

MEMORANDUM

TO: Mayor and City Council

FROM: Faye Stewart, Public Works & Development Director

SUBJECT: APPROVAL OF BRANCH ENGINEERING TASK WORK
ORDER #1 FOR ENGINEERING SERVICES FOR THE
BOHEMIA PARK ENTRY PLAZA PROJECT

DATE: January 18, 2023

Background


Branch Engineering, City Engineer of Record, has prepared a task work order proposal for the Bohemia Park Entry Plaza Project. The City has been awarded a total of \$1,675,307 to construct the new park entry plaza. Branch anticipates completing the construction documents late spring or early summer of 2023. Upon completion and after the construction documents are approved by the EDA a formal RFP will be released to solicit construction bids in July 2023. The proposed cost for task order #1 is \$150,000 for preliminary and final engineering and \$60,000 for construction engineering, oversight, inspection, closeout, and as-built plans for a total cost not to exceed \$210,000.

Recommendation

That the City Council move to approve Task Work Order #1 from Branch Engineering for engineering services to develop construction documents for the Bohemia Park Entry Plaza Project in the amount of \$210,000 and authorize the City Manager to sign the Task Work Order.

Cost

The cost of the proposal is not-to-exceed \$210,000 and will be paid by the EDA, State Parks, Bohemia Foundation, and City funds dedicated to the entry plaza project.


Richard Meyers, City Manager


Faye Stewart, Public Works &
Development Director

Task Order Form

Task Order No. 1

City of Cottage Grove

City Engineer Work

Dated: January 4, 2023

In accordance with the City Engineering Services Contract entered into between City of Cottage Grove (City) and Branch Engineering Inc. (Engineer), dated March 10, 2022(Contract), Engineer is authorized to complete the scope of work defined in this Task Order according to the schedule and budget defined herein.

SCOPE OF WORK

The scope of work includes: Engineering Design Services, and Construction Inspection and Management for Bohemia Park Entry Plaza Improvements, as further outlined in Exhibit A.

BUDGET

The costs for Engineer's services as defined herein, including reimbursables, shall not exceed \$210,000. Breakdown of budget included in Exhibit A.

COMPENSATION

Compensation shall be paid in accordance with Section 3 of the Contract and the Engineer's Schedule of Rate and Charges attached to the Contract as Exhibit E.

In accordance with Section 2.3 of the Contract, if additional funds are required to complete the services defined herein beyond the limit set above, Engineer shall notify City in writing prior to reaching the authorized limit, and will not proceed with work in excess of the limit without the prior written approval of City.

SCHEDULE

Work shall be initiated immediately upon issuance of this Task Order and the plan shall be completed as outlined in Exhibit A.

TERMS AND CONDITIONS

All work under this Task Order is governed by the terms and conditions of the Contract, unless otherwise specifically set forth herein.

Exhibit A
Task Order No. 1
Scope of Work
For Engineering Design Services, and Construction Inspection and Management
Bohemia Park Entry Plaza Project

SCOPE

Design the Bohemia Park Entry Plaza including new park amenities at the north undeveloped portion of Bohemia Park, to establish the Bohemia Park Entry Plaza.

Specific features contained within the design include: (1) 25' tall steel water tank as a water feature; (3) water splash areas; (1) new railroad tie path; (6) interpretive pillars; (4) art/sculpture stations; (1) new swing set; new benches; concrete walkways; irrigated turf/grassy areas; deciduous and evergreen trees; irrigated vegetated planting beds; and (1) 50 square foot LED information panel.

1700 square foot of Paving; Build and Install 25' historic replica water tower with 50 square foot curved LED information panel; Install surface-level splash fountain-type water features; Create and install six stone pillars celebrating the historical themes of the park. Other components of the north entry include a full-sized swing set and dispersed seating opportunities with new benches amongst the plinths, landscaping, and discovery art installations. Utility work for the project will include the provision of potable water to the splash fountain and interactive fountain on the water tower, provision of purple piping for disbursement of effluent water for use in irrigation, underground electrical to walkway lighting and the water tower sign, and irrigation hardware.

Services under this *Task Order* include Civil Engineering (utility, stormwater, sidewalk design), Soils Engineering, Structural Engineering, Landscape Architecture, Layout of park features, and Construction Oversight.

TASKS & APPROXIMATE SCHEDULE

Task 1 Preliminary and Final Engineering and Design

- 1a. Complete preliminary plans and associated cost estimates - Completed May, 2023
- 1b. Completing final plans, specifications, and cost estimates - Completed June, 2023
- 1c. Securing required State and local approvals - Completed June, 2023
- 1d. Completing proposed contract documents sufficient for soliciting bids - Completed July, 2023

Task 2 Construction Oversight

- 2a. Daily inspections – Ongoing
- 2b. Materials testing oversight and quality control (independent testing paid by city) – Ongoing
- 2c. Process and document field design changes – Ongoing
- 2d. Project closeout and as-built plans – July, 2024

ESTIMATED FEES

Task 1 Preliminary and Final Engineering, Permitting, Construction Documents, Bidding

Task 1a	\$80,000
Task 1b	\$50,000
Task 1c	\$10,000
Task 1d	\$10,000
Subtotal Task 1	\$150,000

Task 2 Construction engineering, oversight, inspection, closeout, as-builts

Task 2a	\$20,000
Task 2b	\$10,000
Task 2c	\$20,000
Task 2d	\$10,000
Subtotal Task 2	\$60,000