

**MEMORANDUM**

TO: Mayor Jones and Members of the Board

FROM: Karen Proctor, Town Administrator

DATE: January 17, 2019

RE: Engineering Scope of Work Proposal and Fee Estimate for Gates

**DISCUSSION:**

Attached is a scope of work and fee proposal from SEH for the layout, design, bidding and construction administration for the proposed access gates at E. Fremont Avenue and S. Richfield Street. The Supplemental Letter Agreement is to allow SEH to provide design layout alternatives, construction plans, engineer's opinion of construction costs and specifications, bid schedule and bid and construction observation and administration assistance for the access gates.

The total cost not-to-exceed in SEH's proposal is \$12,055 with optional service of ground surveys for both locations for an additional \$2,572, for a total of \$14,627.

There is \$100,000 in the 2019 budget for the gates. Included in this number is an engineering estimated cost of \$5,000-\$7,000 provided by the traffic committee. If the Board approves moving forward with the project, an updated and more accurate total cost estimate will need to be obtained. Once staff has an updated total project cost, a review of the 2019 capital project budget will be done. If more funds are needed the Board can approve a Supplemental Appropriation to the 2019 budget.

**ATTACHMENTS:**

Exhibit A – SEH Fee Estimate

Exhibit B – SEH Supplemental Letter Agreement

Richfield and Fremont Access Gates											
November 30, 2018											
Task	Description	Project Manager	Senior QC Engineer	Snr. Proj. Engineer	Staff Eng 2	Staff Eng 1	Survey Field Chief	Senior Accountant	Sub Consultant	Expenses	Task Subtotal
	2019 Hourly Rate	\$190.00	\$214.00	\$148.00	\$106.00	\$101.00	\$138.00	\$121.00			
		SJ, JL	RC	EO, TN	BW	EE	SK	SO			
<b>Richfield and Fremont Access Gates</b>											
<b>Task 1 - Data Collection and Preliminary Design</b>											
1.1	Site Assessment			1	3	3		0.5			\$829.50
1.2	Layout alternatives	2		1	6				\$0.00	\$0.00	\$1,164.00
1.3	Alternative Review Meeting	2		2					\$0.00	\$14.00	\$690.00
<b>Task 1 Subtotal</b>											<b>\$2,683.50</b>
<b>Task 2 - Final Design</b>											
2.1	90% Construction Documents (Plans, Estimate and Specs)	2		3	10				\$0.00	\$0.00	\$1,884.00
2.2	Outside Agency Coordination/meeting (Fire, Sheriff, CDOT, ect)			2					\$0.00	\$14.00	\$310.00
2.3	100% Construction Documents	1	1	2	6				\$0.00	\$0.00	\$1,336.00
<b>Task 2 Subtotal</b>											<b>\$3,530.00</b>
<b>Task 3 - Construction</b>											
3.1	Bid Coordination and Contractor Selection			2	4				\$0.00	\$0.00	\$720.00
3.2	Pre-Construction Meeting				2				\$0.00	\$14.00	\$226.00
3.3	Construction Observation (assume 3 visits per site @ 4hrs)	1.5		3	24				\$0.00	\$84.00	\$3,357.00
3.4	Construction Administration			1	1	3			\$0.00	\$0.00	\$557.00
<b>Task 3 Subtotal</b>											<b>\$4,860.00</b>
<b>Task 4 - Post Construction</b>											
4.1	Maintenance Schedule and Plan			1	2				\$0.00	\$0.00	\$360.00
4.2	Record Drawing	0.5		1	3			0.5	\$0.00	\$0.00	\$621.50
<b>Task 4 Subtotal</b>											<b>\$981.50</b>
<b>Total Hours</b>		9	1	19	61	6	0	1			
<b>Total Project Estimated Fee</b>											<b>\$12,055.00</b>
<b>Optional Task - Ground Survey - Both site locations</b>											
5.1	Establish Control						6		\$0.00	\$88.00	\$916.00
5.2	Boundary & Topo						4		\$0.00	\$0.00	\$552.00
5.3	Mapping, Title Review, CDOT ROW Permit						8		\$0.00	\$0.00	\$1,104.00
<b>Task 5 Subtotal</b>											<b>\$2,572.00</b>
<b>Optional Task Hours</b>		0	0	0	0	0	18	0			
<b>Total Project Estimated Fee w/ Optional Service</b>											<b>\$14,627.00</b>



## Supplemental Letter Agreement

In accordance with the Master Agreement for Professional Services between Town of Foxfield (“Client”), and Short Elliott Hendrickson Inc. (“Consultant”), effective January 1, 2015, this Supplemental Letter Agreement dated [REDACTED] authorizes and describes the scope, schedule, and payment conditions for the Consultant’s work on the Project described as: **Richfield and Fremont Access Gate Design.**

**Client’s Authorized Representative:** Karen Proctor, Town Administrator  
**Address:** P.O. Box 461450  
Foxfield, Colorado 80046-1450  
**Telephone:** 303.513.6696      **e-mail:** kproctor@townoffoxfield.com

**Project Manager:** Scott Jardine  
**Address:** 2000 S. Colorado Blvd. Suite 6000  
Denver, CO 80222  
**Telephone:** 720.540.6850      **e-mail:** sjardine@sehinc.com

The Basic Services to be provided by the Consultant as set forth herein is provided subject to the General Conditions and Exhibits attached to this Agreement.

**Understanding:** Per the request of the Town Board, SEH was asked to provide a scope and fee proposal to you for the layout, design, bidding and construction administration of the proposed access gates at E. Fremont Avenue and S. Richfield Street. This Supplemental Letter Agreement is to provide design of layout alternatives, construction plans, engineer’s opinion of construction cost and specifications, bid schedule and bid and construction observation and administration assistance for the two new access gates.

SEH’s project team will consist of Scott Jardine, P.E., who will serve as Project Manager, along with Erica Olsen, P.E., as Project Engineer and design lead, Rick Coldsnow, P.E. as QC lead, Jon Larson, P.E. Senior Traffic Engineer, and staff engineers Brian Willems, E.I., Mitch Wagner, E.I., and Emma Elefante, E.I.

**Project History:** The existing roadways, E. Fremont Ave. and S. Richfield Street, serve as the west and south access roads respectively to the Town of Foxfield. In recent years the Town Residents’ have observed a measureable increase in Town traffic. A contributing factor to this increase is cut-through traffic from South Parker and Arapahoe Roads accessing these roads, particularly during evening rush hour. Previous traffic count studies were analyzed and a Town Traffic Committee presented a detailed report of studies, resident surveys, and recommendations to the Town Board in the fall of 2018. Based on these recommendations the Town Board approved a motion to move forward with engineering evaluation and design of the proposed access gates. Since E. Fremont Avenue directly accesses South Parker Road, State Highway CO 83, Colorado Department of Transportation (CDOT) was contacted to determine if any highway access code regulations would restrict an access gate at this location. Per an email from Bradley Sheehan, P.E. (Colorado Department of Transportation, Region 1, Access Engineer) CDOT stated that they have “have no comment or concerns on your request to close the access or gate it.”

### Scope of Services:

Proposed services include the following:

### **Task 1 – Data Collection and Preliminary Design**

In lieu of a ground survey SEH will use the existing Town topographic map (2010) and supplement it with a site visit to verify roadway dimensions and current field conditions. SEH survey can provide a ground survey if requested by the Town and will be included as an optional task.

Using the existing conceptual layouts SEH will develop a preliminary layout with up to two layout alternatives, if needed, including an engineer's opinion of probable construction costs. These layouts will include all necessary design considerations including but not limited to: grading, drainage, truck turn and use, utility impacts, construction phasing, and maintenance.

### **Task 2 – Final Design**

Once the layout has been determined SEH will proceed with final construction documents. Construction documents will include construction plans, specifications and project special provisions (to Town of Foxfield front end documents), and an engineer's opinion of probable construction costs.

### **Task 3 – Bidding and Construction**

SEH will prepare and provide a bid schedule, advertisement documents, and coordination with prospective contractors. It is assumed the Town of Foxfield will solicit contractors through a public notification process, or identify a list of prospective bidders that SEH will contact on the Town's behalf. Upon receipt of bids, SEH review the bid documents for conformance and identify the apparent low bidder. Upon the Town's bid award, SEH will facilitate negotiations between the Town and the selected Contractor for the contract. During construction SEH will act as the Town's representative and provide periodic construction observation on site, approve shop plans and material submittals, respond to Requests for Information (RFI) and provide construction observation reports..

### **Task 3 – Post Construction**

SEH will assist the Town in developing a maintenance plan and schedule for the constructed gates and associated site work. SEH will provide record drawings based on contractor adjustments to the design during construction.

### **Scope Exclusions**

The proposed work does not include:

- Field Survey
- Locates
- Geotechnical testing
- Property and/or easement acquisitions
- Title commitments
- Legal descriptions and exhibits
- Construction survey staking
- Pothole services

### **Preliminary Schedule:**

This schedule is provided for planning purposes only, and is intended to provide guidance on the expected duration of tasks that together constitute the entire project. Please be aware, SEH will move forward with each phase of the project based on the Town's direction.

Task 1 – Data Collection and Preliminary Design (2-3 weeks).

We can begin our services immediately upon your authorization to proceed. We estimate this phase of our project services will be completed in 2-3 weeks.

If the Optional Service - Field Survey, Locates and Mapping are added to the scope, the Town should anticipate 1-2 weeks for locates and 2 weeks for field topo and base map preparation, in addition to the timeline provided above..

Task 2 – Final Design (2-4 weeks)

Once the preliminary design has been approved by the Town SEH will proceed to prepare construction documents. During this task coordination with the Town preferred gate manufactures/providers will done to provide details to the plans and specifications.

Design Task duration is estimated at 4-7 weeks.

**Payment:**

Attached is a spreadsheet with estimated hours for each Task based on the hourly rates in our anticipated 2019 on-call agreement. The total, not-to-exceed, fee for this proposal is **\$12,055.00**. The Optional Service is **\$2,572.00**. These fees include all labor, expenses, mileage and materials. Additional work, if requested, shall be compensated in accordance with the rates provided.

**Other Terms and Conditions:**

Other or additional terms contrary to the Master Agreement for Professional Services that apply solely to this project as specifically agreed to by signature of the Parties and set forth herein:

- 1. An item of work that is not specifically included and identified as a "Task" within the Scope of Work is specifically excluded from the Scope of Work.

SEH will not proceed with this work without prior approval from the Town of Foxfield. If this proposal is accepted, please indicate so by initialing the service level approved, and sign where indicated below. Please feel free to call me with any questions at 720.540.6850.

Thank you for providing SEH this opportunity to be part of your team.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.

Scott Jardine, P.E.  
Project Manager

Rick Coldsnow, P.E.  
Principal

Accepted for the Town of Foxfield

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_