

RESOLUTION NO. 2009-109

A RESOLUTION ACCEPTING AND AUTHORIZING THE EXECUTION OF AN AGREEMENT FOR SERVICES WITH JEO CONSULTING GROUP, INC., FOR THE DESIGN AND CONSTRUCTION ADMINISTRATION SERVICES FOR THE DOWNTOWN SIDEWALK IMPROVEMENT PROJECT.

WHEREAS, five proposals for engineering services were received for the Downtown Sidewalk Improvement Project; and

WHEREAS, City staff evaluated the proposals and is recommending that JEO Consulting Group, Inc., be approved as the engineer on the project for a total estimated fee of \$56,140;

WHEREAS, the Mayor and Council of the City of Wayne, Nebraska, find and declare that the firm of JEO Consulting Group, Inc., has the qualifications and meets all requirements to perform the engineering services required to monitor the said project.

NOW THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Wayne, Nebraska, that they hereby appoint JEO Consulting Group, Inc., as the project engineer for said project in the City of Wayne, Nebraska; and

BE IT FURTHER RESOLVED that the Mayor be, and she hereby is instructed and authorized to enter into a contract on behalf of the City of Wayne, Nebraska, with said firm for the completion of the work as proposed, and the City Administrator is authorized to approve and execute change orders not to exceed five percent of the contract price.

PASSED AND APPROVED THIS 1st day of December, 2009.

THE CITY OF WAYNE, NEBRASKA,

By _____
Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM AND CONTENT:

City Attorney

**ATTACHMENT "1"
TO EXHIBIT "A"
SCOPE OF SERVICES**

Project Description: Proposed Downtown Sidewalk Improvements in Wayne, Nebraska. The proposed improvements include sidewalks, pavers, lighting improvements (planning and conduit installation only), ramps and related ADA accessibility items.

Project areas include:

Sidewalk Improvements:

3rd Street from Logan St. to Pearl St. (both sides)
2nd Street from Logan St. to Pearl St. (both Sides)
1st Street from Main Street to Pearl St. (both Sides)
Pearl Street from 1st St. to 3rd St. (East side only)
(All improvements will be made between the existing curb and the face of the building.)

Ramps along Main Street in front of the entrances to:

Wayne Herald
Job Site
Mines
Discount Furniture Annex
Homestead Homes
Harder and Ankeny

Preliminary Design Phase:

- A. Kickoff meeting with City Officials to review proposed improvements. (meeting #1)
- B. Topographic Survey of improvement area.
- C. Preliminary design of proposed sidewalk, ramps and lighting improvements (conduit only).
- D. Assist the Owner in obtaining the services of a Geotechnical Firm to perform a soils investigation.
- E. Prepare preliminary plans of proposed improvements.
- F. Plan In Hand to review preliminary plans.
- G. Provide Utility Companies (gas, telephone, etc) with Preliminary Plans to review proposed improvements for conflicts.
- H. Prepare preliminary Opinions of Cost.
- I. Review preliminary plans with City Council (meeting #2)

Final Design Phase:

- A. Complete design of proposed sidewalk, pavers, ramps and lighting conduit.
- B. Preparation of Final Plans to include the following:
 - 1. Removals
 - 2. Sidewalk and Paving Improvements
 - 3. Geometrics and Grades
 - 4. Conduit for Future Lighting
 - 5. Special Plans and Details

- C. Preparation of quantity list and opinion of construction costs.
- D. Preparation of specifications and bidding documents.
- E. Meeting with City Council to present final plans for approval. (meeting #3)

Bidding and Negotiation:

- A. Attend a pre-bid meeting with prospective bidders and City Officials.
- B. Interpret plans and specifications and provide clarification to contractors and suppliers during bidding phase.
- C. City to handle bid letting (JEO not present during bid letting)
- D. Analyze bids and provide recommendation of award to City.

Construction Phase:

- A. Schedule and attend pre-construction conference.
- B. Provide for construction staking of the project.
- C. Interpretation of plans and specifications with Contractor and OWNER.
- D. Review Shop Drawings of materials to be incorporated into the project.
- E. Coordinate soils and materials testing, as required.
- F. Provide Resident Project Representative Service during construction (100 hours).
- G. Provide construction contract administration that will include review of contractor's applications for payment and the preparation of partial payment certificates. Review of change orders and/or time extension requests as required.
- H. Attend progress meeting (7 meetings) with Contractor, OWNER and other interested parties.
- I. Measure final quantities and prepare Final Pay Application.
- J. Provide project close-out services which will include final review of work insuring that construction has been completed in substantial accordance with the plans, specifications and contract documents.
- K. Provide the OWNER with record drawings.

Post Construction Phase:

- A. Prepare a Report of Total Cost
- B. 11 month review of project with the Owner.

Estimated Time Frame:

- A. Preliminary Design Phase – 60calendar days from authorization to proceed.
- B. Final Design Phase – 30 calendar days approval of the preliminary plans.

Deliverables:

- A. Plans and specifications for sidewalk, pavers, lighting and ramp improvements.

Exclusions:

- A. Grant Administration
- B. Geotechnical investigation or materials testing
- C. Environmental Reviews

SCHEDULE OF FEES:

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|----|-----------------------------------|---|---------------|
| A. | Preliminary Design | | \$ 24,170 |
| B. | Final Design | | \$ 9,980 |
| C. | Bidding and Negotiating | - | \$ 2,000 |
| D. | Construction | - | \$ 10,200 |
| E. | RPR Services (hourly - 100 hours) | | \$ 9,000 |
| F. | Post Construction | - | <u>\$ 790</u> |
| | TOTAL ESTIMATED FEE | | \$ 56,140 |