



STAFF REPORT UTILITIES COMMISSION

Agenda Date: 8/7/2025
Agenda Section: Business Item

Department Origination: Public Works

Agenda Item: Approve SEH Fee Amendment No. 1 in the Not To Exceed Amount of \$50,000.00 for Professional Services during the Construction Phase related to the 2024 South Forestview Improvements Project, Municipal Project No. 4138

Approval Required: Simple Majority Vote

BACKGROUND

SEH was awarded a contract for Construction Phase Services for the 2024 South Forestview Improvements project at the March 19th, 2024 Council Meeting.

The project is nearing completion, but several punchlist and project closeout items still need to be resolved. The current engineering work to date is approximately \$12,000 over the original contract amount. Additional work and project closeout tasks remain for the project; thus additional engineering services are necessary. The services identified under this contract amendment (for work completed and for future work) include:

- Additional Construction Administration and Resident Project Representative (RPR) Services tied to:
 - Contract Final Completion Date changed from June 13, 2025 to October 3, 2025.
 - Protracted punch list resolution:
 - Turf restoration
 - Concrete issues
 - Ditch infiltration
 - Utility coordination
- Hosted 2nd Neighborhood Meeting.
- Prepared multiple individual property exhibits for service routing between the right of way line and home structure, with associated on site meetings with residents, property owners, and City Staff, and utility coordination.
- Additional Work at Lift Stations.
- Multiple plan updates & change orders for various City requested changes.
- Tom Andrews Development:
 - Plan updates, changes, coordination.
 - Coordinate driveway locations with Developer during construction.
 - Assessment Waiver Form, coordination, prepare agreement, and RCA.
- Maryland Road Property Adjacent to Future Park:
 - Property owner and City planning & engineering staff coordination and permit preparation for fence installation, site meetings, plan updates, staking, change order.
- Paris Road Property:
 - Assessment Waiver Form, coordination with City Attorney, agreement preparation, RCA.

A copy of the SEH contract is included for reference.

FINANCIAL IMPLICATIONS

A project budget summary is included as Exhibit A for reference. The funds for this work will come out of the Contingency Line item.

STAFF RECOMMENDATIONS

Staff recommends approval of SEH Fee Amendment No. 1 in the Not To Exceed Amount of \$50,000.00 for Professional Services during the Construction Phase related to the 2024 South Forestview Improvements Project, Municipal Project No. 4138.

COUNCIL ACTION REQUESTED

MOTION to approve SEH Fee Amendment No. 1 in the Not to Exceed Amount of \$50,000.00 for Professional Services during the Construction Phase related to the 2024 South Forestview Improvements Project, Municipal Project No. 4138.