



**PURCHASING ITEM  
FOR  
COUNCIL AGENDA  
Memo No. CP16-139**

**1. Agenda Item Number:**  
20

**2. Council Meeting Date:**  
January 28, 2016

**TO: MAYOR & CITY COUNCIL**

**THROUGH: CITY MANAGER**

**3. Date Prepared:** January 4, 2016

**4. Requesting Department:** Transportation & Development

**5. SUBJECT:** Project agreement with AZTEC Engineering Group, Inc., for Construction Management Services, for Enhanced Communications Remote Sites – Fiber

**6. RECOMMENDATION:** Staff recommends City Council award a project agreement to AZTEC Engineering Group, Inc., for Construction Management Services, for Enhanced Communications Remote Sites – Fiber, Project No. IT088.451, pursuant to Annual Civil Engineering Services Contract, No. EN1505.101, in an amount not to exceed \$54,575.00.

**7. BACKGROUND/DISCUSSION:** City staff has identified remote City facilities that require enhanced communications high speed fiber optic service. These locations include Fire Station 2, Fire Station 3, Fire Station 4, Fire Station 5, Fire Station 6, Fire Station 7, Fire Station 8, Fire Station 10, McCullough Price House, Snedigar Recreation Center, Hamilton Aquatic Center, Nozomi Aquatic Center, Arrowhead Pool, Folley Pool and PDH9 (Old Fire Station 1).

The scope of work under this contract consists of Construction Management Services of bringing enhanced communications high speed fiber optic service to these various remote City facility locations.

The proposed construction contract with CS Construction, Inc., is also on the January 28, 2016, City Council Agenda for approval.

**8. EVALUATION:** This project is being performed under the Annual Civil Engineering Services Contract, No. EN1505.101, to AZTEC Engineering Group, Inc. The costs proposed for this project have been evaluated by staff and are determined to be reasonable. The contract completion time is 240 calendar days following Notice to Proceed.

**9. FINANCIAL IMPLICATIONS:**

Cost: \$54,575.00  
Savings: N/A  
Long Term Costs: N/A

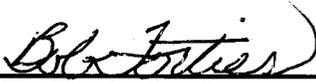
<u>Account No.:</u>	<u>Fund Name:</u>	<u>Program Name:</u>	<u>CIP Funded:</u>	<u>Amount:</u>
401.1287.6314.0.6IT088.0	General Fund – Capital	Remote Locations High Speed Connectivity	Yes	\$54,575.00

**10. PROPOSED MOTION:** Move City Council award a project agreement to AZTEC Engineering Group, Inc., for Construction Management Services, for Enhanced Communications Remote Sites – Fiber, Project No. IT088.451, pursuant to Annual Civil Engineering Services Contract, No. EN1505.101, in an amount not to exceed \$54,575.00.

**ATTACHMENTS:** Project Agreement, Location Map

**APPROVALS**

**11. Requesting Department**



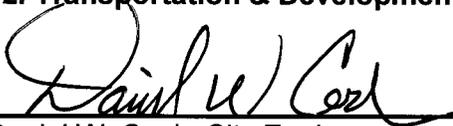
Bob Fortier, Capital Projects Manager

**13. Department Head**



R.J. Zeder, Transportation & Development Director

**12. Transportation & Development**



Daniel W. Cook, City Engineer

**14. Acting City Manager**



Marsha Reed

**PROJECT AGREEMENT  
PURSUANT TO ANNUAL CONTRACT NO. EN1505.101**

**PROJECT AGREEMENT NO:** IT088.451

This PROJECT AGREEMENT is made this            day of            2016, by and between the City of Chandler, a municipal corporation (hereinafter referred to as "CITY") and Aztec Engineering Group, Inc. an Arizona corporation (hereinafter referred to as "Annual Consultant") and is a project agreement entered into pursuant to Annual Contract No. EN1505.101.

CITY and Aztec Engineering Group, Inc., in consideration of the mutual covenants herein set forth, agree as follows:

**ARTICLE 1 - DESCRIPTION OF WORK:**

This project is Enhanced Communications Remote Sites - Fiber Construction Management Services, Project Number IT088.451. The scope of work consists of construction management services for Enhanced Communication Remote Sites 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 Fifty Four Thousand Five Hundred Seventy Five Dollars (\$54,575) determined and payable as set forth in Annual Contract EN1505.101 and Exhibit B attached hereto and made a part hereof by reference.

**ARTICLE 3 - CONTRACT TIME:**

The contract time is Two Hundred Ten calendar days and Annual Consultant agrees to complete all work within Two Hundred Forty (240) 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. EN1505.101 and the terms and conditions contained therein are incorporated herein by reference as if set forth in full.

**EXHIBIT A  
SCOPE OF WORK**

ANNUAL CONSULTANT shall provide the following services:

**OFFICE SERVICES – TASK 100**

**Task 101: Project Controls**

Project Controls include monitoring the construction budget, processing payment applications and managing the construction schedule. The ANNUAL CONSULTANT shall monitor the construction budget using the schedule and budget milestones as set up in the project controls system. Potential cost overruns will be tracked early in the project and brought to the immediate attention of the project team to quickly resolve any discrepancy. The ANNUAL CONSULTANT shall conduct monthly schedule reviews to ensure the project is on schedule. The ANNUAL CONSULTANT shall authorize payment to the contractor based on inspection reports of completed satisfactory work. A project record keeping system will be established to track payments and how it relates to the overall project schedule and budget.

**Task 102: Requests for Information (RFIs)**

The ANNUAL CONSULTANT shall coordinate the RFI request from the Contractor. The ANNUAL CONSULTANT shall review and respond in writing to the RFIs, and submittals will be tracked in the Post Design/Construction Management Log.

**Task 103: Shop Drawings**

The ANNUAL CONSULTANT shall coordinate Shop Drawing submittals from the Contractor. The ANNUAL CONSULTANT shall review shop drawings and other submittal for conformance to the design intent and concept of the project and for compliance with the Contract Documents. (Note: Specific details relative to the submittal/review process shall be in accordance with the provision of the Technical Specifications and Contract Documents.) Such reviews will not extend to means, methods, sequencing of construction or safety precautions/programs

**Task 104: Change Order/Plan Sheet Revisions**

The ANNUAL CONSULTANT will review all requests for additional work for the Contractor for relevance and application to the project plans and specifications. In the case of increased cost to the project, the ANNUAL CONSULTANT will consult the City for approval prior to executing the Change Order. The ANNUAL CONSULTANT will coordinate any revisions necessary with the design team and issue to the field. All Change Orders/Revisions will be tracked in the Post Design/Construction Management Log.

**Task 105: Meetings**

The ANNUAL CONSULTANT will attend bi-weekly construction meetings for up to 6 months to provide engineering support as needed to facilitate construction.

**FIELD SERVICES – TASK 200**

**Task 201: General Field Services**

The ANNUAL CONSULTANT shall provide a part time onsite representative to manage inspection services for the duration of the project. It is assumed that the ANNUAL CONSULTANT will be required onsite 10 hours/week for the assumed six month construction duration.

**EXHIBIT B  
FEE SCHEDULE**

Description	
<b>Task 100 - Office Services</b>	<b>\$ 5,300.00</b>
Task 101 - Project Controls	
Task 102 - Request for Information	
Task 103 - Shop Drawings	
Task 104 - Change Order/Plan Revisions	
Task 105 - Meetings	
<b>Task 200 - Field Services</b>	<b>\$ 43,000.00</b>
Task 201 - General Field Services	
Task 202 - Administrative Items	
<b>Task 300 - Post Construction</b>	<b>\$ 2,800.00</b>
Task 301- Substantial Completion	
Task 302 - Record Drawings	
<b>Direct Labor Total</b>	<b>\$ 51,100.00</b>
<b>Allowances</b>	<b>\$ 3,475.00</b>
A1.0 - Direct Expense Allowance	\$ 475.00
A2.0 - Owner's Allowance	\$ 3,000.00
<b>Total Project</b>	<b>\$ 54,575.00</b>



**CM SERVICES  
ENHANCED COMMUNICATIONS  
FOR REMOTE SITES  
PROJECT NO. IT088.451**

**MEMO NO. CP16-139**

