

**WORK ORDER**

PURSUANT TO A MASTER AGREEMENT BETWEEN  
THE CITY OF FORT COLLINS  
AND  
CH2M HILL ENGINEERS, INC.

**WORK ORDER NUMBER:** CH-2018-WO-1  
**PROJECT TITLE:** Laporte Ave Storm Sewer Replacement Project  
**ORIGINAL BID/RFP NUMBER & NAME:** Agreement No. 8497 Stormwater Services  
**MASTER AGREEMENT EFFECTIVE DATE:** September 25, 2017  
**ARCHITECT/ENGINEER:** CH2M HILL Engineers, Inc.  
**OWNER'S REPRESENTATIVE:** Sandra Bratlie  
**WORK ORDER COMMENCEMENT DATE:** April 6, 2018  
**WORK ORDER COMPLETION DATE:** August 1, 2018  
**MAXIMUM FEE:** (time and reimbursable direct costs): \$70,353

**PROJECT DESCRIPTION/SCOPE OF SERVICES:** Professional Engineering Services to perform data collection and design services to replace the Laporte Avenue storm sewer between N. Shields Street and N. Whitcomb Street.

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.

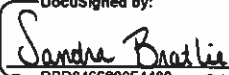
The attached forms consisting of seven (7) pages are hereby accepted and incorporated herein, by this reference, and Notice to Proceed is hereby given after all parties have signed this document.

SERVICE PROVIDER: **CH2M HILL Engineers, Inc.**

By:  Date: April 6, 2018  
Name: Albert Paquet Title: Designated Manager

**OWNER'S ACCEPTANCE & EXECUTION:**

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

ACCEPTANCE:  Date: April 6, 2018  
Sandra Bradlie, Civil Engineer II

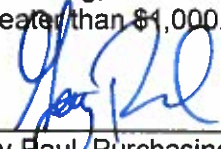
REVIEWED:  Date: April 20, 2018  
Marisa Donegon, Buyer

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

ACCEPTANCE:  Date: April 16, 2018  
Andrew Gingerich, Interim Fields Operations Manager

ACCEPTANCE:  Date: April 19, 2018  
Theresa Connor, Water Engineering Field Operations Manager

ACCEPTANCE: \_\_\_\_\_ Date: \_\_\_\_\_  
Kevin Gertig, Utilities Executive Director  
(if greater than \$1,000,000)

ACCEPTANCE:  Date: 5/16/2018  
Gerry Paul, Purchasing Director  
(if greater than \$60,000)

ACCEPTANCE: \_\_\_\_\_ Date: \_\_\_\_\_  
Darin Atteberry, City Manager  
(if greater than \$1,000,000)

ATTEST: \_\_\_\_\_ Date: \_\_\_\_\_  
City Clerk  
(if greater than \$1,000,000)

# Attachment A - Scope of Services

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Attachment A to the AGREEMENT between the City of Fort Collins, Colorado, a Municipal Corporation, hereinafter referred to as the City, and CH2M HILL Engineers, Inc., hereinafter referred to as the Professional, for a project generally described as:

Professional Engineering Services to perform data collection and design services to replace the Laporte storm sewer system from N. Shields Street to N. Whitcomb Street.

This scope of service will be performed under a Work Order issued in accordance with the Professional Service Agreement No. 8497 for Stormwater Consulting Engineering Services, dated September 25, 2017.

The Professional's services for the project are detailed hereinafter.

**Project Objective:** Preliminary investigative services for storm sewer replacement along Laporte Avenue between N. Shields St. and N. Whitcomb St. and optional design improvements to the storm sewer system. The project area is shown in Figure 1 below.

It is understood the City will designate Mrs. Sandra Bratlie as the City's Project Manager (City's PM). Mrs. Sandra Bratlie and Mr. Dan Evans will be the City's primary points of contact with respect to the work performed under this AGREEMENT, with authority to transmit instructions, receive information, and interpret and define City policies and decisions relative to elements pertinent to the work covered by this AGREEMENT.



*Figure 1 – Laporte Storm Sewer Project Area*

## **Task 1 – Project Management**

Professional's Project Manager (Professional's PM) will manage the scope, schedule, and budget, and keep the City's PM informed throughout the project. Professional's PM will prepare and submit monthly an invoice for services performed and a brief status report. The report will include a narrative description of progress to-date, actual costs for each Task, estimates of percent complete, and potential cost variances.

### **Deliverables:**

- Monthly invoice and status report.

## **Task 2 – Data Collection and Project Coordination**

Professional will subcontract to King Surveyors for surveying services and to BT Construction for potholing services. Professional will coordinate with King Surveyors, BT Construction, City's PM, and other City staff regarding Laporte Avenue survey and utility pothole data collection. Professional will determine the number of utility potholes needed and each utility pothole location. Professional will be on-site during potholing to observe potholing activities and the collection of the required information. It is assumed that potholing efforts will be a maximum of 6 days. Pothole information will include type of utility, and top and bottom elevation of each pipe or duct.

### **Deliverables:**

- Utility pothole locations and plan and profile of existing storm sewer system with pothole data.

### **Assumptions:**

- No separate geotechnical analysis is provided with the scope and fee.
- The City's Real Estate Office will lead potential easement efforts.
- This project will coincide with the Laporte Avenue Repaving Project and coordination between the two projects is anticipated.

## **Task 2.1 – Survey by King Surveyors**

Professional will subcontract to King Surveyors to perform topographic survey and survey current and as-built conditions of the Laporte storm sewer between N. Shields Street and N. Whitcomb Street. King Surveyors will subcontract separately with a utility locate company. King Surveyors scope of work will include the following, as is included as Attachment 1.

- Topographic Survey of the project area. This survey will be tied to a City of Fort Collins Bench Mark (NAVD 1988) and will be in Fort Collins Ground Master Coordinate System. The topo will be delivered in an AutoCAD Civil 3D 2016 dwg and standard PDF file format. A stamped and signed pdf of the topographic survey will be provided.
- Utility locates from Primo Locating Services, LLC.
- Survey of up to 30 potholes.

### **Deliverables:**

- Topographic survey delivered in AutoCAD Civil 3D 2016 drawing format. A stamped and signed pdf of the topographic survey will be provided.

## **Task 2.2 – Potholing and Traffic Control by BT Construction**

Professional will subcontract to BT Construction to perform utility potholing and traffic control for potholing efforts. BT Construction's scope of work will include the following, and is included as Attachment 2.

- Potholing with a standard Vac Truck for up to six days.
- Core drilling
- Restoration of concrete potholes with Handmix Flowfill
- Dump fees
- Permitting costs

- Coordination
- Traffic Control with lane closures and flaggers

### **Task 3 – 90% Design (Optional)**

The City will review the pothole data and existing conditions plan and profile. At that time, they will determine if Professional will perform 90% Design and 100% Design. The optional work includes Tasks 3, 4, and 5.

Professional will perform 90% design for the improvements to the Laporte Storm Sewer system between N. Shields Street and N. Whitcomb Street.. The improvements will include increasing the storm sewer diameter and evaluating pipe material. The new storm sewer alignment will connect to existing manholes.. Proposed improvements will include the following:

- Storm sewer design, including storm sewer pipe size, shape, invert elevations, and slopes.
- Manhole design, including evaluating the use of the existing manholes or construction of new manholes.
- Inlet design including location, number, and type.
- Removing the existing storm sewer pipe.
- Design of erosion control.

#### **Deliverables:**

Submit in electronic Adobe Acrobat PDF format and AutoCAD format the following:

- Construction drawings including Cover Sheet, General Notes, Plan and Profile Drawings (with erosion control), and Details. Construction drawings will be in 11x17 format. It is assumed that up to 12 drawings will be provided.

### **Task 4 – Final (100%) Design (Optional)**

Professional will perform final (100%) design for the improvements to the Laporte Storm Sewer system between N. Shields Street and N. Whitcomb Street. The final design will incorporate final design details and the City's 90% review comments.

#### **Deliverables:**

Submit in electronic Adobe Acrobat PDF format and AutoCAD format the following:

- Construction drawings including Cover Sheet, General Notes, Plan and Profile Drawings (with erosion control), and Details. Construction drawings will be in 11x17 format. It is assumed that up to 12 drawings will be provided.

#### **Assumptions for Task 3 and Task 4:**

- Asphalt and concrete replacements is not required and will be done as part of the Laporte Avenue Repaving project.
- Hydraulic and hydrologic modeling is not required.
- Floodplain analysis is not required.
- An alternatives analysis is not required.
- A cost estimate is not required.

- Project specifications are not required. Project specific notes will be added to the plan set, as applicable.
- Mylar drawings are not required.
- Public involvement support is not required.
- The City will coordinate acquisition of any required permits. The following permits are not required:
  - Stormwater Management Plan
  - United States Army Corps of Engineers (USACE) 404 Permit
  - Threatened and Endangered Species Assessments and Endangered Species Act (ESA) Compliance
- Resident engineering services are not included in this Scope of Services, but can be added as an additional task at a later date.
- Waterline relocates will be performed by City staff, if required.
- Dry utility relocates will require coordination by the City and Professional with the utility companies.

**Task 5 Project Meeting**

Professional will meet with the City after submitting the 90% plans to discuss review comments. It is assumed that the meeting will be at the City’s offices or at the project site. One (1) meeting is assumed.

**Deliverables:**

- Meeting Agenda
- Meeting Summary

**Schedule**

An anticipated schedule is shown below in Table 1.

*Table 1: Project Schedule*

Activity	Anticipated Milestone Dates
Notice To Proceed	April 6, 2018
Survey and Potholing Complete	April 27, 2018
Submit Existing Plan and Profile and Pothole Data to City	May 4, 2018
City to Determine if Professional will perform Tasks 3, 4, and 5	May 11, 2018
Submit 90% Drawings	June 1, 2018
Project Meeting	No later than June 8, 2018
Submit Final (100%) Drawings	June 29, 2018

**Assumptions Used in Developing this Scope of Services**

The Professional’s estimate of engineering costs for the project is based on the elements included in the task descriptions above and the following assumptions:

1. The City will review information submitted by Professional and provide written comments within one week.

2. The City will give prompt notice to Professional whenever the City observes or becomes aware of any development that affects the scope or timing of Professional's services, or of any defect in the work of Professional.
3. Professional will provide the City with deliverables as defined in this Scope of Services.
4. All deliverables will be distributed electronically via email (PDF and AutoCAD formats).

**Attachment B - Laporte Storm Sewer Project  
Compensation Schedule**

	Per Diem Code/Classification	Kyle Hamilton Principal Project Manager	Aaron Cook Associate Project Manager	Janelle Prange Staff Engineer 2	Bryan Schafroth Engineering Tech 3	Mike Petersen Health and Safety Manager	Office/Clerical/Accounting	Labor Hours	Labor	Expense	Subcontractors	Total Cost
	2017 Labor Rates <sup>1</sup>	03 \$235	06 \$155	08 \$122	13 \$112	4 \$195	19 \$83					
1.0	Project Management	2	6			4	12	24	\$3,176			\$3,176
2.0	Data Collection and Coordination		8	48				56	\$7,096	\$200		\$7,296
2.1	Survey by King Surveyors										\$13,514	\$13,514
2.2	Potholing and Traffic Control (BT Construction)										\$24,507	\$24,507
3.0	90% Design	8	20	54	24			106	\$14,256			\$14,256
4.0	Final Design (100%)	3	8	16	16			43	\$5,689			\$5,689
5.0	Project Meeting	4	5					9	\$1,715	\$200		\$1,915
	<b>Total</b>	<b>17</b>	<b>47</b>	<b>118</b>	<b>40</b>	<b>4</b>	<b>12</b>	<b>238</b>	<b>\$31,932</b>	<b>\$400</b>	<b>\$38,021</b>	<b>\$70,353</b>

<sup>1</sup> Rates are in accordance with Contract No. 8497 Stormwater Consulting Engineering Services



## Attachment 1



April 4, 2018

CH2M  
Attn: Aaron Cook  
9191 South Jamaica Street  
Englewood, CO 80112

Re: Laporte Storm Sewer

Aaron:

King Surveyors is pleased to provide you with a proposal to perform the following services:

### ITEM I

The fee to provide a Topographic Survey of the area shown on your drawing and defined as from back of sidewalk to back of sidewalk along Laporte Avenue from Whitcomb Street to approximately 200' west of Shields Street will be \$8,500. This survey will be tied to a City of Fort Collins Bench Mark (NAVD 1988) and will be at Fort Collins Ground Master Coordinate System. The topo will be delivered in an AutoCAD Civil 3D 2016 dwg or standard PDF file format. A stamped and signed pdf of the topo will be provided.

### ITEM II

The fee to provide private utility locates from Primo Locating Services, LLC will be \$1,490.

### ITEM III

The fee to locate up to 10 potholes will be \$960 per trip. An estimated 3 trips will be \$2,880.

The total fee for this project is \$12,870. This proposal is based on King Surveyors being awarded all items listed. If one or more items is omitted from the scope, the amounts shown may need to be revised.

It is anticipated that this project could be completed in 4 weeks from the authorization to start.

If you have any questions regarding this proposal, please feel free to contact me at my office at (970) 686-5011.

Sincerely,

Steven Parks, PLS  
stevep@kingsurveyors.com

## Attachment 2



9885 Emporia Street  
Henderson, CO 80640  
Phone: 303-469-0199  
Fax: 303-468-8309

## PROPOSAL/CONTRACT

Proposal #	2018-01
REVISED 3.21.2018	
Date:	3/21/2018

TO:	CH2M
	200 East 7th St Suite 314
	Loveland, CO 80537
ATTN:	Aaron.cook@CH2M.com

Laporte Storm Sewer Project
Fort Collins

**Scope of Work: Potholing for existing utilities approx 30 holes**

**Please Note: Exact locations of potholes unknown at time of price proposal.**

Item	Description	Quantity	Unit	Unit Price	Ext. Price
<b>OPTION # 1 (10 POTHOLES)</b>					
1	Standard Vac Truck - Up to 12ft in Depth anything over 12ft will be at a hourly rate of \$240.00	2	DYS	\$1,950.00	\$3,900.00
2	Dump Fee	2	EA	\$90.00	\$180.00
3	Permits at cost + 15%				
5	Coordination of Scope of Work	4	HRS	\$90.00	\$360.00
6	Traffic Control Major with Lane Closures + Flaggers	2	DYS	\$950.00	\$1,900.00
7	Core Drills - Concrete	10	EA	\$75.00	\$750.00
8	Restoration of Concrete Potholes Hole only - Handmix Flowfill and Grout Pothole	10	EA	\$75.00	\$750.00
<b>TOTAL OF OPTION # 1</b>					<b>\$7,840.00</b>
<b>OPTION # 2 (20 POTHOLES)</b>					
1	Standard Vac Truck - Up to 12ft in Depth anything over 12ft will be at a hourly rate of \$240.00	4	DYS	\$1,950.00	\$7,800.00
2	Dump Fee	4	EA	\$90.00	\$360.00
3	Permits at cost + 15%				
5	Coordination of Scope of Work	6	HRS	\$90.00	\$540.00
6	Traffic Control Major with Lane Closures + Flaggers	4	DYS	\$950.00	\$3,800.00
7	Core Drills - Concrete	20	EA	\$75.00	\$1,500.00
8	Restoration of Concrete Potholes Hole only - Handmix Flowfill and Grout Pothole	20	EA	\$75.00	\$1,500.00
<b>TOTAL OF OPTION # 2</b>					<b>\$15,500.00</b>
<b>Estimate of Proposal</b>					<b>\$23,340.00</b>

**Inclusions:**

1	Standard Vac Truck- Up to 12 ft in Depth anything over 12ft in depth will be charged at an hourly rate of \$240.00 per hour
2	Restoration of Concrete Potholes - Hole only - Handmix Flowfill and Grout Pothole
3	Dump Fees
4	Layout and Locates
5	Logs of Completed Scope
6	Permits at cost + 15%
7	Access to scope of work for vac truck
8	Traffic Control + Flagger - Major Lane Closures
9	Core Drills Concrete

**Exclusions:**

1	Concrete Panel Replacement
2	Concrete Restoration of any kind- Only Potholes will be restored
3	Landscape restoration of any kind
4	Dewatering of any kind
5	Night / Weekend Work
6	Hazardous Materials of any kind
7	Removal of Locate paint markings
8	Erosion Control of any kind
9	Striping of any kind
10	Permanate Restoration of Potholes
11	Clearing of area of weeds or landscaping
11	Flowfill of Potholes

Drawings Provided	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
Insurance Included	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
Bond Included	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	%

Tax Included	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	%
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<b>Terms:</b>
<p>The receipt of BT Construction, Inc. of a signed copy of this Proposal/Contract constitutes acceptance of this Quotation, subject to and including all terms and conditions as shown.</p> <p style="text-align: center;"><i>The entire proposal is subject to acceptance within thirty (30) days of this date.</i></p> <p><i>NOTE: Please notify us as soon as possible if you intend to award this work to BTrenchless. Any alteration or deviation from the above proposal will be executed only upon written request and will therefore become cost in addition to the above estimate. Any deviation from the scope of work will be completed following the acceptance of a change order. BTrenchless hereby warrants for a period of one (1) year (or longer, if so provided by law, and to the extent provided by law) from the date of completion of each project for all workmanship under normal use of service. All agreements are contingent upon incidents or delays beyond our control. BTrenchless reserves the right to charge up to 21% interest annually for all overdue invoices. Should a dispute regarding payment of this contract arise, BTrenchless reserves the right to recover any attorney's fees that may be associated with such a dispute. No retainage to be held on BTrenchless work unless specifically required by the General Contract.</i></p>

**Respectfully Submitted:**  
 Btrenchless A division of BT Construction, Inc.

By:	Steve Jacques / VP Potholing, Transportation
Signed:	

Accepted this ____ day of _____, 201
Firm:
By:
P.O. #