


POLICY REPORT PWD NO. 22-44

CONSIDER APPROVAL OF LOW BID FOR  
THE 2ND & CHESTNUT STONE ARCH REPLACEMENT PROJECT

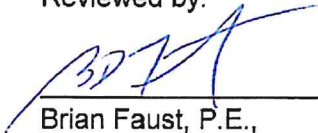
City Project 2018-895

September 13, 2022

Prepared by:

  
Earl Wilkinson,  
Deputy Director of Public Works

Reviewed by:

  
Brian Faust, P.E.,  
Director of Public Works

  
Paul Kramer,  
City Manager

**ISSUE:**

Consider a contract for construction-related services from Wilson & Company Engineers for the 2nd & Chestnut Stone Arch Replacement Project.

**BACKGROUND:**

On February 12, 2020, the City Commission approved a design contract with Wilson & Company Engineers for the design of the 2nd & Chestnut Stone Arch Replacement Project, and on July 12, 2022, the City Commission approved a construction contract with LEXECO for the 2nd & Chestnut Stone Arch Replacement Project.

We initially considered Wilson & Company Engineers to do all construction-related services for the 2nd & Chestnut Stone Arch Replacement project, but the proposed fee to have Wilson & Company Engineers do that work was \$196,000. In an effort to reduce costs on the overall project, the Public Works staff will handle the day-to-day construction inspection and contract administration associated with the project. However, since Wilson & Company Engineers designed the 2nd & Chestnut Stone Arch Replacement Project, it would be beneficial to have them provide limited construction-related services for the project. These services would include attending the pre-construction meeting, reviewing shop drawings for the contractor, monthly progress meetings, general project coordination, final walk-through of the project, and as-constructed drawings of the project. All of these services offer necessary support to the Public Works staff.

**BUDGET IMPACT:**

The fee for this contract is \$34,046. Stormwater impact fee funds are available to cover this expense.

**POLICY:**

The City Commission generally awards construction-related services contracts to the engineering company that prepared the design documents for the project due to their familiarity with the specific details of the project. The award will be in the best interest of the City. Wilson & Company Engineers is extremely qualified for this work.

**RECOMMENDATION:**

Staff recommends that the City Commission award the construction-related services contract for the 2nd & Chestnut Stone Arch Replacement Project to Wilson & Company Engineers in the amount of \$34,046.

**ATTACHMENTS:**

Exhibit A (Scope of Services)

Exhibit B (Fee Estimate Worksheet)

**EXHIBIT A**  
**SCOPE OF SERVICES**

The purpose of this contract is to provide Construction Related Services for the 2<sup>nd</sup> & Chestnut Stone Arch Replacement project.

**Detailed Scope of Services**

**Section 1 – Construction Related Services**

**1) Attend Pre-Construction Meeting**

The Consultant shall attend a pre-construction meeting as scheduled by the City.

**2) Shop Drawing Review**

The Consultant shall review shop drawings submitted by the Contractor including, but not limited to:

- Mix Designs
- Aggregate Materials
- Drainage Structures
- Pipe
- Roadway base materials
- Fencing
- Erosion Control
- Landscaping materials
- Other Items as Required

**3) Monthly Progress Meetings**

The Consultant shall attend monthly progress meetings as scheduled by the City.

**4) General Project Coordination**

The Consultant shall respond to RFIs, review change order requests, perform site visits, and attend meetings as requested to resolve routine construction issues which may arise during the 7-month construction duration (substantial completion = 180 days, final completion = 30 days after SC). It is anticipated that eight (2) hours per week will be required for general project coordination.

**5) Final Walk-Through**

The Consultant will attend a final walk-through with the City and Contractor after substantial completion and prepare a punch list for work that needs to be corrected. The Consultant will verify that all punch list items have been satisfactorily addressed.

**6) As-Constructed Drawings**

The Consultant will prepare as-constructed drawings based on plan mark-ups from the contractor and inspectors. The City shall supply a copy of the record drawings from the Contractor, a copy of the Field Inspector's notes, and any other documentation needed in the preparation of the as-constructed drawings. An as-constructed field survey will not be performed.



Proj.: 2nd & Chestnut CRS  
 By: CDLoughman  
 Date: July 27, 2022  
 Client: City of Leavenworth  
 Notes:

**EXHIBIT B**  
**FEE ESTIMATE WORKSHEET**

Fee Reviewed by  
 Date:

TASK CODE  
 WCI CLASS  
 TITLE

TASK I.D.	WORK TASK DESCRIPTION	ESTIMATED MANHOURS	TOTAL HOURS	LABOR EFFORT	EXPENSE EFFORT	TOTAL FEE
<b>SECTION 1 - CONSTRUCTION RELATED SERVICES</b>						
1	Attend Pre-Construction Meeting	1051 P5 Project Manager 2	4.00 \$	614.00 \$	50.00 \$	664.00 \$
2	Shop Drawing Review	1051 P4 Project Engineer 40	40.00 \$	5,600.00 \$	- \$	5,600.00 \$
3	Monthly Progress Meetings	1051 PD2 CADD Designer 24	48.00 \$	7,368.00 \$	- \$	7,368.00 \$
4	General Project Coordination	1051 P4 Project Engineer 28	84.00 \$	12,516.00 \$	700.00 \$	13,216.00 \$
5	Final Walk Through	1051 P4 Project Engineer 4	12.00 \$	1,788.00 \$	50.00 \$	1,838.00 \$
6	As-Constructed Drawings	1051 P4 Project Engineer 16	56.00 \$	5,360.00 \$	- \$	5,360.00 \$
	Subtotal	1051 P4 Project Engineer 58	244.00 \$	33,246.00 \$	800.00 \$	34,046.00 \$

<b>TOTALS</b>			<b>244.00 \$</b>	<b>33,246.00 \$</b>	<b>800.00 \$</b>	<b>34,046.00 \$</b>
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