

Agenda Item: 10.

TO: Programs, Projects, and Operations Subcommittee

FROM: Eric Williams, Natural Resources Planner

SUBJECT: Western Douglas County Trail
Preliminary NEPA Engineering Services Agreement Supplement No. 4

DATE: December 30, 2014

The Western Douglas County Trail project is approaching construction for Phase 1, upon approval of the NEPA documentation by Felsburg Holt & Ullevig. Numerous unexpected re-reviews were not anticipated in the original scope and additional effort is needed to finalize documentation. Agreements for both NEPA and preliminary engineering services include Phase 1 and 2, but construction of the project is expected to be separated into two distinct projects.

Attached is the Consultant Work Order and breakdown of these additional costs. As listed on the CWO, "Ten version of the CE document have been submitted for agency review to date. Two additional submittals are anticipated to complete the review process. Completion of the 404 permit will require additional time to review two additional sites for suitability. Additional project management and QA/QC reviews are required due to additional document submittals and scheduled extension to 12/2015."

In order to expedite review from multiple different agencies, a final CE comment meeting will be coordinated with FHU, NDOR, FHWA, and the District.

- **It is recommended that the Subcommittee recommend to the Board that the Board adopt the resolution provided by NDOR, and authorize the General Manager to execute a Supplemental Agreement between the District and FHU for Preliminary NEPA Engineering Services for an increase in costs not-to-exceed \$9,739.13.**



Date: 29 December 2014

To: Eric Williams – Papio-Missouri River Natural Resource District
Deana McKinstry – NDOR LPD PC

From: Allison Sambol, Project Manager - FHU

RE: Request for Supplement
Western Douglas County Trail NEPA Compliance,
Project No. DPU-28(87); DPU-28(102), CN 22227; 22227A
FHU Project No. 111170-01

A supplement to the contract is being requested for the Western Douglas County Trail NEPA document and compliance effort. Additional efforts are required to complete the document review process, obtain the 404 permit and project management activities. The updated 7th version document was submitted to NDOR for review 5 September 2014. Since that time, the 8th, 9th, and 10th versions of the CE document have been submitted to NDOR for review.

We respectfully request an additional 100 hours and a contract extension into December 2015 to complete our work on the project. Our scope of work cannot be completed until the CE document is signed and the 404 permit is obtained. We are requesting additional effort to complete the following tasks:

Documentation: The previous contracted task to complete the CE document assumed 3 submittals. Supplemental Agreements #2 and #3 each included another submittal, bringing the total to 5. There have been 10 versions of the CE document to NDOR for review to date. We anticipate 2 additional agency submittals to finalize the CE document. Based on previous experience it may take another 2-3 months to obtain CE approval from FHWA. We received FHWA comments on the CE on 22 December 2014. We will update the project maps and hold a meeting with FHWA for comment resolution, if necessary. Upon approval of the CE document, the Green Sheets would be filled out and project permits attached for each phase of the project. We are asking for 34 hours to complete these outstanding tasks.

Wetland Permitting: The final 404 tasks for the project are not yet complete. Upon CE approval, the 404 permit needs to be obtained for inclusion on the project's Phase II Green Sheets. Previous work completed included the new wetland delineation and required updates to meet NDOR requirements and work to complete the application, which has been submitted to NDOR for review. The mitigation plan is started and requires information from the NRD regarding site selection. Two sites were anticipated to be included in the site suitability review, however a total of 4 were reviewed per the NRDs direction. Once a preferred site is determined, final adjustments to the mitigation plan will be necessary, including GIS work. As a result, the effort required to complete this task is more than was originally anticipated. We estimate that an additional 42 hours is needed to work through the remaining 404 requirements. Once the mitigation plan is reviewed by NDOR the 404 application may be submitted to the Corps of Engineers (COE). The COE review process could take several months to obtain the necessary 404 Individual Permit. This may also be contingent on the design PS&E (plan, sets, and estimates) process for Phase II.

Project Management: Additional project management effort is anticipated due to the extended project schedule. The total contracted hours for project management, including previous supplemental agreements is 26 hours. We anticipate over the course of the next several months needing 12 additional hours to see the project through FHWA approval, permitting and project close-out. A contract extension to December 1, 2015 is also requested.

Quality Assurance & Quality Control (QA/QC): Previous hours allocated to QA/QC efforts totaled 22 hours. Each deliverable requires internal review and oversight prior to submittal to the NRD, NDOR or any agency. We anticipate needing an additional 12 hours of QA/QC time for the remaining task deliverables.

Complete Fee Estimate

FHU proposes to conduct the tasks on a time and materials basis with a not to exceed maximum of fee of **\$9,739.13**, based on the attached hours, labor rates, and direct expenses. The fee for these additional services is intended to be in the same format as the original agreement. (Actual Cost plus Fixed Fee) of actual hourly rate x overhead (155.21) x fixed fee (13.50). This would bring the total project cost from \$35,499.54 to \$45,238.67.

NEPA SERVICES Consultant's Estimate of Hours

Project Name: CE for Western Douglas Co Trail-Valley to Waterloo-Ph
Project Number: DPU-28 (87); DPU-23 (102)
Control Number: 22227; 22227A
Location (City, County): Valley to Waterloo, Douglas County
Firm Name: Felsburg Holt and Ullevig
Consultant Project Manager: Allison Sambol
Phone/Email: 402-445-4405 / allison.sambol@fhueg.com
LPA Responsible Charge: Eric Williams, Papio Missouri River NRD
Phone/Email: ewilliams@capriord.org
NDOR Project Coordinator: Deana McKinstry
Phone/Email: 402-479-3645 / deana.mckinstry@nebraska.gov
Date: November 26, 2014



TASKS	PERSONNEL CLASSIFICATIONS**									
	PR	SENV	ENV	SENG	ENG	SDES	DES	ADM		Total
For On-Call Services:										
1. CE Document and Resource Reviews										
1.1 Resource Review										
1.2 SHPO Letter										
1.3 Biological Evaluation Letter for T&E Species										
1.4 New Hazardous Materials Review and Memo										
1.5 4(f) De Minimis Doc. Revisions (due to scope changes)										
1.6 Doc Revisions & Green Sheets (2 rounds FHWA review)			34							34
1.7 Other: Additional Public Involvement										
2. Wetland and Stream Permitting										
2.1 404 Permit Application										
2.2 Agency Coordination				26						26
2.3 Other: Mitigation Plan			16							16
3. Project Management and QC										
3.1 Project Management		12								12
3.2 QC Review		12								12
4. Site Visit										
4.1 Site Visit										
5. Project Meetings										
5.1 Project Meeting (EGA, PMRNRD, FHU @ NDOR)										
Total Hours		58	42							100
Total Days (8 hrs)		7.3	5.3							12.5

CLASSIFICATIONS*:
 PR = Principal SENG = Senior Engineer UD1 = User Defined 1
 SENV = Senior Environmental Scientist ENG = Engineer UD2 = User Defined 2
 ENV = Environmental Scientist SDES = Senior Designer/Technician UD3 = User Defined 3
 ADM = Administrative DES = Designer/Technician

* For Project Manager, use one of the technical classifications

** For User-Defined Classifications, you will need to edit the Classifications Legend located above. To enter a new classification, replace "UD1" with its abbreviation (ex. GRA) and replace "User Defined 1" with the corresponding title (ex. Graphic Artist). Once the user-definitions are added, they will self-populate the Estimate of Hours table, as well as the remaining sheets.

NEPA SERVICES Labor Rates

Project Name: **CE for Western Douglas Co Trail-Valley to Waterloo-Ph**
 Project Number: **DPU-28 (87); DPU-23 (102)**
 Control Number: **2227; 2227A**
 Location (City, County): **Valley to Waterloo, Douglas County**
 Firm Name: **Felsburg Holt and Ullevig**
 Consultant Project Manager: **Allison Sambol**
 Phone/Email: **402-445-4405 / allison.sambol@fhugeng.com**
 LPA Responsible Charge: **Eric Williams, Papio Missouri River NRD**
 Phone/Email: **ewilliams@papionrd.org**
 NDOR Project Coordinator: **Deana McKinstry**
 Phone/Email: **402-479-3645 / deana.mckinstry@nebraska.gov**
 Date: **November 26, 2014**



Labor Costs:		Hours	Blended Rate	Amount
Code	Classification Title			
PR	Principal			
SENV	Senior Environmental Scientist	58	\$39.91	\$2,314.78
ENV	Environmental Scientist	42	\$24.52	\$1,029.84
SENG	Senior Engineer			
ENG	Engineer			
SDES	Senior Designer/Technician			
DES	Designer/Technician			
ADM	Administrative			
TOTALS		100		\$3,344.62

CLASSIFICATIONS:
 PR = Principal
 SENV = Senior Environmental Scientist
 ENV = Environmental Scientist
 ADM = Administrative
 SENG = Senior Engineer
 ENG = Engineer
 SDES = Senior Designer/Technician
 DES = Designer/Technician
 UD1 = User Defined 1
 UD2 = User Defined 2
 UD3 = User Defined 3

Blended Rates Worksheet			
EMPLOYEE NAME	CLASSIFICATION ¹	SALARY RATE	% ASSIGNED ²
Principal			
Army Zlotzky	Principal		
		Blended Rate:	
Senior Environmental Scientist			
Allison Sambol	Env. Sci IV	\$38.46	40.0%
Carin Richardson	Env Sci IV	\$40.87	60.0%
		Blended Rate:	\$39.91
Environmental Scientist			
Adam Behmer	Env Sci II	\$24.52	100.0%
		Blended Rate:	\$24.52
Senior Engineer			
		Blended Rate:	
Engineer			
		Blended Rate:	
Senior Designer/Technician			
		Blended Rate:	
Designer/Technician			
		Blended Rate:	
Administrative			
		Blended Rate:	
		Blended Rate:	
		Blended Rate:	
		Blended Rate:	

¹ Input actual employee classification as designated by firm.

² Total of "% Assigned" must equal 100% for each personnel classification category. If one person in classification, list them as 100% for "% Assigned".

NEPA SERVICES

Direct Expenses

Project Name: CE for Western Douglas Co Trail-Valley to Waterloo-Ph 1&2
Project Number: DPU-28 (87); DPU-23 (102)
Control Number: 22227; 22227A
Location (City, County): Valley to Waterloo, Douglas County
Firm Name: Felsburg Holt and Ullevig
Consultant Project Manager: Allison Sambol
Phone/Email: 402-445-4405 / allison.sambol@fhueng.com
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Subconsultants:	Quantity	Unit Cost	Amount
Subtotal			
Printing and Reproduction:	Quantity	Unit Cost	Amount
B&W copies	100	\$0.08	\$8.00
Color copies	50	\$0.20	\$10.00
Subtotal			\$18.00
Mileage/Travel:	Quantity	Unit Cost	Amount
Travel to Lincoln from Omaha and back.	60	\$0.55	\$33.00
Subtotal			\$33.00
Lodging/Meals:	Quantity	Unit Cost	Amount
Subtotal			
Other Miscellaneous Costs:	Quantity	Unit Cost	Amount
Subtotal			
TOTAL DIRECT EXPENSES			\$61.00

2011 Standard Rates			
Type	Rate		
Company Automobile	Prevailing standard rate as established by the IRS, currently \$0.51 /mi		
Survey Vehicle	Prevailing standard rate as established by the IRS, currently \$0.535 /mi		
Black and White Copies	Actual reasonable cost		
Color Copies	Actual reasonable cost		
Miscellaneous Postage, Mailing, Deliveries Etc.	Actual reasonable cost		
Equipment	Actual reasonable cost		
Privately Owned Vehicle	Actual reimbursement amount to employee, not to exceed rates for company vehicles outlined above		
Automobile Rental	Actual reasonable cost		
Air fare	Actual reasonable cost, giving the State all discounts		
Lodging	Actual cost, (excluding taxes & fees), not to exceed federal GSA reimbursement guidelines, not to exceed \$77 per person daily statewide; not to exceed \$104 in Omaha/Douglas County.		
Meals	Actual cost, not to exceed federal GSA reimbursement guidelines, currently:		
	Statewide	Omaha/Douglas County	
Breakfast	\$7.00	\$10.00	
Lunch	\$11.00	\$15.00	
Dinner	\$23.00	\$31.00	
Incidentals	\$5.00	\$5.00	
Totals	\$46.00	\$61.00	

NEPA SERVICES Cost by Task

Project Name: CE for Western Douglas Co Trail-Valley to Waterloo-Ph 1&2
Project Number: DPU-28 (67); DPU-23 (102)
Control Number: 22227; 22227A
Location (City, County): Valley to Waterloo, Douglas County
Firm Name: Felsburg Holt and Ullevig
Consultant Project Manager: Allison Sambol
Phone/Email: 402-445-4405 / allison.sambol@fhueng.com
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Date: November 26, 2014



Tasks	Total Hours	Direct Labor Cost	Overhead 155.21%	Fixed Fee 13.50%	Total Project Cost
For On-Call Services:					
1. CE Document and Resource Reviews	34	\$1,356.94	\$2,106.11	\$467.51	\$3,930.56
2. Wetland and Stream Permitting	42	\$1,029.84	\$1,598.41	\$354.81	\$2,983.06
3. Project Management and QC	24	\$957.84	\$1,486.66	\$330.01	\$2,774.51
4. Site Visit					
5. Project Meetings					
Direct Expenses					\$51.00
TOTAL	100	\$3,344.62	\$5,191.18	\$1,152.33	\$9,739.13

NEPA SERVICES Project Cost

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Control Number: 22227; 22227A
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Personnel Classification			
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Environmental Scientist	42	\$24.52	\$1,029.84
Senior Engineer			
Engineer			
Senior Designer/Technician			
Designer/Technician			
Administrative			
TOTALS	100		\$3,344.62

Direct Expenses:	Amount
Subconsultants	
Printing and Reproduction Costs	\$18.00
Mileage/Travel	\$33.00
Lodging/ Meals	
Other Miscellaneous Costs	
TOTALS	\$61.00

Total Project Costs:	Amount
Direct Labor Costs	\$3,344.62
Overhead @ 155.21%	\$5,191.18
Total Labor Costs	\$8,535.80
Fixed Fee @ 13.50%	\$1,152.33
Direct Expenses	\$61.00
PROJECT COST	\$9,739.13