

**EXHIBIT II
WORK ORDER
RFP #GES2019L
Stantec Project #2042XXXXXX**

The City of Bayard hereby authorizes Stantec to proceed with work described as follows:

N. Foy Street Roadway & Drainage Improvements – Construction and Professional Services

The scope of work will include the following:

The initial scope of professional services associated with this Work Order will consist, at this time, of the following:

- Project Management Assistance
- Bid Documents
- NMDOT Environmental Certification
- Bidding
- Construction Management
- Quality Assurance (QA) Testing
- Construction Observation
- Project Closeout

The project area associated with this Work Order will consist of, at this time, the following:

- N. Foy Street** – Copper Street and Housing Authority to the north end of N. Foy Street
- Alta Vista Street** – N. Foy Street intersection northwest to City Limits

Project Management Assistance – This task includes project management activities necessary to manage and coordinate work towards the completion of the project, including establishing and maintaining the project budget and schedule, preparing monthly invoices and associated project status reports, ensuring quality assurance and quality control reviews occur for each deliverable, coordinating with the City of Bayard, assisting with the disbursement of project funds for payment for professional services, and providing project close-out assistance.

Bid Documents – This task includes preparing and compiling the bid documents along with requesting the state wage rates and coordination with the City of Bayard on the required legal advertisement for bidding. These bid documents will be utilized for the contractors to prepare their bids for the project.

NMDOT Environmental Certification – This task will consist of completing and submitting documentation requesting authorization for the Environmental Certification, including Initial Site Assessment, only.

The fee associated with NMDOT Environmental Certification assumes that the Environmental Certification will be issued as a Programmatic Categorical Exclusion (PCE) and will only require the Scope-of-Work Evaluation for T/L Government Projects Funded through NMDOT be submitted to NMDOT Environmental Design Division for the associated construction scope and project funding. If NMDOT determines that the project does not qualify for a PCE, and that a Categorical Exclusion (CE) Checklist be completed, an Amendment will be required.

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Bidding – This task will consist of conducting the Pre-Bid meeting, issuance of addenda, conduct Bid Opening, review of bids received, preparation of bid recommendation package, attend Council meeting to present Bid Recommendation, and issuance of Notice of Award to construction contractor.

Construction Management – Preparation for, and attendance at, the pre-construction conference, preparation of executed construction contract documents, preparation of construction source book for verification of quantities, review of construction submittals, review and address requests for information from contractor, review and approval of contractor pay applications and project modifications/change orders by project engineer, site visits by project designer or project engineer, and answering any construction specific questions.

Quality Assurance (QA) Testing – Coordinating/scheduling of subconsultant for the required testing; sampling and testing associated with the earthwork, asphalt, and concrete during the construction of the proposed improvements; and review of test results for conformance with the 2019 NMDOT specifications for payment to the contractor.

Construction Observation – Part time field inspections (average 20 hours per week), verification of quantities and construction methods, reviewing and processing of contractor pay applications, and processing of project modifications/change orders by resident project representative.

Project Closeout – attendance at final inspection, preparation of construction punch list items, verification that punch list items were completed, and preparation of project and construction closeout documentation for submittal to funding agency.

Contact Person for City of Bayard:

Chon S. Fierro, Mayor, 575-537-3327

Marlena Valenzuela, Clerk-Treasurer, 575-537-3327 or designated representative

Contact Person for Stantec Consulting Services Inc.:

George A. Esqueda, Client Services Manager, 575-342-8727

Wesley Hall, Project Manager, 575-805-6009

Funding source:

Transportation Project Fund Grant Agreement, New Mexico Department of Transportation (NMDOT), Control No. HW2LP10041 in the amount of \$732,000.00 (NMDOT - \$695,400.00; City of Bayard - \$36,600.00) for "*N. Foy Street Construction-Construction, Construction Management, Vertical curb and gutter along both sides of the roadway to include new asphalt surfacing from the Housing Authority to N. Foy Street north to City Limits and the west end of Alta Vista Drive to City Limits to include new asphalt surfacing from the Housing Authority to N. Foy Street north to City Limits and the west end of Alta Vista Drive to City Limits*".

Method of Payment: A breakdown of the fee and associated billing category is provided below.

If the City of Bayard requests additional professional services, other than what is listed above, an Amendment will be required prior to commencing work. A lump sum or hourly fee proposal will be submitted to the City of Bayard for consideration and approval. If a projected upper target

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is anticipated to be exceeded, a proposal will be submitted to the City of Bayard for consideration and approval of increasing the upper target amount.

Stantec proposes that the services associated with the **Project Management Assistance** services be billed as indicated, with the breakdown summarized below:

Personnel	Hours	Rate	Amount
Senior Project Manager	3	\$187.00	\$ 561.00
Senior Civil Designer	17	\$166.00	\$ 2,822.00
Grant Specialist	9	\$166.00	\$ 1,494.00
Project Management Asst.	3	\$124.00	\$ 372.00
Project Management Assistance			\$ 5,249.00 (L.S.)

Stantec proposes that the services associated with the **Bid Documents** services be billed as indicated, with the breakdown summarized below:

Personnel	Hours	Rate	Amount
Senior Project Manager	1	\$187.00	\$ 187.00
Project Engineer	1	\$172.00	\$ 172.00
Senior Civil Designer	5	\$166.00	\$ 830.00
Project Management Asst.	11	\$124.00	\$ 1,364.00
Legal Advertisement			\$ 250.00
Reproduction/Postage			\$ 150.00
Bid Documents			\$ 2,953.00 (L.S.)

Stantec proposes that the services associated with the **NMDOT Environmental Certification** services be billed as indicated, with the breakdown summarized below:

Personnel	Hours	Rate	Amount
Senior Project Manager	1	\$187.00	\$ 187.00
Senior Civil Designer	6	\$166.00	\$ 996.00
Project Management Asst.	1	\$124.00	\$ 124.00
NMDOT Environmental Certification			\$ 1,307.00 (L.S.)

Stantec proposes that the services associated with the **Bidding** services be billed as indicated, with the breakdown summarized below:

Personnel	Hours	Rate	Amount
Senior Project Manager	5	\$187.00	\$ 935.00
Project Engineer	5	\$172.00	\$ 860.00
Senior Civil Designer	17	\$166.00	\$ 2,822.00
Civil Designer	4	\$166.00	\$ 664.00
Construction Observer	3	\$136.00	\$ 408.00
Grant Specialist	1	\$166.00	\$ 166.00
Project Management Asst.	13	\$124.00	\$ 1,612.00
Project Mileage	470	\$0.625	\$ 293.75
Project Meals			\$ 60.00
Bidding			\$ 7,820.75 (L.S.)

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Stantec proposes that the services associated with the **Construction Management** services be billed as indicated, with the breakdown summarized below:

<u>Personnel</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Senior Project Manager	2	\$187.00	\$ 374.00
Project Engineer	28	\$172.00	\$ 4,816.00
Senior Civil Designer	15	\$166.00	\$ 2,490.00
Civil Designer	2	\$166.00	\$ 332.00
Construction Observer	12	\$136.00	\$ 1,632.00
Project Management Asst.	8	\$124.00	\$ 992.00
Project Mileage	445	\$0.625	\$ 278.13
Reproduction			\$ 135.00
Construction Management			\$ 11,049.13 (L.S.)

Stantec proposes that the services associated with the **Quality Assurance (QA) Testing** services be billed as indicated, with the breakdown summarized below:

<u>Personnel</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Senior Project Manager	1	\$187.00	\$ 187.00
Project Engineer	7	\$172.00	\$ 1,204.00
Construction Observer	7	\$136.00	\$ 952.00
Summit Technical (Subcontractor)			\$ 5,000.00
Quality Assurance (QA) Testing			\$ 7,343.00 (L.S.)

Stantec proposes that the services associated with the **Construction Observation** services be billed as indicated, with the breakdown summarized below: Assumptions utilized in calculating budget amounts are 75 calendar days of construction activity, 26 hours per week of observation on average.

<u>Personnel</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Construction Observer	286	\$136.00	\$ 38,896.00
Project Mileage	1100	\$0.625	\$ 687.50
Construction Observation			\$ 39,583.50 (L.S.)

Stantec proposes that the services associated with the **Project Closeout** services be billed as indicated, with the breakdown summarized below:

<u>Personnel</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Project Engineer	8	\$172.00	\$ 1,376.00
Senior Civil Designer	4	\$166.00	\$ 664.00
Construction Observer	9	\$136.00	\$ 1,224.00
Project Management Asst.	6	\$124.00	\$ 744.00
Project Mileage	235	\$0.625	\$ 146.88
Project Meals			\$ 45.00
Project Closeout			\$ 4,199.88 (L.S.)

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Tentative Project Schedule:

Begin Advertisement	May 19, 2023
Pre-Bid Meeting	May 30, 2023
Bid Opening	June 15, 2023
Bid Award – Council Meeting	June 26, 2023
Notice of Award	June 30, 2023
Pre-construction Conference (Tentative)	July 20, 2023
Notice to Proceed (Tentative)	July 31, 2023
Construction – 75 calendar days	
Substantial Completion	October 14, 2023

Fees:

1. Project Management Assistance	\$ 5,249.00 (L.S.)
2. Bid Documents	\$ 2,953.00 (L.S.)
3. NMDOT Environmental Certification	\$ 1,307.00 (L.S.)
4. Bidding	\$ 7,820.75 (L.S.)
5. Construction Management	\$ 11,049.13 (L.S.)
6. Quality Assurance (QA) Testing	\$ 7,343.00 (L.S.)
7. Construction Observation	\$ 39,583.50 (L.S.)
8. Project Closeout	\$ 4,199.88 (L.S.)
Subtotal:	\$ 79,505.26
NMGRT @ 8.2375%	\$ 6,549.25 (% subject to change)
Projected Total Fee:	\$ 86,054.51

Other Conditions:

Terms and Conditions as per the General Services Agreement between the City of Bayard and Stantec Consulting Services Inc. dated June 1, 2019. The Agreement was Amended (3rd Amendment) on June 1, 2022 to extend the length of the Agreement to June 1, 2023 and providing for Billing Rate increases; all other Terms and Conditions remain as per Original Agreement. The Agreement was a result of the City's RFP #GES2019L General Engineering Services On-Call.

Upon execution of the Work Order by both parties, an internal Stantec Project Number will be assigned to the project and will replace the current placeholder number of 2042XXXXX. The Project Number will be added to this Work Order and the City will be provided a copy of the Revised Work Order.

Chon S. Fierro, Mayor
City of Bayard

George A. Esqueda, Sr. Project Manager
Stantec Consulting Services Inc.

May 8, 2023
Date Approved

May 8, 2023
Date Submitted