

## TASK ASSIGNMENT NO. CRA\_2

### CONTRACT NO. 2014-077K with Causseaux, Hewett, & Walpole (CHW) for PROFESSIONAL ENGINEERING AND CONSULTING SERVICES

**TITLE:** *NW 1<sup>st</sup> Avenue – Project 2 – Utility Conversions and Streetscape Improvements  
Professional Engineering Services*

**THIS TASK ASSIGNMENT** entered into on the \_\_\_ day of December, 2015 describes services to be performed in accordance with the contract entered into between the parties dated September 1<sup>st</sup>, 2015 Agreement for Professional Engineering and Consulting Services, Contract 2014-077K.

**ORDER OF PRECEDENCE:** In the event that there is any conflict between the terms and conditions contained in the Contract, the Request for Statement of Qualifications (RFSQ), and/or the Engineer's response to the RFSQ, the Engineer's proposal referenced in this Task Assignment or the Task Assignment itself, the order of precedence shall be the Contract, as amended or modified, interpreted as a whole, as applicable, and then as follows:

- a. Task Assignment
- b. Request for Statement of Qualifications
- c. Engineer's response to Request for Statement of Qualifications

**BACKGROUND:** In 2013, the CRA contracted CHW for engineering services for the NW 1<sup>st</sup> Avenue (NW 16<sup>th</sup> Street to NW 20<sup>th</sup> Street) Phase 1 Design project. The final delivery of the contract, 15% construction documents (CDs), was approved by the CRA Board in May 2014. Phase 2 Design contract followed up in summer 2014, and the CRA Board approved the 50% CDs in September 2014.

In October 2015, CRA board approved moving forward the NW 1st Avenue streetscape initiative as a two-pronged effort, including two separate projects: *Project #1: Underground Infrastructure and Roadway Improvements*, and, *Project #2: Utility Conversions and Streetscape Improvements*, both to be designed by CHW engineers and their sub-consultants.

This task assignment is for *Project #2: Utility Conversions and Streetscape Improvements*.

**PURPOSE:** The purpose of this task assignment is to design and permit a complete set of construction documents for NW 1<sup>st</sup> Avenue streetscape project, between NW 16<sup>th</sup> and NW 20<sup>th</sup> Streets, for Project #2: Utility Conversions and Streetscape Improvements, including all above-ground work required for the infrastructure and utility improvements related to the project streetscape scope.

- **Secondary electrical conversions:** coordination of secondary electrical improvements at residential and commercial sites for conversion of overhead to underground power supply, including design of the conduits and wiring for the services, verification of service sizes and conditions, and design of the conversion of the services to underground.
- **Selective demolition / overhead infrastructure removal:** designated removal of existing poles and associated infrastructure for undergrounding.
- **Overhead to underground conversion:** coordination of equipment locations and overhead to underground phasing and activities for switch over.

- **Hardscape repairs / pole infills:** design and coordination of remediation of infill areas where overhead infrastructure is removed.
- **Dumpster pads, screening, and off-street improvements:** design for improvements to be coordinated with Project #2 via separate plan document.
- **Irrigation:** design phasing for final irrigation heads, service connection, and metering to be installed with Project #2.
- **Landscaping:** design and coordination of trees and landscaping to be installed with Project #2.
- **Final roadway surfacing:** coordination of final surface course for paving, and final striping layout for roadway. Final surface course and striping are to be designed in Project #1.
- **Street furnishings:** design and coordination of final street furnishings for installation during Project #2.

**Maintenance of Traffic (MOT):** to be coordinated in construction by contractor, MOT is not included in this scope of services. CHW can provide a separate proposal for MOT design if the final coordinated logistics of the project warrant, being determined as project planning moves closer to construction.

CHW will separate the design and scope items listed above from the existing 50% CD design documents to create Project #2. All design elements must be re-coordinated and completed to coincide with the separation of design and scope of work into two separate projects and plan sets accordingly.

## 1.0 SCOPE OF PROJECT

### A. Project Design

1. Prepare the Project #2 plan set from the original combined project plans.
2. Complete the plans and contract documents to a 90% level – continuing from the 50% completion level, incorporating proposed scope elements from above, and incorporating comments from the CRA, GRU, Public Works, SJRWMD, CPPI, CPUH and CRA Boards, and community stakeholders;
3. Submit the 90% plans to the CRA, City of Gainesville Public Works, GRU, SJRWMD, and CPPI, as appropriate, for review and comment; submit the plans to all utility companies for utility coordination;
4. Assist with a presentation of the 90% plans in a public workshop setting for property owners and / or stakeholders; CHW will provide input into the presentation; participation in or attendance at the presentation will be covered under the Meetings section of this scope of services;
5. Assist with presentation of the 90% plans to the CPUH and CRA Boards; CHW will provide input into the presentation; participation in or attendance at the presentation will be covered under the Meetings section of this scope of services;
6. Complete the plans and contract documents to 100% level – continuing from the 90% completion level and incorporating comments from the CRA, Public Works, GRU, CPPI, CPUH and CRA Boards, and community stakeholders;
7. Complete any required permitting for scope elements, through the submittals listed above plus any additional coordination activities;

8. Coordinate with CPPI for cost estimating (by CPPI) and value engineering at each submittal milestone / deliverable;
9. Coordinate with the CRA and CPPI during bidding with management of bidding
10. **Meetings** - All meeting attendance or conference call participation by CHW will be billed at CHW standard hourly rates, independent from the design and permitting scope activities. "Meetings and conference calls" includes both meetings and calls that CHW identifies and conducts because they are necessary to the project design, as well as meetings set by or requested by the CRA. Meeting and call types may include but are not limited to the following:
  1. Project coordination meetings or conference calls, set by either CRA or by CHW for coordination of project elements;
  2. Field or office meetings or conference calls with various utilities, stakeholders, City Public Works, etc.;
  3. Coordination meetings or conference calls with sub-consultants;
  4. CPUH and CRA board meetings;
  5. Community stakeholder meetings; and
  6. Pre-bid and pre-construction meetings

#### **B. Sub-consultants**

CHW will subcontract with consultants for necessary services as described below.

1. CHW will subcontract with David Conner and Associates (DCA) for landscape architecture and irrigation design through the corridor. DCA will utilize base roadway plans provided by CHW and will design, detail, and specify the landscape and irrigation design and details. CHW will design and detail hardscape, and other streetscape improvements including pedestrian areas, with input from David Conner and Associates. DCA will provide any relevant technical specifications to be included in the contract documents prepared by CHW. DCA will attend (in Gainesville) up to three project coordination meetings and two public meetings, and will coordinate via phone conference and / or web-ex type exchanges as needed throughout the project design. DCA will also provide input for presentations to the CRA Board (without attendance). Please see the DCA scope of services for additional information.
2. CHW will subcontract Nix Engineering for the design of the secondary electrical improvements. Nix Engineering will provide any necessary coordination and attend all necessary meetings for the design of the secondary electrical related items and items related to the conversion from overhead to underground. Nix Engineering will utilize base roadway plans provided by CHW and will design, detail, and specify the electrical elements of the project. Nix Engineering will coordinate with GRU and property owners as needed to complete their design. Nix Engineering will provide any relevant technical specifications to be included in the contract documents prepared by CHW. Nix Engineering will attend up to two project coordination meetings and two public meetings and will coordinate via phone conference and / or web-ex type exchanges as needed throughout the project design. Nix Engineering will also provide input for presentations to the CRA Board. Please see the Nix Engineering scope of services for additional information.

## **2.0 PROJECT SCHEDULE.**

- 2 weeks to split plans to create "Project #2" plans
- 6 weeks to prepare and submit 90% plans
- 4 weeks for CRA / City Public Works / GRU review
- 8 weeks for permitting, begins with 90% plans, overlaps partially with 90% review
- Time frame and partially with subsequent 100% plans timeframe
- 4 weeks to prepare and submit 100% plans
- 4 weeks for CRA / City Public Works / GRU review
- After authorization to proceed, CHW will develop a detailed schedule with input from the design team. Additional activities such as public meetings and presentations may impact the overall schedule.

### 3.0 MEETINGS AND PROJECT MANAGEMENT.

All meeting attendance or conference call participation by CHW will be billed at our standard hourly rates, independent from the design and permitting scope activities. "Meetings and conference calls" includes both meetings and calls that CHW identifies and conducts because they are necessary to the project design, as well as meetings set by or requested by the CRA. Meeting and call types may include but are not limited to the following:

1. Project coordination meetings or conference calls, set by either CRA or by CHW for coordination of project elements;
2. Field or office meetings or conference calls with various utilities, stakeholders, City Public Works, etc.;
3. Coordination meetings or conference calls with sub consultants;
4. CPUH and CRA board meetings;
5. Community stakeholder meetings; and
6. Pre-bid and pre-construction meetings

### 4.0 DELIVERABLES.

- 90% plans and technical specifications
- 100% plans and technical specifications

CHW will provide two hardcopies of plans and specification to the CRA at each submittal milestone. CHW will provide all original working files to the CRA at the conclusion of the project. File types include but are not limited to Word files, CADD (AutoCAD) files, Sketchup files, Excel files, etc.

### 5.0 BASIS OF COMPENSATION.

CHW Engineering (Includes \$7,500 for meetings)	\$ 39,900.00
DCA Landscape Design	\$ 14,030.00
Nix Electrical	\$ 5,000.00
Reimbursable	\$ 3,000.00
<b>Total</b>	<b>\$ 61,930.00</b>

Invoices will be submitted on a periodic basis, based upon the percentage of services complete to date. Services will be billed at the hourly rates in our contract with Gainesville Regional Utilities, which are the rates shown on the attached "2013 Standard Rate Schedule".

Reimbursable Expenses: As shown above, printing and miscellaneous overnight/delivery expenses will also be reimbursed at a not to exceed amount of **\$3,000.00**. In addition to the not-to-exceed amount for printing and other expenses, if any permitting fees are required (e.g. SJRWMD, GRU, City of Gainesville, etc.) or if any advertising is needed for public meetings,

CHW will pay for the permitting and / or advertising and will submit documentation to the CRA for reimbursement.

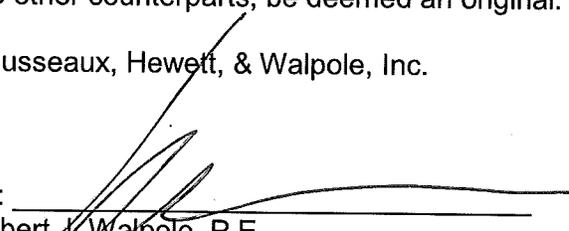
**6.0 SPECIAL PROVISIONS.**

- The CRA Project Manager will be Sarit Sela, [selas@cityofgainesville.org](mailto:selas@cityofgainesville.org), 352-393-8207.
- The CHW Project Manager will be Tony Flegert, [tonyf@chw-inc.com](mailto:tonyf@chw-inc.com), (352) 519-5929.

**IN WITNESS WHEREOF**, the parties hereto have executed this Task Assignment on the day first above written in two (2) counterparts, each of which shall, without proof or accounting for the other counterparts, be deemed an original.

Causseaux, Hewett, & Walpole, Inc.

City Of Gainesville  
Gainesville CRA

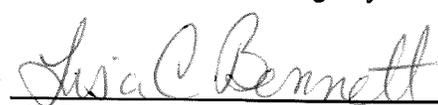
By:   
Robert J. Walpole, P.E.  
President

By:   
Anthony Lyons  
Interim City Manager

Witness: 

Approved as to form and legality

Print name: 

By:   
Lisa C. Bennett  
CRA Attorney