



City Council

Agenda Item

Subject: Approval of Professional Services Agreement with Confluence for Construction Administration services for the Watertown Foundation Downtown Plaza, Project No. 2030 in the amount of \$152,926.00.

Meeting: City Council - Feb 07 2022

From: Justin Petersen, Assistant City Engineer

BACKGROUND INFORMATION:

On December 9, 2021 three bids were received for the Watertown Foundation Downtown Plaza, Project No. 2030. Gray Construction, Inc. of Watertown, SD was awarded the Base Bid A and B and Alternates 1-5.

The Project includes a raised stage, interactive water feature, playground equipment, flexible use space, seating areas, fabric shade structures, ornamental fencing, landscaping, irrigation, general site amenities, and new streetscape elements on Kemp Avenue. The Project consists of approximately 7,400 SY of asphalt removals, installation of 700 LF of storm sewer, 1,200 ton of base course, 720 LF of curb & gutter, 2,080 SF of concrete paving, 31,250 SF of concrete sidewalk, and 16,140 SF of synthetic turf.

Confluence submitted a proposal for construction administration and construction staking for the Downtown Plaza and Alley project. Infrastructure Design Group (IDG) and Associated Consulting Engineers (ACEI) are subconsultants. The proposal is for \$152,926.00, with the services separated into the Alley and Plaza project. The Design, Construction Staking, and Contract Administration for the Alley project is \$54,000.00. The Construction Staking and Contract Administration for the Plaza project is \$98,926.00.

FINANCIAL IMPACT:

The funding for Plaza project has been budgeted in the Capital Improvement Fund, Account 212-45182-43948 in the amount of \$2,000,000.00. Current revenue sources include commitments from the Urban Renewal District assessments, donations from the Watertown Area Community Foundation (\$500k provided over 5 years), and allocation from the City's capital improvement fund, for a total of \$2.5 million budget.

Bid Schedule A and Alternates 1 through 5 was awarded for the Plaza project in the amount of \$2,460,457.00, for a total with the Construction Staking, and Administration of \$2,559,383.00, which is overbudget by \$59,383.00.

Bid Schedule B for the alley project is budgeted under Capital Improvement Fund, Account 212-43180-43912 in the amount of \$160,000.00. Schedule B was awarded for the Alley project in the amount of

\$131,210.00 and total with the Design, Construction Staking, and Contract Administration for the Alley project is \$185,200.00, which is overbudget by \$25,200.00.

Engineering staff believes there will be budget in other areas to sufficiently cover this project.

SUGGESTED MOTION:

I move to approve the Professional Services Agreement with Confluence for Construction Administration services for the Watertown Foundation Downtown Plaza, Project No. 2030 in the amount of \$152,926.00.

STAFF REFERENCE(S):

Terry Kelly

ATTACHMENT(S):

[Watertown Plaza CA Proposal Agreement - Confluence](#)

January 31, 2022

Justin Petersen, PE, PMP
Assistant City Engineer
City of Watertown
23 Second Street NE, PO Box 910
Watertown SD 57201-0910
jpetersen@watertownsd.us

RE: Watertown Area Community Foundation Plaza - Construction Contract Administration Proposal & Alley Design Additional Services, Sioux Falls, SD Confluence #20072-02

Justin:

Thank you for presenting Confluence the opportunity to be involved with this project. We have tailored the following proposal to provide construction contract administration services for the City of Watertown (Client). Infrastructure Design Group (IDG) and Associated Consulting Engineers (ACEI) are included as subconsultants on this proposal for construction staking and electrical engineering services. We have broken the scope into three major parts: 1) the plaza construction, and 2) the alley construction and 3) the additional alley design services that were included in the bidding of the plaza project.

Per the contractor, work will begin in late March or early April with plaza elements planning to be completed by approximately October 28, 2022. Please review the documents and if you have any questions, comments, or corrections, please give me a call and we will make the necessary adjustments.

A. Scope of Service

A1. Alley Design & Survey - Final Design of the alley project which consists of the alley adjacent to Parkside Place east to the west right-of way line of 4th Street NE. Design the finished grade surface for the alley and adjacent tie-in locations. Plan sheets and estimates of cost for the alley improvements will be included as part of the plaza bid package. IDG will provide surveying of locations adjacent to the alley that will be needed for design related items as well as any new reconstruction that has occurred since the initial topographic survey developed for the plaza.

A2. Plaza Construction Staking – IDG will provide construction staking for the plaza. Because of the congestion of the site, we anticipate multiple trips to stake some of the below items.

1. Establish working limits & staking control for construction. It will be the contractor's responsibility to maintain and protect these locations throughout the project.
2. Removals/Erosion control
 - a. Provide stakes for removal locations and erosion control items
3. Sidewalk/Walkways/ADA ramps
 - a. Provide 1 set of offset stakes for top of concrete for the sidewalks/walkways/concrete areas shown on the plans
 - b. Provide offset stakes for designed callouts for the ADA ramps

4. Kemp Avenue
 - a. Provide offset stakes for top of curb
5. West Alley
 - a. Provide offset stakes for top of curb & the valley gutter
 - b. Provide bluetop stakes for the alley surface
 - c. Provide paving stakes for the alley
6. North Alley parking area
 - a. Provide offset stakes for top of curb
 - b. Provide bluetop stakes for the alley parking surface
 - c. Provide paving stakes for the alley parking
7. Rough grade stakes
 - a. Provide rough grade stakes at various locations within the site to check machine control.
We do not envision that all elevation callouts will need to be staked for rough grade.
8. Miscellaneous Staking (Landscaping features, trees, fencing & light poles)
 - a. Stake a lath at all locations for the features mentioned above
9. Storm Sewer & Structures
 - a. Provide offsets for storm structures and storm piping at 50' intervals
10. Stake the location of the 1 sanitary sewer manhole
11. Watermain
 - a. Provide offsets for water structures and piping
12. Splash Pad & Playground
 - a. Provide offset stakes for paving, piping & structures/features
13. Stage/Shade Structures/Seatwalls
 - a. Provide offset stakes for the stage footings & shade structures
 - b. Provide offset stakes for the beginning and end of the seatwalls

A3. Alley Construction Staking - IDG will provide construction staking for the alley. Because of the congestion of the site, we anticipate multiple trips to stake some of the below items.

1. Establish working limits & staking control for construction. It will be the contractor's responsibility to maintain and protect these locations throughout the project.
2. Removals/Erosion control
 - a. Provide stakes for removal locations and erosion control items
3. Paving
 - a. Provide 3 bluetop stakes per station at 25' intervals or at grade breaks
 - b. Provide paving line offset stakes at 25' intervals or at grade breaks

A4. Plaza Construction - Provide limited Client construction contract administration services. We are assuming site visits from the IDG's lead inspector twice per week for twenty-four (24) weeks. Each site visit is estimated at four (4) hours for the inspector. Confluence's project manager will plan on being on site once a month for the construction period. Construction meetings will be held approximately every two weeks and be held virtually.

1. Provide support to City of Watertown for public and property owner issues.
2. Preconstruction meeting coordination.
3. Provide shop drawings review for respective civil design related items.
4. Processing/review of contractor pay applications.
5. Substantial completion inspection and Final completion inspection.
6. Complete administration items for the days related to inspection and the respective items installed or under construction at the time of those visits.

7. Attend bi-weekly progress meetings. Prepare summaries of work completed the previous weeks, work to be completed the future weeks, issues identified to date, critical items, and property owner or public concerns.
8. Project communication and coordination with the client, contractor & subconsultants.
9. Record Drawings: The consulting team will provide timely record drawings to include 2 electronic copies. Electronic drawing files will be provided within four to six weeks or earlier after construction is completed.

When on site, the following construction observation tasks will be completed as needed.

1. Construction observation responsibilities include the following items. These items will only be performed for the days the consulting team will be on site.
 - o Verify proper construction materials and practices are used that meet or exceed the requirements of the contract documents.
 - o Monitor contractor performance and construction progress relative to meeting the contract completion date. This will be accomplished by on-site observation and a diary of daily activities, equipment, personnel, and weather conditions that affect construction performance. (Shall include digital pictures when appropriate).
 - o Provide documentation of utility alignment changes, bends, fittings, and critical utility conflicts when exposed.
 - o Complete required final construction checklists related to civil design items.
 - o Review and acceptance of warranty certificates including follow up after acceptance.
2. Diaries will be kept by the consulting teams staff performing observation on the project, only on the days they are on site. Diaries are to include the following items at a minimum:
 - o Instructions given to the contractor
 - o Discussions with the contractor concerning project issues
 - o Weather conditions
 - o Special conditions encountered
 - o Work progress including all contractors, subcontractors, utility companies, or other trades working on the project.
 - o Other project related information such as failing materials encountered, and documentation of any corrective action taken.
3. Record keeping will include the following items:
 - o Maintain contract quantities on daily, weekly, or monthly basis for the respective days we are on site only.
 - o Prepare Bi-Weekly Work Progress Reports on civil design related items.
 - o Management of the Storm Water Pollution Prevention Plan (SWPPP).

A5. Alley Construction - Provide the limited Client construction contract administration services.

Provide limited Client construction contract administration services. We are assuming site visits from the IDG's lead inspector twice per week for twenty-four (24) weeks. Each site visit is estimated at four (4) hours for the inspector. Confluence's project manager will plan on being on site once a month for the construction period. Construction meetings will be held approximately every two weeks and be held virtually in conjunction with the overall plaza meeting.

1. Provide support to City of Watertown for public and property owner issues.
2. Preconstruction meeting coordination.
3. Provide shop drawings review for respective civil design related items.
4. Processing/review of contractor pay applications.

5. Substantial completion inspection and Final completion inspection.
6. Complete administration items for the days related to inspection and the respective items installed or under construction at the time of those visits.
7. Attend bi-weekly progress meetings. Prepare summaries of work completed the previous weeks, work to be completed the future weeks, issues identified to date, critical items, and property owner or public concerns.
8. Project communication and coordination with the client, contractor & subconsultants.
9. Record Drawings: The consulting team will provide timely record drawings to include 2 electronic copies. Electronic drawing files will be provided within four to six weeks or earlier after construction is completed.

When on site, the following construction observation tasks will be completed as needed.

4. Construction observation responsibilities include the following items. These items will only be performed for the days the consulting team will be on site.
 - o Verify proper construction materials and practices are used that meet or exceed the requirements of the contract documents.
 - o Monitor contractor performance and construction progress relative to meeting the contract completion date. This will be accomplished by on-site observation and a diary of daily activities, equipment, personnel, and weather conditions that affect construction performance. (Shall include digital pictures when appropriate).
 - o Provide documentation of utility alignment changes, bends, fittings, and critical utility conflicts when exposed.
 - o Complete required final construction checklists related to civil design items.
 - o Review and acceptance of warranty certificates including follow up after acceptance.
5. Diaries will be kept by the consulting teams staff performing observation on the project, only on the days they are on site. Diaries are to include the following items at a minimum:
 - o Instructions given to the contractor
 - o Discussions with the contractor concerning project issues
 - o Weather conditions
 - o Special conditions encountered
 - o Work progress including all contractors, subcontractors, utility companies, or other trades working on the project.
 - o Other project related information such as failing materials encountered, and documentation of any corrective action taken.
6. Record keeping will include the following items:
 - o Maintain contract quantities on daily, weekly, or monthly basis for the respective days we are on site only.
 - o Prepare Bi-Weekly Work Progress Reports on civil design related items.
 - o Management of the Storm Water Pollution Prevention Plan (SWPPP).

B. Exclusions & Assumptions

1. This proposal does not include full time construction contract administration, As-built topographic survey, geotechnical exploration & soil borings, environmental testing, materials testing, traffic studies, permitting approvals and coordination, public meetings/public group coordination and public mailings/updates. Review of constructions means and methods for adherence to applicable permits and codes.

2. Staking Assumptions: It is assumed that an as-built survey will not be needed. If one is needed, it will be completed under our standard hourly rates. It is assumed that machine control will be used for the majority of the rough grading.

C. Client's Responsibilities

1. The Client shall establish the guidelines for the project and shall provide general background information needed for analysis.
2. Fees for services of special consultants (soils, testing, hydraulic, etc.) if required beyond the Scope of Services proposed herein, shall be paid for by the Client if authorized in advance.

D. Staff Hours/Anticipated Labor

Confluence:

A1. Alley Design & Survey:	11 hrs.
A2. Plaza Construction Staking:	03 hrs.
A3. Alley Construction Staking:	02 hrs.
A4. Plaza Construction:	225 hrs.
A5. Alley Construction:	<u>25 hrs.</u>
Total Staff Hours:	266 hrs.

InfrastructureDG:

A1. Alley Design & Survey:	95 hrs.
A2. Plaza Construction Staking:	171 hrs.
A3. Alley Construction Staking:	81 hrs.
A4. Plaza Construction:	330 hrs.
A5. Alley Construction:	<u>228 hrs.</u>
Total Staff Hours:	905 hrs.

ACEI Electrical Engineers:

A1. Alley Design & Survey:	00 hrs.
A2. Plaza Construction Staking:	00 hrs.
A3. Alley Construction Staking:	00 hrs.
A4. Plaza Construction:	60 hrs.
A5. Alley Construction:	<u>00 hrs.</u>
Total Staff Hours:	60 hrs.

E. Fees and Expenses

1. Proposed Total Fee Amount: Hourly not to exceed One Hundred Fifty-two Thousand and Nine Hundred Twenty-six Dollars (\$152,926.00), plus applicable taxes and reimbursable expenses.

Part A1 – Alley Design & Survey (Bid documents)

Confluence:	\$1,250.00
InfrastructureDG:	<u>\$11,800.00</u>
Subtotal:	\$13,050.00

Part A2 – Plaza Construction Staking –

Confluence:	\$265.00
InfrastructureDG:	<u>\$21,181.00</u>
Subtotal:	\$21,446.00

Part A3 – Alley Construction Staking –

Confluence:	\$175.00
InfrastructureDG:	<u>\$9,985.00</u>
Subtotal:	\$10,160.00

Part A4 – Plaza Construction Contract Administration

Confluence:	\$29,335.00
ACEI (Electrical):	\$7,500.00
InfrastructureDG:	<u>\$40,645.00</u>
Subtotal:	\$77,480.00

Part A5 – Alley Construction Contract Administration

Confluence:	\$3,115.00
InfrastructureDG:	<u>\$27,675.00</u>
Subtotal:	\$30,790.00

Total Proposed Fee (A1-A5): \$152,926.00

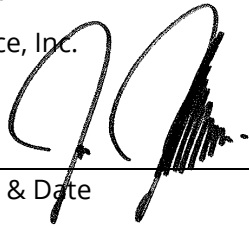
F. Extra Work and Continuation of Services

1. If, during the progress or upon completion of the work outline in the Scope of Services, the Client finds it desirable or necessary to cause this Consultant to perform additional services other than those outlined in the Scope of Services, the hourly schedule and reimbursable expense schedule may apply or a project fee may be negotiated.

If you have any questions, please give me a call to discuss.

Offered by:

Confluence, Inc.



01-31-22

Signature & Date

Jon Jacobson - Principal

Printed Name & Title

Confluence
440 E. 8th Street, Suite 121
Sioux Falls, South Dakota 57103

Accepted By:

City of Watertown

Signature & Date

Printed Name & Title

Attest:

Signature & Date

Printed Name & Title

Lyle Pudwill – Confluence, lpudwill@thinkconfluence.com

EXHIBIT 'A'**STANDARD HOURLY RATES**

Senior Principal	\$170.00 - \$250.00 per hour
Principal	\$160.00 - \$215.00 per hour
Associate Principal	\$130.00 - \$185.00 per hour
Associate	\$110.00 - \$170.00 per hour
Senior Project Manager.....	\$100.00 - \$150.00 per hour
Project Manager.....	\$90.00 - \$130.00 per hour
Senior Landscape Architect	\$90.00 - \$130.00 per hour
Landscape Architect	\$80.00 - \$120.00 per hour
Senior Project Planner.....	\$90.00 - \$130.00 per hour
Planner II	\$80.00 - \$120.00 per hour
Planner I	\$70.00 - \$110.00 per hour
Landscape Architect-In-Training / Landscape Designer.....	\$70.00 - \$110.00 per hour
Landscape Architect Intern / Landscape Designer	\$60.00 - \$85.00 per hour
Draftsperson	\$50.00 - \$85.00 per hour
Graphic Designer	\$70.00 - \$100.00 per hour
Clerical / System Staff	\$42.00 - \$80.00 per hour

REIMBURSABLE EXPENSES

Social Pinpoint Public Engagement Tool.....	\$1,500.00
Filing Fees	1.15 x cost
Materials and Supplies	1.15 x cost
Meals and Lodging.....	1.15 x cost
Mileage.....	\$.585 per mile
Postage.....	1.15 x cost
Printing by Vendor	1.15 x cost
B/W Photocopies/Prints 8½ x 11	\$.05 each
B/W Photocopies/Prints 11x17.....	\$.10 each
Color Photocopies/Prints 8½ x 11	\$.65 each
Color Photocopies/Prints 11x17.....	\$1.50 each
Large Format Plotting – Bond	\$2.50/SF
Large Format Plotting - Mylar	\$4.50/SF
Large Format Plotting - Photo	\$5.00/SF
Flash Drives	\$10.00 each
Booklet Binding (cover, coil, back)	\$4.50 each
Foam Core	\$8.00 each
Easel Pads	\$32.75 each
Electronic Files.....	\$50.00 Each
Online Meeting Service	\$35.00 Each

Effective 01/01/2022