



MEMORANDUM

TO: Mayor Jones and Members of the Board

FROM: Karen Proctor, Town Administrator

DATE: April 1, 2021

RE: Engineering Scope of Work Proposal and Fee Estimate for 2021 Pavement Repair and Surface Treatment Program

DISCUSSION:

Attached is a scope of work and fee proposal from SEH for their management of the 2021 pavement repair and surface treatment program. This Agreement is for the development of the 2021 surface treatment program, bidding, and construction observation services. This is not for the actual road work which will be prepared after the approval of this Agreement. The total cost not-to-exceed in SEH's proposal is \$16,546. In the approved 2021 budget there is \$331,000 for the roads in the capital account. This is approximately 5% of the total project cost.

RECOMMENDED MOTION:

"I move to approve the SEH Scope of Work Proposal and Fee Estimate for 2021 Pavement Repair and Surface Treatment Program."

ATTACHMENTS:

Exhibit A – SEH Supplemental Letter Agreement
Exhibit B – SEH Fee Estimate

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 2021 Contract Amendment, this Supplemental Letter Agreement dated March 12, 2021 authorizes and describes the scope, schedule, and payment conditions for the Consultant’s work on the Project described as: **2021 Pavement Repair and Surface Treatment Program**

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: Erica Olsen

Address: 2000 S. Colorado Blvd. Suite 6000
Denver, CO 80222

Telephone: 303.586.5828 **e-mail:** eolsen@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 development of your surface treatment program and bidding and construction observation services for the 2021 program.

SEH’s project team will consist of Erica Olsen, P.E., who will serve as Project Manager, along with Rick Coldsnow, P.E., as Senior Advisor (QA/QC) and Graduate Engineer/Field Representative Gavin Macwilliam.

Project History: In 2020, SEH developed a proposed surface treatment program for the Town of Foxfield to be implemented over a 2-4 year span. The first phase of surface treatments was completed in 2020.

Scope of Services:

Proposed services include the following:

Task 1 – Administration

- **Project task set up and close-out**
- **Miscellaneous task coordination with Town staff.**

Task 2– Program Development

- Review plan for 2021 with Town budget
 - Adjust 2021 plan to meet budget.
 - Field observation of 2020 completed streets for warranty work.
 - Field observation of proposed 2021 streets for patching, crack patching or other necessary prework prior to surface treatment. This includes, but is not limited to asphalt, concrete, and aggregate shoulders.

Task 3 - Bid Document Preparation and Assistance (after Town Board Acceptance)

- Update specifications for proposed repairs and treatments.
- Update typical details for patching and crack sealing.
- Develop street map for the 2021 program based on Town budget.
- Prepare bid forms.
- Work with the Town Attorney and Administrator to develop contract documents for the Project Manual.
- Conduct pre-bid meeting and site visit with contractors.
- Answer questions and prepare addenda as required.
- Receive bids and conduct bid opening.
- Prepare bid tabulation and review bids for accuracy and completeness.

Task 4 – Construction Services

- Conduct pre-construction meeting with contractor.
- Review material submittals within three business days of receipt.
- Mark patching areas prior to work.
- Coordinate with ACWWA for any valve box adjustments required.
- During patching and surface treatment placement our field inspector will be on site at least four hours per day to monitor placement procedures, traffic control and cleanup. We have estimated that the contractor will be on site no more than ten days. The inspector will prepare a daily log with photographs.
- At the completion of work the inspector will measure quantities and meet with the contractor to confirm.
- SEH will conduct a substantial completion walk through with the contractor and develop a punch-list of items to be completed.
- When the punch-list has been completed, SEH will field verify punch-list items have been addressed, and we will prepare a notice of final acceptance.
- SEH will review the contractor's pay requests.

Scope Exclusions

The proposed work does not include:

- Field Survey
- Utility Locates
- Fees for posting or advertising
- Material testing
- Preparation of construction traffic control or MHT plans
- Services include no more than two reviews of contractor submittals
- Construction observation in excess of ten days
- Title commitments
- Legal descriptions and exhibits
- Construction survey staking

Schedule:

SEH has made initial contact with the 2020 contractor and confirmed they will be working in a neighboring jurisdiction for 2021. The program development documentation and memo would be provided to the Town by April 1, 2021 for Board review. If authorization to proceed to bidding is received by April 2, bid packages would be completed by April 9. Bids could then be received by the end of April. Work schedule to be coordinated with contractor for summer 2021.

Payment:

Attached is a spreadsheet with estimated hours for each task based on the hourly rates in our 2021 on-call contract amendment. The total, not-to-exceed, fee for this proposal is **\$16,546.00**. 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 Erica Olsen or Rick Coldsnow with any questions.

Thank you for providing SEH this opportunity to assist you with this important project.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.

Erica Olsen, P.E. CO
Project Manager
720.280.3695

Rick Coldsnow, P.E. CO, NM, WY
Principal
720.540.6806

Accepted for the Town of Foxfield

By: _____

Title: _____

Date: _____

Surface Treatment Program Update and 2021 Bid and Construction Assistance						
March 12, 2021						
Task	Description	Senior Advisor	Snr. Proj. Engineer	Staff Engineer I	Senior Accountant	Task Subtotal
	2021 Hourly Rates	\$227.00	\$157.00	\$107.00	\$129.00	
		RC	EO	GM	SO	
1	Administration	1	4		4	\$1,371.00
2	Program Development					
2.1	Review and adjust 2021 plan per Town budget		1	4		\$585.00
2.2	Field inspection of streets		1	8		\$1,013.00
3	Bid Assistance					
3.1	Update specifications	0.5	1	1		\$377.50
3.2	Update typical details		0.5	0.5		\$132.00
3.3	Street map		1	2		\$371.00
3.4	Bid forms		0.5	1		\$185.50
3.5	Contract documents	0.5	2	1		\$534.50
3.6	Coordinate with potential bidder (does not include public bid process)	0.5	0.5			\$192.00
3.7	Bid review		0.5			\$78.50
4	Construction Services					
4.1	Conduct pre-construction meeting		2	2		\$528.00
4.2	Review submittals		0.5	2		\$292.50
4.3	Mark patching areas			4		\$428.00
4.4	Coordinate with ACWWA		0.5	1		\$185.50
4.5	On-site observation (7 days)	3	3	60		\$7,572.00
4.6	Measure quantities and prepare substantial completion punch-list		2	8		\$1,170.00
4.7	Final walk through		3	3		\$792.00
4.8	Notice of acceptance		1			\$157.00
4.9	Review pay request		1	2		\$371.00
	Subtotal Hours	5.5	25	99.5	4	
	Subtotal Fees	\$1,248.50	\$3,925.00	\$10,646.50	\$516.00	
	Total Project Estimated Labor					\$16,336.00
	Expenses 300 miles @ \$0.56/miles					\$210.00
	Total Time & Materials Not-to-Exceed Fee					\$16,546.00

