

Attachment A

9th Street Reconstruction – Phase 2 & Cedar Street Reconstruction

SCOPE OF SERVICES

In this document the term “Engineer” refers to the consulting firm hired by the City of Laramie, WY unless set apart with a specific title, i.e. “City Engineer,” “City Project Engineer” et cetera.

At a minimum the following services shall be provided:

A. Research and Design:

1. The Engineer shall design the projects as directed by the City Project Engineer. The design shall at a minimum include a complete set of plans and a project manual for each project.
2. Conduct a Kick Off meeting with City Staff. This meeting will discuss the project scope, foreseeable issues, possible alternatives, desired results and project needs. This meeting shall include a complete walk thru of the project area with City Staff. The Engineer must provide a meeting agenda and notes of the meeting.
3. The Engineer shall provide weekly email update on project progress.
4. Review existing maps, drawings, plans and reports on file at City of Laramie relating to the proposed work. Engineer must contact City Engineering for the information regarding this task.
5. Make recommendations concerning means and methods for constructing the project.
6. The Engineer must research and use **One Call of Wyoming** for the location of all private utilities in the area of the project such as but not limited to Rocky Mountain Power, Source Gas, CenturyLink, Charter Communications, University of Wyoming, and Union Pacific Railroad. The design should avoid conflicts with utilities. If a conflict is unavoidable the Engineer shall design and coordinate a solution. Plans shall be submitted to the private utilities for review during the design of the project. All correspondence with the private utilities must be documented and provided to the City. The project will not be bid until documentation is provided.
7. All survey data shall be tied to Coast and Geodetic Survey BM (B66) 1948 GPS'S in 1992 NAD 1983, NAVD 1988, GEOID 03.
8. Conduct field surveying as needed, or as directed by the Project Engineer, to prepare the construction plans.

9. Develop solutions to any issues and needs raised by other agencies or entities.
10. Plans and specifications must be consistent with the current City of Laramie Project Manual. Contact City Engineer for latest version.
11. City of Laramie measurement and payment will be understood and complied with in its entirety by Engineer.
12. Bid Schedules and quantities will conform to measurement and payment section in the special provision section of the current Project Manual. Deviations from the standard list shall be submitted to the City Engineering Department for review and approval. The Engineer shall highlight in the submittal any changes. The Engineer shall provide the City Engineer a list of changes made to the Project Manual before the project can be bid.
13. Provide quantity lists for each bid item tied to a location on the plan sheets. Example: one ADA ramp on SE corner of X & Y Streets.
14. Prepare cost estimates for the project at the 60% and 90% and final design level.
15. Plan sets shall be submitted to the City for review at the 30%, 60%, 90% and final designs. Each submittal shall a set of PDF's for both 24x36 and 11x17 plan sets.
16. Project Manuals shall be submitted at the 60%, 90% and final designs. Project manuals shall be submitted in PDF form.
17. Engineer shall prepare exhibits of the 60% plans for a public meeting. Engineer will be responsible to document neighborhood comments, concerns and issues. The City of Laramie will conduct the meeting with Engineer serving a support role.
18. Progress and review meetings shall be held at the 30%, 60%, 90% and final design or as needed for the project. The Engineer shall be responsible for writing down all comments made at review meetings and provide all the comments back to the City in the meeting minutes.
19. The Engineer shall be responsible for writing up meeting minutes for any meetings between the City and the Engineer.
20. Engineer is to perform an internal Quality Assurance and Quality Control review of plan sets, specifications and bid schedules prior to submittal for review by the City.
21. Perform an internal project constructability review prior to submittal for review by the City.
22. Engineer shall be responsible for errors and will be expected to pay for correcting design errors.
23. City review does not absolve the Engineer of any errors.

24. All plans and project manuals must be reviewed and approved by the City Engineer prior to bidding.

B. Bidding Services

1. City of Laramie will employ electronic bidding services through Quest CDN. The Engineer will be responsible to provide the City of Laramie with PDF files of all plan sets and project manuals relevant to the project.
2. The City Project Manager will upload bid documents to the Quest CDN web site and make available.
3. Bidder's questions will be initially directed to the City Project Manager, and then forwarded to City Project Engineer or Engineer for responses when necessary.
4. The Engineer shall prepare all addendums and submit addendum documents to the City Project Manager for upload to Quest CDN.
5. Attend and assist City of Laramie staff at a pre-bid meeting. This may include a project walk thru following the pre-bid meeting. The pre-bid meeting shall involve the following.
 - i. Instruct prospective bidders and suppliers as to the types of information required by the contract documents and the format in which bids should be presented.
 - ii. Review special project requirements and contract documents in general.
 - iii. Receive requests for interpretations and answer questions.
 - iv. Prepare minutes of the conference.
6. The Engineer shall review the bids for accuracy, prepare and distribute formal bid tabulation sheets, evaluate bids, and make written recommendations to the City concerning contract award. This shall include creating a spreadsheet combining all bids and the Engineer's Estimate into a single sheet, showing maximum and minimum bids and the average price.
7. The Engineer shall issue the contractor Notice of Award, after receiving authorization to do so from the City.
8. Prepare and distribute construction plans and complete project manuals to the low bidder.
9. After final documents are approved, the Engineer shall provide the CAD drawings and a set of PDF's for both the 24x36 and 11x17 plan sets.

10. The Engineer shall provide an approved and stamped final project manual in PDF form. A digital copy of all project manual documents shall also be included.



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TEL 307.775.9500 | FAX 307.775.9269

June 4, 2021

Mark Hazelett, Project Manager
City of Laramie
405 Grand Avenue
Laramie, WY 82070

Subject: 9th Street Reconstruction – Phase 2 & Cedar Street Reconstruction

Mark,

We have revised our engineer's fee proposal and schedule for the 9th Street Reconstruction – Phase 2 & Cedar Street Reconstruction project. A key date to see on both schedules is that our final deliverables will be delivered to you on November 23rd, 2021. Our new fee also reflects a \$4,000 reduction for both projects which was based on the following assumptions:

1. \$2,000 was removed from both projects for public outreach on the assumption that the extent of public involvement for both projects would be limited to a flyer.
2. \$1,000 was removed from each project on the Horizontal Layout and Design task because of our team's efficiency.
3. Lastly, \$1,000 was removed from each project on the Cross-sections task because of our team's efficiency, and the tools we have developed to generate them quicker.

Therefore, the final fees for 9th Street Reconstruction and Cedar Street Reconstruction are \$94,100 and \$95,200 respectively.

Sincerely,
SUNRISE ENGINEERING

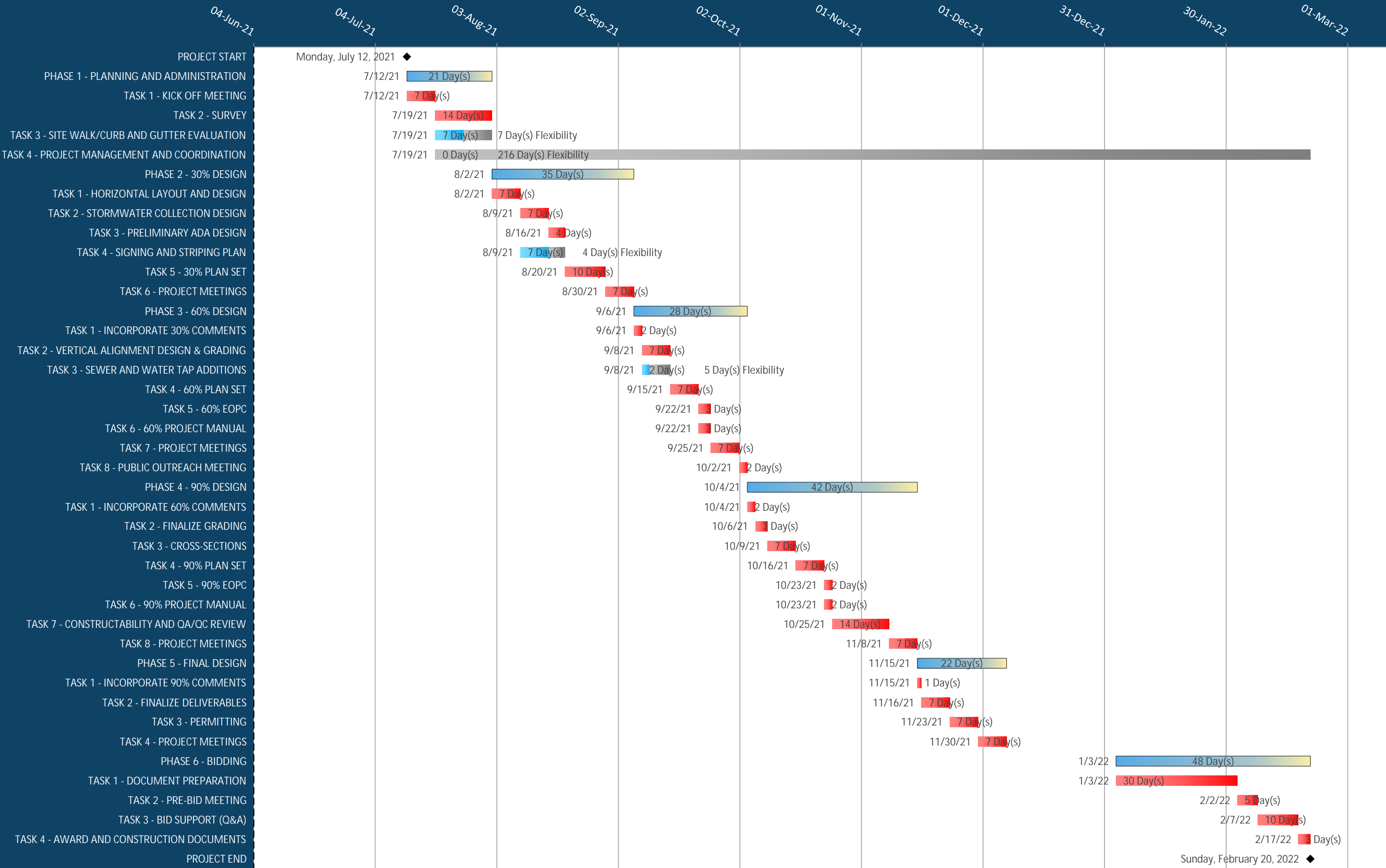
A handwritten signature in black ink, appearing to be "Mark Davidson", written over a horizontal line.

Mark Davidson, PE
Vice President



9th Street Reconstruction
 City of Laramie
 ENGINEER'S FEE PROPOSAL

<u>Description</u>	<u>Cost</u>	<u>Fee Type</u>
PHASE 1 - PLANNING AND ADMINISTRATION	\$16,600	
TASK 1 - KICK OFF MEETING		
TASK 2 - SURVEY		
TASK 3 - SITE WALK/CURB AND GUTTER EVALUATION		
TASK 4 - PROJECT MANAGEMENT AND COORDINATION		
PHASE 2 - 30% DESIGN	\$19,900	
TASK 1 - HORIZONTAL LAYOUT AND DESIGN		
TASK 2 - STORMWATER COLLECTION DESIGN		
TASK 3 - PRELIMINARY ADA DESIGN		
TASK 4 - SIGNING AND STRIPING PLAN		
TASK 5 - 30% PLAN SET		
TASK 6 - PROJECT MEETINGS		
PHASE 3 - 60% DESIGN	\$25,600	
TASK 1 - INCORPORATE 30% COMMENTS		
TASK 2 - VERTICAL ALIGNMENT DESIGN & GRADING		
TASK 3 - SEWER AND WATER TAP ADDITIONS		
TASK 4 - 60% PLAN SET		
TASK 5 - 60% EOPC		
TASK 6 - 60% PROJECT MANUAL		
TASK 7 - PROJECT MEETINGS		
TASK 8 - PUBLIC OUTREACH MEETING		
PHASE 4 - 90% DESIGN	\$25,000	
TASK 1 - INCORPORATE 60% COMMENTS		
TASK 2 - FINALIZE GRADING		
TASK 3 - CROSS-SECTIONS		
TASK 4 - 90% PLAN SET		
TASK 5 - 90% EOPC		
TASK 6 - 90% PROJECT MANUAL		
TASK 7 - CONSTRUCTABILITY AND QA/QC REVIEW		
TASK 8 - PROJECT MEETINGS		
PHASE 5 - FINAL DESIGN	\$4,600	
TASK 1 - INCORPORATE 90% COMMENTS		
TASK 2 - FINALIZE DELIVERABLES		
TASK 3 - PERMITTING		
TASK 4 - PROJECT MEETINGS		
PHASE 6 - BIDDING	\$2,400	
TASK 1 - DOCUMENT PREPARATION		
TASK 2 - PRE-BID MEETING		
TASK 3 - BID SUPPORT (Q&A)		
TASK 4 - AWARD AND CONSTRUCTION DOCUMENTS		
<u>Estimated Total</u>	<u>\$94,100</u>	T&M





Cedar Street Reconstruction
City of Laramie
ENGINEER'S FEE PROPOSAL

<u>Description</u>	<u>Cost</u>	<u>Fee Type</u>
PHASE 1 - PLANNING AND ADMINISTRATION	\$16,600	
TASK 1 - KICK OFF MEETING		
TASK 2 - SURVEY		
TASK 3 - SITE WALK/CURB AND GUTTER EVALUATION		
TASK 4 - PROJECT MANAGEMENT AND COORDINATION		
PHASE 2 - 30% DESIGN	\$24,100	
TASK 1 - HORIZONTAL LAYOUT AND DESIGN		
TASK 2 - STORMWATER COLLECTION DESIGN		
TASK 3 - PRELIMINARY ADA DESIGN		
TASK 4 - SIGNING AND STRIPING PLAN		
TASK 5 - 30% PLAN SET		
TASK 6 - PROJECT MEETINGS		
PHASE 3 - 60% DESIGN	\$23,700	
TASK 1 - INCORPORATE 30% COMMENTS		
TASK 2 - VERTICAL ALIGNMENT DESIGN & GRADING		
TASK 3 - SEWER AND WATER TAP ADDITIONS		
TASK 4 - 60% PLAN SET		
TASK 5 - 60% EOPC		
TASK 6 - 60% PROJECT MANUAL		
TASK 7 - PROJECT MEETINGS		
TASK 8 - PUBLIC OUTREACH MEETINGS		
PHASE 4 - 90% DESIGN	\$26,200	
TASK 1 - INCORPORATE 60% COMMENTS		
TASK 2 - FINALIZE GRADING		
TASK 3 - CROSS-SECTIONS		
TASK 4 - 90% PLAN SET		
TASK 5 - 90% EOPC		
TASK 6 - 90% PROJECT MANUAL		
TASK 7 - CONSTRUCTABILITY AND QA/QC REVIEW		
TASK 8 - PROJECT MEETINGS		
PHASE 5 - FINAL DESIGN	\$2,200	
TASK 1 - INCORPORATE 90% COMMENTS		
TASK 2 - FINALIZE DELIVERABLES		
TASK 3 - PERMITTING		
TASK 4 - PROJECT MEETINGS		
PHASE 6 - BIDDING	\$2,400	
TASK 1 - DOCUMENT PREPARATION		
TASK 2 - PRE-BID MEETING		
TASK 3 - BID SUPPORT (Q&A)		
TASK 4 - AWARD AND CONSTRUCTION DOCUMENTS		
<u>Estimated Total</u>	<u>\$95,200</u>	T&M

Cedar Street Reconstruction : PROJECT SCHEDULE

■ PHASES
 ■ CRITICAL
 ■ NON-CRITICAL
 ■ FLOAT
 ◆ MILESTONE
 --- TODAY

