

WORK ORDER FORM

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

WORK ORDER NUMBER: 2-400904600-19
PROJECT TITLE: Linden Street Renovations – Final Engineering Design
ORIGINAL BID/RFP NUMBER & NAME: 8843 – Engineering Design Support Services – Linden Street Renovations

MASTER AGREEMENT EFFECTIVE DATE: Original Contract Date

WORK ORDER COMMENCEMENT DATE: 4/18/20

WORK ORDER COMPLETION DATE: 12/1/21

MAXIMUM FEE: (time and reimbursable direct costs): \$72,098

PROJECT DESCRIPTION/SCOPE OF SERVICES: Please see attached Scope of Services

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 (3) 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: DocuSigned by: KEITH MEYER Date: 4/28/2020
Keith Meyer, PE, President

ACCEPTANCE: DocuSigned by: Nicole Hahn Date: 5/26/2020
Nicole Hahn, PE, Project Manager

REVIEWED: DocuSigned by: Elliot Dale Date: 5/26/2020
Elliot Dale, Senior Buyer

ACCEPTANCE: DocuSigned by: Gerry S. Paul Date: 5/26/2020
Gerry Paul, Purchasing Director
(if greater than \$60,000)



2133 S. Timberline Road, Suite 110
Fort Collins, CO 80525
ditescoservices.com

EXHIBIT A

Delivery by email to:
klambrecht@fcgov.com

April 22, 2020

Kyle Lambrecht, PE
Civil Engineer III
City of Fort Collins
281 North College Avenue
Fort Collins, CO 80521

RE: Linden Street Renovations
Engineering Design Proposal and Scope of Work

Dear Kyle:

This letter scope of services follows on our previous conversations regarding extending our base design contract from preliminary design to 90% construction documents associated with the Linden Street Renovation project. This effort was requested by the City to further the design effort allowing the CM/GC contractor the ability to price near-final construction documents and finalize a guaranteed maximum price proposal. Our team will perform the following tasks:

- We will take all construction documents to a 90% completion level according to our base contract terms and conditions. This work will include all civil engineering and urban design efforts in plan and specification production.
- We will participate in GMP negotiations with the CM/GC contractor and provide an independent cost evaluation of their pricing proposal.
- Our detailed task and fee breakdown is attached. We expect the work to commence immediately with design plans completed by May 2020.

Thank you again for this opportunity. We look forward to our continued partnership on this 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 that reads "Keith Meyer".

Keith Meyer, P.E.

Enc. scope of services

Cc: Jill Burrell
file



City of Fort Collins Engineering
Linden Street Renovations - Final Design

4/22/2020

Phase/Task Description	Ditesco						Task Total
	Keith Meyer	Jill Burrell	Kelsey Petersen	Rhonda Bunner	Cassidy Hill	Nathan Johnson	
	Principal / PM	PM / Task Leader	Assoc. PM	CAD Design	Admin	Project Manager	
	(hrs)	(hrs)	(hrs)	(hrs)	(hrs)	(hrs)	
	\$130	\$115	\$115	\$80	\$65	\$125	
Project Management							\$9,712
PM 1.1 - Contract Management (Budget Management)	3	6	0	0	0	0	\$1,080
CM 1.4 - Document Management	0	4	6	0	0	0	\$1,150
PM 1.2 - Meetings/Correspondence (Misc. Meetings)	26	13	19	0	6	0	\$7,482
Final Design (to 90% from 60%)							\$17,700
Updated Site Plan	2	4	8	10	0	0	\$2,440
Civil Design							
Utility Design	4	2	4	6	0	0	\$1,690
Storm/Trench Drain	2	0	4	4	0	0	\$1,040
Grading Plans	4	2	4	10	0	0	\$2,010
Drainage (proposed) / Drainage Memo	6	8	16	0	0	0	\$3,540
Roadway Plan and Profile	2	0	4	6	0	0	\$1,200
Details	2	2	4	8	0	0	\$1,590
Specifications	4	4	8	0	0	0	\$1,900
Internal QA/QC	4	2	0	0	0	0	\$750
Review Meeting with City Staff	3	3	3	0	0	0	\$1,080
City Review (Bluebeam Studio)	0	2	2	0	0	0	\$460
CM/GC GMP Review							\$12,005
GMP Review Meeting	6	0	4	0	0	6	\$1,990
Independent Cost Estimate	2	6	0	0	0	55	\$7,825
GMP Update (Fall 2020)	8	4	6	0	0	0	\$2,190
Russell Mills - Urban Design							\$32,090
Other direct costs (mileage, reproduction, etc)							\$591
Work Effort Subtotal	78	62	92	44	6		\$71,507
ODCs							\$591
Cost per labor category	\$10,114.00	\$7,118.50	\$10,620.25	\$3,520.00	\$419.25		
Effort (days)	10	8	12	6	1		
Effort (weeks)	2	2	2	1	0		
Hours per day	0.3	0.2	0.3	0.2	0.0		

\$72,098

Assumptions:
 - 3 month project duration (60-90%)



April 19, 2020

Keith Meyer, P.E.
Ditesco
2133 S. Timberline Road, Suite 110
Fort Collins, CO 80525

Re: Linden Street Renovation Additional Services/Change Order Proposal

Dear Keith,

The following additional services and change order request addresses additional services/ scope of work to our existing contract to provide construction documents through 90% (currently contracted through 60%) and construction administration support services for the Linden Street Renovation project. The following scope is additional to the current contract scope and includes subcontracted services with Aqua Engineering (Irrigation) and Mazzetti (Lighting/Electrical).

Scope & Services

A. Final Design/Construction Documents

1. 90% CD's

Based on the Preliminary Design Plans, Final Design Documents will be developed in collaboration with the design team. Approval of the Preliminary Design Plan will constitute approval to begin Final Design. The following information will be included:

- Site Amenities Layout Plans
- Detail Callout, Furnishings, Materials Plans
- Planting Plans, Tree Protection Plans and Details
- Irrigation Plans and Details
- Lighting Locations and Photometrics
- Electrical Plans and Details
- Site Details and Enlargements w/Structural Review
- Cost Estimate Quantities
- Construction Specifications
- Revisions as required

Meetings:

- Review Meetings w/City Staff (3)
- Review Meetings w/Stakeholders (2)
- Coordination Meetings w/Ditesco (5)

not included

B. Construction Administration

Construction Administration will be conducted during site and landscape construction. Prior to and during construction, we will provide Construction Administration services for both landscape and irrigation work in order to ensure that projects are built on time and on budget as related to our Construction Documents. This will include, but is not limited to the following:

- A. Attend Pre-Construction meeting/conference.
- B. RFI Responses and ASI/s.
- C. Submittal and Shop Drawing Review
- D. Progress Meetings and Site Visits
- E. Five irrigation on-site meetings/inspections.
- F. Form inspections, site work layout and quality, lighting, planting staking/layout, irrigation inspections, approval.
- G. Punchlists and project close-out.



- I. Digital record drawings for landscape/irrigation based on contractor provided red-lines.
- J. 6 month and 11 month walk thru and punchlists.

Change Order Summary Fees (Including Aqua Engineering/Mazetti Lighting/Electrical)

Total Current Contract Amount	\$ 84,540
→ Final Design/Construction Documents	\$ 32,090
Construction Administration	\$ 21,250
<hr/> Total Revised Contract Amount	<hr/> \$ 137,880

Agreement

Russell + Mills Studios can initiate the proposed services upon written Authorization to Proceed. Adding your signature in the space provided below and returning a copy for our file will provide authorization of this proposal and form the basis of our contractual agreement. Should you have any questions or comments following your review of this proposal we will be pleased to address them at your earliest convenience.

Sincerely,

Craig Russell, RLA, ASLA
Principal

Authorization to Proceed

Date:

Signed

Name: _____

Title: _____

Date: _____