

Agenda Item: 14.

Memo to the Programs, Projects, and Operations Subcommittee

Subject: West Douglas County Trail, Phase 1 & 2
Preliminary Engineering Services Agreement Supplement

Date: July 8, 2014

By: Eric Williams, Natural Resources Planner

This resolution is for the Board to authorize the General Manager to execute Supplement Agreement with Ehrhart Griffin & Associates (EGA) for design and engineering services related to the West Douglas County Trail, Phase 1 & 2.

From the Consultant Work Order submitted by EGA to the Nebraska Department of Roads (NDOR), additional services are needed for; 1) crash barrier to protect the overpass bridge pier that UPRR is requiring, 2) alignment revisions through the Mallard Landing subdivision that are necessary as a result of platting that did not follow what was agreed upon for the original trail design, 3) removing the Gardiner Street segment of the trail from the plans.

Agreement costs will increase by an amount approved by NDOR not-to-exceed of \$35,520.59. This change in project scope and document revision has been submitted to NDOR for their review and approval in accordance with State and Federal guidelines for expenditures on this project. It is anticipated that NDOR will provide a standard resolution and Supplemental Agreement forms to the District in the near future.

- **It is recommended that the Subcommittee recommend to the Board that the Board adopt the proposed resolution authorizing the General Manager to execute the proposed Supplemental Agreement between the District and Ehrhart, Griffin & Associates for Engineering Services for the Western Douglas County Trail Project, Phase 1 & 2, for an increase in costs not-to-exceed \$35,520.59.**

Consultant Work Order

(Local Projects)

Project No.: DPU-28(87); DPU-28(102)		Control No.: 22227; 22227A	
Consultant: (Name and Representative) Ehrhart Griffin & Associates, Dan Dolezal		Agreement No.: BO1266	Work Order No.:
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) Additional services are needed for the crash barrier that UPRR is requiring for phase 1. This crash barrier is outside of the original scope of services. Phase 2 changes through Mallard Landing are also necessary as a result of platting that did not follow what was agreed upon for the original trail design. These changes include revisions to the plan and profile, grading, drainage and erosion control. Phase 1 alignment and scope were revised to eliminate the Gardiner Street section which required changes to the construction plans.</p>			
Work Title		Summary of Fee	
		A. Total Direct Labor Cost	= 10,806.34
		B. Overhead (Factor * x A)	= 18,911.10
		C. A + B	= 29,717.44
		D. Profit/Fee (Factor ** x C)	= 3,566.09
*Overhead Factor:	175.00%	E. Direct Non-Labor Cost	= 246.00
**Profit/Fee Factor:	12.00%	F. Subconsultant Services	= 1,991.06
Total Fee Notes:		TOTAL FEE: C + D + E + F	= \$35,520.59
		<input type="checkbox"/> ESTIMATED TOTAL FEE:	
		<input checked="" type="checkbox"/> FINAL TOTAL FEE: \$35,520.59	

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

Consultant:		
 Name	Signature	Date 6-11-14
LPA:		
DANIEL J DOLEZAL Name	 Signature	Date 2014/06/11
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:



April 25, 2014

Mr. Mike Kleffner
NDOR – Local Projects Division
PO Box 94759
1400 Highway 2
Lincoln, NE 68509

Re: Western Douglas County Trail Phase 1 & 2
DPU-28(87); DPU-28(102), C.N. 22227; 22227A

Dear Mr. Kleffner,

This letter is regarding the changes to the original project scope for the Western Douglas County Trail Phase 1 & 2 project in Valley, NE. The scope changes include an additional crash barrier to be added to the bridge design, phase 1 alignment changes to remove Gardiner Street and phase 2 alignment changes through Mallard Landing.

During the last design review done by Union Pacific Railroad (UPRR), they came to the decision that a crash barrier was required as part of the bridge design. The crash barrier is to allow for potential future track expansions if the need arises. A crash barrier has never been mentioned prior to this last review and therefore was never accounted for in the structural design. This will require additional design work outside the original contract.

Comments were received after the 60% submittal of phase 1 indicating that the Gardiner Street section of the trail would cause a liability issues for NDOR. This ultimately led to the decision to remove Gardiner Street from the trail design and begin the trail at the school instead of the City Park. This change involved reworking the trail alignment, redesigning the trail starting section, revising details, renumbering and updating plan sheets and updating the right-of-way.

The trail alignment through Mallard Landing was established early on in the design process and was agreed upon by the NRD, the City of Valley mayor and Engineer as well as the developer. It was understood that when the developer started work on the subdivision the agreed upon alignment would be designated by outlots and would not be developed. However, in the quest for more lots the original layout and outlots were not provided and the plat did not allow for the original trail alignment. The trail now has to be realigned which will require redesign of the alignment, new ROW agreements and acquisition, additional easements and additional survey.

These changes were unforeseeable and are outside of the original scope of services. We are respectfully requesting a consultant work order of \$35,529.53 for these changes to the design. See the attached DR form 250 and ICE documents for additional information.

Please feel free to contact me if you would like to discuss this matter further.

Sincerely,

Terry L. Morrison, P.E.
Ehrhart Griffin & Associates

Phase 1 and Phase 2 Alignment Revisions and Crash Barrier
Consultant Estimate of Hours

Project Name: Western Douglas County Trail - Ph 1&2
Project Number: DPU-28(87); DPU-28(102)
Control Number: 22227; 22227A
Location (City, County): Valley to Waterloo, Douglas County
Firm Name: Ehrhart Griffin & Associates
Consultant Project Manager: Daniel Dolezal
Phone/Email: 402-561-2314 / ddolezal@ehrhartgriffin.com
LPA Responsible Charge: Eric Williams, Papio Missouri River NRD
Phone/Email: 402-315-1704 / ewilliams@papionrd.org
NDOR Project Coordinator: Deana McKinstry
Phone/Email: 402-479-3645 / deana.mckinstry@nebraska.gov
Date: April 24, 2014



TASKS	PERSONNEL CLASSIFICATIONS**												Total
	PR	PM	DE1	DE2	ET	LS	ST	CL	SPM				
For Engineering Services:													
1. UP RR Crash Barrier													
1.1 Coordination with UP, NRD and NDOR			10										10
2. Mallard Lakes Alignment/Scope Revisions													
2.1 Alignment Revisions			25	20	170	40	10		10				275
2.2 Meetings		3	20	10		6							39
2.3 Project Management			10										10
3. Phase 1 Alignment/Scope Revisions (Gardiner Street)													
3.1 Alignment Revisions				1	41								42
3.2 Meetings			2										2
3.3 Project Management			4										4
Total Hours		3	71	31	211	46	10		10				382
Total Days (8 hrs)		0.4	8.9	3.9	26.4	5.8	1.3		1.3				47.8

CLASSIFICATIONS*:

PR = Principal
PM = Project Manager
DE1 = Design Engineer I
CL = Clerical

DE2 = Design Engineer II
ET = Engineer Technician
LS = Land Surveyor
ST = Survey Technician

SPM = Survey Project Manager
UD2 = User Defined 2
UD3 = User Defined 3

* 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.

Phase 1 and Phase 2 Alignment Revisions and Crash Barrier Labor Rates

Project Name: Western Douglas County Trail - Ph 1&2
Project Number: DPU-28(87); DPU-28(102)
Control Number: 22227; 22227A
Location (City, County): Valley to Waterloo, Douglas County
Firm Name: Ehrhart Griffin & Associates
Consultant Project Manager: Daniel Dolezal
Phone/Email: 402-561-2314 / ddolezal@ehrhartgriffin.com
LPA Responsible Charge: Eric Williams, Papio Missouri River NRD
Phone/Email: 402-315-1704 / ewilliams@papionrd.org
NDOR Project Coordinator: Deana McKinstry
Phone/Email: 402-479-3645 / deana.mckinstry@nebraska.gov
Date: April 24, 2014



Labor Costs:		Hours	Blended Rate	Amount
Code	Classification Title			
PR	Principal			
PM	Project Manager	3	\$38.22	\$114.66
DE1	Design Engineer I	71	\$37.98	\$2,696.58
DE2	Design Engineer II	31	\$25.02	\$775.62
ET	Engineer Technician	211	\$25.72	\$5,426.92
LS	Land Surveyor	46	\$27.16	\$1,249.36
ST	Survey Technician	10	\$27.16	\$271.60
CL	Clerical			
SPM	Survey Project Manager	10	\$27.16	\$271.60
TOTALS		382		\$10,806.34

Overhead Rate: 175.00% Fixed Fee: 12.00%

CLASSIFICATIONS:
PR = Principal DE2 = Design Engineer II SPM = Survey Project Manage
PM = Project Manager ET = Engineer Technician UD2 = User Defined 2
DE1 = Design Engineer I LS = Land Surveyor UD3 = User Defined 3
CL = Clerical ST = Survey Technician

Blended Rates Worksheet

STAFFING PLAN			
EMPLOYEE NAME	CLASSIFICATION ¹	SALARY RATE	% ASSIGNED ²
Principal			
		Blended Rate:	
Project Manager			
Dan Dolezal	Senior Engineering Manager	\$38.22	100.0%
		Blended Rate:	\$38.22
Design Engineer I			
Terry Morrison	Engineering Project Manager	\$37.98	100.0%
		Blended Rate:	\$37.98
Design Engineer II			
Traci Custard	Design Engineer	\$25.02	100.0%
		Blended Rate:	\$25.02
Engineer Technician			
John Baker	Engineering Technician I	\$25.72	100.0%
		Blended Rate:	\$25.72
Land Surveyor			
Bill White	Professional Land Surveyor	\$27.16	100.0%
		Blended Rate:	\$27.16
Survey Technician			
TBD	Survey Technician	\$27.16	100.0%
		Blended Rate:	\$27.16
Clerical			
		Blended Rate:	
Survey Project Manager			
Larry Van Fleet	Survey Department Manager	\$27.16	100.0%
		Blended Rate:	\$27.16
		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".

Phase 1 and Phase 2 Alignment Revisions and Crash Barrier Direct Expenses

Project Name: Western Douglas County Trail - Ph 1&2
 Project Number: DPU-28(87); DPU-28(102)
 Control Number: 22227; 22227A
 Location (City, County): Valley to Waterloo, Douglas County
 Firm Name: Ehrhart Griffin & Associates
 Consultant Project Manager: Daniel Dolezal
 Phone/Email: 402-561-2314 / ddolezal@ehrhartgriffin.com
 LPA Responsible Charge: Eric Williams, Papio Missouri River NRD
 Phone/Email: 402-315-1704 / ewilliams@papiomrd.org
 NDOR Project Coordinator: Deana McKinstry
 Phone/Email: 402-479-3645 / deana.mckinstry@nebraska.gov
 Date: April 24, 2014



Subconsultants:	Quantity	Unit Cost	Amount
E & A Consulting Group	47.7472	\$41.70	\$1,991.06
Subtotal			\$1,991.06

Printing and Reproduction:	Quantity	Unit Cost	Amount
Construction Plans	120	\$0.75	\$90.00
Documents (Black and White)	80	\$0.30	\$24.00
Documents (Color)	20	\$1.00	\$20.00
Subtotal			\$134.00

Mileage/Travel:	Quantity	Unit Cost	Amount
Mileage	200	\$0.56	\$112.00
Subtotal			\$112.00

Lodging/Meals:	Quantity	Unit Cost	Amount
Subtotal			

Other Miscellaneous Costs:	Quantity	Unit Cost	Amount
Subtotal			
TOTAL DIRECT EXPENSES			\$2,237.06

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	

* A full list of rates can be found at the following website: www.gsa.gov/perdiem

Phase 1 and Phase 2 Alignment Revisions and Crash Barrier Project Cost

Project Name:	Western Douglas County Trail - Ph 1&2
Project Number:	DPU-28(87); DPU-28(102)
Control Number:	22227; 22227A
Location (City, County):	Valley to Waterloo, Douglas County
Firm Name:	Ehrhart Griffin & Associates
Consultant Project Manager:	Daniel Dolezal
Phone/Email:	402-561-2314 / ddolezal@ehrhartgriffin.com
LPA Responsible Charge:	Eric Williams, Papio Missouri River NRD
Phone/Email:	402-315-1704 / ewilliams@papionrd.org
NDOR Project Coordinator:	Deana McKinstry
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Date:	April 24, 2014



Direct Labor Costs:	Hours	Rate	Amount
Personnel Classification			
Principal			
Project Manager	3	\$38.22	\$114.66
Design Engineer I	71	\$37.98	\$2,696.58
Design Engineer II	31	\$25.02	\$775.62
Engineer Technician	211	\$25.72	\$5,426.92
Land Surveyor	46	\$27.16	\$1,249.36
Survey Technician	10	\$27.16	\$271.60
Clerical			
Survey Project Manager	10	\$27.16	\$271.60
TOTALS	382		\$10,806.34

Direct Expenses:	Amount
Subconsultants	\$1,991.06
Printing and Reproduction Costs	\$134.00
Mileage/Travel	\$112.00
Lodging/ Meals	
Other Miscellaneous Costs	
TOTALS	\$2,237.06

Total Project Costs:	Amount
Direct Labor Costs	\$10,806.34
Overhead @ 175.00%	\$18,911.10
Total Labor Costs	\$29,717.44
Fixed Fee @ 12.00%	\$3,566.09
Direct Expenses	\$2,237.06
PROJECT COST	\$35,520.59

Phase 1 and Phase 2 Alignment Revisions and Crash Barrier
Cost by Task

Project Name: Western Douglas County Trail - Ph 1&2
Project Number: DPU-28(87); DPU-28(102)
Control Number: 22227; 22227A
Location (City, County): Valley to Waterloo, Douglas County
Firm Name: Ehrhart Griffin & Associates
Consultant Project Manager: Daniel Dolezal
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Date: April 24, 2014



Tasks	Total Hours	Direct Labor Cost	Overhead 175.00%	Fixed Fee 12.00%	Total Project Cost
For Engineering Services:					
1. UP RR Crash Barrier	10	\$379.80	\$664.65	\$125.33	\$1,169.78
2. Mallard Lakes Alignment/Scope Revisions	324	\$9,119.12	\$15,958.46	\$3,009.31	\$28,086.89
3. Phase 1 Alignment/Scope Revisions (Gardiner Street)	48	\$1,307.42	\$2,287.99	\$431.45	\$4,026.86
Direct Expenses					\$2,237.06
TOTAL	382	\$10,806.34	\$18,911.10	\$3,566.09	\$35,520.59