

WORK ORDER FORM

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

WORK ORDER NUMBER: 3-400904405-19

PROJECT TITLE: Willow Street Improvements

ORIGINAL BID/RFP NUMBER & NAME: _____

MASTER AGREEMENT EFFECTIVE DATE: Original Contract Date

WORK ORDER COMMENCEMENT DATE: May 20, 2019

WORK ORDER COMPLETION DATE: November 30, 2019

MAXIMUM FEE: (time and reimbursable direct costs): \$34,805

PROJECT DESCRIPTION/SCOPE OF SERVICES: Submittal Reviews, Project Coordination and As-Built Drawings

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 _____ (_____) page(s) 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 Angela K. Mitekewski Date: 6/28/2019
DocuSigned by: Angela K. Mitekewski
Name Title

ACCEPTANCE: Nicole Hahn Date: 6/28/2019
DocuSigned by: Nicole Hahn
Name Project Manager

REVIEWED: Ellyth Palla Date: 7/9/2019
DocuSigned by: Ellyth Palla
Name Buyer or Senior Buyer

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

BHA Design Incorporated
1603 Oakridge Drive
Fort Collins, CO 80525

May 28, 2019



Ms. Nicole Hahn
City of Fort Collins
281 North College Avenue
Fort Collins, CO 80521

**RE: WILLOW STREET IMPROVEMENTS – CONSTRUCTION
OBSERVATION SERVICES**

Dear Nicole,

Thank you for requesting construction observation assistance for the Willow Street Improvements Project. As discussed, we have prepared scope below for a separate work order for the remaining construction observation services for this project to be provided through BHA's 8459 On-Call Landscape & Streetscape Design, Irrigation & Urban Design Services contract with the City of Fort Collins. The following is a description of the project and scope of services anticipated:

Project Description

The Willow Street Improvements Project will begin construction in May 2019 and continue through November 2019. Interwest Consulting, BHA Design, Larsen Structural Design, Aqua Engineering Inc., and Clanton & Associates, Inc. will complete the construction observation services for this phase of the project. Our scope below includes the services for the above consultants with the exception of Interwest Consulting. Their services shall be provided by separate contract.

The Work Order developed from this scope will be an hourly-not-to-exceed contract.

Scope of Work

The following tasks are anticipated as part of our Scope of Work:

- Exhibits, Requests for Information (RFIs), and Submittal Reviews
- Project Coordination and Meetings
- Final 'As-Built' drawings

Following is a detailed explanation of each task for this project:

BHA and our Subconsultants will be available during construction to assist the City and the Contractor. The Team will provide necessary responses, exhibits, or revisions to the plans,

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specifications, and quantities as a result of the RFIs and Field Memos needed for this phase of the project. The team members will also be available to review Equipment or Material Submittals necessary during construction.

BHA will attend weekly construction meetings. In addition, the appropriate Subconsultants will attend any required coordination meetings with the City, Utilities, the Contractor, or Stakeholders needed during the construction phase of this project. BHA has assumed 2 meetings per week for the 6-month construction period. The remaining Subconsultants assumed 1 meeting per month for the 6-month construction period.

Once construction is complete, the Contractor and Subcontractors will provide BHA (through Interwest) the construction field notes and redlines needed to create the Final 'As-Built' Plans in AutoCAD. BHA, Aqua and Clanton will develop 'As-Built' Plans for the City from the contractor redlines. The Final 'As-Built' plans will be sent to Interwest to be assembled and submitted to the City in an electronic pdf format.

A portion of this effort (submittal reviews and RFI's for electrical and irrigation, as-builts for irrigation) were a part of Work Order No. 1-400904405-19 and No. 2-400904405-19. The proposed work order would replace the CA scope from the previous contracts and supplement them here to provide the scope in full as described above.

DESIGN FEES

TASK	Labor and Expenses
<p>Task I – Willow Street new or supplemental CA scope <i>BHA (Urban Design CA and Project Management) - \$12,463</i> <i>Aqua (Willow Street CA) – \$2,600</i> <i>Larsen (Willow Street CA) - \$,5000</i> <i>Clanton (Willow Street CA) – \$6,500</i></p>	<p>\$26,563</p>
<p>Task II – Confluence Plaza CA (previously from Work Order No. 1-400904405-19) <i>BHA (Urban Design CA and Project Management) - \$5,004</i> <i>Interwest (Confluence Plaza CA) – \$2,000 By Separate Contract</i></p>	<p>\$5,004</p>
<p>Task III – Linden/Willow CA (previously from Work Order No. 2-400904405-19) <i>BHA (Project Management) - \$588</i> <i>Clanton (included in previous) - \$0</i></p>	<p>\$3,238</p>

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Aqua (Willow Street CA) – \$1,450

Aqua (Confluence Plaza CA) - \$1,200

We request written authorization to work on an hourly basis. Our fees and reimbursable expenses for hourly services for the Base Scope items will not exceed **\$34,805** without written authorization. If these terms are acceptable signing below will serve as immediate authorization to proceed. Please return one executed original to our office for our files.

Sincerely,
BHA Design Inc. by

A handwritten signature in black ink, appearing to read "Angela K. Milewski", written over a horizontal line.

Angela K. Milewski, President

Willow Street - Construction Observation Services

ATTACHMENT B - SCHEDULE OF FEES

BHA Design, Inc.

5/28/2019

Task Description	Name	Extension	Name	Extension	Name	Extension	Subs	Hours	Amount
	Principal		Senior PM		LA				
	Rate	\$147.00	\$110.00		\$80.00				
Willow Street Construction Observation									
									\$26,563
Exhibits, RFIs, and Submittal Reviews		3	\$441.00	16	\$1,760.00	16	\$1,280.00	35	\$3,481.00
Project Coordination and Meetings		6	\$882.00	60	\$6,600.00	12	\$960.00	78	\$8,442.00
Final 'As-Constructed' Drawings from contractor redlines			\$0.00	2	\$220.00	4	\$320.00	6	\$540.00
Willow Street Construction Observation Subtotal									\$12,463
Project Coordination and Meetings - Irrigation								\$2,600.00	
Irrigation CA Subtotal (Aqua)									\$2,600
Exhibits, RFIs, and Submittal Reviews, Meetings								\$5,000.00	
Structural CA Subtotal (Larsen)									\$5,000
Coordination, Meetings, As-Constructed Drawings								\$6,500.00	
Electrical CA Subtotal (Larsen)									\$6,500
Confluence Willow Street Plaza CA (previously from Work Order No. 1-400904405-19)									
									\$7,004
Bidding Assistance and Pre-construction coordination			\$0.00	1	\$110.00	4	\$320.00	5	\$430.00
Submittal Reviews, RFIs, ASIs		2	\$294.00	4	\$440.00	16	\$1,280.00	22	\$2,014.00
Site visits and field reports			\$0.00		\$0.00	16	\$1,280.00	16	\$1,280.00
Substantial, Final Completion walk-throughs, as-builts			\$0.00		\$0.00	16	\$1,280.00	16	\$1,280.00
Urban Design - Const Observation Subtotal (BHA)									\$5,004
Civil Engineering Construction Observation								\$0.00	\$2,000.00
Civil Engineering Construction Observation Subtotal (Interwest) <i>(By Separate Contract)</i>									\$2,000
Linden/Willow CA (previously from Work Order No. 2-40990445-19)									
									\$3,238
BHA project management		4	\$588.00		\$0.00		\$0.00	4	\$588.00
Project Management CA Subtotal (BHA)									\$588
Willow Street Irrigation CA			\$0.00		\$0.00		\$0.00	0	\$1,450.00
Confluence Plaza Irrigation CA			\$0.00		\$0.00		\$0.00	0	\$1,200.00
Irrigation CA Subtotal (Aqua)									\$2,650

Total Hours	15	83	84	182
Total Amount	\$2,205.00	\$9,130.00	\$6,720.00	\$18,750.00

BHA Fees	\$18,055.00
Subconsultant Fees	\$18,750.00
Total Labor Fees	\$36,805.00