.00	1073	03/17/2021	
Field Order 16	0	0	02/20/2018	Reallocation of unbilled line items to line items which increased in expense when planning scope of work was increased.
07/23/2020	\$329,224.00	1073	03/17/2021	
Change Order 3	\$41,401.25	30	02/20/2018	Additional public involvement during Phase 1
09/22/2020	\$370,625.25	1103	04/16/2021	
Change Order 4	\$115,353.34	540	02/20/2018	Additional design work and analysis, public involvement, and partner meetings for proposed new alignment
09/23/2021	\$485,978.59	1643	10/08/2022	
Field Order 17	0	0	02/20/2018	Reallocation of unbilled line items to line items which would allow for increased planning efforts in preparation of the Specific Plan effort
01/27/2023	\$485,978.59	1643	10/08/2022	
Change Order 5	\$220,142.62	601	02/20/2018	Request for additional time and funding to complete a Specific Plan
03/16/2023	\$706,121.21	2244	05/31/2024	
FINAL PAYMENT	\$706,121.21	2244	05/31/2024	

COMMENTS: The allocations shown above are inclusive of all Change Orders shown.

Purchase Order Number:	18-001394	Line Number:	1	Amount	\$706,121.21