

TASK ASSIGNMENT NO. CRA_1

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

TITLE: *NW 1st Avenue – Project 1 – Underground Infrastructure and Roadway 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 1st, 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 1st Avenue (NW 16th Street to NW 20th 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 #1: Underground Infrastructure and Roadway Improvements*.

PURPOSE: The purpose of this task assignment is to design and permit a complete set of construction documents for NW 1st Avenue streetscape project, between NW 16th and NW 20th Streets, for Project #1: Underground Infrastructure and Roadway Improvements, including all underground work required for the infrastructure and utility improvements related to the project streetscape scope.

- **Demolition:** coordination of demolition of existing conditions for all proposed improvements (both Project #1 and Project #2)
- **All underground utility infrastructure:** electrical, water, sewer, gas (CHW will request from GRU and GRU to provide complete design and CAD layouts, and CHW to coordinate layouts with improvements). Nix Engineering will provide lighting and photometric design, conduit design for undergrounding of primary electric, electrical service sizing, design of future underground services from transformer to point of customer service, and coordination with GRU and other utility providers as needed. All sleaving for other infrastructure will be installed with Project #1. No sewer improvements

are anticipated to be needed at this time. Telephone and cable / communication utilities will be invited to participate in coordination of the underground infrastructure; they will design their own layouts and provide CAD files to CHW for coordination.

- **New roadway construction:** design and implementation of new roadway typical section and layout, including all sub-grade, base, and pavement design (final course to be designed with Project #1, installed with Project #2). All signage and pavement markings to be included with Project #1. Preliminary striping will be installed with Project #1, and final striping will be installed with Project #2.
- **Hardscape (Sidewalks, etc.):** all hardscape to be installed with Project #1 except accommodations will be made for intermediate hardscape areas where overhead infrastructure must be removed with Project #2, consisting of either temporary hardscape (intended to be removed and replaced with final improvements in phase 2) or block outs 2 around existing poles consisting of existing conditions to remain until final improvements are installed in Project #2.
- **Irrigation:** coordination of irrigation mains and distribution to be installed in Project #1. All soil preparation for future planting to be coordinated with Project #1 (trees and vegetation to be designed and coordinated for installation with Project #2).
- **Tree Wells:** design and coordination of tree wells to be installed with Project #1.
- **Parking:** kiosks and/or parking meters to be coordinated for installation with Project #1.
- **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, to be 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 #1. 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 #1 plan set from the original combined project plans.
2. CHW will request from GRU and GRU will provide design for water, gas, and electric utility designs. CHW will coordinate with GRU as needed to ensure full design is received and CHW will incorporate CADD linework representing location of proposed utility, as well as demolition related information for existing facilities into the Project #1 plans. GRU will be responsible for full design details, including for re-connection of existing services to new utility mains; CHW is not responsible for the design of water, gas, and electric utility designs.
3. Complete the plans and contract documents to a 90% level – continuing from the 50% completion level, incorporating proposed utility location info from GRU, and incorporating comments from the CRA, Public Works, SJRWMD, CPPI, CPUH and CRA Boards, and community stakeholders;
4. Submit the 90% plans to the CRA, City of Gainesville Public Works, GRU, SJRWMD, and CPPI for review and comment; submit the plans to all utility companies for utility coordination;

5. 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;
6. 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;
7. 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;
8. Complete all permitting as required by SJRWMD, City of Gainesville Public Works, and GRU, through the submittals listed above plus any additional coordination activities;
9. Coordinate with CPPI for cost estimating (by CPPI) and value engineering at each submittal milestone / deliverable;
10. Coordinate with the CRA and CPPI during bidding with management of bidding activities by the CRA and / or CPPI.
11. Meetings - 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 as necessary to the project design where CRA attendance is not necessary, 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. In Project #1, the scope will primarily consist of coordinating with DCA for needed size and location of tree wells and irrigation infrastructure layout. DCA will utilize base roadway plans provided by CHW and will provide input into the tree well design and also will design, detail, and specify the irrigation system. 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 two project coordination meetings OR 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. GRU has provided the design of the primary electrical system for the project to the CRA. CHW will subcontract with Nix Engineering for coordination of the primary electrical system as needed for subsequent design of the secondary electrical system (in Project #2). Nix Engineering will obtain GRU's primary electric design from the CRA or GRU. Nix Engineering will also provide the design for the street lighting and photometrics for the project. Nix Engineering will utilize base roadway plans provided by CHW and will design, detail, and specify the lighting and photometric elements of the project. Nix Engineering will provide any relevant technical specifications to be included in the contract documents prepared by CHW. Nix Engineering will coordinate with GRU and property owners as needed to complete their design. Nix Engineering will also 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 not attend the kick-off meeting prior to the end of the year, nor will they attend community meetings or board meetings until the project reaches 90%. Nix Engineering will also provide input for the presentations to the CRA Board. Please see the Nix Engineering scope of services for additional information.

2.0 PROJECT SCHEDULE.

- 2 weeks to create "Project #1" plans
- 3 weeks to finalize typical section and incorporate utility location designs (dependent on receipt of complete info from utilities)
- 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 timeframe 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 as necessary to the project design where CRA attendance is not necessary, 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.

- Final typical section showing utility allocation (based on location input from GRU utilities)
- 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 \$15,000 for meetings)	\$ 59,900.00
DCA Landscape Design	\$ 7,467.50
Nix Electrical	\$ 12,500.00
Reimbursable	\$ 3,000.00
Total	\$ 82,867.50

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".

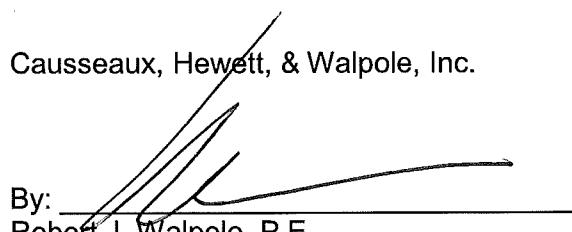
Reimbursable Expenses: As shown above, printing and miscellaneous overnight/delivery expenses will also be reimbursed at a not to exceed amount of **\$3,000.00**. In addition to the not-to-exceed amount for printing and other expenses, if any permitting fees are required (e.g. SJRWMD, GRU, City of Gainesville, 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, 352-393-8207.
- The CHW Project Manager will be Tony Flegert, 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.

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

City Of Gainesville
Gainesville CRA

By: 
Anthony Lyons
Interim City Manager

Witness: 

Print name: Tamka Dunc

Approved as to form and legality

By: 
Lisa C. Bennett
CRA Attorney