

WORK ORDER

PURSUANT TO A MASTER AGREEMENT BETWEEN
THE CITY OF FORT COLLINS
AND
ICON ENGINEERING INC.

WORK ORDER NUMBER: MRD CLOMR-12-2017
PROJECT TITLE: Mulberry/Riverside Drainage Improvements
CLOMR
ORIGINAL BID/RFP NUMBER & NAME: 8073 Engineering Services For Future
Water, Wastewater and Stormwater
Facilities Capital Improvements

MASTER AGREEMENT EFFECTIVE DATE: 5/15/16

ARCHITECT/ENGINEER:

OWNER'S REPRESENTATIVE: Jason Stutzman

WORK ORDER COMMENCEMENT DATE: November 2017

WORK ORDER COMPLETION DATE: March 2018

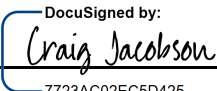
MAXIMUM FEE: (time and reimbursable direct costs): \$26,305

PROJECT DESCRIPTION/SCOPE OF SERVICES: See Attached

Service Provider agrees to perform the services identified above and on the attached forms in accordance with the terms and conditions contained herein and in the Master Agreement between the parties. In the event of a conflict between or ambiguity in the terms of the Master Agreement and this Work Order (including the attached forms) the Master Agreement shall control.

The attached forms consisting of Seven (7) pages are hereby accepted and incorporated herein, by this reference, and Notice to Proceed is hereby given after all parties have signed this document.

SERVICE PROVIDER: ICON ENGINEERING INC.

By:  Date: 12/11/2017
Name: Craig Jacobson Title: Principal

OWNER'S ACCEPTANCE & EXECUTION:

This Work Order and the attached Contract Documents are hereby accepted and incorporated herein by this reference.

ACCEPTANCE: DocuSigned by:
Jason Stutzman
26931AB2AAC4440 Date: 12/11/2017
Jason Stutzman, Project Manager

REVIEWED: DocuSigned by:
Pat Johnson
5507D9B99DE9493... Date: 12/12/2017
Pat Johnson, Senior Buyer

APPROVED AS TO FORM: N/A Date: _____
Name, City Attorney's Title
(if greater than \$1,000,000)

ACCEPTANCE: DocuSigned by:
Linsey Chalfant
1BE046D8F92475 Date: 12/12/2017
Owen Randall, Chief Engineer

ACCEPTANCE: DocuSigned by:
Matt Fater
DAF37EC6880742E Date: 12/12/2017
Matt Fater, Interm Wtr Eng Fld Svcs Op Mgr

ACCEPTANCE: N/A Date: _____
Kevin Gertig, Utilities Executive Director
(if greater than \$1,000,000)

ACCEPTANCE: N/A Date: _____
Gerry Paul, Purchasing Director
(if greater than \$60,000)

ACCEPTANCE: N/A Date: _____
Darin Atteberry, City Manager
(if greater than \$1,000,000)

ATTEST: N/A Date: _____
City Clerk
(if greater than \$1,000,000)

**ATTACHMENT A
WORK ORDER SCOPE OF SERVICES**

ICON ENGINEERING, INC.

7000 S. Yosemite Street, Suite 120, Centennial, CO 80112
303.221.0802 | www.iconeng.com

December 8, 2017

Mr. Jason Stutzman
Special Projects Manager
City of Fort Collins Utilities

RE: Proposal for Engineering Services: Mulberry and Riverside Stormwater Improvements CLOMR Preparation, Base Tactical

Dear Jason,

ICON Engineering is pleased to provide engineering services related to the preparation of a City of Fort Collins Conditional Letter of Map Revision (CLOMR) and project support from Base Tactical for the Mulberry and Riverside Stormwater Improvements project in Fort Collins.

In general, tasks for this project will include: meetings and coordination; floodplain engineering of existing conditions and proposed changes; submittal of the related CLOMR materials and documentation required by the City of Fort Collins, updated floodplain development permit preparation, and limited on-call grant support and recommendations.

Our work will be completed in accordance with the Scope of Services, Assumptions & Exclusions, Schedule, and Fee as defined below.

SCOPE OF SERVICES

1.0 Meetings and Coordination

- One additional project meeting and one additional conference call have been included to discuss and present results with the City of Fort Collins utilities staff.

2.0 Duplicate Effective Model

ICON will obtain the Effective HEC-RAS model prepared by Anderson Consulting Engineers for the existing City floodplain documentation. ICON will create a Duplicate Effective HEC-RAS model through the project area using HEC-RAS (version 5.0.3).

3.0 Existing Conditions Model

ICON will prepare an existing conditions HEC-RAS model for the project area. Task 3.0 items include:

- Cross sections will be added into the model to more accurately analyze the floodplain.
- The effective cross sections will be updated to include the topographic information that was obtained for the project (1-foot aerial mapping).
- The existing conditions model will incorporate revised hydrology as documented by the Old Town Basin update prepared by ICON. No additional changes to the hydrology will be made with this submittal.

The model updates will be prepared in NAVD 1988 vertical datum and the State Plane horizontal coordinate system.

4.0 Proposed Conditions Model

ICON will update the existing conditions HEC-RAS model created in Task 4.0 to analyze the impacts of the proposed project. The model will be adjusted to reflect the reduction in flow from the proposed project as well as changes in topography anticipated with the project.

The previously developed FLO-2D models developed for the project will be used to supplement the HEC-RAS modeling for documenting shallow flooding between detailed modeling reaches. A velocity depth product will be commuted to review the hazard conditions.

5.0 City of Fort Collins CLOMR Preparation

ICON will prepare a CLOMR report meeting the City of Fort Collins requirements. Task 5.0 items include:

- Report documentation regarding the preparation of the existing conditions floodplain analyses.
- Report documenting regarding the proposed project floodplain analyses.
- Preparation of a CLOMR Submittal, including:
 - Documentation Report Update
 - Comparison Tables (Proposed Project conditions)
 - Annotated Floodplain Map (Effective and Proposed Project conditions)

6.0 City of Fort Collins Review Submittals

ICON will address review comments on the City of Fort Collins CLOMR package and resubmit. Task 6.0 items include:

- Review submittals and Final Submittals to the City of Fort Collins.
- Addressing review responses from the City of Fort Collins.
- This scope assumes for 1 rounds of minor comments from the City.

7.0 Base Tactical Grant Support

Refer to attached scope of services. Base Tactical (BASE) will assist with grant administration consulting as directed by the City for the project. The services that BASE will provide, may include the following activities. Additional services may be requested by the City:

- Review procurement documents and contract documents
- Assist the City of Fort Collins in writing a scope change request to include force account labor and materials into the reimbursable scope of work.

Work will be performed in good faith regarding BASE's knowledge and experience with federal grant procedures. Please note that the services of BASE do not provide a warranty or guarantee to the City regarding reimbursement for work for the project, contracting, payments or procurement. With respect to future FEMA or State audits or determinations, BASE will use best efforts to provide documentation and supporting arguments, but in no way is providing a warranty or guarantee on the outcomes.

ASSUMPTIONS & EXCLUSIONS

Assumptions and Exclusions, which support our proposed Scope of Services and accompanying Fee:

- The proposed project will not be adjusted or re-designed with this scope.
- Additional survey will not be required for this analysis.
- The FEMA Poudre River floodplain will not be analyzed with this scope and permitted separately.
- This work includes preparation of a Floodplain Development Permit on behalf of the project owners. Fees associated with the submittal of the permit are not included with this scope.
- This does not include post project LOMR modeling.
- See BASE exclusion in Section 7.0.

SCHEDULE & FEES

Consultant will complete the CLOMR and BCA within four (4) weeks of Notice to Proceed (NTP) from the City. BASE's work will be on-call as required over the duration of the project.

FEE

Consultant will complete the Scope of Services for a total fee of \$26,305.

A breakdown of our hours and fees is attached.

Thank you again for the continued opportunity to assist the City of Fort Collins with this important project. Please contact me with any questions about this proposal.

Sincerely,



Craig Jacobson, PE

Principal

ICON Engineering, Inc.

cjacobson@iconeng.com

(303) 221-0802

BASE Tactical Disaster Recovery



PROFESSIONAL LOSS CONSULTANTS
3860 Carr Street
Wheat Ridge, CO 80033
(720) 788-2898
FAX (800) 862-4008
www.basetactical.com

To: Craig Jacobson
ICON Engineering, Inc.
7000 S. Yosemite Street, Suite 120
Centennial, CO 80112

From: Katie Wolff
Base Tactical Disaster Recovery
3860 Carr Street
Wheat Ridge, CO 80033

Date: November 27, 2017

**RE: Mulberry Riverside Project
City of Fort Collins And BASE Tactical Disaster Recovery, Inc.**

Thank you for allowing BASE Tactical Disaster Recovery Inc. ("BASE") to submit this proposal for Grant Management Consulting Services for the City of Fort Collins, Colorado ("Applicant") to ICON Engineering.

Acceptance of this proposal will authorize BASE to begin grant administration consulting as directed by the Applicant for the project, titled, Mulberry Riverside Project. The services that BASE will provide, may include the following activities and additional services as requested by the Applicant:

- Review procurement documents and contract documents
- Assist the City of Fort Collins in writing a scope change request to include force account labor and materials into the reimbursable scope of work.

BASE will perform our consulting services on an hourly basis, and our fees will be based on rates set forth in the attached Exhibit A. The hourly rates do not include federal standard mileage rates that will be charged per visit.

The Applicant or its Agent will direct BASE for the tasks BASE will perform. The overall cost of this engagement is at all times subject to the Applicant's desired level and length of BASE's contract.

Thank you again for the opportunity to assist the City of Fort Collins. If you have any questions or concerns, please don't hesitate to call me at (720) 788-2898.

Sincerely,



Katie Wolff
National Program Manager
BASE Tactical Disaster Recovery

AGREED TO AND APPROVED BY	
BY (NAME):	
SIGNATURE:	_____
TITLE:	_____
DATE:	_____

**ATTACHMENT B
WORK ORDER COST DETAIL**

PROJECT NAME: Mulberry Riverside CLOMR and Grant Support CLIENT: City of Fort Collins							
PREPARED BY: JYM CHECKED BY: CDJ DATE: 2017-12-08	Principal Engineer I \$169	Prof Engineer II \$147	Engineer IV \$124	CAD/GIS Specialist I \$91	Admin I \$65	Misc. Direct Costs \$	
Description	Hours	Hours	Hours	Hours	Hours		TOTALS
1. Meetings and Coordination							
a. Project Coordination Meetings (1)	4.0					\$95	\$771
b. Conference Calls (1)	2.0						\$338
Task Subtotal							\$1,109
2. Duplicate Effective Model							
a. Duplicate Effective Model		1.0	2.0				\$395
Task Subtotal							\$395
3. Existing Conditions Model							
a. Cross Section Adjustments		4.0	12.0	4.0			\$2,440
b. Floodplain Delineation		2.0		4.0			\$658
c. Floodway Delineation		2.0		2.0			\$476
Task Subtotal							\$3,574
4. Proposed Conditions Model							
a. Cross Section Adjustments			4.0	2.0			\$678
b. Floodplain Delineation		2.0		4.0			\$658
c. Shallow Flooding Documentation			4.0	4.0			\$860
Task Subtotal							\$2,196
5. City of Fort Collins CLOMR Preparation							
a. City CLOMR Report	4.0	8.0	2.0			\$25	\$2,125
b. Comparison Tables			4.0				\$496
c. Annotated Floodplain Map		2.0		4.0			\$658
Task Subtotal							\$3,279
6. City of Fort Collins Review Submittals							
a. Address review Comments 1 and re-submit		4.0	8.0	2.0		\$25	\$1,787
Task Subtotal							\$1,787
7. Base Tactical Grant Support							
a. As-needed Services						\$13,965	\$13,965
Task Subtotal							\$13,965
Total Hours	10.0	25.0	36.0	26.0	0.0		\$26,305
Total Project Costs	\$1,690	\$3,675	\$4,464	\$2,366	\$0	\$14,110	\$26,305

**BASE Tactical Disaster Recovery
Fee Schedule - City of Fort Collins**

EXHIBIT A

Personnel	Title	Rate	Dec-17	Jan-18	Total Hrs	Cost
John G. Levy	Principle	\$450.00	0	2.5	2.5	\$1,125.00
Katie P. Wolff	Program Manager	\$214.00	40	20	60	\$12,840.00
Total Cost						\$13,965.00

* Hourly rates do not include office supplies, copying, freight and computers.

* Client shall provide an appropriate workspace that includes files for storing documents.

*Hourly rates do not include the Standard Mileage Rate which will be charged per visit.

**ATTACHMENT C
CERTIFICATE OF INSURANCE**

CONTRACTOR shall submit Certificate of Insurance in compliance with the Contract Documents.

**CITY OF FORT COLLINS
UTILITIES REQUISITION FORM**

VENDOR: ICON Engineering Inc.	DATE ENTERED: _____	REQ #: _____
VENDOR #:	FOR: Mulberry/Riverside Drainage Improvements CLOMR	
ADDRESS: 7000 S. Yosemite Street, Suite 120	BID #: 8073 Engineering Services For Future Water, Wastewater and Stormwater Facilities Capital Improvements	
Centennial, CO 80112	INSTRUCTIONS: _____	
PHONE #: 303.221.0802		
FAX #: _____		
VENDOR CONTACT: Craig Jacobson		
Today's Date: December 11, 2017	Date Approved: _____	
Ship To: _____	Date Denied: _____	
Date Required: asap		

QUANTITY	DESCRIPTION	TOTAL PRICE	CHARGE NUMBER
1	CLOMR Design Services	\$26,305.00	5040440016.521210.3
Total	P.O. #	\$26,305.00	

12/11/2017 Requested By: Jason Stutzman
Jason Stutzman, Project Manager

Reviewed By: Linsey Chalfant 12/12/2017
Owen J. Cantalero, Chief Engineer

Authorized By: Matt Fater 12/12/2017
Matt Fater, Project Manager, Water Engineering & Field Operations