

## MEMORANDUM

TO: Beltline Trail, Ad Hoc Subcommittee  
FROM: Eric Williams, Natural Resources Planner  
SUBJECT: Beltline Trail Project  
Professional Services Contract with Ehrhart Griffin & Associates  
DATE: March 4, 2021

On February 4, 2021 the Subcommittee interviewed three firms and selected Ehrhart Griffin & Associates (EGA) as the consultant for design services on the Beltline Trail.

District staff have worked with EGA to prepare a detailed scope for professional services to be included in the District's standard consultant contract. A summary of the major activities for the contract includes:

- Project management
- Topographic survey
- Public engagement and development of a Master Plan
- Construction documents, including final plans for two priority areas
- Bidding assistance
- Construction management for two priority areas

A proposed details scope of work, cost estimate, and schedule are attached for review. EGA and their subconsultants will provide the professional services on an hourly basis not to exceed the amount of \$ 282,155.

- **It is recommended that the Ad Hoc Subcommittee recommend to the Board of Directors that the General Manager be authorized to execute a Professional Services Agreement with Ehrhart Griffin & Associates, for the Beltline Trail Project in an amount not to exceed \$ 282,155, subject to changes deemed necessary by the General Manager and approval as to form by District Legal Counsel.**

# BELTLINE TRAIL

**Project Number EGA 211028**

## **Scope of Services for the EGA Team**

The following is a scope of services with attachments from RDG and a Fee structure summary per task and team members. Our Task descriptions:

### **Task 1: Project Management**

Includes:

- Contract preparation,
- Board appearance,
- Kickoff meeting with City of Omaha Parks, Recreation and Public Property and PMNRD,
- Invoicing.
- Weekly management of resource allocation

### **Task 2: Land Surveying**

EGA will perform topographic and boundary surveying for the entire length of the project as conceptualized on Exhibit B. Actual survey limits will be determined thru the master planning process. Specific priority areas are shown on Exhibits C1 and C2. Survey fees are divided into two sub-tasks:

**Task 2A**      Survey of entire project corridor, with the exception of the two areas described under Task 2B, after the final routing has been established in stakeholder meetings (See Exhibit B).

*Deliverable:*

- *Full topographic survey with surface features, utility locations and three-dimensional elevation surfaces, together with limited boundary information sufficient to establish boundary/ROW line locations along the corridor.*

**Task 2B**      Survey of two areas: along Adams Park from Maple to Bedford and along Bedford to the parking lot (Exhibit C1); and the area from Sprague to Metro Transit Station (Exhibit C2); and the area. These surveys will commence upon execution of the contract.

*Deliverable:*

- *Full topographic survey with surface features, utility locations and three-dimensional elevation surfaces, together with limited boundary information sufficient to establish boundary/ROW line locations along the trail corridor.*

### Task 3 Public Engagement and Master Planning

This effort will be led by RDG. EGA will assist in all stakeholder/public hearings, develop a drainage and post construction stormwater management strategy and design concept grades and utility coordination. Thiele Geotech will perform 6 borings at strategic locations after the master alignment has been established. Eco-Centrics will provide a preliminary tree analysis utilizing the master alignment and assist with stakeholder meetings. Please see the attached RDG scope for a detailed description of this task.

### Task 4 Construction documents

Preparation of construction drawings, specifications and probable construction costs. EGA will stamp and seal the plans as the coordinating professional. EGA will perform trail design and engineering calculations, RDG will perform landscape design and the design of the amenities established under Task 3. Eco-Centrics will perform a tree analysis and bird survey (if necessary) and assist in the identification of required permitting. At this point, it is believed there are not any environmental issues such as contamination. The construction drawing preparation, utilizing the alignment created in the master plan, will be performed in the following manner:

- Task 4A Prepare construction documents to a 60% level (design development) for the entire trail using the alignment created in the master planning process described under Task 3. There are two segments of this plan: north (Maple Street to the Metro Transit Center near 31<sup>st</sup> and Webster Street) and south (Hamilton Street to Grant Street) (See Exhibit "B"). Services include preliminary plan preparation, utility coordination, City coordination, preliminary lighting design, preliminary cost opinions, a permitting assessment report, ROW/easement legal descriptions and exhibits, and preliminary specifications for all improvements including amenities. Includes 3 progress meetings with the NRD. Review submittals will be made at the 30% level as well as the 60% level.

#### *Deliverables:*

- *Preliminary Construction Documents and Project Manual as described above.*

- Task 4B Preparation of 100% construction/bidding documents for two priority areas:

- West of Adams Park, from Maple to Bedford, then along Bedford extending to the parking lot
- On 31<sup>st</sup> Street, from Sprague Street to Metro Area Transit Station near Webster Street (east side only)

This task will utilize the 60% plans developed under Task 4A and includes two progress meetings and a review submittal at the 90% design level. Items under this task include plan preparation, utility coordination, City coordination, lighting design, final coordination with the City, final

coordination with the public utilities, final cost opinions, necessary permitting, ROW/easement legal descriptions and exhibits, specifications and bidding services for all improvements including amenities. Bidding services include contact calls with appropriate bidders, bid clarifications and addenda, pre-bid meeting, bid opening and bid recommendation to the Board. Public advertisement will be the responsibility of the PMNRD.

*Deliverables:*

- *Final Construction Documents and Project Manual as described above.*

Task 5 Construction Management

Construction management services are restricted only to the areas as defined under Task 4B. Services will include preparation of the construction contract, pre-con meeting, weekly construction meetings, part-time observation site visits to document progress, pay app preparation, RFI's, CO's, NPDES observations, punch list and follow up walk thru and project closeout. Part-time observations are based on an average of one hour site visit per day. Actual implementation will focus on critical construction items such as concrete placement, and hours will be grouped/adjusted accordingly. Thiele Geotech will perform material testing services.

Reimbursables

This item is to be billed on a not to exceed basis and includes title search fees for approximately 25 parcels, full size bond copies and mylar reproductions, in-house and express messenger deliveries, contract and in-house reproduction, postage and mileage. Advertising for bidding is excluded.

Attachments:

Exhibit A RDG Scope of Services  
Exhibit B Overall trail concept  
Exhibit C1 Maple Street to Bedford Street survey limits  
Exhibit C2 31<sup>st</sup> Street, Sprague Street to Metro Transit Center survey limits  
Fee Structure  
Schedule of Services



## scope of services

03-02-2021

### **Beltline Trail**

3004.590.00

#### **Project Location:**

Hamilton Street to Sprague Street  
Omaha, Ne

#### **Owner:**

Papio-MO NRD  
8901 S. 154<sup>TH</sup> Street  
Omaha, Ne 68138

#### **Description:**

The scope of this project is to provide public engagement and master planning, construction documentation, bidding and construction contract administration phase services for the Beltline trail project in Omaha. RDG will be a subconsultant to Ehrhart Griffin and Associates.

#### **Basic Services Overview:**

RDG Planning & Design (RDG), as the sub consultant, will provide planning, landscape architectural, lighting design, and graphic design services. Our basic services for this project will include:

- Task 1. Project Management - NA
- Task 2. Topographic Survey - NA
- Task 3. Public Engagement and Master Planning
- Task 4. Construction Documents
- Task 5. Construction Contract Administration

### **Task 3 Public Engagement and Master Planning – March – June 2021**

#### **Task 3.1 Kickoff Meeting with NRD staff – March 2021**

- A. Establish goals for the project
- B. Establish public engagement process
- C. Establish schedule

#### **Task 3.2 Public Engagement – March – June 2021**

- D. Provide Website content to NRD staff and Spark
- E. Stakeholder Meetings – Assume 8
  - a. Meet with stakeholders with connections to the Beltline corridor
- F. Meet with City of Omaha – Public Works, Parks, Landbank and private property purchaser.
- G. Coordination with developers of the North Omaha Trail, including possible interconnections between the two trails
- H. Public Meeting #1 – Location TBD
  - a. Present project overview and current trail alignment. Present past planning efforts for the trail.
  - b. Obtain feedback from the public related to wayfinding, art integration amenities, and placemaking.
- I. Design Charrette – 2 days – Location TBD
  - a. The design team using the topographic survey will prepare design concepts for the Beltline Trail based on stakeholder and public input from the previous meetings.



**Task 3.3 Master Plan - North (from Maple Street to the Metro Transit Center), South (Hamilton to Grant Street). April – June 2021**

- J. Present design charrette concepts to NRD staff and stakeholders.
  - a. This task includes two meetings
- K. Create Master Plan graphics and document
  - a. Include: Recommendations for interim on-street connections from the south trailhead to the University of Nebraska Medical Center; from the north trailhead to Metropolitan Community College; and Grant and Maple Streets
- L. Prepare Preliminary Cost Opinions
- M. Public Meeting #2 – Location TBD
  - a. Present Draft Master Plan to public.
- N. Final Meeting with NRD staff – Next steps
- O. Send Final Master Plan Document to NRD staff

*Deliverables:*

- A. *Meeting minutes from all committee meetings*
- B. *Goals and objectives developed by the committee*
- C. *Summary of findings/themes from stakeholder group interviews*
- D. *Site Inventory and Analysis diagrams. Photos of the sites.*
- E. *Preliminary concept plan for the trail (with EGA assistance)*
- F. *Site plan rendering of the trail corridor and one 3d view*
- G. *Preliminary cost opinion for the trail (with assistance from EGA)*
- H. *Permitting Assessment Report with descriptions of permits that will be necessary for the trail project along with the timeframe that is necessary to obtain these permits. This is likely to take the form of a calendar. (Performed by EGA and EcoCentrics)*
- I. *Geotechnical report (performed by Thiele Geotech).*

**Task 4. Construction Documents**

**Task 4.1 30% and 60% Plans**

- A. 30% and 60% plans include the entire length of the project. North (from Maple Street to the Metro Transit Center), South (Hamilton to Grant Street).
- B. Provide 30% and 60% constructions drawings for wayfinding, site amenities, art integration and landscaping.
- C. Prepare 60% specifications for items documented by RDG.
- D. Provide cost opinion for items documented by RDG.
- E. Attend up to 3 meetings with the client.

**Task 4.2 90% and 100% Plans**

- F. 90% and 100% plans include only the trail between Maple and the Adams Park parking lot on the south side of Bedford Avenue east of 34<sup>th</sup> Avenue and Sprague to the Transit Center.
- G. Provide 90% and 100% constructions drawings for wayfinding, site amenities, art integration and landscaping. EGA to perform all engineering tasks.
- H. Prepare final specifications for items documented by RDG.
- I. Provide final cost opinion for items documented by RDG.
- J. Attend up to 3 meetings with the client
- K. Bidding
  - 1. RDG will provide clarifications throughout the bidding period for items documented by RDG for the extents of the 100% plans



2. Responses to questions shall be provided through written responses in the form of addenda.
3. RDG will attend the pre-bid meeting

## **Task 5. Construction Contract Administration**

### **Task 5.1 Construction Contract Administration –**

- A. RDG will complete one review and approval, or take other appropriate action, upon each submittal from the contractor, including shop drawings, samples and product data for the immediate purpose of checking for conformance with visual design concepts for the work and with the information given in the contract documents.
- B. Construction Administration includes for the RDG portion of this project wayfinding, site amenities, all site plantings, and art integration is limited to 3 separate site visits for compliance.
- C. RDG will provide punch list for items documented.
- D. Construction Contract Administration is only for the extents identified in the 100% plans.

### **Compensation:**

Task 3 – Public Engagement and Master Planning-	\$40,985 – Hourly not to exceed
Task 4 – Construction Documents	
30% and 60% Plans – Entire Project	\$42,000 – Hourly not to exceed
90% and 100% Plans –	
Maple to Bedford, Sprague to Transit Center	\$17,000 – Hourly not to exceed
Task 5 – Construction Contract Administration	
Maple to Bedford, Sprague to Transit Center	\$ 5,500 - Hourly not to exceed
Reimbursable expenses – billed with monthly invoices	\$ 1,000 – not to exceed
Compensation for services stated above for a total of	<b>\$106,485</b>
The above services shall be invoiced monthly.	

Fees for the above services are subject to the terms and conditions of the contract, and compensation may be amended for additional services or changes to the contract schedule.

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## **END OF BASIC SCOPE OF SERVICES**

### **Additional Value-Added Services (not included basic services)**

RDG Planning & Design has been fortunate to collaborate with our clients on many meaningful projects. Through these experiences RDG have developed a deep expertise and have provided our clients with a variety of additional tools and resources. In addition to our basic services, below is an abbreviated list of value-added services, tools, and resources our consultant team could provide for your project if desired:

1. Additional meetings and presentations
  2. Film narration, digital recording, and video formatting and production
  3. Website development and management
  4. Media publications
  5. Community surveys, public informational forums, and stakeholder and user group meetings
  6. Advocacy efforts, fundraising, and grant application assistance
- 



**Excluded Services (not included basic services)**

1. Rebates, grants, or other funding applications
  2. Life-cycle cost analysis
  3. Operational and financial analysis
  4. All other scope and specialty services not specifically identified in basic services described herein
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# Belt Line Trail Proposed Trail Alignment



EXHIBIT B

Druid Hill  
Elementary  
School

Spaulding  
Park

Malcolm X  
Birthsite

Proposed  
Trail  
Alignment

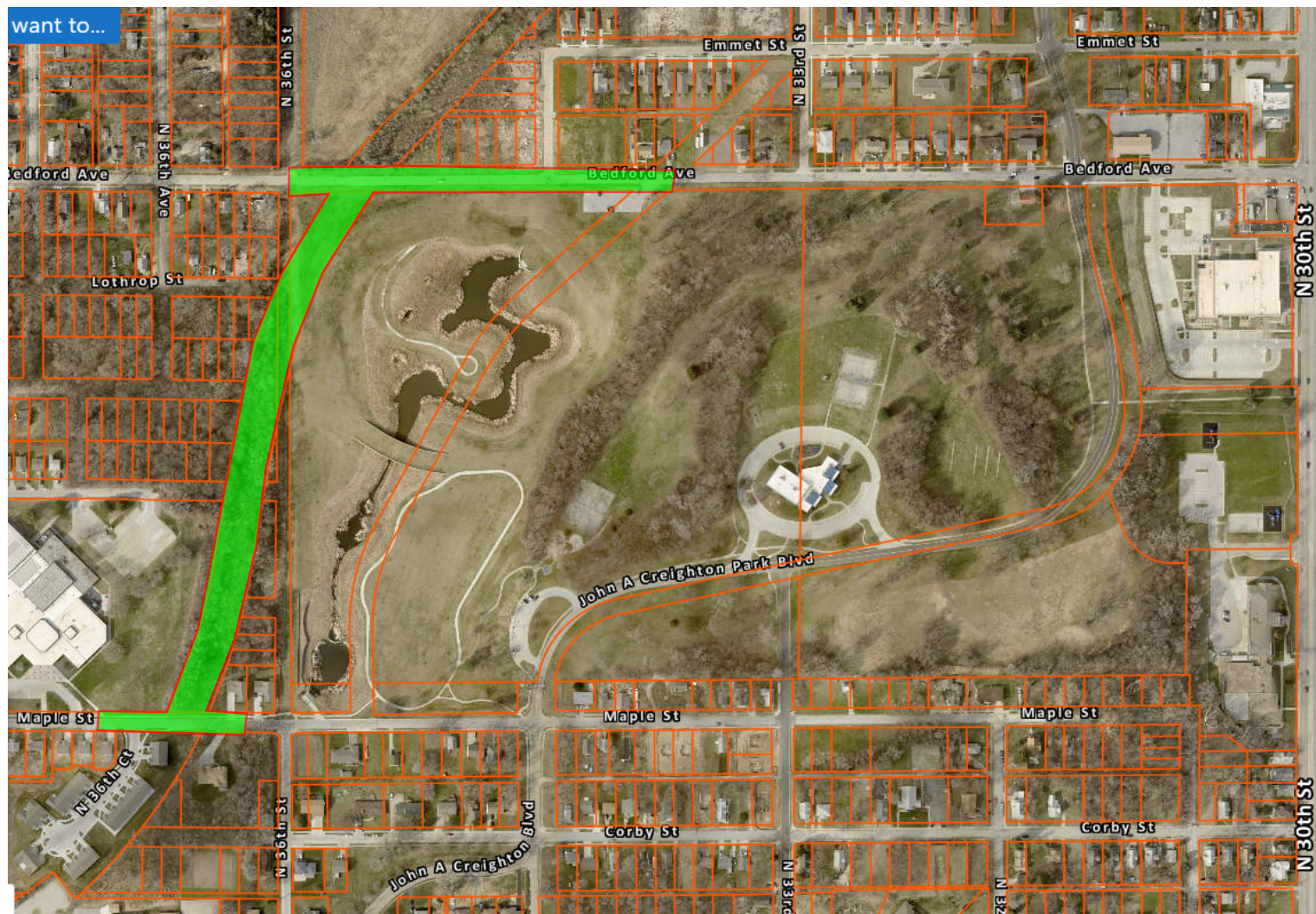
Adams Park

King  
Elementary  
School

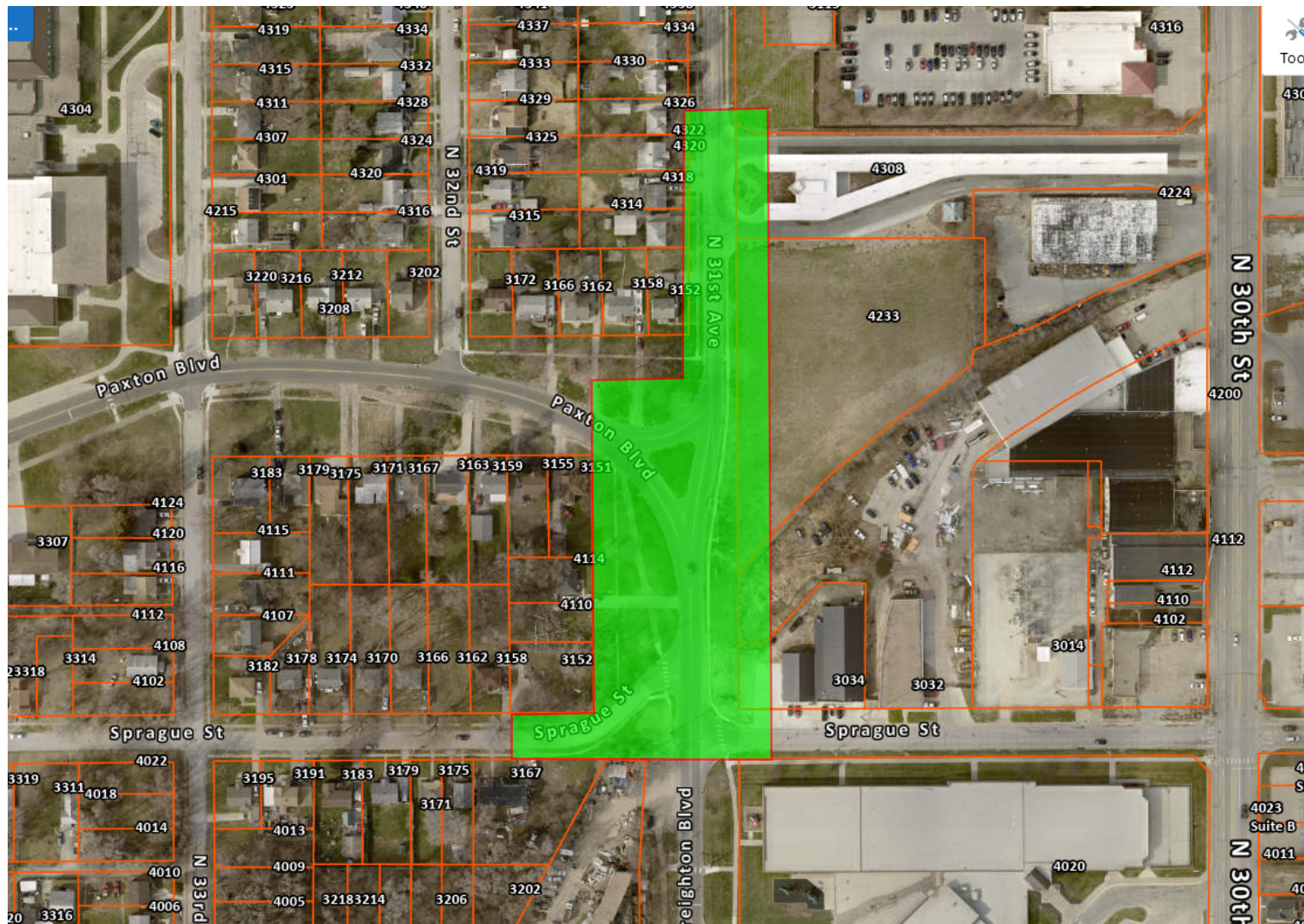
Proposed  
Trail  
Alignment

City Sprouts  
Community  
Garden









FEE MATRIX  
Beltline Trail

EGA 211028  
Prepared March 4, 2021

Prepared March 4, 2021		Ehrhart Griffin & Associates				RDG	Thiele Geotech	EcoCentrics	Task Total
		PM		DE		Fee	Fee	Fee	
		Hours/Rate	Fee	Hours/Rate	Fee				
Task 1	Project Management	50 @ \$190	\$ 9,500.00						\$ 9,500.00
Task 2	Land Survey		\$ 57,360.00						\$ 57,360.00
Task 3	Public Engagement and Master Planning	28 @ \$190	\$ 5,320.00	28 @ \$125	\$ 3,500.00	\$ 41,000.00	\$ -	\$ 500.00	\$ 50,320.00
Task 4	4A - CDs - 30% and 60% level	72 @ \$190	\$ 11,400.00	240 @ \$125	\$ 30,000.00	\$ 42,000.00	\$ 4,200.00	\$ 500.00	\$ 88,100.00
	4B - CD's - 90% and 100% level	30 @ \$190	\$ 4,750.00	125 @ \$125	\$ 15,625.00	\$ 17,000.00	\$ -	\$ 500.00	\$ 37,875.00
Task 5	Construction Management	20 @ \$190	\$ 3,800.00	160 @ \$125	\$ 20,000.00	\$ 5,500.00	\$ -	\$ 500.00	\$ 29,800.00
Reimbursables			\$ 8,000.00			\$ 1,000.00	\$ -	\$ 200.00	\$ 9,200.00

NOTES:

- 1 Task 2 is subdivided into two areas and the fee shown in the table above is the total survey price. That amount is further divided into: Task A (entire length excepting Task 2B) \$39,280.00 and Task 2B \$18,080.00.
- 2 Advertising costs are excluded from the reimbursable fee.
- 3 Title searches on approximately 25 parcels are required for ROW/easement descriptions and are included within the reimbursable amount.

Contract Summary		
Task 1	\$	9,500.00
Task 2	\$	57,360.00
Task 3	\$	50,320.00
Task 4	\$	125,975.00
Task 5	\$	29,800.00
Reimbursables	\$	9,200.00
Contract Total Amount excluding reimbursables	\$	282,155.00



## Grid Board Timeline

Zoom   Go to date  Group members ...