

Town of Concrete Town Council Agenda

ADD-ON

10-10-2022

- Airport Runway Slurry Seal PS&E – CRH
Task Order #2022-2

CRH Engineering

Cody R. Hart, P.E.

817 Metcalf Street, Suite 207
Sedro Woolley, WA 98284

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TASK ORDER

TOWN OF CONCRETE

ON-CALL SERVICES

Task Order No. 2022-2 Task Title Airport Runway Slurry Seal PS&E

CRH Contact Cody Hart Phone 360.855.2333 Email codyh@crheng.com

City/Town Contact Jason Miller Phone 360-853-8401 Email goodwords@frontier.com

City Project No. _____ Budget (BARS) No. _____

Reimbursable Yes, by _____
 No

DESCRIPTION OF TASK ASSIGNMENT

Airport Runway Slurry Seal PS&E

Per attached Scope of Services
Site Address or Location _____

COMPENSATION

- LUMP SUM -- Compensation for services shall be a lump Sum of
- TIME AND MATERIAL -- Compensation for these services will be on a Time and Materials basis, not to exceed
\$38,770.00 without written authorization
- Approved budget attached (if applicable)

SCHEDULE

 The Consultant shall complete the services described above:

- Preliminary Engineering/Grant Services for General On-Call Services
- In accordance with attached schedule _____

All provisions of the 2021-2022 Agreement for On-Call Engineering Services shall be in full force and effect for this Task Order

APPROVED

TOWN OF CONCRETE

CRH ENGINEERING

By Jason Miller

By Cody R. Hart

Signature _____

Signature _____

Title Mayor

Title President

Date _____

Date _____

EXHIBIT A
Scope of Work
Town of Concrete
2022 Airport Runway Slurry Seal
Professional Services
Plans, Specifications, and Engineering (PS&E)

PROJECT UNDERSTANDING

The Town of Concrete (Town) desires to provide for Airport Runway Slurry seal improvements in the Town of Concrete. The Town has requested CRH Engineering, PLLC (CRH) prepare a Scope of Work and Fee Estimate for the preparation of plans, specifications, and Engineering (PS&E) so the Town may pursue Public Bidding of the proposed improvements.

The proposed improvements will occur in Town Right of Way (R.O.W.) at the Town of Concrete Airport known as "Mears Field". The existing runway is approximately 2600 feet long and 60 feet wide. The proposed road improvements are intended to provide for slurry seal improvements and reinstallation of pavements markings and impacted channelization. Anticipated work to be performed as part of this project includes: slurry seal, paint stripe, and other work as determined necessary during the design phase in accordance with the contract specifications.

Furthermore, CRH understands that this scope of work and the construction of the proposed improvements will be reimbursed using Washington State Department of Transportation (WSDOT) funds.

SCHEDULE

CRH Engineering has developed this scope of work based on the following general schedule anticipations;

October 2022	Notice to Proceed
January 2023	Design Complete / Call for Bids
March, 2023	Contract Award
TBD 2023	Construction Begins
TBD 2023	Project Substantial Completion
September 2023	Project Closeout

PERMITTING

CRH understands that the Town will address all permitting and cultural resource monitoring for this project and is not included in CRH's scope of work.

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ITEMS OF WORK

The following tasks detail the scope of work anticipated for this project. The anticipated level of effort per task is detailed in Exhibit B. The actual level of effort for each task may vary.

1. PROJECT ADMINISTRATION

Work to be performed under the task Project Administration includes;

- **Project Invoicing:** CRH work efforts under this agreement will be tracked to the nearest quarter hour increment and invoiced on a monthly basis to the Town for reimbursement. Reimbursable expenses such as office supplies and Subconsultant costs will be included in the monthly invoices by CRH.
- **Project Records:** Work associated with this task includes; preparing project records, reports, contract forms, agency required documents, and transmittals.
- **Meetings:** CRH will attend meetings with the Town, utility companies, stakeholders, or other parties as deemed necessary for the completion of this scope of work.
- **Project Coordination:** Work under this task includes performing general phone, email or other coordination efforts needed for the completion of this scope of work. Also included in this item will be efforts needed for permitting coordination and funding agency coordination as requested by the Town.

2. BASE MAPS / FIELD SURVEY

Base maps of existing conditions will be generated utilizing one or more of the following data sources as found to be available for the project site and at the engineer discretion: aerial imagery, Digital Elevation Model (DEM) data, or LIDAR data. Due to the nature of this scope of work, field survey of existing conditions will not be performed for this project. CRH will field verify existing conditions and generate existing conditions base maps for the design of the proposed improvements. Base maps will be generated two dimensionally in a DWG format. . Work anticipated to be performed under this task includes;

- **Data Acquisition**
- **Field Verifications**
- **Preparing Base Maps**
- **QA/QC**

Deliverables:

- **11x17 Aerial Exhibits (Hard copy) of Existing Conditions**
- **11x17 Aerial Exhibits (PDF) of Existing Conditions**

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3. ENGINEERING / DESIGN SERVICES

Work to be performed under the task Engineering / Design Services includes;

- **Geometrics:** Due to the nature of work anticipated for this project, Geometric layout work will consist of matching to the vertical and horizontal alignments of existing conditions. The finish grade vertical alignment through paved areas will be raised the design overlay thickness. Similarly, channelization marking will also match existing conditions.
- **Utility Improvements:** Utility improvements are not included in this scope of work. Should utility improvements found to be needed, a supplement to this agreement may be necessary.
- **Plans:** Construction Plans for the proposed improvements will be developed utilizing internally developed drafting standards and are anticipated to include;
 - Cover Page and Vicinity Map
 - Existing Conditions and TESC Plans
 - Slurry Seal Improvement Plans
 - Construction Details

Prior to finalization, preliminary documents will be made available to Town staff for review and approval.

- **Construction Detail Drawings:** CRH will typically follow WSDOT Standard Plans for the construction of the proposed improvements however, CRH, Town, or other industry typical standard plans will be utilized as they are available and as deemed appropriated and approved by Town staff.
- **Cost Estimate:** Using internally developed methods, an engineer's cost estimate of anticipated construction costs will be prepared for Town review. Information to be provided on the construction cost estimate shall include; item of work, unit of measurement, quantity of anticipated work, anticipated cost per unit of measurement and total anticipated project construction cost.
- **Special Provisions:** Project specific special provisions will be developed by CRH as deemed appropriate for construction of the proposed improvements.
- **Contract Documents:** In preparation for possible public bidding of the proposed improvements by the Town, CRH shall compile contract documents in 8.5x11 format and shall include;
 - Cover Sheet
 - Table of Contents
 - Bid Forms
 - Sample Contract Forms
 - Amendments to the WSDOT Standard Specifications
 - Special Provisions
 - Appendices (As deemed necessary)

Deliverables:

- **11x17 Engineer Certified Plans and Construction Details (Hard Copy and PDF)**
- **8.5 x 11 Engineer Certified Contract Documents (Hard Copy and PDF)**
- **8.5 x 11 Engineer Certified Construction Cost Estimate (Hard Copy and PDF)**

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4. SUPPORT DURING BIDDING

During the Advertisement for Bid and until the Recommendation to Award has occurred, CRH will provide support to the Town on an as requested basis. Specific work to be performed under the is task includes;

- **Contractor Questions:** CRH will document and respond to contractor questions.
- **Pre-Bid Meeting:** CRH shall administer a Pre-bid meeting with the Town and potential bidders.
- **Bid Opening / Bid Tabulation:** It is currently anticipated that the small works roster will be utilized to solicit bids from prospective contractors and the Town clerk will perform the bid opening and bid tabulation for Town consideration. CRH anticipates a minor coordination effort with Town staff for this task.

Deliverables:

- **Pre-Bid meeting sign-in sheet(s)**
- **Pre-Bid meeting agenda**

5. SUBCONSULTANTS

Subconsultant services are not included in this scope of work. Should Subconsultant services be deemed necessary, a supplement to this agreement naming the proposed Subconsultant, scope of work and proposed budget will be provided for Town consideration.

REIMBURSABLES

The attached Exhibit provides budget amounts for reimbursable expenses such as shipping and reproductions. The budgeted amounts shown are estimates based on past projects and being provided to reflect amounts that should be anticipated.

SUPPLEMENT TO THIS AGREEMENT

CRH understands that a supplement to this agreement for additional services may be requested by the Town. Additional services may include the use of existing or additional Subconsultants and may include design and or construction administration services for additional work items not included in this scope of work.

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EXHIBIT B

Town of Concrete

2022 Airport Runway Slurry Seal

Plans Specifications and Engineering (PS&E)

CRH Job: 22163

Date: 10/7/2022

Estimate of Time and Expenses

Task	Description	Total Hours	Total Cost
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1.0 Project Administration			
1.1	Project Invoicing	6	\$1,350.00
1.2	Project Records	4	\$900.00
1.3	Meetings	8	\$1,520.00
1.4	Coordination	6	\$1,210.00
Subtotal		24	\$4,980.00

2.0 Base Maps / Field Survey			
2.1	Data Acquisition	2	\$190.00
2.2	Field Verifications	16	\$1,440.00
2.3	Preparing Base Maps	6	\$510.00
2.4	QA/QC	22	\$2,790.00
Subtotal		46	\$4,930.00

3.0 Engineering / Design Services			
3.1	Geometrics	2	\$170.00
3.2	Plans	26	\$2,490.00
3.3	Construction Details	18	\$2,370.00
3.4	Cost Estimate	24	\$3,160.00
3.5	Special Provisions	60	\$10,140.00
3.10	Contract Documents	16	\$3,040.00
3.11	QA/QC	12	\$2,140.00
Subtotal		158	\$23,510.00

4.0 Support During Bidding			
4.1	Contractor Questions	4	\$900.00
4.2	Pre-Bid Meeting	8	\$1,240.00
4.3	Bid Opening	8	\$1,240.00
4.4	Certified Bid Tabulation	10	\$1,130.00
4.5	Recommendation to Award	2	\$310.00
Subtotal		32	\$4,820.00

Subtotal Project Tasks	\$38,240.00
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Reimbursables		
	Mileage	\$300.00
	Printing /Copy Services	\$200.00
	Postage and Delivery	\$30.00
Subtotal		\$530.00

Note: 10% Mark-up on Reimbursable costs is included

Total Project Tasks	\$38,770.00
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Note: CRH reserves the opportunity to shift time between tasks as necessary to complete the requested scope of services.

EXHIBIT C
Schedule of Rates and Charges

Effective January 1, 2022

STANDARD HOURLY RATE SCHEDULE

Principal Manager/Engineer:	\$225 / Hour
Project Engineer II	\$165 / Hour
Project Engineer I	\$140 / Hour
Engineering Technician V	\$125 / Hour
Engineering Technician IV	\$115 / Hour
Engineering Technician III	\$105 / Hour
Engineering Technician II	\$95 / Hour
Engineering Technician I	\$85 / Hour
Administrative Assistant:	\$75 / Hour

Notes:

- Standard hourly rates include expenses for telephone, fax, and photocopies, (legal and letter)
- Overtime rates for employees are 1.5 times the hourly rate
- All standard hourly rates are reviewed annually and adjusted accordingly

REIMBURSABLE SERVICES SCHEDULE

Printing / Copy Services: Cost plus 10%
Postage and Deliver: Cost plus 10%
Subconsultants: Cost plus 10%

MILEAGE RATE SCHEDULE

Mileage: \$0.58 per mile

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