



## **Staff Report**

**Subject:** Civil Engineering Services for Public Works Facility and Parks Maintenance Facility renovations

**Department/Program:** Administration/Public Works/Parks

**Explanation:**

The City is currently in the process of assembling a design team to proceed with the renovation and redevelopment of the City's Public Works and Parks Maintenance facilities in Vlasis Park. Normally, a subcontractor of the architect for the project would perform the civil engineering portion of the design work. However, the City has recently undertaken two major projects in Vlasis Park – the new Police Station and the renovation and expansion of the playground and hillside area. In both cases Civil Design Engineering Consultants (CEDC) performed the civil engineering work, including the requisite calculations and documentation for MSD permitting.

Given their familiarity with the City and Vlasis Park in particular, as well as their track record of helping us navigate MSD permitting in the Park, staff is recommending the City directly hiring CEDC to provide civil engineering services for the Public Works and Parks Maintenance facility renovations. Staff is very confident in their quality of work we do expect some cost savings due to the efficiencies gained from their prior work already in Vlasis Park. With the amount of area being disturbed by this project, MSD permitting can be a significant challenge and stormwater detention will likely be required. CEDC has an excellent track record of mitigating the expense for detention and working with MSD on the permitting process.

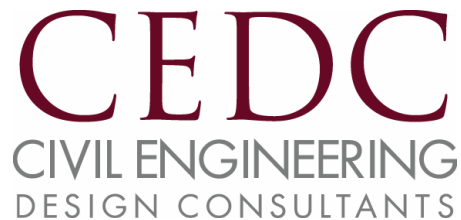
Staff and our Owner's Representative Navigate have negotiated a proposed contract with CEDC for \$42,400. The scope of the proposed contract includes a partial ALTA survey, site development and design plans, construction documents, and construction administration. Navigate has reviewed the proposed contract and believes this to be a fair price based on their work on other similar facilities.

**Recommendation:**

Make a motion to approve the contract with CEDC for \$42,400 to provide civil engineering services to the City for renovation/redevelopment of the City's Public Works and Parks Maintenance facilities.

**Submitted By:** Eric Sterman

**Date:** 4/30/2024



VIA EMAIL: [joe@navigatebuildingsolutions.com](mailto:joe@navigatebuildingsolutions.com)

March 21, 2024  
*Revised April 12, 2024*

Mr. Eric Sterman  
City Administrator  
City of Ballwin, MO  
1 Government Center  
Ballwin, MO 63011

Request for Proposal – City of Ballwin – Public Works Renovation and Addition  
200 Park Drive., Ballwin, MO 63011

Dear Mr. Sterman:

We are pleased to submit this proposal for professional civil engineering and surveying services for the Public Works Renovation and Addition Project for the City of Ballwin, at 200 Park Drive in Ballwin, Missouri. This proposal is based upon the RFQ dated March 15, 2024.

Pursuant to plans recently being approved by MSD for a new playground for Vlasis Park east of the proposed Public Works Renovation project, the differential runoff is 1.90 c.f.s. which is just below the 2 c.f.s. threshold when detention measures must be implemented. It is anticipated that the new development will likely increase the runoff over the 2 c.f.s. threshold, thereby requiring detention for this development.

The suggested area to be surveyed is indicated on the SURVEY EXHIBIT included with this proposal. The area includes ground located northeast of Park Drive (north of the tennis courts and parking lot), where the existing stormwater drains. This appears to be the most-likely area to provide stormwater detention for the development, as well as water quality measures.

This letter shall serve as a contract between Civil Engineering Design Consultants, Inc. and ***City of Ballwin, MO***, "Client", for the scope of services, fees and conditions as outlined within this agreement.

## **SCOPE:**

### **1. Partial ALTA Survey**

Provide the necessary office and field work to prepare an ALTA survey of a portion of the overall property as indicated on the SURVEY EXHIBIT included with this proposal. Utilities will be shown as marked by One Call and available maps. Sewers will be located to two reaches downstream. A current title commitment is required to be provided by the owner, along with copies of the listed exceptions.

*Note: Should additional surveying be required, a separate proposal will be prepared and submitted to Client indicating the additional area needed.*

## **2. Site Development / Design Development Plans**

- a. Prepare plan showing the proposed improvements as coordinated with the owner and the design team
- b. Prepare preliminary site grading plan showing proposed contours and spot grades
- c. Prepare preliminary storm water discharge plan including differential runoff calculations and location of storm water management facilities
- d. Provide preliminary design of stormwater best management practice for mitigating runoff from the proposed improvements
- e. Prepare preliminary gravity sanitary sewer design
- f. Submit preliminary set of drawings to fire department and utility companies for coordination
- g. Attend meeting with Client to review proposed improvements if required
- h. Address review comments based upon site utility estimates by others
- i. Provide schematic set of drawings for approval prior to proceeding with Construction Documents

## **3. Construction Documents**

- a. Finalize the grading design for the overall development including earthwork calculations
- b. Finalize design of the storm water discharge plan including stormwater best management practices and design of detention facilities
- c. Prepare BMP landscape plan, assuming stormwater management will be provided with combination bioretention/detention basin
- d. Prepare stormwater management report and O&M manual for the BMP facilities and prepare reserve area exhibits for execution by the owner
- e. Design gravity sanitary sewer plan, if required
- f. Prepare site demolition plan showing site areas impacted by proposed improvements
- g. Prepare storm water pollution prevention plans
- h. Assist in the coordination with utility companies for existing and proposed facilities
- i. Provide site work specifications
- j. Show location and height of retaining walls if required (*Structural design of retaining walls by others*)
- k. Coordinate plans with Client
- l. Submit plans to the following agencies for review and approval;
  1. City of Ballwin
  2. Metropolitan St. Louis Sewer District
  3. Missouri American Water Company, Spire, Charter, AT&T, AmerenUE (for conflict review)
  4. MoDNR (Land Disturbance Permit), if required

## **4. Construction Administration**

- a. Attend one pre-construction meeting at the request of the Client
- b. Provide up to two (2) construction site visits if requested
- c. Provide one punch list site visit if requested
- d. Review site-work related shop drawings, product data, and samples
- e. Address RFI's during construction

**FEE SUMMARY**

<u>Item</u>	<u>Fee</u>
1. Partial ALTA Survey .....	\$14,900.00
2. Site Development / Design Development Plans.....	\$ 7,000.00
3. Construction Documents .....	\$18,000.00
4. Construction Administration .....	<u>\$ 2,000.00</u>
<b>TOTAL FEE</b>	<b>\$41,900.00*</b>

*\* Reimbursable expenses as outlined are not included in the total fee.*

General Conditions:

1. Reimbursable expenses are sometimes initially paid for by Civil Engineering Design Consultants, Inc. to expedite the project. These expenses include, but are not limited to recording costs, title commitments, mileage, travel expenses, postage, reproduction costs, computer plots, review fees, long distance phone calls, etc. and will be invoiced to the Client without a mark-up. Costs are shown on the expense table below.
2. These services shall be invoiced monthly based on hours worked billed toward the total fee. In the event that payment is not made when due, Client agrees to pay one and one-half percent of the unpaid balance per month as late charges, as well as all costs of collection, including, but not limited to, any legal fees or expenses arising from Client's failure to make timely payments under this contract.
3. Should the Client request additional services beyond the scope of this proposal, Civil Engineering Design Consultants, Inc. will bill on a time and expense basis with fees shown below.
4. Should the scope of services not be completed within one year of the submitted proposal, the fees for the remaining work shall be increased by five percent.
5. This fee proposal does not include any of the fees required by governing agencies for permitting, plan review, recording of documents or connection fees necessary for utility installations or any other fees not mentioned above.
6. This proposal shall not be assigned or transferred to any other party without the written approval from Civil Engineering Design Consultants, Inc.
7. Civil Engineering Design Consultants, Inc. sub-contracts survey work to Marler Surveying.

8. Client agrees to allocate certain of the risks so that, to the fullest extent permitted by law, Civil Engineering Design Consultants, Inc.'s total aggregate liability to Client and all third-parties is limited to one million dollars for any and all injuries, damages, claims, losses, expenses, or claim expenses (including all attorneys' fees and expenses) arising out of this agreement from any cause or causes, including, but not limited to, Civil Engineering Design Consultants, Inc. negligence, errors, omissions, strict liability, breach of contract, or breach of warranty. In no event shall Civil Engineering Design Consultants, Inc. be responsible for consequential damages, including, but not limited to, commercial loss of any kind which includes loss of business, profits, revenue or savings, and loss of data or messages.
9. Any disputes arising under this agreement shall be governed by Missouri law, and jurisdiction for any lawsuit brought by either party hereunder shall lie exclusively with the Circuit Court of St. Louis County, Missouri.
10. This proposal **does not** include the following:
  - a. Geotechnical/Environmental engineering
  - b. Structural design of pavement thickness/types, CEDC recommends a geotechnical engineer design the required pavement thickness/types
  - c. Off-site improvements
  - d. Structural design of retaining walls or stairs
  - e. Off-site sewer extensions or offsite sewer improvements
  - f. Easement vacations
  - g. Lighting design
  - h. Landscaping
  - i. Storm and sanitary sewer pump stations/force mains
  - j. Regularly scheduled meetings (if regularly scheduled project meetings are required, meeting attendance shall be billed on a time & expense basis)
  - k. Utility design
  - l. LEED design
  - m. Hydraulic analysis and/or design of fire hydrants

**Professional Service Fees:**

Principal:	\$150.00/hr.
Project Manager:	\$125.00/hr.
CAD Designer	\$ 90.00/hr
Project/Office Admin:	\$ 75.00/hr.

**Expenses/Fees:**

Bond Plots	\$1.00/s.f.
Mylar Plots	\$2.00/s.f.
Mileage	\$0.58/mile
Subcontractor	Fee + 10%
Postage	Cost + 10%

**Surveying Hourly Rates**

Principal R.L.S.	\$135.00	1 Man with Robotic	\$140.00
Project R.L.S.	\$105.00	2 Man with Robotic	\$175.00
Survey Tech R.L.S.	\$ 85.00	1 Man w/GPS Rover	\$160.00
Party Chief R.L.S.	\$ 95.00	2 Man w/GPS Rover	\$185.00
Sr. Survey Tech	\$ 70.00	1 Man Survey Crew	\$115.00
Instrument Man	\$ 65.00	2 Man Survey Crews	\$175.00
Jr. Survey Tech	\$ 60.00	3 Man Survey Crews	\$190.00
Rod Person	\$ 55.00	Administrative	\$ 55.00
CAD Drafter	\$ 65.00	Research	\$ 55.00

If the above-mentioned scope of services, fees and conditions are acceptable, please acknowledge your approval and acceptance by signing and dating below where indicated. Please return one original for our use.

March 21, 2024  
***Revised April 12, 2024***

Mr. Eric Sterman  
City Administrator  
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1 Government Center  
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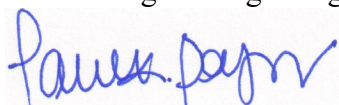
\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

We appreciate your consideration in using Civil Engineering Design Consultants, Inc. for this project. Should you have any questions, please do not hesitate to call.

Sincerely,  
Civil Engineering Design Consultants, Inc.



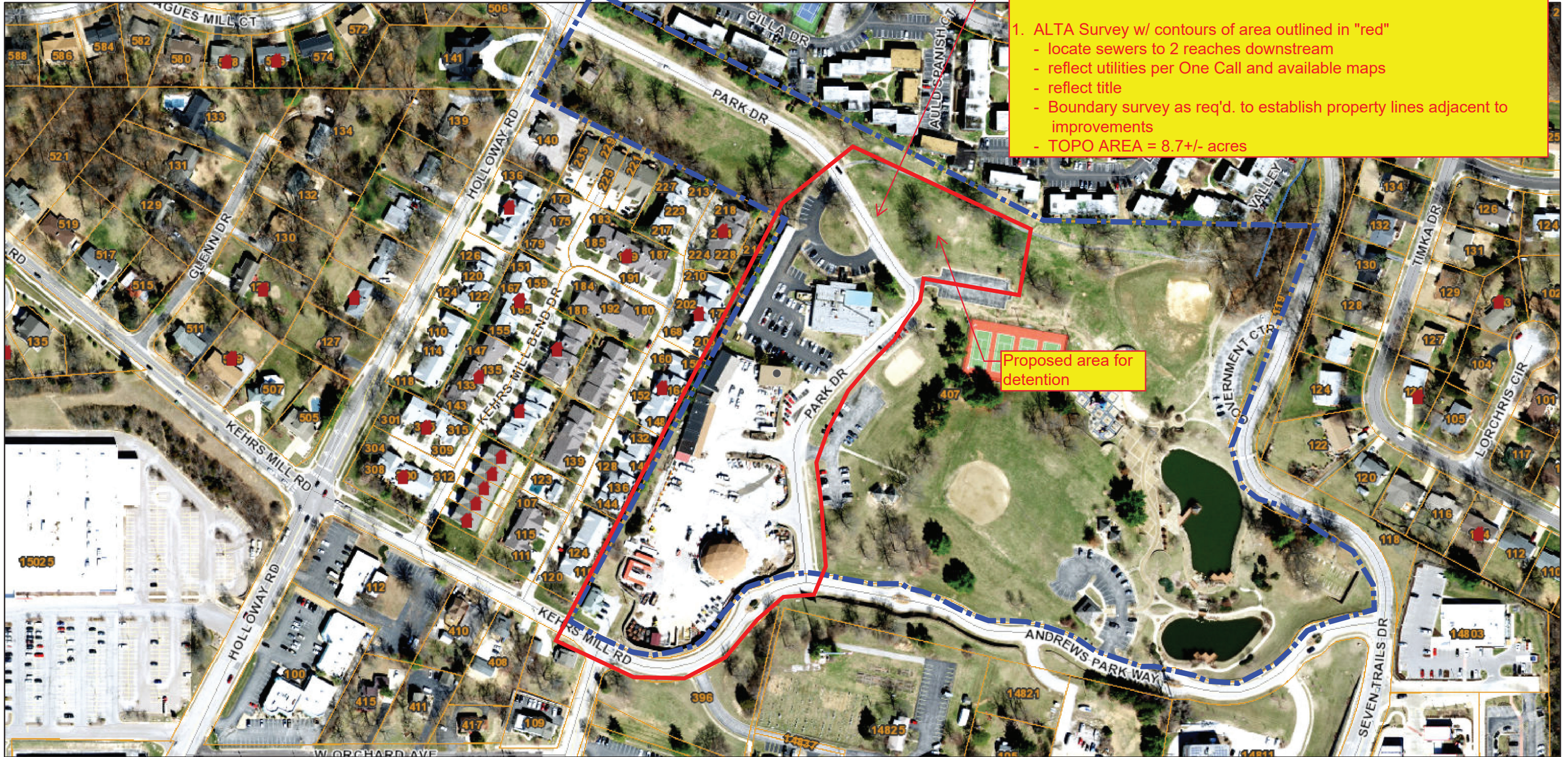
Paul K. Boyer, P.E.  
Principal

Enclosure: SURVEY EXHIBIT

# St. Louis County Map

**SURVEY EXHIBIT**  
 200 Park Drive, Ballwin, MO

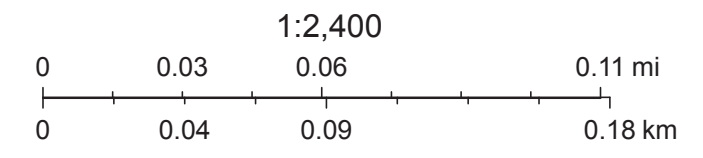
- ALTA Survey w/ contours of area outlined in "red"
  - locate sewers to 2 reaches downstream
  - reflect utilities per One Call and available maps
  - reflect title
  - Boundary survey as req'd. to establish property lines adjacent to improvements
  - TOPO AREA = 8.7+/- acres



3/20/2024, 6:24:13 AM

Image

- Red: Band\_1
- Green: Band\_2
- Blue: Band\_3
- Sales (Last 2 Years)
- Other Flood Areas (0.2% Annual Chance)
- Special Flood Hazard Areas (1% Annual Chance)



St. Louis County GIS Service Center