



TO: Michael C. Van Milligen, City Manager

FROM: Deron Muehring, Civil Engineer *DM*

SUBJECT: Upper Bee Branch Creek Restoration Project
Contract 3: Upper Bee Branch Creek Mississippi River Trail
Contract 4: Bee Branch Creek – Basin Overlook & 22nd Street Parking Lot
Engineering Technical Services Contract Task Order No. 16-02

DATE: November 28, 2016

INTRODUCTION

The purpose of this memo is to seek approval and execution of Task Order No. 16-02 pursuant to the Technical Services Agreement with Strand Associates dated June 9, 2016. Per the Technical Service Agreement, Services to be provided under this Agreement can be described as engineering, scientific, computer-aided design drafting, clerical, and administrative activities performed in accordance with the terms and conditions of the agreement and subsequently issued Task Orders. Task Order No. 16-02 establishes that Strand Associates will provide construction related engineering services for Contract 3 (Upper Bee Branch Creek Mississippi River Trail) and Contract 4 (Bee Branch Creek – Basin Overlook & 22nd Street Parking) of the Upper Bee Branch Creek Restoration Project.

BACKGROUND

On August 18, 2008, the City Council approved authorization to negotiate a professional services agreement with Strand for design and engineering services for the Bee Branch Creek Restoration Project (Project). On October 22, 2008, the City Manager executed that agreement with Strand in the amount of \$1,392,000. Under the 2008 agreement, construction-related services were to be provided by the City “unless otherwise stipulated through an amendment to this Agreement.”

In September of 2014, the City Council passed Resolution 270-14 authorizing the execution of the Grant Agreement with the Iowa Department of Transportation. Per the Grant Agreement, the City will receive \$1,000,000 in National Scenic Byways funding and \$100,000 in State Recreational Trails funding for the Bee Branch MRT Project. The Bee Branch Creek MRT Route will incorporate bike/hike trails, lighting, benches, trees, sustainable landscaping, parking, a waterfall overlook, and an amphitheater/outdoor classroom.

In July of 2015, the City Council passed Resolution 223-15 approving the Federal -Aid Agreement with the IDOT in order for the City to receive \$940,000 in Transportation Alternatives Program funding for the third and fourth contracts to construct the Upper Bee Branch Creek Restoration Project: Contract 3 is the Upper Bee Branch Creek Mississippi River Trail and Contract 4 is the Bee Branch Creek – Basin Overlook & 22nd Street Parking Lot.

In October of 2015, the City Council adopted Resolution 351-15 awarding the construction contract for the Upper Bee Branch Creek Mississippi River Trail Project (Contract 3), Iowa DOT Project No. SB-IA-2100(675)-7T-31, to Portzen Construction in the amount of \$1,823,521.58.

In December of 2015, the City Council adopted Resolution 422-15 awarding the construction contract for the Bee Branch Creek – Basin Overlook & 22nd Street Parking Lot Project (Contract 4) to Portzen Construction in the amount of \$1,420,509.10.

In June of 2016, the City entered into an Agreement for Technical Services with Strand Associates whereby Strand will provide engineering, scientific, computer-aided design drafting, clerical, and administrative activities on subsequently issued Task Orders for specific services.

DISCUSSION

The Upper Bee Branch Creek Restoration Project (Phase 7 of the Bee Branch Watershed Flood Mitigation Project) is being constructed through multiple contracts. The Upper Bee Branch Creek Mississippi River Trail (MRT) is the third contract and the Bee Branch Creek – Basin Overlook & 22nd Street Parking Lot Project is the fourth contract. They are both being constructed with Iowa Department of Transportation oversight.

Engineering Technical Services Contract Task Order No. 16-02 will cover the construction-related services (contract administration; construction staking; construction records; and IDOT audit) in the amount of \$225,800.00 from Strand (\$60,955), IIW Engineers & Surveyors, PC (\$148,905), and Ken Saiki Design, Inc. (\$15,940). City staff is providing day-to-day construction observation. Strand, IIW, and Ken Saiki are to assist with the evaluation of potential project changes, interpretation of specifications during construction, construction staking, and other engineering services as needed on the Iowa DOT project as it moves towards completion. The cost of services is on an “as needed” basis. The \$225,800 fee is on par with the expected construction engineering fees associated with the combined improvements associated the two contracts totaling more than \$3.2 million in improvements.

BUDGET IMPACT

The engineering services in the amount of \$225,800 will be covered in using the funds budgeted for the Bee Branch Creek Restoration Project (7201654 & 3401654).

ACTION TO BE TAKEN

I respectfully request execution of the attached Engineering Technical Services Contract Task Order No. 16-02 for Design and Engineering Services for Contracts 3 and 4 for the improvements associated with the Bee Branch Creek Restoration Project.

cc: Gus Psihoyos, City Engineer
Steve Brown, Project Manager



Strand Associates, Inc.®

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Task Order No. 16-02
City of Dubuque, Iowa (OWNER)
and Strand Associates, Inc.® (ENGINEER)
Pursuant to Technical Services Agreement dated June 9, 2016

Project Information

Project Name: Upper Bee Branch Creek Contracts No. 3-2015 and No. 4-2015

Project Description: Construction-Related Services (Services) for Contract 3-2015, Bee Branch Creek: Mississippi River Trail (MRI) (*Iowa Department of Transportation (IDOT) Project Number SB-IA-2100(675)-7T-31*), and Contract 4-2015, Lower Bee Branch Overlook at 16th Street Detention Basin and Trailhead Parking for MRT (*IDOT Project Number TAP-U-2100(683-8I-31)*).

Scope of Services

ENGINEER will provide the following Services to OWNER.

1. Contract Administration
 - a. Assemble project startup binders before construction begins.
 - (1) Create master payment forms.
 - (2) Review materials lists from contractor.
 - (3) Prepare IM 101 documentation.
 - (4) Review shop drawings and material samples.
 - (5) Facilitate documentation on Submittal Exchange.
 - (6) Develop quantity and supplemental sheets.
 - (7) Prepare project information sheet.
 - (8) Prepare the observer's checklist.
 - (9) Print one hard-copy plan set in accordance with the Contract and place in inspection binder.
 - (10) Prepare IDOT final audit forms.
 - b. Meet with OWNER to review forms and procedures for documentation and construction administration.
 - c. Review certified payroll reports.
 - d. Review construction materials are from approved sources.
 - e. Conduct Equal Employment Opportunity wage rate interviews.
 - f. Conduct plant monitoring.
 - g. Assist OWNER with review of partial payment and final payment requests.
 - h. Assist OWNER with review of monthly construction schedules. Detailed review and time extension/delay assessment are not anticipated.

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- i. Respond to requests for information during construction and evaluate claims submitted to OWNER by contractor.
 - j. Assist OWNER with development and processing of contract modification documents (change orders).
 2. Facilitate and participate in preconstruction meeting.
 3. Provide an ENGINEER and IIW P.C. representative at biweekly construction status meetings. ENGINEER may participate via teleconference if not on site for biweekly status meetings.
 4. Construction Staking
 - a. Provide construction staking for grading, paving, and municipal utilities (storm, irrigation, lighting, fiber). Provide offset stakes for utilities as follows:
 - (1) Two offset stakes for structure, cabinet, handhole, and light poles.
 - (2) Three offsets for each catch basin (includes curb alignment).
 - (3) Two offsets for each storm manhole/junction box and inlet.
 - b. Provide offsets for grading and paving as follows:
 - (1) One row on centerline for subgrade at intervals of 100 feet on tangents and 50 feet on horizontal and/or vertical curves.
 - (2) Two rows (one on each side of the paving) at top of curb or top of pavement grade at intervals of 50 feet on tangents and 25 feet on horizontal and/or vertical curves.
 - c. Place stakes on each side of parking lot paving and one side of trail/sidewalk to indicate pavement location and elevation of the edge of pavement or top of curb. Provide high and/or low points, end of radii, and radius points as deemed necessary. Provide two offset stakes at the bottom of each Americans with Disabilities Act curb ramp (location, width, elevation) at the back of curb. Staking for structures/features will be provided for the following:
 - (1) 16th Street basin overlook
 - (2) Amphitheater
 - (3) Slide area
 - (4) Landscape layouts (point-of-beginning stakes only)
 - d. Provide spot checks to review as-constructed grades.
 - e. Provide staking for excavation and grading contingent on contractor's use of GPS Machine Control.
 5. Postconstruction Close-Out and IDOT Audit
 - a. Attend a project walkthrough with IIW P.C., OWNER, and IDOT representatives.
 - b. Develop lists of items to be completed or corrected in accordance with substantial and final completion procedures.
 - c. Facilitate and participate with IDOT Project Audit.

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6. Construction Observation

Provide resident project representative (RPR) to review structure improvements for up to 80 hours and for part-time observation of construction to supplement OWNER-provided services. RPR will communicate with other RPRs, OWNER consultants, and OWNER staff providing construction-related services. In furnishing observation services, ENGINEER's efforts will be directed toward determining for OWNER that the completed project will, in general, conform to the Contract Documents, but ENGINEER will not supervise, direct, or have control over the contractor's work and will not be responsible for the contractor's construction means, methods, techniques, sequences, procedures, or health and safety precautions or programs, or for the contractor's failure to perform the construction work in accordance with the Contract Documents.

Compensation

OWNER shall compensate ENGINEER for Services on an hourly rate basis plus expenses an estimated fee of \$225,800.

Expenses incurred such as those for subconsultants, travel, meals, printing, postage, copies, computer, electronic communication, and long distance telephone calls will be billed at actual cost plus 10 percent.

ENGINEER will suspend Services when the estimated fee is reached. Services will resume only upon written authorization by OWNER.

The estimated distribution of the fee between the members of ENGINEER's consultant team is as follows:

ENGINEER	IHW P.C.	Ken Saiki Design, Inc.
\$60,955	\$148,905	\$15,940

Schedule

Services will begin upon execution of this Task Order, which is anticipated on June 1, 2016. Services are scheduled for completion on August 1, 2017. Consultant IDOT Administration will be complete at the time of the initial IDOT audit acceptance after project final completion. OWNER shall perform all warranty inspections and IDOT coordination following this time period.

TASK ORDER AUTHORIZATION AND ACCEPTANCE:

ENGINEER:

OWNER:

STRAND ASSOCIATES, INC.®

CITY OF DUBUQUE

Matthew S. Richards
 Corporate Secretary

Date


 Michael C. Van Milligen
 City Manager


 Date