

07 June 2016

Eric Hansen, Public Works Director  
City of Stevenson  
7121 E. Loop Road  
Stevenson, WA 98628

Subject: Kanaka Creek Road Improvements  
Amendment No. 2 – Construction Support Services

Dear Mr. Hansen:

We appreciate the opportunity to amend our original scope of services for the Kanaka Creek Road Improvements project. The original contract was approved on 27 January 2015. The amendment to the scope of services will include construction administration support services during construction. After discussing this potential amendment with you, the following is our proposed scope of services.

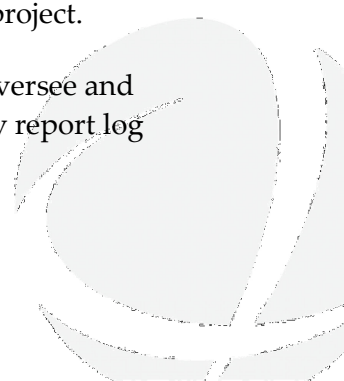
## **SCOPE OF SERVICES**

### **TASK 13.0 - CONSTRUCTION ADMINISTRATION SUPPORT**

BergerABAM will provide construction administration support to the City. Construction administration support will be provided by BergerABAM's Project Engineer and staff Engineer. The Project Engineer will track the CA support budget, review construction submittals, respond to RFI's, and document contractor submitted QPL's and ROM's. Staff Engineer will visit the site once per week to support the City with construction inspection. Our Construction Document Specialist will provide oversight to ensure Federal standards on contractor submitted documentation is met.

### **ASSUMPTIONS**

1. The level of effort for construction administration is based on a total duration of three months from bid advertisement to construction substantial completion.
2. The City will be responsible for coordinating with appropriate City or other agency contacts for contract issues and inspection assignments.
3. The City shall provide all public notice/involvement services required, including notices regarding the closure of streets and other facilities affected by the project. The City shall take the lead in informing appropriate public interest on the progress of the project.
4. The City will provide a full-time inspector for the duration of the project to oversee and inspect all field construction operations. The City's inspector will keep a daily report log of construction activities and measure of pay items.



5. Responses to RFIs and submittal review will be prepared within a mutually agreed time frame. For budgeting it is assumed that up to 30 RFIs will be submitted. Responses to RFIs in format to be agreed to with the CONTRACTOR.
6. Change Orders will not require revised plans or specifications. Change orders will be negotiated successfully between the City and CONTRACTOR with BergerABAM support.
7. The progress payments will be compiled and run on a monthly basis at a date agreed to by the City and the CONTRACTOR.
8. City shall be responsible for submitting all documentation required to comply with WSDOT Local Programs.
9. The CONTRACTOR will provide a set of red line plans noting all field changes as specified in the contract documents.

#### **Subtask 13.1 - Final Construction Documents**

BergerABAM will update and finalize contract specifications to WSDOT Standards with any amendments before advertisement. A referential review of the plans and project cost estimate, checking for consistency, completeness, and accuracy of the documents will be completed.

Compile and submit 'Issue for Bid' plans to City.

#### **Subtask 13.2 - Bidding Assistance**

Assist City with the following: respond to contractor questions during bidding, prepare addendums, and evaluate bids for accuracy, completeness, and compliance with bidding requirements.

#### **Subtask 13.3 - Construction Start-up**

Prior to construction, BergerABAM will review contract plans and specifications with City inspector for inspection requirements, develop preliminary inspection assignments, and establish form/systems for tracking required items.

#### **Subtask 13.4 - Project Administration and Meetings**

BergerABAM will provide an agenda for a preconstruction conference. The Project Engineer and Staff Engineer (field inspector) will attend the preconstruction conference that will include representatives from the City, the CONTRACTOR, and all utility agencies that will be affected by the project. The meeting will be documented by BergerABAM and meeting notes will be transmitted to all in attendance.

BergerABAM will prepare for and facilitate weekly meetings with the CONTRACTOR to discuss project work plans, schedule, and other elements of the work, including construction activities, staging, and traffic control.

BergerABAM's Project Engineer will prepare monthly invoices.

#### **Subtask 13.5 - RFIs and Submittals**

BergerABAM will respond to questions and RFIs by the CONTRACTOR, and review all submittals. BergerABAM will create and maintain a log of RFIs and submittals. Submittals will be returned with comments written directly on the submittal material and/or accompanied by a memo if required.

#### **Subtask 13.6 - Change Orders**

BergerABAM will evaluate change order requests and provide independent cost estimated of the proposed work, as required, and provide support for the City to execute agreed changes.

An allowance for assistance with change orders has been provided with the fee estimate (25 hrs). It is assumed that all change order requests will be successfully negotiated.

#### **Subtask 13.7 - Construction Progress Payments**

BergerABAM will compile monthly construction progress payments based on the CONTRACTOR's payment application and City Inspectors field note records. The Inspector will provide pay notes on a weekly basis for checking and input into the project ledger. The Project Engineer will produce a draft progress payment estimate for review by the City and Contractor 5 business days after the mutually agreed cutoff date. A Final Contract Voucher will be prepared at project completion for Signature by the City and Contractor at project closeout.

#### **Subtask 13.8 - Record Drawings**

BergerABAM will prepare a set of record drawings for the City that reflects field changes (additions, modifications, or deletions) made from the bid drawing set during construction. The record drawing set will include any drawings revised or reissued during construction as a result of change orders and shall include changes resulting from RFI responses. These drawings will be noted as "Record Drawings" in the drawing revision block, but will not require seals or signatures of registered professionals. The intent of the record drawing set is to provide the best information available to capture significant field changes, but not necessarily every minor change that may occur.

#### **Subtask 13.9 - Project Close-Out**

BergerABAM will gather all design and construction documents and prepare a record binder of the project at construction completion. Hard copy binder and electronic CD will be prepared.

*Deliverable(s)*

- ‘Issue for Bid’ Plans, Specifications, and Construction Cost Estimate
- Agenda and meeting notes for a preconstruction conference
- Agendas and meeting notes for weekly construction meetings
- Responses to RFIs; in format to be agreed to with the CONTRACTOR
- Submittals; hard copy returned with comments written directly on the submittal material and/or accompanied by a memo if required.
- Independent estimate of proposed change orders; electronically submitted in pdf format
- Monthly Progress Payments – 4 each
- Final Contract Voucher
- Project Close-Out Binder (w/ CD)
- Final plan set of record drawings; 11 X 17 hard copy, and electronic pdf file

**GENERAL ASSUMPTIONS**

1. Right-of-Way Certification, Local Agency Agreement, and Project Authorization with WSDOT will be completed by the City.
2. No additional design revisions are required prior to issue for bid.
3. BergerABAM’s billing rates are based on current rates for salaries. Rates may be adjusted at time of construction to reflect anticipated increases to salaries for a cost of living adjustment.
4. Unless otherwise specified within this scope, the City will prepare and submit all regulatory and funding agency permits and applications to satisfy requirements of State Environmental Policy Act (SEPA), Department of Ecology (DOE), Federal Highway Association (FHWA), and any other that may apply to the project.
5. No geotechnical engineering or inspection will be required.

**LIMITATIONS**

Our scope of services is limited to the services outlined above. The City should not infer that we are to provide any services unless they are noted specifically above.

**FEE AND SCHEDULE**

Construction administration fees, including an estimated \$743 in expenses, will be billed as incurred and is estimated at **\$34,200.00**. The contract time will be extended to 06 September 2017. All other terms and conditions from the original contract shall remain unchanged.

**FEE**

<b>Contract</b>	<b>Amount Payable</b>	<b>Total Amount Payable</b>
Original	\$213,981	\$213,981
Suppl Agreement No. 1	\$28,478	\$242,459
Suppl Agreement No. 2	\$34,200	\$276,659

**CLOSING**

Should you wish to accept this proposal, please execute both copies of this proposal by signing in the space provided and return one copy for our records. We will consider the signed date as our notice to proceed. This proposal is valid for 30 days.

We thank you for the opportunity to provide this proposal and we look forward to working with you. Should you have questions, please call me at 503/872-4100.

Sincerely,

Tom Wilcox, PE  
Vice President

TRW/tmb

**ACCEPTED BY**

**City of Stevenson**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Title



<b>Supplemental Agreement Number <u>2</u></b>		Organization and Address	
Original Agreement Number NA		BergerABAM, 700 NE Multnomah, Suite 500 Portland, OR 97232	
Project Number NA		Execution Date 6/7/2016	Completion Date 9/6/2017
Project Title Kanaka Creek Road Improvements		New Maximum Amount Payable \$276,659	
Description of Work Supplement No. 2 provides additional scope for construction administration services and support.			

The Local Agency of City of Stevenson  
 desires to supplement the agreement entered in to with BergerABAM  
 and executed on 6/7/2016 and identified as Agreement No. NA  
 All provisions in the basic agreement remain in effect except as expressly modified by this supplement.  
 The changes to the agreement are described as follows:

**I**

Section 1, SCOPE OF WORK, is hereby changed to read:  
  
 See Amendment No. 2

**II**

Section IV, TIME FOR BEGINNING AND COMPLETION, is amended to change the number of calendar days for completion of the work to read: See Amendment No. 2

**III**


Section V, PAYMENT, shall be amended as follows:  
  
 See Amendment No. 2

as set forth in the attached Exhibit A, and by this reference made a part of this supplement.  
 If you concur with this supplement and agree to the changes as stated above, please sign in the Appropriate spaces below and return to this office for final action.

By: BergerABAM By: City of Stevenson

\_\_\_\_\_  
 Consultant Signature Approving Authority Signature

\_\_\_\_\_  
 Date

- FEE ESTIMATE - 									
<b>Title:</b> Kanaka Creek Road Improvements CA									
<b>Date:</b> 6/7/2016									
TASK	TASK DESCRIPTION	Project Role	Project Executive	Staff Engineer (Field Inspector)	Specification Writer	Project Engineer	Project Coordination	Const. Document Specialist	Totals
		Hourly Rate	\$249.00	\$115.00	\$113.00	\$133.00	\$68.00	\$157.00	
13	Construction Administration Support		3	160	20	72	8	12	\$33,411.00
13.1	Final Construction Documents		2		20	8			\$3,822.00
13.2	Bidding Assistance			4		8			\$1,524.00
13.3	Construction Start-up			4		4			\$992.00
13.4	Project Administration and Meetings			84		22	4	2	\$13,172.00
13.5	RFIs and Submittals			24		8		10	\$5,394.00
13.6	Change Orders		1	16		8			\$3,153.00
13.7	Construction Progress Payments			8		8			\$1,984.00
13.8	Record Drawings			16		4			\$2,372.00
13.9	Project Close-Out			4		2	4		\$998.00
<b>Expenses</b>									<b>\$742.56</b>
Mileage					Miles/trip	No. trips	cost/mi		
					102	13	\$0.56		\$742.56
<b>Total Hours</b>		<b>275</b>	<b>3</b>	<b>160</b>	<b>20</b>	<b>72</b>	<b>8</b>	<b>12</b>	
<b>Total Expenses</b>									<b>\$742.56</b>
<b>TOTAL FEE</b>			<b>\$747</b>	<b>\$18,400</b>	<b>\$2,260</b>	<b>\$9,576</b>	<b>\$544</b>	<b>\$1,884</b>	<b>\$34,153.56</b>