

# Authorization for Additional Services

This Agreement is to provide additional professional engineering services for the project identified as follows:

Project Name: Raw Water Line Replacement Project  
Client Project Number: 2019-02  
Consultant Project Number: FTBG18-001  
Additional Services #: 3  
Date of Original Agreement: January 24, 2019

The Client and the Consultant are identified as follows:

CLIENT: <u>City of Fort Bragg</u>	CONSULTANT: <u>Coleman Engineering, Inc.</u>
Name: <u>Diane O'Connor</u>	Name: <u>Simon Gray</u>
Title: <u>Project Manager</u> <u>City of Fort Bragg, Public Works</u>	Title: <u>Principal</u>
Address: <u>Department, 416 N Franklin</u>	Address: <u>1223 Pleasant Grove Blvd., Suite 100</u>
City, ST, Zip: <u>Fort Bragg, CA 95437</u>	City, ST, Zip: <u>Roseville, CA 95678</u>
Phone: <u>707-961-2823 x 134</u>	Phone: <u>916-791-1188</u>
Fax: <u>-</u>	Fax: <u>-</u>
e-mail: <u>doconnor@fortbragg.com</u>	e-mail: <u>simon@coleman-eng.com</u>

The following Scope of Additional Services, Schedule, Budget, and Budget Summary are added to the existing agreement referenced above, are effective as of the date signed on the last page and are subject to all of the terms of the original agreement.

## **Summary of Additional Services**

This Additional Services Amendment No. 3 addresses the following additional work:

- Consolidation of the individual plan sets and technical specifications for the original Phases 2, 3, 4 and 5 into one plan set and one technical specifications set. This is at the request of the City who now wish to bid the project under one construction contract to suit funding.
- Newman Pump Station and Force Main Design. The as-built record drawings for the existing raw water supply line from the 1990s in the vicinity of the Newman Reservoir have a topographical error of approximately 30 feet. This error was found during additional survey for the current project. This meant that a gravity connection from Newman Reservoir to the new adopted raw water line alignment would now require an extended length of very deep

pipeline that in turn would require installation by trenchless methods. This would be expensive and would still require more geotechnical investigation to confirm feasibility and further environmental impacts on existing trees for jacking and receiving pits, etc. Following discussion with City staff, it was decided to include a small new pump station at Newman Reservoir and a force main to connect to the new raw water pipeline immediately downstream of the Summers Lane Reservoir. This alternative is the most cost-effective and environmentally acceptable solution.

- Bid and Award Phase Services. This work includes for consultant support and input during the bid and award phase of the project with the following activities: pre-bid conference and site walk, preparation of responses to bidders' questions, preparation of up to two addenda during bidding, evaluation of received bids and the preparation of conformed contract documents for the contractor's use during construction.
- Initial Construction Phase Assistance to the City during the contractor's pre-site mobilization.

### **Scope of Additional Services**

#### **TASK 1 – PROJECT MANAGEMENT FOR ADDITIONAL SERVICES # 3**

**Task 1.1 - Project Administration.** Coleman Engineering will administer this phase of the project and maintain project schedule and budget. The Project Manager will be available to discuss with the City the project progress, planned services in the next billing period, updated schedule, and budget status monthly to coincide with the regular invoice.

**Task 1.2 – Project Meetings.** Coleman Engineering will meet with the City through conference calls. Coleman Engineering will prepare an agenda and brief meeting summaries for each of the meetings. 6 progress / review meetings by Zoom / Teams have been included in the budget.

**Task 1.3 – Quality Management.** Quality control will be monitored during this phase of the project. Coleman Engineering will peer-review deliverables internally prior to delivery to the City in accordance with its quality assurance / quality control program.

#### **Task 1: Deliverables**

- Monthly invoices and progress report discussions.
- Meeting agendas and notes.

#### **TASK 2 – PLANS AND SPECIFICATIONS CONSOLIDATION INTO ONE CONSTRUCTION CONTRACT**

**Task 2.1 - Plans and Specifications Consolidation into One Construction Contract.** Coleman Engineering will consolidate the individual plan sets and technical specifications for Phases 2, 3, 4 and 5 (as per the original project scope) into one plan set and one technical specifications set.

This is at the request of the City who wish to bid the project under one construction contract to match funding.

**Task 2: Deliverables**

- Consolidated plans and technical specifications in digital and hard copy format for intermediate and final submittals per the original scope of services.

**TASK 3 – NEWMAN PUMP STATION AND FORCE MAIN DESIGN**

**Task 3.1 – Topographical Mapping and Survey.** Coleman Engineering’s surveyor sub consultant Cinquini and Passarino will perform topographical mapping and survey of the proposed location of the new Newman Pump Station and the route of the new force main. This is additional survey to extend beyond the limits of previous survey undertaken by Cinquini and Passarino. The same type of features will be recorded per the original scope of services. Detailed mapping will be prepared in AutoCAD format for subsequent use during design.

**Task 3.2 – Civil and Mechanical Plans and Specifications.** Under this task, Coleman Engineering will prepare civil and mechanical engineering design, plans and specification sections specific to the Newman Pump Station and force main that will be added to the construction contract bid document set currently at 100% draft stage.

**Task 3.3 – Structural and Architectural Plans and Specifications.** Coleman Engineering’s subconsultant VE Solutions, Inc and Sigerson Architects will prepare structural and architectural design, plans and specification sections specific to the Newman Pump Station that will be added to the construction contract bid document set currently at 100% draft stage. A timber framed building on a reinforced concrete raft foundation has been adopted following discussions with the City team.

**Task 3.4 – Electrical and Instrumentation Plans and Specifications.** Under this task, Coleman Engineering’s subconsultant Calton Engineering will prepare electrical and instrumentation design, plans and specification sections specific to the Newman Pump Station that will be added to the construction contract bid document set currently at 100% draft stage. It has been assumed that SCADA interconnects are provided in the design, the existing electrical service is sufficient and that the City will provide the pump station control strategy. The pump station will not have standby power.

**Task 3: Deliverables**

- Newman Pump Station and force main plans and technical specifications in digital and hard copy format for intermediate and final submittals per the original scope of services.

## **TASK 4 – BID AND AWARD PHASE SERVICES**

**Task 4.1 – Pre-Bid Conference.** Coleman Engineering will attend the pre-bid conference and site walk to assist the City introduce and explain the project to prospective bidders. It is assumed that the City will lead the meeting: Coleman will prepare supporting documentation and the meeting agenda and notes.

**Task 4.2 – Respond to Bidders’ Questions.** Coleman Engineering will prepare responses to questions raised at, and subsequently to, the Pre-Bid Conference and site walk, and will transmit these to the City.

**Task 4.3 – Prepare Addenda.** Coleman Engineering will prepare up to two bid addenda incorporating responses to bidders’ questions. The City will be responsible for circulating the bid addenda.

**Task 4.4 – Bid Evaluation and Construction Contract Award Assistance.** Following receipt of bids, Coleman Engineering will assist the City in evaluating the bids for consistency and compliance with the Instructions to Bidders and other terms of the bid. Coleman Engineering will also assist the City with the Contract Award.

**Task 4.5 – Prepare Conformed Contract Documents.** Coleman Engineering will prepare Conformed Drawings and Specifications for the purpose of incorporating items added by the Addenda during the bidding period. The Conformed Plans and Specifications will be provided to the City for use by the contractor and inspectors in the field.

### **Task 4: Deliverables**

- Pre-Bid Conference supporting documents, agenda and notes.
- Written responses to bidders’ questions.
- Up to two Bid Addenda (pdf files)
- Conformed Plans (pdf files)
- Conformed Specifications (pdf files)

## **TASK 5 – INITIAL CONSTRUCTION PHASE ASSISTANCE**

**Task 5.1 – Initial Construction Phase Assistance.** Coleman Engineering will provide initial construction phase assistance to the City during the post construction contract award phase prior to the contractor’s pre-site mobilization.

**Schedule and Agreement End Date**

Coleman Engineering will provide the services outlined in this Scope consistent with the requirements of the project and in conjunction with the overall project schedule. The Agreement End Date is amended to December 31, 2024.

**Additional Services #3 Budget**

Services detailed above will be provided using the following budgets. Coleman Engineering reserves the right to transfer budgets between tasks without changing the Total Additional Services Budget. Services will be provided on a time and materials basis not to exceed a total amount summarized below. The attached spreadsheet provides a detailed breakdown of the additional fee by task.

Task 1 – Project Management For Additional Services # 3	\$7,742
Task 2 – Plans and Specifications Consolidation into One Construction Contract	\$4,842
Task 3 – Newman Pump Station and Force Main Design	\$72,570
Task 4 – Bid and Award Phase Services	\$14,496
Task 5 – Initial Construction Phase Assistance	\$10,084
<b>Total Budget for Additional Services # 3 =</b>	<b>\$109,734</b>

**Project Budget Summary**

Original Budget =	\$594,096
Sum of Previous Changes to Budget =	\$146,744
Budget of this Scope of Additional Services =	\$109,734
New Project Budget =	\$850,574

The above is mutually agreed to this \_\_\_\_ day of \_\_\_\_\_, 2022.

**City of Fort Bragg**

**Coleman Engineering, Inc.**



**By:** \_\_\_\_\_  
**Name:** \_\_\_\_\_  
**Title:** \_\_\_\_\_

**By:** \_\_\_\_\_  
**Name:** Simon N. Gray, P.E.  
**Title:** Principal  
**CA PE #:** C 60311

