

MEMORANDUM

DATE: August 27, 2019

TO: Jacqueline Beaudry, City Clerk
City Clerk's Office

FROM: Nicholas S. Hutchinson, P.E., City Engineer
Public Service Area – Engineering

RE: Fuller Ct. & Nixon Sidewalk Gaps
File No. 2019-006

Attached please find one fully executed original of Work Statement No. 5 with Wade Trim, Inc. for the Fuller Ct. & Nixon Sidewalk Gaps. This work statement is being done under the previously approved Professional Services Agreement with Wade Trim for Project Management and Civil Engineering services.

Attachment

NSH (S:\Engineering\General\Wade Trim\WS5 - Fuller Ct & Nixon\Clerk Memo.docx)



WORK STATEMENT NO. 5

Date: August 15, 2019

Project: Fuller Ct. & Nixon/Traver Sidewalk Gaps

This is a Work Statement issued under the terms and conditions of the Professional Services Agreement for Project Management and Civil Engineering Services, dated December 1, 2017, between the City of Ann Arbor (City) and Wade Trim Associates, Inc. ("Contractor").

Scope of Services:

General Conditions:

Delivery of Services under this Work Statement shall be performed in accordance with the terms and conditions stated in the above referenced Professional Services Agreement and its Exhibits and as further specified below.

Statement Specifications:

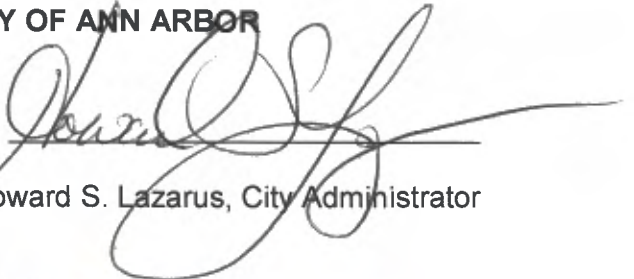
- A. Work to be performed/Deliverables:
See Attachment A.
- B. No Extra Work or Change which expands or alters the general scope of this Work Statement shall be made unless in pursuance of a written order by the City. All changes shall be executed under the conditions of the original Work Statement.
- C. Services Delivery Schedule:
12 months from notice to proceed.
- D. Compensation:
See Attachment B.
- E. Contractor may be requested to provide proof of continuing insurance coverage as specified in the original contract between the parties as a condition of award of this Work Statement.

CONTRACTOR

By: 


Its: WADE TRIM
VICE PRESIDENT

CITY OF ANN ARBOR

By: 

Howard S. Lazarus, City Administrator

Approved as to substance


Craig Hupy,
Public Services Area Administrator

Approved as to form and content

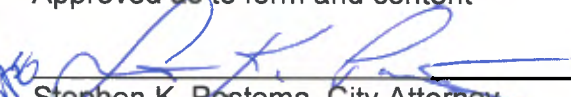

Stephen K. Postema, City Attorney

EXHIBIT A

SCOPE OF SERVICES

BRIEF DESCRIPTION OF PROJECTS

The following descriptions provide a basic overview of the design elements covered by this proposed Scope of Services and Tentative Schedule. There are two project locations generally described below:

FULLER COURT SIDEWALK PROJECT (Fuller to 2250/2260 Fuller Court)

This proposal has been prepared to describe the design services envisioned for approximately 1,500 feet of new five feet wide sidewalk on the southwesterly side of Fuller Court from Fuller Road to approximately the Department of Veterans Affairs entrance drive. We have visited the project area and observe that a sidewalk currently exists on the east side of Fuller Court. This proposal does not include any modifications the existing sidewalk on the east side, however our proposed design is intended to incorporate similar design elements to provide consistency along this corridor. Based on our meetings with the City, we envision two options for the sidewalk. First, that the sidewalk run directly adjacent to the southwesterly curb line and utilize a small segmental masonry block retaining wall, similar to the retaining wall on the east side of Fuller Court. Or second, a sidewalk independent of the road curb line that runs along the slope of the hill and may not require a retaining wall. Our proposed scope includes some time to meet with the University of Michigan pertaining to their property at the corner of Fuller/Fuller Court and the potential sidewalk alignment across their property.

NIXON ROAD/TRAVER BLVD SIDEWALK CONNECTION

This proposal also includes the design of approximately 300 feet of new sidewalk on the north side of Traver Boulevard from the Logan Elementary School entrance to Nixon Road and approximately 700 feet of new sidewalk on the west side of Nixon Road north from Traver Boulevard. The City has provided additional topographic survey information along this route, which will be merged into the topographic data that Wade Trim has previously collected for the Nixon Road Corridor design project. Ideally, this sidewalk connection will be designed so that it can ultimately fit into the future Nixon Road Corridor Master Plan, which includes a roundabout at the Traver Boulevard & Nixon Road intersection. The sidewalk is envisioned to be five feet wide. The design will include a crosswalk across Traver at Nixon to connect to the existing sidewalk on Nixon south of Traver Boulevard. Easements and grading permits are anticipated.

PROJECT MANAGEMENT

Wade Trim will provide project management services to oversee the project. Chris Wall will serve as the Wade Trim project manager and serve as the main point of contact. Chris will coordinate meetings, as required, internally and externally with the City. Typical project management duties include, but are not limited to, overseeing the project staff, managing the project schedule, interfacing with the City, coordinating meetings, preparing the monthly invoicing and making sure the project progresses in accordance with the agreed upon scope of work.

As part of the Project Management activities, Wade Trim will assist the City in coordinating the Special Assessment District creation and implementation of the process. We understand that this effort includes preparation of four resolutions using the City's Legistar program for City Council consideration. Per Jane Allen, this district has been tentatively identified as District 56 in the Assessment book. Our scope of work anticipates that these sections of sidewalk may end up as separate special assessment districts, so we have included time for preparing two sets of resolutions and additional paperwork to support the process. Wade Trim will assist in providing sketches for grading easements, potential tree mitigation and seek public input (including using the Public Engagement Toolkit). We will also support the City by creating assessment amounts per parcel in accordance with the eligible items, as appropriate with the STP – Urban rules, as we understand this project will be partially funded through this State program.

Since this project has STP – U funding, our scope of work includes project management and engineering support hours to coordinate the project through the Michigan Department of Transportation schedule for Local Agency Program projects, including preparation of the program application, submittals, attendance at GI meetings and any and all background work needed for a LAP project (i.e. NEPA, SHPO clearance, etc.).

We have included time for a presentation to the City's Transportation Commission. We are not sure where this fits into the schedule at this time, however, Wade Trim is prepared to assist in presenting these projects, if necessary.

PRE-DESIGN ACTIVITIES

Topographic Survey

1. Wade Trim will provide a Topographical Survey along Fuller Court from Fuller Road to the Department of Veterans Affairs entrance driveway (approximately ,1500 linear feet). Our data collection will include the basic roadway geometry of the full right of way of Fuller Court including the intersection of Fuller Road. We will also capture detailed topography of an area 40 feet off of the western edge of roadway so that we obtain sufficient detail of the existing wooded hillside that is adjacent to this section of Fuller Court. The survey field work will be conducted to establish horizontal and vertical control, based upon Michigan State Plane Coordinates and City of Ann Arbor vertical datum (NAVD88).
2. Survey data has already been obtained along the Nixon Road project and will be supplemented with the data provided along Traver Boulevard from the City of Ann Arbor.
3. Wade Trim will set control for these projects utilizing the City's established Primary Control Points located in the area. Topographical data will be collected for all pavement, structures, visible utility lines, catch basins, manholes, hydrants, water valves, meter pits, buildings, driveways, parking areas, fences, ditches and drains, trees and shrubs, and the establishment of a grid for elevations and contours. The grid will be approximately 25 to 50 foot square throughout the project area, as appropriate.
4. The survey will extend beyond the corridor boundaries as outlined by the City of Ann Arbor Topographic Survey Requirements.
5. Data Processing is included in this effort.

Research Existing Adjacent Properties

1. We will familiarize ourselves with the ROW and adjacent properties and parcels.
2. Wade Trim will review recorded plats, surveys and legal descriptions for the parcels along the corridor. Using this information along with any property irons and monuments found by our field crew, we will depict the right-of-way in our base file.

3. If the need for title work is required, we will coordinate with the City of Ann Arbor to obtain any title work, existing easements or deeds that are required. We will request basic tax roll descriptions and as-built plans along the corridor. All recorded easements identified in the title work will be displayed in the base CAD file. Wade Trim will coordinate with City Survey staff and Attorney, as necessary.

Geotechnical Report Review

1. We have assumed that the City of Ann Arbor will provide the required soil borings and geotechnical report along both project alignments. This will be particularly important if a retaining wall is required along Fuller Court near Fuller Road. Wade Trim can assist in staking the boring locations, if requested.
2. Effort has been included in our proposal to review the geotechnical report and incorporate recommendations into the design.

SIDEWALK DESIGN ACTIVITIES

The following key tasks will be completed for the two projects, as appropriate:

Base Plan Preparation and Preliminary Alignment

Develop Design Criteria

- Establish preliminary horizontal and vertical alignment requirements for the sidewalk
- Establish sidewalk geometric requirements

Layout Horizontal Alignment and Conceptual Plan Graphics

- Coordinate Horizontal Alignment with existing topography
- Develop conceptual plan layouts ("Pre-preliminary plans" showing two options near UM property)
 - Layout sidewalk elements to determine impacts to surrounding properties
- Develop cost estimate, based on conceptual plan layout

Develop Traffic Control Concepts

- Discuss traffic control alternatives and recommendation on preferred alternative

Begin work on MDOT Program Application and supporting programming work

Review prior borings and determine if additional are required.

- At a minimum, we anticipate two to five borings will be provided by the City at each project location.
- For all borings, Wade Trim will mark location in the field.

Review ROW and grading permit needs

Send out utility information request letters to each of the utility providers

- Send out Miss Dig Online design tickets
- Display utility information in survey file
- Develop preliminary utility conflicts list based on potential impacts

Public Engagement

- Wade Trim will meet with City staff to review the PE Toolkit and develop an action plan for public engagement

Preliminary Sidewalk Design

Create Preliminary Design plans (approximately 60%)

- Develop front end sheets (City template drawings - title sheet, note sheet, survey control sheet, etc.)
- Develop preliminary typical sections
- Develop 60% design:

- Develop preliminary removal, construction, and profile sheets
 - Preliminary horizontal and vertical alignments;
 - Layout non-motorized accommodations;
 - Review design against existing ROW;
 - Develop preliminary traffic control plans
 - Review preliminary signing and marking
 - Provide cost estimate
 - Develop pavement design based on geotechnical investigation
 - Utility Coordination
 - Add additional utility information that is received
 - Refine utility conflicts list (as required).
 - Develop ROW/Easement Plans for Grading Permits or Acquisition (if applicable)
Property Owner Coordination/Engagement
 - Coordinate sidewalk design with University of Michigan, Ann Arbor Public Schools and/or Adjacent Property Owners
 - Conduct public information meeting on projects seeking input
- Review meeting with Ann Arbor to approve geometry
 Develop unique special provisions for the project
 Calculate project quantities, and develop preliminary cost estimate
 Coordinate and attend utility coordination meeting with all utility providers on project
- Determine additional information necessary for utilities that are in conflict
- Review meeting with Ann Arbor to approve

Preliminary Retaining Wall Design (if needed)

Development of preliminary design for segmented retaining wall (i.e. Keystone or similar to what is on the east side of Fuller Court):

- Establish horizontal and vertical alignments for retaining based on sidewalk location.
- Perform necessary structural calculations to support the height of the wall, foundation design, etc..
- Create front end sheets, add alignment sheet
- Refine plan sheets, adding quantities, plan detailing, and coordinating the sidewalk design.
- Develop preliminary grading for retaining wall
- Develop design cross sections

Final Design

- Finalize alignments based on feedback from Ann Arbor
- Finalize front end sheets, including typical sections
- Finalize plan sheets with final quantities
- Develop sidewalk ADA ramp details
- Finalize grading plans
- Finalize traffic control plans
- Finalize signing and pavement marking plans

BIDDING ASSISTANCE

Upon concurrence that the project is ready to be bid, we will assist the City in preparing the plans and specifications for the bid phase:

1. We will finalize plans based on comments from City final review
2. We will finalize bid documents and coordinate with City
3. We will prepare a final cost estimate for the project
4. We will review the final bid package with City and coordinate/execute all submissions to MDOT for bidding.
5. Respond to any questions/RFI's during the bidding process.

QA/QC

We have included a small amount of hours to perform a simple QA/QC of the plans. We envision that plans and specifications will be shared in such a manner that our staff would review the project internally and so that City representatives could also review the plans and specifications at key project milestones. We envision QA/QC reviews following the preliminary alignment, preliminary design and final design.

UTILITY DESIGN

We do not envision any utility design as part of this project. All coordination with existing utilities has been included in the above-described Sidewalk Design scope of services.

CONSTRUCTION PHASE SERVICES

Construction Phase services have not been included as part of this proposal at this time.

EXCLUSIONS

Lighting Design has not been included at this time. It is our assumption at this time that any lighting design would be coordinated with Detroit Edison and that they would design the appropriate lighting based on the final sidewalk design. We have included some time to help with this coordination.

PROJECT DURATION

We understand that the City of Ann Arbor would like to begin work on this design as soon as possible, with construction anticipated to start in July 2020. One requirement that will be incorporated into the bid documents will be to get the Nixon/Traver sidewalk completed before school starts in Fall 2020. The Fuller Court sidewalk has more flexibility in its completion time.

TENTATIVE SCHEDULE

We have prepared the following tentative project schedule. Please note that this schedule is subject to change based on the necessary interaction with the adjacent property owners and determination of the final alignment.

Pre-Design Activities Phase – August 2019 – September 2019

Preliminary Base Plans and Sidewalk Alignment – September 2019 – October 2019

Preliminary Sidewalk and Retaining Wall Design – October 2019 – November 2019

QA/QC & Final Design – December 2019 – January 2020

Project Bidding Period – Anticipated in January - February 2020

City Council approval of an Agreement with the State of Michigan – Spring/Summer 2020

We are prepared to work more closely with City staff to expand this schedule with more details such as the 4 step Special Assessment process and when those resolutions need to be ready for City Council approval.

EXHIBIT B
COMPENSATION

City of Ann Arbor File Number:

Project Name: Fuller Court & Nixon/Traver Blvd Sidewalk Desig

Contract Location: City of Ann Arbor

Rate Schedule: Wade Trim - City of Ann Arbor Project Manager

Date: August 5, 2019



Wade Trim Project Number: ANN _____

TASK DESCRIPTION		Engineer II Steven Meyer/Martin Hoemke		Eng Spec II (Specs) Rob Marker		TOTAL HOURS	TOTAL LABOR	
		Hours	Rate \$100.00	Hours	Rate \$150.00			
Phase 100 -	Project Management							
A	Monthly Project Management	-	\$ -	-	\$ -	16	\$ 2,800	
B	Project Meetings (Assume five @ 2 hours each + one 4 hour GI meeting)	-	12 \$ 1,200	4	\$ 600	56	\$ 8,150	
C	Special Assessment District 56 Activities	-	16 \$ 1,600	-	\$ -	56	\$ 7,500	
Phase 200 -	Pre-Design Activities							
A	Topographic Survey, Set Control & Benchmarks	59	\$ -	-	\$ -	59	\$ 5,975	
B	Review of Soil Borings & Geotechnical Report (Geotechnical to be compl	-	\$ -	-	\$ -	7	\$ 1,155	
C	Research Existing Property & Utility Information	-	\$ -	2	\$ 300	18	\$ 2,140	
D	LAP Support - MDOT Program Application, Submittals, SHPO, etc...	-	8 \$ 800	8	\$ 1,200	52	\$ 6,900	
Phase 300 -	Design Activities							
A	Preliminary Base plans and Sidewalk Alignment	-	64 \$ 6,400	4	\$ 600	110	\$ 12,190	
B1	Preliminary Sidewalk Design	-	80 \$ 8,000	4	\$ 600	166	\$ 18,190	
B2	Retaining Wall Design	-	24 \$ 2,400	4	\$ 600	85	\$ 10,275	
C	Finalize Design and Specifications	-	32 \$ 3,200	-	\$ -	76	\$ 8,980	
Phase 330 -	Bidding Assistance							
A	Prepare Cost Estimate	-	8 \$ 800	16	\$ 2,400	32	\$ 4,400	
B	Bidding Assistance	-	12 \$ 1,200	16	\$ 2,400	38	\$ 5,150	
		-	\$ -	-	\$ -	-	\$ -	
Phase 400 -	QA/QC							
A	Quality Assurance and Quality Control	-	\$ -	4	\$ 600	28	\$ 4,740	
		-	\$ -	-	\$ -	-	\$ -	
Phase 500	Public Engagement							
A	Tool Kit and Public Engagement meetings and coordination activities	-	16 \$ 1,600	-	\$ -	60	\$ 9,700	
Total Expenses (includes Travel, Equipment, Copies, etc.)							\$ 750	
TOTAL BASE SERVICES (Prepared August 5, 2019)		3,800	272	\$27,200	62	\$9,300	859	\$108,245