



**PURCHASING ITEM  
FOR  
COUNCIL AGENDA  
Memo No. CP16-025**

**1. Agenda Item Number:**

**33**

**2. Council Meeting Date:**  
August 13, 2015

**TO: MAYOR & COUNCIL**

**3. Date Prepared:** August 3, 2015

**THROUGH: CITY MANAGER**

**4. Requesting Department:** City Manager - Airport

**5. SUBJECT:** Project Agreement with Dibble Engineering for Construction Management Services for Airport Drainage Improvements

**6. RECOMMENDATION:** Staff recommends City Council approve a project agreement with Dibble Engineering for Construction Management Services for Airport Drainage Improvements, Project AI1401.451, pursuant to Annual Engineering Services Contract No. EN1005.101, in an amount not to exceed \$198,188.

**7. BACKGROUND/DISCUSSION:** Under this project agreement Dibble Engineering, in conjunction with its sub-consultants, will provide the following construction management services: attend preconstruction conference; review and respond to shop drawings requiring engineering review and Requests for Information (RFI's); respond/provide engineer's supplemental Information (ESI) drawings and/or sketches for clarifications to the contract documents throughout the course of construction; attend weekly site visits and construction meetings; attend the Pre-Final (Substantial Completion) walkthrough after each phase of work is substantially complete and a Final walk-through meeting and generate the preliminary and final punch lists; prepare and compile the Final Engineer's Construction Report; prepare final record drawings based on contractor redlines and field changes issued during construction. In the event that the contractor's quality control testing requires supplemental assurance testing, such testing will be provided on an as-needed basis.

The contract completion time is 185 calendar days from Notice to Proceed.

**8. EVALUATION:** City staff reviewed the scope of work, billing rate and total fee for the project and determined them to be reasonable. This project is within the parameters of the annual contract for civil design services with this firm.

**9. FINANCIAL IMPLICATIONS:**

Fund Source:

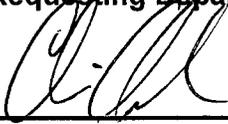
<u>Acct. No.:</u>	<u>Fund Name:</u>	<u>Program Name</u>	<u>CIP Funded:</u>	<u>Amount:</u>
417.4110.6910.0.6AI712	Airport Capital Grant	Airport Storm Drainage	Yes	\$189,329.00
635.4110.6910.0.6AI712	Airport Capital	Airport Storm Drainage	Yes	\$ 8,859.00

**10. PROPOSED MOTION:** Move City Council approve a project agreement with Dibble Engineering for Construction Management Services for Airport Drainage Improvements, Project AI1401.451, pursuant to Annual Engineering Services Contract No. EN1005.101, in an amount not to exceed \$198,188.

**ATTACHMENTS:** Project Agreement

**APPROVALS**

**11. Requesting Department**



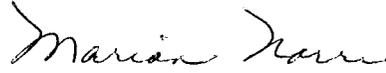
Chris Andres, Airport Administrator

**12. Transportation & Development**



Bob Fortier, Capital Projects Manager

**13. Department Head**



Marian Norris, Assistant to the City Manager

**14. Acting City Manager**



Marsha Reed

**PROJECT AGREEMENT  
PURSUANT TO ANNUAL CONTRACT NO. EN1005.101**

**PROJECT AGREEMENT NO: AI1401.451**

This PROJECT AGREEMENT is made this \_\_\_\_ day of \_\_\_\_\_, 2015, by and between the City of Chandler, a municipal corporation (hereinafter referred to as "CITY") and Dibble & Associates Consulting Engineers, Inc. an Arizona corporation doing business as Dibble Engineering, Inc., (hereinafter referred to as "Annual Consultant") and is a project agreement entered into pursuant to Annual Contract No. EN1005.101.

CITY and Dibble Engineering, in consideration of the mutual covenants herein set forth, agree as follows:

**ARTICLE 1 - DESCRIPTION OF WORK:**

This project is Airport Safety Area Drainage Construction Management Services, Project Number AI1401.451. The scope of work consists of construction management services for Airport Safety Area Drainage project, all as more particularly set forth in Exhibit A attached hereto and incorporated herein by reference.

The Annual Consultant shall not accept any change of scope, or change in contract provisions, unless issued in writing, as a contract amendment and signed by the Contract Administrator.

**ARTICLE 2 - CONTRACT PRICE:**

CITY shall pay Annual Consultant for completion of the Work in accordance with the Contract Documents a fee not to exceed One Hundred Ninety Eight Thousand One Hundred Eighty Eight Dollars (\$198,188) determined and payable as set forth in Annual Contract EN1005.101 and Exhibit B attached hereto and made a part hereof by reference.

**ARTICLE 3 - CONTRACT TIME:**

The contract time is One Hundred Eighty Five calendar days and Annual Consultant agrees to complete all work within One Hundred Eighty Five (185) calendar days of the date CITY issues a Notice to Proceed.

**ARTICLE 4 – GENERAL:**

This Project Agreement is entered into pursuant to Annual Contract No. EN1005.101 and the terms and conditions contained therein are incorporated herein by reference as if set forth in full.

IN WITNESS WHEREOF, the parties hereto have executed this Project Agreement on the day and year first written above.

This Project Agreement will be effective on this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

CITY OF CHANDLER

FOR THE ANNUAL:

\_\_\_\_\_  
MAYOR DATE:

By: Steven E. Rex  
Title: COO

ADDRESS FOR NOTICE  
City of Chandler  
P.O. Box 4008, Mail Stop 407  
Chandler, AZ 85244-4008  
480-782-3307

ADDRESS FOR NOTICE  
Mr. Steve Rex  
Dibble Engineering  
7500 N. Dreamy Draw Dr., Ste. 200  
Phoenix, AZ 85020

APPROVED AS TO FORM:

Phone: 602-957-1155

\_\_\_\_\_  
City Attorney By: [Signature]

ATTEST:

\_\_\_\_\_  
City Clerk

## EXHIBIT A SCOPE OF WORK

Annual Consultant shall perform the following specific services for this project:

### **A. Construction Administration Support Services (Annual Consultant)**

1. Construction Phase Services: Annual Consultant will provide overall coordination of the team and coordination with the City of Chandler/Airport. Annual Consultant staff will provide the following services:
  - a. Attend Preconstruction Conference.
  - b. Review and respond to the following Contractor requests:
    - i. Shop Drawings requiring Engineering review, estimated at a total of 20.
    - ii. Requests for Information (RFI's), estimated at a total of 15.
    - iii. Respond/provide Engineer's Supplemental Information (ESI) drawings and/or sketches (up to 15) for clarifications to the contract documents throughout the course of construction.
  - c. Weekly site visits and construction meeting attendance, or as needed or required by the City of Chandler. The anticipated construction duration for this project is up to 155 calendar days; therefore, the estimated total number of construction meetings is twenty (20).
  - d. Attend the Pre-Final (Substantial Completion) walkthrough after each phase of work is substantially complete (3 phases plus complete Substantial Completion walkthroughs) and a Final walk-through meeting and generate the Preliminary and Final Punchlists.
  - e. Prepare and compile the Final Engineer's Construction Report.
  - f. Prepare Final Record Drawings based on Contractor redlines and field changes issued during construction. Record Drawing submittal will include 1-full size set of mylars and electronic (PDF) versions of the final Record Drawings and the Contractor redlines.

### **B. Construction Management and Inspection Services (Dibble CM)**

Under the coordination of Annual Consultant, Dibble CM will provide day-to-day Construction Administration and Inspection Services, including:

1. Maintenance of project-related files and documentation, including correspondence, submittals, RFI's, inspection reports, test reports, pay applications, progress schedules, meeting minutes, change orders, and project photos.
2. Construction monitoring and documentation of quantities.
3. Conduct weekly project progress meeting, and prepare meeting minutes.
4. Review Contractor's monthly pay applications.
5. Daily construction inspection (based on up to a 155-calendar day duration), including providing daily reports of activities and observations, measurement and documentation of quantities on a daily basis, monitoring the Contractor's quality control testing, notifying the Contractor of deficiencies in the work, and observing and documenting unforeseen and/or changed conditions.
6. Project Close-out services, including substantial and final completion walkthroughs, review of final quantities, pay application and final close-out change order, and review of Contractor red-line as-built drawings.

See Dibble CM's Scope of Services for additional detail.

**C. Quality Assurance Testing (Allowance – Speedie & Associates)**

In the event that the Contractor's Quality Control Testing requires supplemental assurance testing, such testing will be provided on an as-needed basis for acceptance of the following materials:

1. Embankment/Earthwork/Grading
2. Asphalt Concrete Pavement (Queen Creek Road patching)
3. Structural Portland Cement Concrete

Speedie & Associates shall also perform infiltration testing on the newly installed dry wells on an as needed (per each) basis up to the maximum number of dry wells shown in the contract documents.

**D. Miscellaneous**

1. Construction staking is not included in this Scope of Work.
2. The successful Contractor will be responsible for performing his own Quality Control, and will provide all Quality Control results and reports to the City and Annual Consultant for review.

The Base Bid construction work includes the installation/construction of three (3) dry wells, and has a construction duration of 90 calendar days. This Scope of Work provides for up to 155 calendar days of construction administration and inspection services in the event the maximum number of dry wells, as indicated in the force account items in the project plans, is installed/constructed. If the number of actual dry wells installed/constructed is less than the maximum indicated in the project plans, the full-time construction inspection services shall be reduced by three (3) calendar days for each dry well not installed. Other services, including construction contract administration activities and project meetings, shall be reduced as well commensurate with the reduction in the number of dry wells not installed.

**EXHIBIT B  
FEE SCHEDULE**

	PRINCIPAL	SR. PROJECT MANAGER	PROJECT MANAGER	SENIOR ENGINEER	ENGINEER (P.E.)	ASSISTANT ENG. (E.I.T.)	TECHNICIAN	ADMIN. ASSISTANT	TOTAL HOURS
<b>CONSTRUCTION PHASE SERVICES</b>									
1. Project Management and Admin.		40	16					8	64
2. Pre-Construction Conference		4			4			2	10
3. Submittal/Shop Drawing Reviews (20)		4			12	20		8	44
4. Contractor RFI's & ESI's (15)		8			15	15		8	46
5. Construction Meetings/Site Visits (20)		20			80				100
6. Post-Phase Substantial Completion Walks (4)		8			8				16
7. Final Completion Walkthrough		8			8				16
8. Final Construction Report Coordination		4			16	8		4	32
9. Record Drawings		4			4	8	24	4	44
<b>TOTAL CONSTRUCTION PHASE HOURS</b>	<b>0</b>	<b>100</b>	<b>16</b>	<b>0</b>	<b>147</b>	<b>51</b>	<b>24</b>	<b>34</b>	<b>372</b>
<b>LABOR FEE BY TASK</b>									
	\$154.00	\$146.00	\$137.00	\$126.00	\$121.00	\$95.00	\$82.00	\$49.00	
	PRINCIPAL	SR. PROJECT MANAGER	PROJECT MANAGER	SENIOR ENGINEER	ENGINEER (P.E.)	ASSISTANT ENG. (E.I.T.)	TECHNICIAN	ADMIN. ASSISTANT	TOTAL TASK FEE
<b>CONSTRUCTION PHASE SERVICES</b>									
1. Project Management and Admin.		\$5,840.00	\$2,192.00					\$392.00	\$8,424.00
2. Pre-Construction Conference		\$584.00			\$484.00			\$98.00	\$1,166.00
3. Submittal/Shop Drawing Reviews (20)		\$584.00			\$1,452.00	\$1,900.00		\$392.00	\$4,328.00
4. Contractor RFI's & ESI's (15)		\$1,168.00			\$1,815.00	\$1,425.00		\$392.00	\$4,800.00
5. Construction Meetings/Site Visits (20)		\$2,920.00			\$9,680.00				\$12,600.00
6. Post-Phase Substantial Completion Walks (4)		\$1,168.00			\$968.00				\$2,136.00
7. Final Completion Walkthrough		\$4,672.00			\$968.00				\$5,640.00
8. Final Construction Report Coordination		\$584.00			\$1,936.00	\$760.00		\$196.00	\$3,476.00
9. Record Drawings		\$584.00			\$484.00	\$760.00	\$1,968.00	\$196.00	\$3,992.00
<b>TOTAL CONSTRUCTION PHASE FEE</b>	<b>\$0.00</b>	<b>\$18,104.00</b>	<b>\$2,192.00</b>	<b>\$0.00</b>	<b>\$17,787.00</b>	<b>\$4,845.00</b>	<b>\$1,968.00</b>	<b>\$1,666.00</b>	<b>\$46,562.00</b>
<b>DIRECT COSTS</b>		<b>ALLOWANCE (SUB-CONSULTANT) COSTS</b>							
<b>CONSTRUCTION PHASE SERVICES</b>		<b>CONSTRUCTION PHASE SERVICES</b>							
1. Printing/Reproduction	\$500.00	1. Construction Management/Inspection (Dibble CM)						\$132,226.00	
2. Mileage	\$900.00	2. Quality Assurance Testing (Speedie - Allowance)						\$15,000.00	
<b>Total - Direct Costs</b>	<b>\$1,400.00</b>	3. Owner's Allowance - Unforeseen Conditions						\$3,000.00	
		<b>Total - Construction Phase Services</b>						<b>\$150,226.00</b>	
<b>FEE SUMMARY</b>									
Construction Phase Services Labor Fee	\$46,562.00								
Direct Costs	\$1,400.00								
Allowance (Sub-Consultant) Costs	\$150,226.00								
<b>TOTAL CONTRACT AMOUNT</b>	<b>\$198,188.00</b>								