

**MEMORANDUM**

TO: Mayor Jones and Members of the Board

FROM: Karen Proctor, Town Administrator

DATE: February 21, 2019

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

**DISCUSSION:**

Attached is a revised 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 layouts, 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 optional ground survey has been removed and Tasks 3 & 4 have been added to the schedule time line. The total not-to-exceed cost in SEH's proposal is \$11,325.

**ADDITIONAL INFORMATION:**

The agreement with SEH assumes the design will be for solar gates. SEH's electrical engineer stated that based on similar projects he expects the additional electrical design would be in the \$6,000 - \$8,000 range. This includes time for their design and coordination with IREA for the connections. He also took a quick look at the sites on Google and thinks that electrical would be an option based on the existing electric line in the vicinity. Alternatively, SEH has stated that they can include the electrical design and construction in a performance spec and outline these alternatives to the contractor. Based on the gate system they spec, they can price these alternatives into their bid.

In addition, I asked about the possibility of modifying solar to electric in the future if desired. SEH said that this requirement could be outlined in the performance specs for the gate equipment.

There has been discussion regarding the location of the turnaround for the Richfield gate. The preferred location recommended by the Traffic Committee was to locate the turnaround in the Chenango bridle path. However, there are several concerns about the time it might take to get easement agreements in place, possible liability issues and other negotiations that will need to be made with Chenango. The alternative is to locate the turnaround in the Foxfield ROW. SEH was asked to remove providing alternative layouts from the scope and fee for Task 1, Preliminary Design, therefore, SEH will develop one design at whichever location the Town would prefer. If the Town decides to change the layout, a contract modification can be done at that time.

**RECOMMENDATION:**

Staff recommends approval of the Agreement with SEH for the Richfield and Fremont Access Gate Design. After the approval of this agreement, the Data Collection and Design Tasks are estimated to take 4-7 weeks and must occur before the RFP can be completed and sent out.

**ATTACHMENTS:**

Exhibit A – SEH Fee Estimate

Exhibit B – SEH Supplemental Letter Agreement

Richfield and Fremont Access Gates											
February 1, 2019											
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			3		3		0.5			\$807.50
1.2	Preliminary Layout	2		2		6			\$0.00	\$0.00	\$1,282.00
1.3	Layout Review Meeting	2		2					\$0.00	\$14.00	\$690.00
<b>Task 1 Subtotal</b>											<b>\$2,779.50</b>
<b>Task 2 - Final Design</b>											
2.1	90% Construction Documents (Plans, Estimate and Specs)	2		4		10			\$0.00	\$0.00	\$1,982.00
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	\$1,306.00
<b>Task 2 Subtotal</b>											<b>\$3,598.00</b>
<b>Task 3 - Construction</b>											
3.1	Bid Coordination and Contractor Selection			2		4			\$0.00	\$0.00	\$700.00
3.2	Pre-Construction Meeting			2		2			\$0.00	\$14.00	\$512.00
3.3	Construction Observation	1.5		2		12			\$0.00	\$84.00	\$1,877.00
3.4	Construction Administration			2		6			\$0.00	\$0.00	\$902.00
<b>Task 3 Subtotal</b>											<b>\$3,991.00</b>
<b>Task 4 - Post Construction</b>											
4.1	Maintenance Schedule and Plan			1		2			\$0.00	\$0.00	\$350.00
4.2	Record Drawing	0.5		1		3		0.5	\$0.00	\$0.00	\$606.50
<b>Task 4 Subtotal</b>											<b>\$956.50</b>
<b>Total Hours</b>		9	1	25	0	54	0	1			
<b>Total Project Estimated Fee</b>											<b>\$11,325.00</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, and the 2019 Contract Amendment, this Supplemental Letter Agreement dated February 21, 2019 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:** 303.905-9339      **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 are 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 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.

Using the existing conceptual layouts SEH will develop a preliminary layout for each location 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. Design assumes the gates will be solar powered and does not include electrical design.

### **Task 2 – Final Design**

Once the layout has been reviewed by the Town, SEH will proceed with final construction documents. Construction documents will include construction plans, specifications and project special provisions (plus Contracting Documents provided by the Town Attorney), and an engineer's opinion of probable construction costs.

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

- Bid solicitation up to five (5) contractors. Includes:
  - Prepare a one page RFP summarizing the project, due date of bids and bid submittal procedure.
  - Contact the selected contractors to confirm interest in bidding the project.
  - Prepare a Bid Schedule based on previously prepared plans and specs by SEH.
  - Electronic delivery of a bidders package to include:
    - Sample contract documents (as provided by the Town).
    - Civil Construction Plans and Specifications prepared by SEH.
- Bid review of up to five (5) competing bids and preparation of a Bid Tab.

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, review and approve shop plans and material submittals, respond to Requests for Information (RFI) and provide periodic construction observation reports.

- Site Visits – Assume up to 3 hrs per field visit (including drive time and reporting), for five (5) visits, to include:
  - One (1) visit for a preconstruction site meeting with the contractor prior to work to be done to inspect the site conditions, drawings, details, specifications and to answer questions (both sites).
  - One (1) visit for observation of civil elements during construction on Fremont to ensure general conformance with Town Code and construction documents.
  - One (1) visit for observation of civil elements during construction Richfield to ensure general conformance with Town Code and construction documents.
  - One (1) visit to conduct a punch-list inspection and prepare a punch-list to be provided to the contractor (both sites).
  - One (1) final inspection to confirm the contractor has addressed any punch-list items (both sites).

Please be aware that SEH does not guarantee that solicitations will result in formal bids, nor do we guarantee any level of performance by the selected contractor.

### **Task 4 – 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 red-lined adjustments to the design plans during construction.

**Scope Exclusions**

The proposed work does not include:

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

**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.

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 be done to provide details to the plans and specifications.

Design Tasks (Task 1 and Task 2) duration is estimated at 4-7 weeks.

Task 3 – Bidding and Construction

Bidding and construction timeline will be determined with the design of the project and coordination with the Town administration. The estimated construction duration will be included in the contract documents section of the specifications.

Task 4 – Post Construction (2 weeks)

SEH will prepare the post construction record drawings, maintenance plan and any field documents within 2 weeks of the final punch-list completion and receipt of redlined plans and warranty documents from the contractor.

**Payment:**

Attached is a spreadsheet with estimated hours for each Task based on the hourly rates in our 2019 on-call contract amendment. The total, not-to-exceed, fee for this proposal is **\$11,325.00**. 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 sign below and return a pdf copy to SEH. 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: \_\_\_\_\_