

RESOLUTION NO. 059-16

A RESOLUTION OF THE CITY OF PORT ORCHARD, WASHINGTON, APPROVING CONTRACT NO. C062-16 WITH THE TRANSPGROUP, INC. FOR THE 2016 ANDERSON HILL ROAD SW – OLD CLIFTON ROAD ROUNDABOUT DESIGN AND DOCUMENTING ARCHITECTURAL & ENGINEERING SERVICES PROCUREMENT PROCEDURES

WHEREAS, pursuant to RCW 39.80, the City of Port Orchard's Public Works Department annually publishes the general Request for Qualifications (RFQ) for professional engineering, surveying, architecture, structural design and related services for the Professional Services Roster; and

WHEREAS, on June 3, 2013 the City of Port Orchard transitioned to the MRSC Consultant Roster database, but still publishes annually the general Request for Qualifications (RFQ) for the Professional Services Roster; and

WHEREAS, at the June 21, 2016 Work Study Session, having been actively involved in transportation design within the Old Clifton Road SW corridor both recently (the Campus Parkway – Old Clifton Road SW Roundabout) and in the past (the 2001 McCormick Urban Village Transportation Plan), the Transpogroup, Inc. provided to the Port Orchard City Council, current transportation related activities within the Old Clifton Road SW corridor; and

WHEREAS, on July 1, 2016 the City of Port Orchard's Public Works Department selected three (3) qualified firms from the City's current Professional Services Roster (Exhibit A attached) for the Main Category; Design & Planning, Engineering Services and Sub-Category; Bikeway Planning & Design, Civil Engineering, Pedestrian Path/Facilities Planning & Design, Roundabouts Planning & Design, Transportation Planning & Design and Transportation/Traffic; and

WHEREAS, the City's Public Works Department then scored and selected the Transpogroup, Inc. being determined as the most qualified professional services engineering firm; and

WHEREAS, the Port Orchard City Council, at the 2015 recommendation of the State Auditor's Office, wishes to document their consultant selection process as described above for this particular contract by Resolution; now, therefore,

THE CITY COUNCIL OF THE CITY OF PORT ORCHARD, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

THAT: The City Council approves Contract No. C062-16 with the Transpogroup, Inc. for the 2016 Anderson Hill Road SW – SW Old Clifton Road Roundabout Design and adopts the “Whereas” statements contained herein, as findings in support of the City’s consultant selection procurement procedures.

PASSED by the City Council of the City of Port Orchard, SIGNED by the Mayor and attested by the City Clerk in authentication of such passage on this 12th day of July, 2016.



Robert Putaansuu, Mayor

ATTEST:



City Clerk, Brandy Rinearson, CMC



Exhibit A—Scope of Services, Fee & Schedule

Client Name:	City of Port Orchard
Project Name:	Anderson Hill Road SW / SW Old Clifton Road Roundabout Engineering
Exhibit Dated:	July 6, 2016 TG: 16226.PR

Scope of Services

Transpo Group (Transpo) will provide engineering services to the Client for the design of a new three-legged one-lane roundabout, with adjacent separated pedestrian pathway, at the intersection of Anderson Hill Rd SW and SW Old Clifton Rd in the City of Port Orchard, Washington. Transpo will lead and work in coordination with our subconsultants to provide a consistent overall project design across engineering disciplines. Transpo's team, inclusive of subconsultants, is referred to as the "Consultant" in the following scope.

Task 01—Project Management and Coordination

- 1.1 Progress Reports, Invoices, and Project Schedule – Transpo will provide brief progress reports and invoices to the City on a monthly basis or at project milestones. Transpo will also maintain a project schedule and provide the City with updates on a monthly basis. It is assumed that the project will have up to a 12 month schedule.
- 1.2 Subconsultant Management – Transpo will coordinate with project subconsultants with regards to contracting, project schedule, invoicing/budgets, dissemination of information, and general progress on project scope.
- 1.3 Project Coordination – Transpo will participate in coordination efforts, via conference call and email, as necessary.
- 1.4 General Meetings – Transpo will participate in-person at the following meetings as part of this subtask:
 - One (1) project kickoff meeting and site visit to be held at the City of Port Orchard offices
 - One (1) additional in-person meeting to be held at the City of Port Orchard offices during Phase 2 (90% to Final Design) of the project

Task 02—Investigation and Data Collection

- 2.1 Survey and Basemapping – Transpo will coordinate with a subconsultant to obtain the minimum amount of survey and basemapping necessary for completion of the project design.
 - Survey will be based on existing data and Lidar data; a limited scope of field survey is anticipated (maximum of 2 field days)
 - It is assumed that as-built plan and profile information is available for existing water and sewer utilities from the City of Port Orchard and City of Bremerton

- It is assumed that use of Assessor information can be used regarding ROW and adjacent properties, and that no ALTA level survey would be required for adjacent properties.
- Potholing existing utilities is excluded from this task

Task 03 – Utility Coordination

3.1 Coordination with One-call Utility Locator Service – Consultant will arrange for One-Call, a utility locator service, to mark the existing utilities in advance of the field survey.

3.2 Coordination with Utility Agencies – The Consultant will coordinate with the various utility agencies regarding the relocation of existing facilities and provision of new facilities within the intersection area. This work will include two (2) site meetings to coordinate the utility purveyor design(s) of the system modifications to accommodate the intersection improvements and review their plans, specifications, and quantity and cost estimates for the modifications. The following agencies have facilities in the project vicinity:

- City of Port Orchard (Water/Sewer)
- City of Bremerton (Water)
- Cascade Natural Gas (Gas)
- Puget Sound Energy (Electric)
- Wave Broadband (Phone/Internet/Cable)

Coordination with the utilities will include the following:

- Notification to utility agencies of project initiation and intent to perform topographic survey so that they may perform utility locates. Request existing utility location information.
- Provide the utility agencies with a copy of the basemapping for verification of utility locations.
- Provide the utility agencies with a copy of the preliminary (60-percent-complete) design drawings for review.
- Provide the utility agencies with a copy of the 100-percent-complete design drawings for review and information.
- Provide the utility agencies with a copy of the final construction documents for information.
- Coordinate with utility agencies during PS&E development. The Consultant will provide support up to the amount shown in the fee proposal. Additional hours will be considered additional work to be negotiated as a supplemental agreement.

The Consultant will coordinate with the City to include improvements for other public systems, e.g. water and sanitary sewer, within the intersection area. The design of undergrounding existing overhead or above ground utilities is not included in this scope of work.

Task 04—Geotechnical

Transpo will coordinate with a subconsultant to obtain the minimum amount of geotechnical data/investigations necessary for completion of the project design. Refer to supplemental scope of work in Exhibit B.

Task 05—Right-of-Way Acquisition Support

- **ROW Plans** – Transpo will coordinate with a subconsultant to provide right-of-way acquisition support necessary for completion of the project design. Right-of-Way support work will be limited to no more than three (3) properties. The subconsultant will prepare an exhibit for ROW and ROW acquisitions parcels with legal descriptions for each ROW acquisition parcel. ROW staking, ROW acquisition staking, preparation of official ROW maps, and federal permit coordination is not included in this task.

Task 06 – 30% Design

6.1 30% Design Plans – The Consultant will prepare the preliminary design to depict the horizontal and vertical alignment of the proposed improvements, including curb, gutter and sidewalk limits, and storm drainage layout and channelization components. Roadway typical sections will also be prepared. The purpose of the 30% design submittal is to finalize the channelization plan for this phase of the Project. The 30% design submittal is anticipated to include the following plan sheets:

- Cover Sheet – Transpo
- Legend Sheet – Transpo
- Horizontal / Vertical Alignment and Control Sheet – Goldsmith
- Roadway Typical Sections – Transpo
- Roadway Plan and Profile Sheets (showing profiles, grading) – Goldsmith
- Paving Plan Sheets (showing pavement extents, and above ground physical features) – Transpo
- Water/Sewer Plans – Goldsmith
- Channelization Sheets – Transpo

6.2 Quality Control Review – The Consultant will conduct quality control reviews by selected senior staff members with appropriate expertise and experience. The senior staff members will scrutinize and question the major elements of the design for adequacy of response to the major design challenges, conformance to accepted design practices, constructability, and compliance with the City’s standards.

6.3 30% Design Submittal – The Consultant will submit 30% design plans to the Client for review.

6.4 30% Design Review – The Consultant will teleconference with the Client to discuss Client comments.

6.5 30% Stormwater Technical Information Report (TIR) – Refer to supplemental scope of work in Exhibit B.

Task 7 – 60% Design

7.1 60% Design Plans – The 60% complete design will be based on the Client approved 30% complete preliminary engineering design. The plans will be submitted to the Client for review at the 60% design completion level. The 60% Design Submittal is anticipated to include all of the 30% design plans and the following additional sheets:

- TESC Sheets – Goldsmith

Task 05—Right-of-Way Acquisition Support

- **ROW Plans** – Transpo will coordinate with a subconsultant to provide right-of-way acquisition support necessary for completion of the project design. Right-of-Way support work will be limited to no more than three (3) properties. The subconsultant will prepare an exhibit for ROW and ROW acquisitions parcels with legal descriptions for each ROW acquisition parcel. ROW staking, ROW acquisition staking, preparation of official ROW maps, and federal permit coordination is not included in this task.

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- Channelization Sheets – Transpo

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Task 7 – 60% Design

7.1 60% Design Plans – The 60% complete design will be based on the Client approved 30% complete preliminary engineering design. The plans will be submitted to the Client for review at the 60% design completion level. The 60% Design Submittal is anticipated to include all of the 30% design plans and the following additional sheets:

- TESC Sheets – Goldsmith

- Removal Sheets – Transpo
- Water/Sewer Details – Goldsmith
- Signing Sheets (to be included on channelization sheets) – Transpo
- Lighting Plans – Transpo
- Traffic Control and Staging Plans – Transpo

7.2 Opinion of Probable Construction Costs – The Consultant will prepare and submit an opinion of probable construction costs based on the 60% design. The opinion will be presented in an Excel spreadsheet corresponding to the sequence of items as will be listed in the final bid schedule.

7.3 Quality Control Review – The Consultant will conduct quality control reviews by selected senior staff members with appropriate expertise and experience. The senior staff members will scrutinize and question the major elements of the design for adequacy of response to the major design challenges, conformance to accepted design practices, constructability, and compliance with the Client's graphic standards.

7.4 60% Design Submittal – The Consultant will submit 60% design plans and Opinion of Probable Construction Costs to the Client for review.

7.5 60% Design and 'Page Turn' Review – The Consultant will meet with the Client in person to do a 'page turn' review of the plans to verify 60% design drawings for accuracy, constructability, and potential conflicts. The Consultant will also discuss Client comments at this meeting.

Task 8 – 90% Design

Task 8 not part of this agreement, to be completed in 2017 under separate agreement. MRL 7/7/16

8.1 90% Design Plans – The 90% complete design will be based on the Client approved 60% complete preliminary engineering design. The 90% Design Submittal is anticipated to include all of the 60% design plans and the following additional sheets:

- Curb Ramp Details – Goldsmith
- Roadway Details – Transpo/Goldsmith
- Channelization Details – Transpo
- Lighting Details – Transpo

8.2 Opinion of Probable Construction Costs – The Consultant will prepare and submit an opinion of probable construction costs based on the 90% design. The opinion will be presented in an Excel spreadsheet corresponding to the sequence of items as will be listed in the final bid schedule.

8.3 Project Manual – The Consultant will prepare the draft general and special provisions based on the current edition of the Client's standards, and the 2016 WSDOT Standard Specifications for Road, Bridge, and Municipal Construction. The contents will include bid form items, the Client's general conditions, supplemental general conditions, amendments to the standard specifications, special provisions, and standard plans. The Client's review comments pertaining to the outline specifications will be addressed in preparing the final document. The special provisions will address items of work which are not addressed by the Client's

standards or the APWA and Washington State Standard Specifications as may be required to properly cover the work contemplated by the plans.

The Consultant will prepare the project manual to include:

- Special Provisions based on the 2016 WSDOT Standard Specifications for Road, Bridge, and Municipal Construction plus APWA Supplement (English Version)
- Standard plans

8.4 Quality Control Review – The Consultant will conduct quality control reviews by selected senior staff members with appropriate expertise and experience. The senior staff members will scrutinize and question the major elements of the design for adequacy of response to the major design challenges, conformance to accepted design practices, constructability, and compliance with the Client's graphic standards.

8.5 90% Design Submittal – The Consultant will submit 90% design plans and Opinion of Probable Construction Costs to the Client for review.

8.6 90% Design Review – The consultant will meet with the Client to discuss Client comments.

Task 9 – Final Design/PS&E Preparation

Task 9 not part of this agreement, to be completed in 2017 under separate agreement. MJC

9.1 Final Design Plans – The Final complete design will be based on the Client approved 90% complete preliminary engineering design. The Final Design Submittal is anticipated to include the following sheets:

2/7/16

- Cover Sheet – Transpo
- Legend Sheet – Transpo
- Horizontal / Vertical Alignment and Control Sheet – Goldsmith
- Roadway Typical Sections – Transpo
- TESC Sheets – Goldsmith
- Removal Sheets – Transpo
- Roadway Plan and Profile Sheets (showing profiles, grading) – Goldsmith
- Curb Ramp Details – Goldsmith
- Paving Plan Sheets (showing pavement extents, and above ground physical features) – Transpo
- Roadway Details – Transpo/Goldsmith
- Water/Sewer Plans – Goldsmith
- Water/Sewer Details – Goldsmith
- Channelization and Signing Sheets – Transpo
- Chan Details – Transpo
- Lighting Plans – Transpo
- Lighting Details – Transpo

- **Traffic Control and Staging Plans – Transpo**
- 9.2 **Project Manual** – The Consultant will prepare the final project manual based on comments received during the 90% review.
- 9.3 **Opinion of Probable Construction Costs** – The Consultant will prepare and submit an opinion of probable construction costs based on the Final design. The opinion will be presented in an Excel spreadsheet corresponding to the sequence of items as will be listed in the final bid schedule.
- 9.4 **Quality Control Review** – The Consultant will conduct quality control reviews by selected senior staff members with appropriate expertise and experience. The senior staff members will scrutinize and question the major elements of the design for adequacy of response to the major design challenges, conformance to accepted design practices, constructability, and compliance with the City's graphic standards.
- 9.5 **Final Design Submittal** – The Consultant will submit 90% design plans and Opinion of Probable Construction Costs to the Client for review.
- 9.6 **Finalize PS&E** – The Consultant will finalize the plans, project manual, and opinion of probable construction costs in response to the Client comments. Consultant will make such minor changes, amendments, or revisions in the detail of the work as may be required by the Client.

The Consultant will submit the final original documents to the Client as follows:

- The original full-size Mylar drawings bearing the engineer's stamp and seal on each drawing.
 - A set of half-sized reproductions of the drawings.
 - The original printed paper version of the specifications.
 - The original printed paper version of the final bid item quantities estimates and the engineer's final opinion of probable construction costs.
 - Computer files for the plans (in AutoCAD) and the project manual.
- 9.7 **Finalize Stormwater TIR** – Refer to supplemental scope of work in Exhibit B.

Exclusions

Below is a list of services that are either not anticipated on this project or will not be completed by Consultant and are entirely **excluded** from this scope of services:

- Collecting turning movement data
- Obtaining future traffic projections
- Traffic analysis
- Environmental Documentation
- Public Involvement Support
- ROW negotiation/acquisition support
- ROW staking
- ROW acquisition staking
- Preparation of official ROW maps
- Federal permit coordination

- Dry utility design (gas, electric, cable, internet, telephone)
- Utility undergrounding design
- Construction management and materials testing
- Bidding and construction services
- Retaining wall design
- Landscaping design
- Potholing existing utilities

Submittals

Submittals as described above will be prepared to the 30 percent, 60-percent, 90-percent, and final completion levels. Comments from the Client and utility agencies will be reflected in each subsequent submittal. Comments will be addressed in a written response letter to be furnished with the second, third, and fourth submittals. Four (4) submittals are included in this proposal. Should additional revisions and/or submittals be required for approval, beyond the four anticipated, this may constitute extra services necessitating a change to the scope of services, fee projection, and/or schedule.

Fee

A fee for each identified task is outlined in Table 1. Reimbursable expenses are invoiced at cost plus fifteen percent (15%). Transpo will keep the Client informed regarding progress and budget status. Should additional services outside the scope be required, Transpo will coordinate with the Client to adjust the scope of services, fee projection and schedule accordingly and will perform these services, upon receipt of written authorization.

Table 1. Fee Projection by Task

Task	Description	Fee Projection
01	Project Management and Coordination	\$35,000
02	Investigation and Data Collection	\$9,000
03	Utility Coordination	\$17,000
04	Geotechnical	\$14,000
05	Right-of-Way Acquisition Support	\$6,000
06	30% Design	\$39,000
07	60% Design	\$35,000
08	90% Design	\$39,000
09	Final Design/PS&E Preparation	\$26,000
Total		\$240,000 \$155,000

MRC
 7/7/16

Schedule

See attached detailed schedule.