

MEMORANDUM

TO: Programs, Projects, and Operations Subcommittee
FROM: Eric Williams, Natural Resources Planner
SUBJECT: West Douglas County Trail
NEPA Engineering Services Agreement
DATE: October 5, 2017

A community organization meeting was held in February 2017 to determine a course of action to get this project from design to construction. Community members agreed that adjusting the plan to connect from Mallard Lake into Valley, and over the railroad to the YMCA was the best way forward. An update was provided to the Nebraska Department of Transportation (NDOT) about this modification to scope of the project.

In August, District staff met with representatives from NDOT and Federal Highway Administration (FHWA) to discuss documentation steps needed. It was determined that Phase 1 and Phase 2 would be combined into a single project, and that a new NEPA document would need to be filed for the combined project.

Fellsburg Holt & Ullevig (FHU) provided a Consultant Work Order (CWO) with documentation for services to be performed, and the associated fee for the work. District and NDOT staff reviewed the scope, and the CWO was signed and submitted to NDOT to be officially approved and for Notice to Proceed to be provided to FHU. NDOT has indicated that they will sign and return the documentation, but that some portions of the federal funding approval system are offline between the end of federal fiscal year 2017, and the start of fiscal year 2018 on October 1st. Final approval of the CWO is expected to be returned to FHU and the District any day, as soon as the federal process is operational again.

The new CWO will require a new Agreement to be signed, with costs not-to-exceed of \$44,700.07. These services will provide field work, documentation, and form completion to submit the new NEPA application based on a significant majority of the documentation from the original filing.

- It is recommended that the Subcommittee recommend to the Board that the Board adopt the a resolution provided by NDOT authorizing the General Manager to execute a Supplemental Agreement between the District and Fellsburg Holt & Ullevig (FHU) for NEPA Engineering Services for the West Douglas County Trail for a cost not-to-exceed \$44,700.07, subject to changes deemed necessary by the General Manager and approval as to form by District Legal Counsel.

Consultant Work Order

(Local Projects)

Project No.: DPU-28(87); DPU-23(102)		Control No.: 22227; 22227A
Consultant: (Name and Representative) Felsburg Holt & Ullevig	Agreement No.: BO1119	Work Order No.: 4
LPA: (Name and Representative) Papio Missouri River NRD		Constr. Change Order No.: (If applicable)
<p>All parties agree the following described work needs to be performed by the consultant as part of the referenced project. All parties concur and hereby give notice to proceed based on the following: justification to modify contract, scope of services, deliverables, schedule, and estimated total fee. All other terms of existing agreements between the parties are still in effect. It is understood by all parties that the work described herein will become part of a future supplement to the agreement indicated above.</p> <p>Justification to modify agreement: (Include scope of services, deliverables, and schedule) Re-evaluation of the environmental resource reviews and submittal of a new NEPA document is required to address design changes and a new Purpose & Need. Additional project management and QA/QC reviews are required due to additional document submittals. A new delineation is warranted and at least 2 meetings are anticipated with the NRD and/or NDOT. The anticipated project schedule extends thru 2018.</p>		
Work Title		Summary of Fee
Environmental services for new NEPA documentation and a new current wetland delineation.		A. Total Direct Labor Cost = 14,537.60
		B. Overhead (Factor * x A) = 24,412.99
		C. A + B = 38,950.59
		D. Profit/Fee (Factor ** x C) = 5,258.33
*Overhead Factor: 167.93%	E. Direct Non-Labor Cost = 491.15	
**Profit/Fee Factor: 13.50%	F. Subconsultant Services = 0.00	
Total Fee Notes:	TOTAL FEE: C + D + E + F = \$44,700.07 <input type="checkbox"/> ESTIMATED TOTAL FEE: <input checked="" type="checkbox"/> FINAL TOTAL FEE: \$44,700.07	

Work Order Authorization – May be granted by email and attached to this document.

Consultant:		
<u>Amy Zlotsky</u> Name	<u>Amy Zlotsky</u> Signature	<u>9/7/17</u> Date
LPA:		
<u>Eric Williams</u> Name	<u>E Williams</u> Signature	<u>2017/09/29</u> Date
LPS PC (for Preliminary Engineering) and State Rep. (for Construction Engineering):		
_____ Name	_____ Signature	_____ Date
LPS Unit Head Review (for PE Phase):		
_____ Name	_____ Signature	_____ Date
LPS Engineer or Construction Engineer (Construction Phase):		
_____ Name	_____ Signature	_____ Date
FHWA: (FHWA Approval on Full Oversight Projects Only)		
_____ Name	_____ Signature	_____ Date

Notice to Proceed will be granted by email by:
LPS PC for Preliminary Engineering &
CD PC for Construction Engineering.

Notice to Proceed Date:

Distribution: Consultant, LPA – RC, State Rep., FHWA, LPS PC, NDOR Agreements Engineer, Highway Funds Manager, CD PC

Project Cost Breakdown**Environmental Services**

Project Name: Western Douglas County Trail
Consultant: Felsburg Holt & Ullevig
Consultant PM: Allison Sambol, 402-445-4405, allison.sambol@fhueng.com
NDOR PC/RC: Judy Borer, 402-479-4435, judy.borer@nebraska.gov
Date: September 5, 2017

Project Number: DPU-28(97) & 28(102)
Control Number: 22227

CONSULTANT

DIRECT LABOR COSTS			
Classification	Hours	Rate	Amount
Project Manager	104	\$45.91	\$4,774.64
Sr. Environmental Scientist	60	\$51.69	\$3,101.40
Environmental Scientist	158	\$41.82	\$6,607.56
Engineer			
Designer/Technician			
Administrative	3	\$18.00	\$54.00
	325	Subtotal	\$14,537.60

DIRECT EXPENSES	Amount
Subconsultants:	
Printing And Reproduction:	\$332.00
Mileage/Travel:	\$48.15
Lodging/Meals:	
Other Miscellaneous Costs:	\$111.00
Subtotal	\$491.15

TOTAL PROJECT COSTS	Amount
Direct Labor Costs	\$14,537.60
Overhead @ 167.93%	\$24,412.99
Total Labor Costs	\$38,950.59
Fee for Profit Rate @ 13.50%	\$5,258.33
Facility Capital Cost of Money (FCCM) @ na (direct labor cost x FCCM%)	
Direct Expenses	\$491.15
TOTAL COST	\$44,700.07