

CITY OF HIGH POINT

AGENDA ITEM



Title: Construction Management- N. Elm Street Utility Improvements
Hazen and Sawyer

From: Terry Houk – Public Services Director
Derrick Boone – Public Services Asst. Director **Meeting Date:** August 6, 2018
Robby Stone – Public Services Asst. Director

Public Hearing: N/A

Advertising Date: N/A

Advertised By: N/A

Attachments: Attachment A – Hazen and Sawyer- Scope and Fee Proposal

PURPOSE:

The Public Services Department is requesting approval of the proposal from Hazen and Sawyer to perform construction management for the water, sewer and stormwater improvements to be installed in North Elm Street adjacent to the Catalyst project.

BACKGROUND:

The scope of the utility improvement project (Phase I) includes the replacement, upgrade, and abandonment of the water, sanitary sewer and storm sewer located within the 200, 300, and a portion of the 400 block of N. Elm Street. Future phase(s) will include utility replacement in W. English Road and N. Lindsay Street.

Hazen will work as the Contract Administrator for the City, working with the CMAR and City of High Point to provide construction services (field and office services) during the project. The schedule for the project is 170 days to completion with approximately 150 days of inspection services. It is expected this project will include night and weekend work to complete the project within schedule.

BUDGET IMPACT:

Funds for this project are available in the FY 2018-19 budget.

RECOMMENDATION / ACTION REQUESTED:

The Public Services Department recommends approval and asks for the Council to award the professional engineering services to Hazen and Sawyer in the amount of \$214,329.00.



**FORMAL BID RECOMMENDATION
REQUEST FOR COUNCIL APPROVAL**

DEPARTMENT: **Public Services**

COUNCIL AGENDA DATE: **8-6-18**

BID NO.: **N/A** CONTRACT NO.: **N/A** DATE OPENED: **Jul 26, 2018**

DESCRIPTION:

The Public Services Department is requesting approval of the proposal from Hazen and Sawyer to perform construction management for the water, sewer and stormwater improvements to be installed in North Elm Street adjacent to the Catalyst project.

PURPOSE:

Oversee the Phase 1 Catalyst Project

COMMENTS:

N/A

RECOMMEND AWARD TO: **Hazen** AMOUNT: **214,329.00**

JUSTIFICATION:


N/A

ACCOUNTING UNIT	ACCOUNT	ACTIVITY	CATEGORY	BUDGETED AMOUNT
421779	527105	421181029120	40206	\$71,443.00
421779	527105	421181029220	40206	\$71,443.00
671732	527105	671181023120	40206	\$71,443.00
TOTAL BUDGETED AMOUNT				214,329.00

DEPARTMENT HEAD: **Terry Houk** Digitally signed by Terry Houk
DN: cn=Terry Houk, o=City of High Point, ou=Public
Services, email=terry.houk@highpointnc.gov, c=US
Date: 2018.07.26 14:39:34 -0400 DATE: **7-26-18**

The Purchasing Division concurs with recommendation submitted by the **Public Services** and recommends award to the lowest responsible, responsive bidder **Hazen** in the amount of \$ **214,329.00**.

PURCHASING MANAGER: **Erik Conti** Digitally signed by Erik Conti
DN: cn=Erik Conti, o, ou,
email=erik.conti@highpointnc.gov, c=US
Date: 2018.07.26 16:02:05 -0400 DATE: **Jul 26, 2018**

Approved for Submission to Council
FINANCIAL SERVICES DIRECTOR:  Digitally signed by Jeffrey A. Moore
DN: cn=Jeffrey A. Moore, o=City of High Point, NC,
ou=Financial Services Director,
email=jeff.moore@highpointnc.gov, c=US
Date: 2018.07.26 16:59:44 -0400 DATE: **Jul 26, 2018**

CITY MANAGER: **Greg Demko** Digitally signed by Greg Demko
DN: cn=Greg Demko, o=High Point, ou=High Point,
email=greg.demko@highpointnc.gov, c=US
Date: 2018.07.26 17:00:13 -0400 DATE: **Jul 26, 2018**



Hazen and Sawyer
629 Green Valley Road, Suite 200
Greensboro, NC 27408

July 22, 2018

Terry Houk
Public Services Director
City of High Point
211 S. Hamilton Street
High Point, NC 27261

Re: Scope and Fee Proposal for the Construction Management of the Mixed Use Development - Utility Improvements Project

Dear Mr. Houk:

Hazen and Sawyer appreciated the opportunity to submit the enclosed proposal to provide Construction Management and Resident Project Representative Services as described below for the City of High Point Mixed Use Development Utility Improvements Project. (the "Project")

Contract Scope: The scope of the Project includes the replacement, upgrade, and abandonment of the water, sanitary sewer and storm sewer along with the installation of underground ductbank to replace the existing above grade assets. The project will be delivered in the Construction Manager at Risk (CMAR) method by Garney Construction.

Hazen will work as the Contract Administrator for the City, working with the CMAR and the City of High Point to provide a quality product meeting or exceeding the City of High Point's standards.

Contract Schedule: The first phase of this scope will include the construction of the utility improvements on North Elm Street and the project scope bid on Thursday, July 19, 2018. The schedule for this project is 170 days, with approximately 150 days of inspection services. It is expected this project will include night and weekend work to complete in the 150 day schedule.

Tasks: The following major tasks are anticipated as part of this project:

1. Construction Field Services
2. Construction Office Services

1. Construction Field Services

Inspection Services: Hazen will provide full-time inspection services for the installation of all four utilities. The Resident's Project Representative's responsibilities will include inspecting the work performed by the CMAR and their subcontractor's, record, photograph and report their findings back to the construction team.

Field Inspection Services will be billed by the hour at a negotiated rate with a not to exceed ceiling.

- The Resident Project Engineer (RPR) will be a full time employee on the project and will work with the City, Contractor Team and consultants as necessary to complete the project.
- The RPR Not to Exceed (NTE) assumes a 50 hour work week to account for night and weekend work as necessary to complete the project. The CMAR estimates a total construction time of 170 days, 150 calendar days of work time. The basis for the NTE is 150 days (7 days/week) = 22 weeks for 1,100 man hours.
- RPR Rate @ \$110/hour equals a Not to Exceed of \$121,000 for RPR Tasks.

2. Construction Office Services

Construction Phase services will also include the Office services as described below.

Construction Clarification, Work Changes and Claims: Hazen and Sawyer will review questions related to the water and electrical scopes and coordinate other items to the appropriate consulting firms. Hazen will prepare Work Change Directives and Change Orders documentation when necessary to access project contingency funds.

Shop Drawings and Submittals: Hazen expects to review administrative submittals including the baseline progress schedule, shop drawing schedule, schedule of values, monthly progress schedule updates, and monthly progress payment requests at a minimum. Other shop drawings will include material related items and action plans for closures, tie-ins, testing, etc. Hazen will also be responsible for routing the shop drawings to the appropriate consultant team for their respective reviews.

Meetings: Hazen office and field staff will attend onsite progress meetings and coordination meetings. The CMAR will be responsible for agendas, minutes, and coordination required for these meetings.

Construction Materials Testing: Hazen excludes all third party construction materials testing required from this contract but is expected to work with the City's selected testing agency for coordination when needed. Hazen will aide in selection and review of scope for this contract if desired by the City.

Startup and Testing: Hazen will provide technical support during startup and testing of all systems per the contract documents associated with the project.

Record Drawings: Hazen will prepare record drawings for Hazen's design scope and coordinate with the CMAR and other consulting firms to provide a comprehensive document for the project.

Fee Structure: Hazen will provide the services described above for a lump sum fee of \$93,329.00.

Please find Table 1 below summarizing the total effort for this project. Lump Sum and Not to Exceed items have been noted.

Summarized Fee for the MUD Utility Improvements

Task	Fee	Type
Construction Services - Field	\$121,000	Cost Ceiling - Not to Exceed; Billed by fixed categorical rates per Table 2.
Construction Services - Office	\$93,329	Lump Sum
Total Contract Value	\$214,329.00	

Table 2 – Categorical Billing Rates

Task	Fee per hour
Resident Project Representative	\$110

Please feel free to contact us at any time if you have any questions or would like to meet to discuss the items enclosed. Thank you again for the opportunity and we look forward to continuing to work for the City of Greensboro.

Best Regards,



Alan L. Stone, PE
Vice President

Enclosure: Fee Breakdown

cc: Aaron D. Babson, PE