



RESOLUTION No. 2015-3192

A RESOLUTION TO AUTHORIZE THE CITY MANAGER TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH PROJECT DELIVERY GROUP, LLC TO DESIGN THE CITY'S BLAINE STREET STORMWATER PROJECT IN THE AMOUNT OF \$224,626.00.

RECITALS:

1. The City of Newberg's current stormwater master plan identifies the Blaine Street storm design and construction improvements as one of the highest priority projects in the City.
2. The stormwater improvement project is needed to replace the aging, under capacity pipes, to reduce the risk of blockages and sinkholes, and to relocate the pipes away from existing buildings.
3. The City advertised the project in the Daily Journal of Commerce and received four qualified proposals through the Request for Proposals process.
4. Project Delivery Group, LLC was selected as the most qualified consultant per ORS. 279C.110.
5. Project Delivery Group, LLC submitted a detailed proposal outlining the scope of work with a reasonable phase-by-phase cost breakdown included in Exhibit "A" and by this reference incorporated.

THE CITY OF NEWBERG RESOLVES AS FOLLOWS:

1. The City Council, acting as contract review board for the City, does hereby authorize the City Manager to enter into a Professional Services Agreement with Project Delivery Group, LLC to complete the City's Blaine Street Stormwater Project that includes the engineering design, bid and construction phase services in the amount of \$224,626.00.
2. The City Manager is authorized to amend the Professional Services Agreement up to ten (10) percent of the original contract amount.

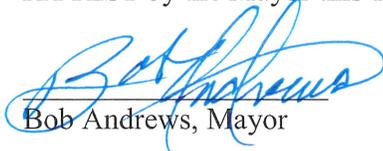
➤ **EFFECTIVE DATE** of this resolution is the day after the adoption date, which is: June 16, 2015.

ADOPTED by the City Council of the City of Newberg, Oregon, this 15th day of June, 2015.

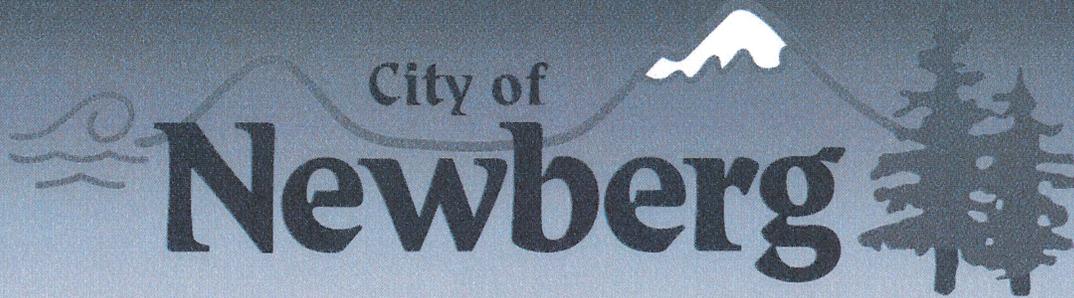


Sue Ryan, City Recorder

ATTEST by the Mayor this 18th day of June, 2015.



Bob Andrews, Mayor



SCOPE & FEE SCHEDULE
FOR
BLAINE STREET
STORMWATER DESIGN
PROJECT

Project Delivery Group, LLC | www.pdgnw.com

3150 22nd St SE Salem, OR 97302 | 503-364-4004 | pdg@pdgnw.com



CIP NO. 717711



June 8, 2015

Paul Chiu, P.E. Senior Engineer
City of Newberg
414 E 1st Street (PO Box 970)
Newberg, OR 97132

RE: BLAINE STREET STORMWATER DESIGN PROJECT Scope & Fee Schedule – CIP No. 717711

Dear Mr. Chiu,

Project Delivery Group (PDG) and our design team are excited to provide engineering design, land surveying, and project management services for the Blaine Street Stormwater Project. Attached is our project scope and fee schedule for design of the Blaine Street Stormwater improvements and construction services for Phase 1. As instructed, we have included video inspection of the storm mains, 12" and greater, and vacuum excavation of utility crossings within our scope. We have revised this scope and fee schedule to include construction staking for the project to be constructed in one phase. If the project is broken into separate phases, we will revisit the staking needs, assumptions, and fee with the City's Project Manager during each new construction phase of the project.

The total cost for design and construction services is \$224,626. The two components to the project are design (\$177,941) and construction services (\$46,685). According to your stormwater master plan, the estimated design cost for this project is \$180,000 and the combined "Construction & General Administration" services cost is \$46,717, for a combined total of \$226,717. Our design and construction services cost are within the estimated project costs and throughout the project we will look for efficiencies and cost reductions where possible to deliver your project on time and within or under budget.

As stated in our proposal, I will be your primary contact for this project and am authorized to negotiate and sign all contracts, modifications, and amendments requested or required by the City.

We have enclosed three (3) copies of our scope and fee schedule for your review and can provide you with a PDF version for your staff reports when needed. We appreciate this opportunity to work with the City of Newberg again and look forward to hearing from you. Please feel free to contact me at 503.364.4004 (office), 503.679.9237 (cell), 503.886.8924 (fax), or by email at geraldf@pdgnw.com if you have any questions.

Sincerely,
Project Delivery Group, LLC



Gerald Fisher, PE, Senior Project Manager

PROJECT SCOPE

Task 1.0 General Project Management

- Prepare and manage work plan and schedule
- Prepare monthly status reports (design)
- Review and submit monthly pay requests (design)
- Prepare monthly status reports (construction)
- Review and submit monthly pay requests (construction)

Task 2.0 Conceptual Design Phase

- Schedule and attend project kick-off meeting
- Coordinate project with SP Fiber representatives
- Coordinate project with railroad representatives
- Coordinate project with residential and commercial property owners
- Coordinate project with franchise utilities representatives
- Coordinate project with ODOT representatives
- Review city as-built documents
- Review ongoing storm system issues with the Maintenance Division
- Perform and review video inspection of storm system 12" and larger
- Field review of potential stormwater system routes
- Perform stormwater modeling of basin using GIS data
- Develop stormwater design options
- Perform evaluation of design options and risk assessment
- Prepare and review conceptual design report
- Submit conceptual design report to City and attend design options meeting

Deliverable(s):

- ✓ *Copy of video inspection reports*
- ✓ *Conceptual design report*

Task 3.0 Design Surveys & Easement Preparation

- Perform office research for property boundaries, horizontal monuments, and vertical control
- Order and review property title reports for new alignment easements (5 estimated)
- Request and mark limits for the utility locates in the public right-of-way and easements
- Perform the office and field tasks to establish and confirm the control network for the land surveying tasks
- Tie property monument locations and resolve this with record data sufficient to provide accurate location of the existing and proposed improvements, and to prepare the required legal descriptions for easements
- Perform topographic survey
- Reduce topographic surveying data
- Develop existing conditions base map
- Perform pre-construction right-of-way (ROW) survey
- Prepare pre-construction ROW survey
- File pre-construction ROW survey
- Field check base map
- Finalize base map for design

EXHIBIT "A" for Council Resolution No. 2015-3192

- Prepare legal descriptions, exhibit maps, and easement agreements for proposed easements

Deliverable(s):

- ✓ *Copy of property title reports*
- ✓ *Copy of easement agreements with legal descriptions and exhibit maps*

Task 4.0 Preliminary Engineering Phase

- Visual assessment of potential voids along existing storm alignment
- Identify boring locations and perform soil borings for soil stability, ground water elevation, and infiltration potential
- Review boring results and recommend options
- Perform infiltration testing based on boring results (if necessary)
- Review infiltration test results and recommend options (if necessary)
- Perform vacuum excavation of utility crossings (10 estimated)
- Review vacuum excavation report
- Negotiate new or relocated storm drainage easements with property owners if necessary (5 estimated)
- Perform easement acquisition and progress tracking
- Develop and QC 40% design
- Prepare stormwater management report meeting the requirements of SLOPES V and Section 401 of the Clean Water Act
- Prepare erosion and sediment control plan
- Prepare environmental permitting applications
- Coordinate with Corps, DSL, DEQ, and NMFS for permit requirements
- Manage and track environmental permitting applications
- Submit 40% design to City with construction phasing recommendations
- Submit environmental permitting application to City for review and signatures
- Follow-up with agencies and project stakeholders
- Prepare documents for public information meeting
- Attend public information meeting and document comments from public

Deliverable(s):

- ✓ *Geotechnical reports regarding soil conditions, groundwater elevation, and infiltration rate*
- ✓ *Vacuum excavation report of utility locations and depths*
- ✓ *40% design plans*
- ✓ *Construction phasing recommendation report*
- ✓ *Environmental permit application and supporting documents*
- ✓ *Public information meeting documents*

Task 5.0 90% Engineering Phase

- Develop and QC 90% plans, specifications, and estimated cost of construction (PS&E) for Phase 1
- Submit 90% PS&E to City for review
- Distribute 90% plans to utilities and agencies for review
- Obtain utility certifications/approvals
- Coordinate agency and railroad permits
- Coordinate utility and stakeholder certifications/approvals

EXHIBIT "A" for Council Resolution No. 2015-3192

Deliverable(s):

- ✓ *90% design plans*
- ✓ *90% construction specifications*
- ✓ *90% engineers estimate of construction costs (Phase 1)*
- ✓ *1200-C permit application*
- ✓ *ODOT permit application*
- ✓ *Railroad permit application*

Task 6.0 Final Design Phase

- Prepare and QC final PS&E
- Submit final PS&E to City for review
- Finalize agency and railroad permits
- Finalize utility and stakeholder certifications/approvals
- Finalize easement certifications/approvals
- Finalize environmental certifications/approvals
- Schedule and attend final design meeting

Deliverable(s):

- ✓ *Final design plans*
- ✓ *Final construction specifications*
- ✓ *Final engineers estimate of construction costs (Phase 1)*
- ✓ *Final easements for recording*

Task 7.0 Construction Bidding Phase

- Prepare bid document sets (2 copies)
- Assist City staff with bid advertisements
- Attend pre-bid meeting
- Respond to Contractor RFI's and prepare clarifications and addenda
- Attend bid opening
- Review bids with City staff
- Assist City staff with intent to award notifications and bid award
- Assist City staff with construction contract execution and Contractor Notice to Proceed

Deliverable(s):

- ✓ *Bid sets (2 copies)*
- ✓ *RFI/Clarification/Addenda log and approved documents*
- ✓ *Bid tabulation*
- ✓ *Award notification and construction contract documents, if needed*

Task 8.0 Project Construction Phase

- Review and respond to Contractor submittals
- Prepare construction documents and support City staff
- Schedule and attend weekly construction progress meetings with Contractor
- Perform weekly construction progress inspections
- Calculated construction staking points
- Set construction stakes and PK's with offsets
- Prepare and submit construction staking cut sheet to Contractor

EXHIBIT "A" for Council Resolution No. 2015-3192

Deliverable(s):

- ✓ *Submittal log and approved documents*
- ✓ *Weekly construction meeting summary notes*
- ✓ *Weekly progress inspection reports*
- ✓ *Provide construction staking cut sheets*

Task 9.0 Post-Construction & Closeout Phase

- Prepare record drawing
- Submit record drawing to City
- Perform project closeout and document transfer to City staff

Deliverable(s):

- ✓ *Post-construction survey*
- ✓ *Record drawing in hard copy and PDF format*
- ✓ *Project documents in PDF format*

Assumptions

- Paul Chiu, PE, Senior Engineer will be the City's project manager and Gerald Fisher, PE, Senior Project Manager will be PDG's project manager.
- City Council tentatively scheduled to award contract on June 15, 2015 and PDG to receive authorization to proceed by June 19, 2015.
- Project meetings will be held at City Hall or other City facility during design phase of project.
- City will provide paper or electronic copies of construction asbuilts for street, storm, sewer, and water systems along existing and proposed design routes.
- City will provide GIS data necessary for basin modeling.
- City will clean storm system lines (12" and larger) if video inspection cannot be completed due to debris in system.
- PDG will order title reports for easement and acquisition use (2 estimated along new alignment).
- City will pay all recording fees for easements.
- City will provide budget estimates for future fiscal year construction phases prior to 40% design.
- City will pay all agency permitting fees.
- City to schedule and secure location of public information meeting and advertise as necessary.
- City will pay for pre-construction survey filings.
- Unless otherwise instructed, all communication with the contractor and the public shall be through the City's project manager.
- PDG to perform construction survey activities and provide cut sheet to Contractor.
- PDG will limit the number of vacuum excavation locations and borings required for the project.
- PDG will limit the number of property easement required for the project.
- Contractor will be responsible to reset survey monuments damaged or destroyed as part of the work.
- City may provide vacuum excavating, video inspection, and traffic control services using their own forces or contracting services separately from these design services.

EXHIBIT "A" for Council Resolution No. 2015-3192

FEE SCHEDULE

See attached spreadsheet

Blaine Street Storm Project (Project 15051)

Services	Total	
	Total Hrs.	Total Cost
TASK 1.0 GENERAL PROJECT MANAGEMENT		
Subtotal	62	\$7,540
TASK 2.0 CONCEPTUAL ENGINEERING PHASE		
Subtotal	292	\$31,570
TASK 3.0 DESIGN SURVEYS & EASEMENT PREPERATION		
Subtotal	366	\$38,510
TASK 4.0 PRELIMINARY ENGINEERING PHASE		
Subtotal	184	\$20,295
TASK 5.0 90% ENGINEERING PHASE		
Subtotal	101	\$10,120
TASK 6.0 FINAL DESIGN PHASE		
Subtotal	54	\$5,785
TASK 7.0 CONSTRUCTION BIDDING PHASE		
Subtotal	39	\$4,515
TASK 8.0 PROJECT CONSTRUCTION PHASE		
Subtotal	376	\$46,685
TASK 9.0 POST-CONSTRUCTION & CLOSEOUT PHAS		
Subtotal	49	\$5,675
Total PDG*	1,523	\$170,695

*The costs related to the following items are included in the hourly services shown above:

- Information technology (including computer time and CAD software)
- Other direct costs not identified as reimbursable, other indirect costs (support staff such as legal, accounting, officers, and computer) and profits
- In-house printing
- Survey equipment and supplies

**The costs related to the following items are invoiced without additional mark-up:

- Printing, plotting, copying, display or document preparation provided by print shops
- Travel expenses specifically indicated in a proposal or contract

	Hrs.	Cost
Total PDG*	1,523	\$170,695
Sub-Consultants		\$52,101
Documents & Printing**		\$1,830
Grand Total		\$224,626

Total Design Costs		\$177,941
Total Const. Costs		\$46,685
Design & Const. Total		\$224,626

EXHIBIT "A" for Council Resolution No. 2015-3192

PRELIMINARY PROJECT SCHEDULE

The following is a preliminary schedule based on timelines identified in the Request for Proposals. This schedule assumes that there will be no delays associated with completion of environmental permitting and acquisition/dedication of temporary construction and permanent stormwater easements where required.

Conceptual Engineering Phase	June 2015 – August 2015
Preliminary Design Phase	August 2015 – October 2015
90% Design Phase	October 2015 – December 2015
Final Design Phase	December 2015 – February 2016
Bid & Award Phase	February 2016 – April 2016
Construction Phase 1	April 2016 – December 2016