



Project & Construction Services

City of Fort Collins - Park Planning

Southwest Community Park

10/30/2015

Phase/Task Description	Classification				Task Total
	Keith Meyer	George Latour	Jenna Beirsto	Lindsay Reichel	
	Principal	Construction Manager	Engineer	Administrative	
	(hrs)	(hrs)	(hrs)	(hrs)	
	\$130	\$122	\$85	\$65	
Design Phase (September 2015 to January 2016)					\$10,792
PM 1.2 - Meeting Attendance (SOQ review, planning meetings and coordination)	18	0	0	0	\$2,340
PM 1.1 - Prequal Preparation and Edits	8	1	0	0	\$1,162
PM 1.1 - Prequal SOQ submittal review	8	0	0	0	\$1,040
PE 1.4 - Independent Construction Estimate (assumes Class 2 level)	4	40	10	0	\$6,250
Other direct costs at 2% (mileage, reproduction, etc)					\$216
Work Effort Subtotal	38	41	10	0	\$10,792
Subtotal Reimbursable Items					\$216
Cost per labor category	\$4,940	\$5,002	\$850	\$0	
Effort (days)	5	5	1	0	
Effort (weeks)	1.0	1.0	0.3	0.0	

Total Contract Value: \$11,008

Assumptions:

- Design Phase through January 2016
- Prequalification Phase from October to December 2015
- Bidding Phase January to February 2016
- Construction start date - April/May 2016
- Construction end date - July 2017 (approx. 14 mos)

Ditesco
2015-2016 Wage Rate Schedule

Principal/Professional Engineer:	\$120.00 - \$160.00 per hour
Project Manager:	\$100.00 - \$130.00 per hour
Construction Manager/Resident Engineer:	\$110.00 - \$125.00 per hour
Project Engineer:	\$85.00 - \$110.00 per hour
Inspector:	\$75.00 - \$95.00 per hour
CAD:	\$65.00 - \$85.00 per hour
Administrative:	\$45.00 - \$65.00 per hour
Subcontractor markup:	8%
Mileage Reimbursement:	IRS rate
All other costs at direct expense	
Terms	30 days net

Fee Estimate

Estimated Fee:	\$10,792.00
Estimated Reimbursable Expenses:	<u>\$ 216.00</u>
Total:	\$11,008.00

A detailed task breakdown is included. Please find this on page 5 of this scope of work proposal.

The fee shown above is to be billed on a time and material not-to-exceed basis based on the rates shown in the table on page 4 and 5 of this proposal. All reimbursable expenses will be billed at direct cost.

Exhibit A

Southeast Community Park Scope of Services

Project Understanding

The City of Fort Collins is designing and constructing a new Southeast Community Park near Zeigler Road and Ketcher Road. The project includes sports fields, earthwork, channel reconfiguration and stabilization, utility installation, playground construction and other site improvements.

The City desires assistance with contractor procurement using a pre-qualified bid process. This process is two-fold with the first step being a RFQ outlining contractor minimum qualifications. The second step is the bid phase whereby only those contractors prequalified are eligible to bid. From this, the lowest bidder is selected and directly awarded the work.

The City also has requested assistance in estimating the project costs to a high degree of confidence. The Association for the Advancement of Cost Engineering (AACE) classifies costs according to a numbering system. For this project it is expected a Class 2 estimate will be performed to provide cost control and a deterministic approach to estimation of project costs. This will be performed off of the 90% drawings prior to final construction documents and bidding.

Phase: Procurement

During this phase, Ditesco will provide assistance to the City in writing and editing the RFQ for construction contractors. We will also participate in contractor selection.

- We will write the request for qualifications (RFQ) document and route through City Purchasing and Park Planning for comment. We will then perform and edits to the document addressing comments and suggested changes. We will ensure the procurement meshes with the playground manufacturer role and award is ultimately based on base bid plus alternates as determined by the City.
- We will participate on the review committee/team providing review of qualification statements, scoring ranking and interviewing (as applicable).
- We will attend routine meetings as necessary to facilitate the contractor procurement.

Phase: Cost Estimating

- During the cost estimating phase we will review all construction documents (drawings and specs), estimate costs for the work based on information available using current labor rates, crew allocation, material costs, equipment utilization and expected installation techniques. The estimate will be performed to a Class 2 level or better. This work will be presented in our standard estimating format including detailed job summaries as applicable.

Deliverables

- Deliverables will include RFQ, Class 2 cost estimate; ranking and rating sheets as necessary.

Schedule

The anticipated schedule is as follows:

Procurement:	September through November 2015
Cost Estimating:	December 2015 to early 2016



1315 Oakridge Drive – Suite 120
Fort Collins, CO 80525
ditescoservices.com

Delivery by email to:
ckisling@fcgov.com

October 30, 2015

Mr. Craig Kisling
Park Planning
City of Fort Collins
215 N. Mason Street, 3rd Floor
Fort Collins, CO 80521

RE: Construction Management Scope of Services
Southeast Community Park

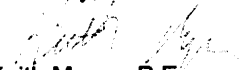
Dear Craig:

Please find attached a detailed scope of work for Construction Management Services related to the Southeast Community Park project. Our proposal is for services to assist with procurement and cost estimating of the project plans. The work is expected to span from September 2015 through early 2016.

Thank you for the opportunity to be part of your team. We greatly value our relationship with the City of Fort Collins and look forward to another successful project!

Please let me know if you have any questions or require further information regarding this proposal. I can be reached by phone at 970.988.8605 and email keith.meyer@ditescoservices.com.

Sincerely,



Keith Meyer, P.E.

Enc. Scope of work

Cc: George Latour - Ditesco
file

**PROFESSIONAL SERVICE AGREEMENT
WORK ORDER FORM
PURSUANT TO AN AGREEMENT BETWEEN
THE CITY OF FORT COLLINS
AND
DITESCO, LLC
DATED: JULY 8, 2015**

Work Order Number: _____
Purchase Order Number: _____
Project Title: Southeast Community Park – Construction Management
Commencement Date: September 30, 2015
Completion Date: February 2016 or upon completion of work, whichever occurs first
Maximum Fee: Not to exceed \$11,008.00 (See attached EXHIBIT A)
(time and reimbursable direct costs)
Project Description: (See attached EXHIBIT A)
Scope of Services: (See attached EXHIBIT A)

Professional agrees to perform the services identified above and on the attached forms in accordance with the terms and conditions contained herein and in the Professional Services Agreement between the parties. In the event of a conflict between or ambiguity in the terms of the Professional Services Agreement and this work order (including the attached forms) the Professional Services Agreement shall control.

The attached EXHIBIT A, consisting of five (5) pages, are hereby accepted and incorporated herein, by this reference, and Notice to Proceed is hereby given.

CITY OF FORT COLLINS:

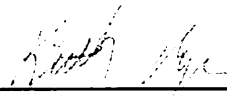
By: _____


Date: December 4, 2015

Reviewed By: _____

Date: _____

PROFESSIONAL: Ditesco, LLC

By: _____


Title: Owner / Manager

Date: November 22, 2015

Approved By: _____
Director of Purchasing and Risk Management
(if over \$60,000)

Date: _____