

WORK ORDER

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

WORK ORDER NUMBER: D-WRF-2018-22
PROJECT TITLE: DWRF Yard Piping Map Phase 2
ORIGINAL BID/RFP NUMBER & NAME: 8745 Engineering Services for Water, WW & Wastewater and Stormwater Facilities Capital Improvements - On-Call

MASTER AGREEMENT EFFECTIVE DATE: August 7, 2018

ARCHITECT/ENGINEER: Ditesco

OWNER'S REPRESENTATIVE: Eileen Dornfest

WORK ORDER COMMENCEMENT DATE: September 15, 2018

WORK ORDER COMPLETION DATE: December 31, 2018

MAXIMUM FEE: (time and reimbursable direct costs): \$6,205.00

PROJECT DESCRIPTION/SCOPE OF SERVICES: Complete phase 2 of DWRF yard piping map including gathering plant staff input, field survey and final deliverables. See attached supporting documentation.

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 four (4) 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: Ditesco

DocuSigned by:
By: KEITH MEYER **Date:** September 8, 2018
0E22543FDA6A4C3...
Name: KEITH MEYER **Title:** owner/Manager



OWNER'S ACCEPTANCE & EXECUTION:

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

ACCEPTANCE: DocuSigned by:
Eileen Dornfest Date: September 6, 2018
8833EDD4B266482...
Eileen Dornfest, Civil Engineer III

REVIEWED: DocuSigned by:
Pat Johnson Date: September 5, 2018
55D7D9B99DE9493...
Pat Johnson, Senior Buyer

APPROVED AS TO FORM: _____ Date: _____

ACCEPTANCE: DocuSigned by:
Owen L. Randall Date: September 11, 2018
8838FECBDA06A429...
Name, City Attorney's Title
(if greater than \$1,000,000)
Owen Randall, Civil Engineering Director

ACCEPTANCE: DocuSigned by:
Ramon Arguello Date: September 11, 2018
E94E489541FE42A...
Ramon Arguello, Plant Operations Director Delegate

ACCEPTANCE: DocuSigned by:
Carol Webb Date: September 12, 2018
6B61E1044A714A9...
Carol Webb, Utilities Deputy Director

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

ACCEPTANCE: _____ Date: _____
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
WORK ORDER SCOPE OF SERVICES, COST DETAIL & SCHEDULE DETAIL



2133 S. Timberline Rd, Ste. 110
Fort Collins, CO 80525
ditescoservices.com

Delivery by email
edornfest@fcgov.com

August 28, 2018

Ms. Eileen Dornfest
City of Fort Collins
700 Wood Street
Fort Collins, CO 80524

RE: DWRf Mapping Work Order

Dear Eileen:

Thank you for giving Ditesco the opportunity to provide engineering support, and reconciliation of underground utility mapping for the City of Fort Collins Drake Water Reclamation Facility (DWRf). Please find attached our proposed scope of work to support a new work order; this has been provided to continue work on the DWRf base mapping 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,

A handwritten signature in blue ink, appearing to read "Keith Meyer".

Keith Meyer, P.E.

Enc. Scope
Cc: file

Exhibit A

City of Fort Collins Utilities

On Call Services

Scope of Services

Project Understanding

The City of Fort Collins has record drawings of projects completed at the Drake Water Reclamation Facility (DWRf) dating back to the 1950s. These documents are both hard copy and electronic providing information about underground utilities on the site. The City of Fort Collins (COFC) Utilities Department would like to develop a base map of all underground utilities at the DWRf site for future use. This tool would provide a better understanding for planning of future Capital Improvement Projects and future master planning efforts.

The overall scope of work would provide for an AutoCAD Civil 3D utility map of the Drake Water Reclamation Facility. Through this scope of services, Ditesco will further mapping efforts through creation of as-built utility mapping and GIS integration.

Phase 1 – Data Collection

- Ditesco will participate in ongoing project review meetings with City of Fort Collins staff. These are assumed to twice during this final phase of the AutoCAD mapping project.

Phase 2 – Mapping

- Ditesco will populate the map with current utility information. Any conflicting utility information will be reviewed with COFC plant staff to clarify discrepancies. Maps will be updated with new information provided by COFC staff included pipe type and alignment discrepancies. The layout of the sidewalks will be updated to match existing conditions.
- Ditesco will survey the fence line, ditch, and valve boxes across the site and adjust the map with field collected data.
- As an option to this scope of services, Ditesco has provided an estimated cost to create a GIS interface.

Phase 3 – GIS Online (future phase)

- Ditesco staff will coordinate with Invision GIS to develop a GIS-base map of the Drake Water Reclamation Facility utilities. This base map will be initially developed utilizing the Civil 3D mapping file.
- Ditesco staff will add attributes to all pipe systems through the GIS database as developed by Invision.
- The GIS mapping database will contain polygon layers, linking PDF record drawings to the GIS map, based on the drawing area. These will not be linked individually to each attribute.
- Future deliverable for this phase is an online GIS integrated map with full attributes of each utility.

Deliverables

Deliverables will include:

- Civil 3D AutoCAD file containing all base map utility information.
- Layered PDF in Bluebeam
- Full size plots with pipes (3 total)
- 5 sets of map books with multiple sets based on pipe type

Schedule

The anticipated schedule for this scope of work is to have all items complete by November 2018.

Fee Estimate

We have based our fee estimate on the following assumptions of the project schedule.

- 2.5-month remaining project timeframe

Estimated Fee:	\$6,205.00
Estimated Reimbursable Expenses:	\$ <u>0.00</u>
Total Fee:	\$6,205.00
Future GIS Online Phase:	\$27,023.00

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 of this proposal. All reimbursable expenses will be billed at direct cost.



City of Fort Collins
DWRF Mapping Project

8/28/2018

Phase/Task Description	Classification			Task Total
	Project Manager (hrs)	Project Engineer (hrs)	CAD / Design (hrs)	
	\$135	\$110	\$80	
Phase 1: Data Collection				\$710
1.1 Coordination Meetings - 2 meetings with plant staff	2	4	0	\$710
1.2 Review all Electronic Project Records	0	0	0	\$0
1.3 Review all Hard Copy Project Records	0	0	0	\$0
Phase 2: Mapping				\$5,495
2.1 Finalize base map with all electronic records from 1986 and 1966	0	4	8	\$1,080
2.2 Reconcile utility data from meetings	0	2	16	\$1,500
2.3 Input and collect all survey data and control point information	0	16	8	\$2,400
2.4 Quality Control Final Deliverables	1	2	2	\$515
Phase 3: GIS Online (future phase)				\$27,023
3.1 Create Polygon Layers for Base Drawings	0	12	4	\$1,640
3.2 Add attributes to all pipe systems (Assumes 9 plan sets x 5hrs/set)	0	45	0	\$4,950
3.3 Quality Control Deliverables (Assumes 9 plan sets x 2hrs/set)	2	18	0	\$2,250
GIS Subconsultant Create GIS Database				\$18,183
Reimbursable Expenses				
Reprographics: Scan 24"x36" hard copy files	0	0	0	\$0
Reprographics: Printing	0	0	0	\$0
Work Effort Subtotal	3	28	34	\$6,205
Subtotal Reimbursable Items				\$0
Contract Subtotal				\$6,205
Contract Total				\$6,205
Cost per labor category	\$405	\$3,080	\$2,720	
Effort (days)	0	4	4	
Effort (weeks)	0	1	1	
Effort (hours per day)	1	1	1	

Assumptions:

- 2.5 month project
- Start Date - Sept 2018
- End Date - Early Nov 2018

**ATTACHMENT B
CERTIFICATE OF INSURANCE**



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

