



City of Grand Forks
Staff Report
Committee of the Whole – March 9, 2020
City Council – March 16, 2020

Agenda Item: Design Engineering and Bidding Services Agreement for City Project Nos. 8209/10/11/12, District Nos. 349/577/578/750 - Watermain, Storm Sewer, Stormwater Pond, Paving, and Street Lights for Edgewood Village 2nd Resubdivision, S. 19th St (40th-44th Ave South)

Submitted by: Engineering Department, Edward Liberman (Assistant City Engineer)

Staff Recommended Action: Approve Task Order Agreement with CPS, Ltd. Of Grand Forks for Design Engineering and Bidding Services in the amount of \$181,604 for City Project No. 8209, District 349 – Watermain for S. 19th St (40th-44th Ave South); Project No. 8210, District 577 – Storm Sewer for S. 19th St (40th-44th Ave South); Project No. 8211, District 578 – Stormwater Pond for Edgewood Village 2nd Resubdivision; and Project No. 8212, District No. 750 – Paving and Street Lights for S. 19th St (40th-44th Ave South) and 44th Ave South (S. 19th St to S. 17th St)

Committee Recommended Action: Refer to City Council with the recommendation to approve.

Council Action:

BACKGROUND:

City project numbers 8209, 8210, 8211, and 8212 consist of installing watermain, storm sewer, stormwater pond, and paving and street lights to serve properties at the Edgewood Village 2nd Resubdivision development. Watermain and storm sewer will be installed along S. 19th St, from 40th-44th Avenue South. Paving and street lights will be constructed at this same location, along with the section of 44th Avenue South from S. 19th St to S. 17th St. A regional stormwater pond will be constructed in a parcel north of the intersection at 44th Avenue South and S. 19th St.

The agreement being proposed for approval is for design, bidding and construction inspection services associated with these projects. Additionally, the agreement includes study and report services for hydrologic and hydraulic analysis of the drainage area in support of stormwater pond and storm sewer design. The engineering firm of CPS, Ltd. of Grand Forks was chosen from the City's pre-qualified engineers list as the most qualified firm for this project based on their previous work and familiarity with this development. A scope of work and fee was then negotiated.

This project was initiated at the request of the property developer, Miskagisi Property A, LLC. As per current City policy, a developer must deposit a 50% payment or negotiable security before such a project can be special assessed. The developer would typically submit a non-revocable letter of credit to the City Auditor to satisfy this requirement. Based on the significant private funding of infrastructure in the Edgewood Village developments, exceeding 50% of estimated project costs, Engineering Department recognizes the private participation as meeting this requirement.

All costs for these projects will be special assessed to the benefitting properties with the exception of a maximum 10% city share of the regional pond construction. Per City policy, the City's participation level for regional stormwater ponds is determined by the drainage area of the pond. The proposed pond would serve approximately 36 acres of the Edgewood Village 2nd Resubdivision development, which corresponds to a maximum 10% City contribution. The City share will be paid for out of Stormwater Fund 5400. Paving and street lighting projects can be protested per State law.

ANALYSIS AND FINDINGS OF FACT:

- This Agreement will be based on hourly not-to-exceed contract amount. The hourly rates reflected in this Agreement are comparable to those charged by other local firms.
- The design and construction of this project will occur in 2020.
- All costs for projects 8209, 8210, 8211 and 8212, including the cost of funding this Agreement, will be special assessed to the benefitting properties, except for a maximum 10% City share for the regional stormwater pond.
- Approval of Plans & Specifications is currently scheduled for the April 13, 2020 Committee of the Whole and the April 20, 2020 City Council.
- The project bid opening is scheduled for May 4, 2020.
- Approval of the Bids is currently scheduled for the May 11, 2020 Committee of the Whole and the May 18, 2020 City Council.

SUPPORT MATERIALS:

- Pages from proposed Task Orders including Consultant Rate Sheet (5 pages)
- Letter of request from developer requesting City to install paving (1 page)

TASK ORDER

This is Task Order No. 8209-8212, consisting of 5 pages.

Task Order

In accordance with Paragraph 1.01 of the Agreement between Owner and Engineer for Professional Services – Task Order Edition, dated April 15, 2019 ("Agreement"), Owner and Engineer agree as follows:

PART 1 BACKGROUND DATA

- 1.01 Effective Date of Task Order: March 16, 2020
- 1.02 Owner: City of Grand Forks, North Dakota
- 1.03 Engineer: CPS, Ltd. of Grand Forks, North Dakota
- 1.04 Specific Project Title: Watermain, Storm Sewer, Stormwater Pond, Paving, and Street Lights for Edgewood Village Second Resubdivision, City Project Numbers 8209 (Watermain), 8210 (Storm Sewer), 8211 (Stormwater Pond), and 8212 (Paving and Street Lights).
- 1.05 Specific Project Description: Watermain and Storm Sewer between 40th Avenue South and 44th Avenue South; Stormwater Pond to Serve Edgewood Second Resubdivision; and Paving & Street Lights for South 19th Street from 40th Avenue South to 44th Avenue South, and 44th Avenue South from South 17th Street to South 19th Street.

PART 2 SERVICES OF ENGINEER

The services (and related terms and conditions) set forth in the following sections of Exhibit A, as attached to the Agreement referred to above, such sections being hereby incorporated by reference:

- 2.01 The services (and related terms and conditions) set forth in the following sections of Exhibit A, as attached to the Agreement referred to above, such sections being hereby incorporated by reference:
 - A. Study and Report Phase Services
 - 1. Documentation will be incorporated into Amendment 1 to the Development Plan of Edgewood Village Addition.
 - 2. Stormwater Pond and Storm Sewer Hydrologic and Hydraulic (H&H) Analysis.
 - a. Perform H&H analysis of the contributing drainage area, land use, and estimated peak flows in accordance with City of Grand Forks requirements.
 - B. Preliminary Design Phase
 - 1. Survey
 - a. Boundary Survey: Perform office and field computation to determine lot boundary information.
 - b. Topographic Survey and Mapping
 - c. Survey Control: ND State Plane Coordinate System NAD83 (North Zone). Vertical datum based on NAVD-88. Linear units US Survey Feet.
 - d. Underground Utilities: Location of underground utilities will be marked by respective utility companies as notified through the ND One Call system.

Task Order Form

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- e. Field Survey: Field data will be collected utilizing survey grade RTK GPS. Spot elevations will be taken at a maximum spacing of 50 feet and include the use of break lines. RTK GPS data will be collected for marked underground utilities and above ground physical features.
 - f. Mapping: Prepare survey quality mapping of field survey utilizing organized layer structure and level line, color, and line weight. Appropriate graphic cells will also be shown on finished topographic mapping. Elevation contours will be provided at one-foot contour intervals with spot elevations throughout the topographic map.
2. Preliminary Construction Documents
- a. Project Manual: Prepare Project Manual to include Advertisement for Bids, Proposal, Construction Contract, and Special Provisions. City of Grand Forks Standard Construction Specifications will be used as the project specification.
 - b. Drawings: Prepare drawings to include a title sheet, legend and abbreviations, general notes, existing conditions, utility and paving layouts, plan and profile drawings, and construction details.
 - c. Print and Distribute Preliminary Construction Documents.
- C. Final Design Phase
- 1. Prepare final Project Manual and Construction Drawings.
 - 2. Prepare Engineer's Opinion of Probable Construction Costs.
 - 3. Prepare and Distribute Final Construction Documents to Owner and North Dakota Department of Environmental Quality.
- D. Bidding
- 1. Coordinate Advertisement for Bids with Grand Forks Herald and City of Grand Forks.
 - 2. Print and Distribute Construction Documents for Bidding Purposes.
 - 3. Respond to Contractor/Vendor Questions.
 - 4. Prepare Project Addenda as Necessary.
 - 5. Attend Bid Opening.
 - 6. Prepare Bid Tabulation and Engineer's Recommendation of Bids.
 - 7. Attend City Meetings as Necessary.
 - 8. Prepare Construction Contract Documents.
- E. Construction Phase
- 1. Attend and Participate in Pre-Construction Conference.
 - 2. Review and Comment on Contractor Submitted Shop Drawings.
 - 3. Respond to Contractor RFI's.
 - 4. Prepare Plan Revisions as Necessary.
 - 5. Review and Coordinate Contractor Pay Requests.
 - 6. Periodic Construction Observation and Testing.
 - 7. Construction Staking.
 - 8. Notice of Acceptability of Work.
- F. Post-Construction Phase
- 1. Perform As-Built Survey.
 - 2. Project Closeout Documentation

Task Order Form

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- a. Shop Drawings.
- b. As-Built Plans in Electronic Format.
- c. Water Ties.
- d. Field Reports.
- e. Testing Reports.
- f. Contractor Lien Waivers.

2.02 The services (and related terms and conditions) set forth in the following sections of Exhibit D, as attached to the Agreement referred to above, such sections being hereby incorporated by reference:

A. Resident Project Representative

1. Project Management: Weekly Coordination
2. On-Site Observation and Project Diary: Perform periodic on-site construction observation based on the following construction schedule.
 - a. Watermain (Project 8209): 2 Weeks of Construction.
 - b. Storm Sewer (Project 8210): 3 Weeks of Construction.
 - c. Stormwater Pond (Project 8211): 4 Weeks of Construction.
 - d. Paving and Street Lights (Project 8212): Estimate 6 Weeks of Construction.
3. Project Closeout: Prepare Contractor punch list, coordinate and follow-up with Contractor on outstanding issues.
4. Post-Construction: Preparation and Distribution of Construction Submittal.

PART 3 OTHER SERVICES

3.01 None.

PART 4 ADDITIONAL SERVICES

4.01 Additional Services that may be authorized or necessary under this Task Order are:

- A. Those services (and related terms and conditions) set forth in Paragraph A2.01 of Exhibit A to the Agreement referred to above, such paragraph being hereby incorporated by reference.

PART 5 OWNER'S RESPONSIBILITIES

5.01 Owner shall have those responsibilities set forth in Article 2 of the Agreement and in Exhibit B, subject to the following:

- A. Pay for Bid Advertisement.
- B. Sign Notice to Proceed.
- C. Review of Contractors Requests for Payment.

PART 6 PAYMENTS TO ENGINEER

6.01 Owner shall pay Engineer for services rendered under this Task Order as follows:

<u>Sub-Project</u>		<u>Total</u>
8209 Watermain	\$	31,624
8210 Storm Sewer	\$	39,913
8211 Stormwater Pond	\$	41,131
8212 Paving & Street Lights	\$	68,936
	\$	181,604

The terms of payment are set forth in Article 4 of the Agreement and in the applicable governing provisions of Exhibit C.

PART 7 ATTACHMENTS:

7.01 Attachment A: Schedule of Rates

PART 8 TERMS AND CONDITIONS

Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

OWNER:

ENGINEER:

By: _____

By: _____

Print Name: Dr. Michael Brown

Print Name: Michael K. Korman

Title: Mayor

Title: President

Date: _____

Date: _____

Attest: _____

Attest: _____

Title: Finance Director

Title: Executive Vice President

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Edward Liberman

Name: Keith Korman

Title: Assistant City Engineer

Title: Engineer

Address: 255 North Fourth Street

Address: 308 2nd Avenue North

PO Box 5200

Grand Forks, ND 58203

Grand Forks, ND 58206-5200

E-Mail: eliberman@grandforksgov.com

E-Mail: Keith.Korman@cpsengineering.net

Phone: 701.746.2640

Phone: 701.746.7459



Attachment A | CPS Schedule of Rates

Period: January 1, 2020 to December 31, 2020

Employee Classification Hourly Rates

Administrative

- \$ 65 Administrative Asst. 1 (AA1)
- \$ 74 Administrative Asst. 2 (AA2)

Engineers

- \$ 115 Engineer 1 (E1)
- \$ 129 Engineer 2 (E2)
- \$ 144 Engineer 3 (E3)
- \$ 159 Engineer 4 (E4)
- \$ 169 Engineer 5 (E5)
- \$ 179 Engineer 6 (E6)

Engineering Technicians

- \$ 74 Engineering Asst. 1 (EA1)
- \$ 79 Engineering Asst. 2 (EA2)
- \$ 79 Engineering Tech. 1 (ET1)
- \$ 99 Engineering Tech. 2 (ET2)
- \$ 114 Engineering Tech. 3 (ET3)
- \$ 129 Engineering Tech. 4 (ET4)
- \$ 139 Engineering Tech. 5 (ET5)
- \$ 145 Engineering Tech. 6 (ET6)

Surveyors

- \$ 74 Surveyor Asst. 1 (SA1)
- \$ 79 Surveyor Asst. 2 (SA2)
- \$ 115 Land Surveyor 1 (LS1)
- \$ 130 Land Surveyor 2 (LS2)
- \$ 140 Land Surveyor 3 (LS3)
- \$ 150 Land Surveyor 4 (LS4)

Environmental Scientist

- \$ 168 Environmental Scientist 2 (ES2)

Reimbursable Expenses

Printing

- \$ 0.10 BW 8.5"X11" (Per Copy)
- \$ 0.25 Color 8.5X11" (Per Copy)
- \$ 0.20 BW 11"X17" (Per Copy)
- \$ 0.50 Color 11"X17" (Per Copy)
- \$ 0.50 BW Wide Format (Per SF)
- \$ 4.00 Color Wide Format (Per SF)

Equipment

- \$ 20 Travel Vehicle (Per Day)
- \$ 20 Survey Vehicle (Per Trip)
- \$ 100 UTV (Per Day)
- \$ 150 Drone (Per Hr.)
- \$ 25 RTK GPS
- \$ 40 Robotic Total Station

Survey Field Supplies

- \$ 7 Property Pins
- \$ 20 Fence Posts
- \$ 25 Carsonite Post (Small)
- \$ 28 Carsonite Post (Medium)
- \$ 45 Lath (Per 100)
- \$ 35 Hubs (Per 100)

January 30, 2020

Mr. Allen Grasser, City Engineer
City of Grand Forks
255 North 4th Street
Grand Forks, ND 58206-5200

RE: Request for Infrastructure Projects
Edgewood Village Additions

Dear Mr. Grasser,

Please accept this letter as my official request to have the following infrastructure special assessed to benefitting properties:

- 1) South 19th Street (40th to 44th Avenues South): Watermain, Storm Sewer, Stormwater Pond (Near Intersection of S. 19th St. and 44th Ave. S.), Paving and Street Lights.
- 2) 44th Avenue South (S. 19th St. to Existing Pavement East of Southend Drainway): Box Culvert, Paving, and Street Lights.

Furthermore, we would request that the utility and paving project have an intermediate completion date of August 15, 2020 for the segment of S. 19th St. from 40th Ave. S. to the north leg of Tobi Lane.

Additionally we are also requesting that the paving for S. 17th St. between 44th and 47th Avenues South be constructed with private funds and an agreement be entered into between the City and us to complete the infrastructure work.

Please contact me if you have any questions or would like additional information.

Respectfully submitted,



Jon Miskavige