

WORK ORDER

PURSUANT TO A MASTER AGREEMENT BETWEEN
THE CITY OF FORT COLLINS
AND
AYRES ASSOCIATES

WORK ORDER NUMBER: MC-SREP-AYRES-04-2018
PROJECT TITLE: Mail Creek Rehab Design at section 3-1
ORIGINAL BID/RFP NUMBER & NAME: 8073 Engineering Services For Future Water, Wastewater and Storm water Facilities Capital Improvements
MASTER AGREEMENT EFFECTIVE DATE: 5/15/16
ARCHITECT/ENGINEER: Ayres Associates
OWNER'S REPRESENTATIVE: Jason Stutzman
WORK ORDER COMMENCEMENT DATE: May 2018
WORK ORDER COMPLETION DATE: March 2019
MAXIMUM FEE: (time and reimbursable direct costs): \$106,840
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 Five (5) 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: Ayres Associates

By: DocuSigned by: John Hunt Date: 4/26/2018
Name: John Hunt Title: Manager-River Engineering
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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 Date: 4/26/2018
Jason Stutzman, Project Manager

REVIEWED: DocuSigned by: Pat Johnson Date: 4/26/2018
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: Owen Randall Date: 4/27/2018
Owen Randall, Chief Engineer

ACCEPTANCE: DocuSigned by: Theresa Connor Date: 4/27/2018
Theresa Connor, Interm. Wtr Eng Fld Svcs Op Mgr

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

ACCEPTANCE: DocuSigned by: Gerry Paul Date: 4/27/2018
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**

April 24, 2018

MAIL CREEK DESIGN

PROJECT OBJECTIVE: Develop a final site stream rehabilitation design for Mail Creek Reach 3-1 from the private land/HOA boundary downstream to Meadow Passway.

GENERAL

Ayres will provide planning, site design, permitting, and management services required to complete the final design of the Stream Rehabilitation and Enhancement Project on Reach 3-1 of Mail Creek.

The following scope of services outlines the tasks required to complete the final design.

1 Task 1 – Administrative

- 1.1 **Management and coordination.** This task covers general project management, coordination with client, internal and sub-consultant coordination, and invoicing.
- 1.2 **Progress Meetings.** Regularly scheduled, team progress meetings will be held as needed. These meetings may include City, Ayres, Connell, BHA, and may also include Potentially Affected Individuals (PAIs). A total of 12 progress meetings, as well as a preliminary scoping meeting with City Stormwater Master Planning and Floodplain to delineate hydrology, hydraulics and floodplain submittal requirements, are included in this scope. At and following the meetings, Ayres will provide the following:
 - Meeting Agenda
 - Summary of meeting minutes including action items and decision log
 - Written updates via email at other times as deemed necessary by the Consultants and City staff
- 1.3 **Public Meetings.** Due to the project location within an HOA and on private property it is anticipated multiple meetings will be required during the design process. A total of 4 public meetings are included in this scope.
- 1.4 **Assist with Construction Planning.** This task covers coordination with Connell and City staff to coordinate construction activities anticipated to occur under a future contract.

2 Task 2 –Design and Plans

- 2.1 **30% design and plans.** Ayres will develop a 30% design and plan set. The design will incorporate concepts developed during the preliminary design phase.
- 2.2 **60% design, plans, and specs.** 60% design plans will be developed and will include;
 - Existing and Proposed topography
 - Plan and profile sheets
 - Conceptual rehabilitation/enhancement components
 - Approximate utility locations
 - Proposed planting/landscape plan
 - May not include all design details at this phase
 - Quantities including cut and fill for contractor bid schedule

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- Design report with decision log, meeting minutes, and design narrative/discussion and any new, updated, modified SREP specifications.

This task may involve multiple iterations and review processes to reach the 60% design.

2.3 Final design – Ayres will develop the final site design. Including the following items:

- Final grading
- All required design details
- Final quantities
- Edits based on comments

It is assumed that this will be a multi-step process with input from the City and Contractor.

2.4 Final report - The 60% design draft report will be updated to describe all items included in the final design, hydraulic analysis, and design calculations.

3 Task 3 – Hydraulic Analysis

The following task are required to inform the design and to obtain a City of Fort Collins floodplain permit.

- 3.1 Duplicate Effective Model.** Ayres will prepare Duplicate Effective (DE) model by extracting a portion of the model from the currently effective Mail Creek Floodplain model.
- 3.2 Corrected Conditions Model.** Ayres will modify the DE model to create a Corrected Effective (CE) model by adding cross sections at the locations where they will eventually be needed to correctly model the proposed conditions. The added cross sections will incorporate the same topographic mapping as the current effective model. The resulting water surface profile changes, if any, will reflect the added cross section locations.
- 3.3 Existing Condition Model.** Ayres will modify the CE model to create an Existing Condition (EC) model by updating the cross-section data to the new topographic data at all relevant cross sections. The resulting water surface profile changes, if any, will reflect the changes to the topography that have resulted from the changing plan form and erosion.
- 3.4 Proposed Conditions Model (60%).** Ayres will modify the EC model to create a Proposed Condition (PC) model by updating the cross-section data to reflect any proposed changes associated with the Mail Creek project. The resulting water surface profile changes, if any, will reflect the proposed stream restoration project. It is anticipated that the proposed design will alter the floodplain limits and may cause a rise in some locations. However, due to the incised nature of Mail Creek, it is anticipated that the changes will not impact structures and may not impact private parcels other than the HOA open space.
- 3.5 Proposed Conditions Models (100%).** This task allows Ayres to modify the PC model associated with the 60% design, as needed to reflect design revisions. The resulting water surface profile changes, if any, will reflect the proposed changes to Mail Creek.
- 3.6 Floodplain Modeling Report and Workmaps.** Ayres will prepare a Floodplain Modeling Report that follows the City of Fort Collins guidelines. The report describes the modeling approach for each model in the series and compares the results of the models in order to document the no-rise criteria, or explain why the increase any changes to the Base Flood Elevation. The report will include printouts of model results in graphical and tabular format

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(including tables comparing elevations for the various conditions) in the Appendices. Also under this task Ayres will prepare updated workmaps, showing the 100-year flood inundation for both existing and proposed conditions.

4 Task 4 – Permitting

- 4.1 **Coordination with 404 permitting agencies** – Meetings (or phone/email correspondence) will be held with pertinent agencies including USACE, CDPHE, USFWS, and others as appropriate.
- 4.2 **Create and submit 404 permit** – Ayres will complete and submit all appropriate environmental permit applications.
- 4.3 **Respond to comments** – Ayres will address any comments related to the 405 permit.
- 4.4 **Coordination with City for floodplain permit** – Ayres will meet with City of Fort Collins floodplain permitting staff to discuss the requirements for this project.
- 4.5 **Create and submit floodplain permit** – Ayres will create and submit the required floodplain permit documents.
- 4.6 **Respond to comments for floodplain permit** – Ayres will address any comments from the City related to the floodplain permit.
- 4.7 **Submit revised floodplain permit** – Ayres will submit revised floodplain permit documentation after addressing comments.

SUMMARY OF PROJECT DELIVERABLES

- Meeting minute summaries as pertains to the stream rehabilitation project
- Exhibits created for meetings
- 30%, 60%, and Final design plans, quantities, and specs
- Draft and final design report
- Hydraulic models used for design and floodplain permits
- Floodplain modeling report and workmaps
- 404 permit documentation
- Floodplain permit documentation
- Digital files related to design, hydraulic analysis, meetings, and permits.

**ATTACHMENT B
WORK ORDER COST DETAIL**



Utilities Work Order Form

*Official Purchasing Form
Last updated 10/2017*

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Estimated Fee

Task #	Task Name	Total By Task	Direct Costs	Sub-Consultant	Total Labor Costs	Senior Engineer	Project Manager	Project Engineer	CAD/GIS	Admin
1	- Fee Proposal	Fee				Hours				
2	Project Name	Mail Creek Design								
3	Project Manager	Dusty Robinson								
4	Client Contact	Jason Stutzman								
5	Ayres Staff					John Hunt	Dusty Robinson		Ron Ricks	
6	Rates					\$185.00	\$150.00	\$115.00	\$120.00	\$75.00
7	- Project Totals	\$106,840	\$400	\$11,800	\$94,640	8	291	310	108	12
8	Task 1 - Management and Coordination	\$26,490	\$150	\$1,200	\$25,140	2	136	26	4	12
9	1.1 Management and coordination	\$8,470			\$8,470	2	48			12
10	1.2 Progress meetings (13)	\$10,480	\$100	\$1,200	\$9,180		52	12		
11	1.3 Public meetings (4)	\$5,050	\$50		\$5,000		24	8	4	
12	1.4 Assist with construction planning	\$2,490			\$2,490		12	6		
19	Task 2 - Design and Plans	\$41,520	\$0	\$5,400	\$36,120	4	80	124	76	0
20	2.1 30% design and plans	\$14,320		\$2,400	\$11,920		20	40	36	
21	2.2 60% design, plans, and specs	\$10,160		\$1,200	\$8,960		16	32	24	
22	2.3 Draft report	\$6,720		\$600	\$6,120		16	24	8	
23	2.4 Final plans and specs	\$6,770		\$600	\$6,170	2	20	16	8	
24	2.5 Final report	\$3,550		\$600	\$2,950	2	8	12		
30	Task 3 - Hydraulic Analysis	\$16,000	\$0	\$0	\$16,000	2	27	84	16	0
31	3.1 Duplicate effective model	\$610			\$610		1	4		
32	3.2 Existing condition model	\$2,440			\$2,440		4	16		
33	3.3 Proposed condition model	\$3,360			\$3,360		4	24		
34	3.4 Floodplain modeling report and workmaps	\$9,590			\$9,590	2	18	40	16	
41	Task 4 - Permitting	\$22,830	\$250	\$5,200	\$17,380	0	48	76	12	0
42	4.1 Coordination with 404 permitting agencies	\$1,800		\$1,200	\$600		4			
43	4.2 Create and submit 404 permit	\$5,840		\$3,400	\$2,440		4	16		
44	4.3 Respond to comments for 404 permit	\$1,660		\$600	\$1,060		4	4		
45	4.4 Coordination with City for floodplain permit	\$3,320			\$3,320		16	8		
46	4.5 Create and submit floodplain permit	\$5,650	\$250		\$5,400		8	24	12	
47	4.6 Respond to comments for floodplain permit	\$3,040			\$3,040		8	16		
48	4.7 Submit revised floodplain permit	\$1,520			\$1,520		4	8		

**ATTACHMENT C
CERTIFICATE OF INSURANCE**

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



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
11/28/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement.

PRODUCER Johnson Insurance Madison
INSURED Ayres Associates Inc
CONTACT NAME: Mary Jo Nowak, AU, CIC, ARM, RPLU
PHONE: (608) 203-3893
FAX: (877) 254-8586
E-MAIL ADDRESS: mnowak@johnsonins.com
INSURER(S) AFFORDING COVERAGE: RLI Insurance Company
NAIC #: 13056

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES.

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL INSD, SUBR WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Rows include Commercial General Liability, Automobile Liability, Umbrella Liab, Excess Liab, Workers Compensation, Professional Liab.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER: City of Fort Collins
CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
AUTHORIZED REPRESENTATIVE: [Signature]