

MEMORANDUM

TO: Mayor and City Council

FROM: Faye Stewart, Public Works & Development Director

SUBJECT: APPROVAL OF BRANCH ENGINEERING TASK WORK ORDER #2 FOR ENGINEERING SERVICES FOR THE MAIN STREET REVITALIZATION PROJECT

DATE: January 18, 2023

Background

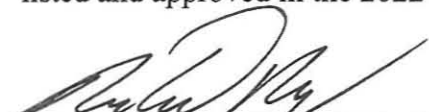
Branch Engineering, City Engineer of Record, has prepared a task work order proposal for the Main Street Revitalization Project. The City has been awarded a \$5,000,000 to reconstruct Historic Downtown Main Street from 8th Street west to the Main Street Bridge. Branch anticipates completing the construction documents late December 2023 or early January of 2024. Upon completion and after the construction documents are approved by the EDA a formal RFP will be released to solicit construction bids in January of 2024 with construction starting late February 2024. The proposed cost for task order #2 is \$690,000 for preliminary and final engineering and \$250,000 for construction engineering, oversight, inspection, closeout, and as-built plans for a total cost not to exceed \$940,000.

Recommendation

That the City Council move to approve Task Work Order #2 from Branch Engineering for engineering services to develop construction documents for the Main Street Revitalization Project in the amount of \$940,000 and authorize the City Manager to sign the Task Work Order.

Cost

The cost of the proposal is not-to-exceed \$940,000 and will be paid by the EDA Main Street Revitalization Grant and City Street Capital Improvement funds. This project was listed and approved in the 2022-2023 adopted City budget.


Richard Meyers, City Manager


Faye Stewart, Public Works &
Development Director

Task Order Form

Task Order No. 2

City of Cottage Grove

City Engineer Work

Dated: January 6, 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 Main Street Revitalization Project _____, as further outlined in Exhibit A.

BUDGET

The costs for Engineer's services as defined herein, including reimbursables, shall not exceed \$940,000. 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. 2
Scope of Work
For Engineering Design Services, and Construction Inspection and Management
Main Street Revitalization Project

SCOPE

Design of reconstruction for revitalization of Main Street, in Cottage Grove

Project includes street repaving, frontage improvements, and new water and storm sewer utilities. Improvements include new sidewalk; new curb/gutter, water main; water services; storm sewer; street lights; street trees; street furnishings, and other improvements included in the project.

Services under this *Task Order* include Civil Engineering (roadway, utility, sidewalk design), Topographic Surveying, Soils Engineering, Layout of Streetscape features.

TASKS & APPROXIMATE SCHEDULE

Task 1 Utility Adjustments and Installation

- 1a. Complete preliminary utility plans and associated cost estimates - Completed September, 2023
- 1b. Completing final utility plans, specifications, and cost estimates – Completed October, 2023
- 1c. Securing required State and local approvals - Completed November, 2023
- 1d. Completing proposed contract documents sufficient for soliciting bids - Completed December, 2023

Task 2 Roadway and Streetscape Plans

- 2a. Complete preliminary road and streetscape plans, and cost estimates – Completed April, 2024
- 2b. Completing final road and streetscape plans, specifications - Completed June, 2024
- 2c. Securing required State and local approvals - Completed August, 2024
- 2d. Completing proposed contract documents sufficient for soliciting bids - Completed October, 2024

Task 3 Construction Oversight

- 3a Daily inspections – Ongoing
- 3b Materials testing oversight and quality control (independent testing paid by city) – Ongoing
- 3c Process and document field design changes – Ongoing
- 3d Project closeout and as-built plans – December, 2025

ESTIMATED FEES

Tasks 1 & 2 Preliminary and Final Engineering, Permitting, Construction Documents, Bidding

Task 1a	\$90,000	
Task 1b	\$60,000	
Task 1c	\$20,000	
Task 1d	\$20,000	
Task 2a	\$260,000	
Task 2b	\$190,000	
Task 2c	\$30,000	
Task 2d	\$20,000	
Subtotal Tasks 1 & 2		\$690,000

Task 3 Construction engineering, oversight, inspection, closeout, as-builts

Task 3a	\$160,000	
Task 3b	\$20,000	
Task 3c	\$40,000	
Task 3d	\$30,000	
Subtotal Task 3		\$250,000