

February 13, 2025

Castulo Estrada
Utilities Director
City of Coachella
87075 Avenue 54
Coachella, California 92236

Subject: Contract Amendment for Coachella Sanitary District Headworks Screening Improvement Project

Dear Mr. Estrada,

Dudek and the City entered into a professional services agreement for the Headworks Screening Improvement project on May 5, 2024 for a total contract value of \$144,825. The initial contract covered the design of headworks screening improvements including the addition of a new screening device, screening conveyance device, dewatering device and associated combined control panel. Amendment 1 was submitted to the city for approval in October 1st of 2024 for an amendment amount of \$53,050 (bringing the total contract value to \$197,875) which primarily covered the project design including provisions for relocating the proposed location for the control panel into the existing MCC building. In addition to the relocation of the Control Panel, changes must be made to the design documents that were not captured in the original scope of work, including the starters for the screens, conveyor, and washer/compactor being in the MCC, not in the vendor control panel. This required two additional schematic drawings and an additional design time spent on the conduit block diagram and P&IDs.

Following the completion of design documents and a successful bid phase. Dudek proposes a contract amendment to provide Engineering Services During Construction (ESDC) and Electrical Inspection Services to augment the City's staff during the construction phase of the project. A majority of the construction work will be inspected by the City's on-site Staff, with Dudek providing a part-time electrical inspector to augment the City's staff, providing inspection of the unique electrical equipment being installed in this project. The scope of services being proposed is shown below:

Scope of Work

Dudek has provided separate scopes of work for ESDC and Electrical Inspection services. Dudek will follow implement the scope of work as outlined below.

Task 1 Project management

Dudek will conduct project administration and management including preparation and distribution of monthly progress reports. Progress reports will include budget status updates. Dudek is assuming a 12-month construction duration.

Task 2 engineering services during construction

Task 2.1 Pre-Construction Meeting

Dudek will attend the Pre-Construction Meeting, which is assumed to occur at the City offices. The meeting is assumed to be conducted by the City. It is assumed that City Staff will prepare meeting minutes. It is assumed that Dudek Team PM will attend the Pre-Construction Meeting in-person.

Task 2.2 RFIs & Design Clarifications

Dudek will provide RFI and Design Clarifications during construction to include:

- a. Provide responses for up to fifteen (15) requests for information (RFIs) and/or requests for clarification (RFCs). The Dudek team will provide responses to RFIs and RFCs in e-mail format.
- b. Dudek assumes RFIs from the Contractor will be formally submitted to City Staff, and then transmitted to Dudek. Questions requiring responses from the design team will be forwarded to the Dudek Project Manager for distribution and response.

Task 2.3 Shop Drawings & Submittal Reviews

Dudek will provide shop drawings and submittal review during construction to include:

- a. Review and process up to forty (40) shop drawings/submittals and up to twenty (20) resubmittals. Submittal review beyond the second submittal shall be paid by the Contractor in accordance with the Contract Documents.
- b. Dudek assumes submittals and shop drawings from the Contractor will be formally submitted to City Staff, who will forward to the Dudek Project Manager for distribution and response.

Task 2.4 Construction Progress Meetings / Site Visits

Dudek will attend bi-weekly construction progress meetings (virtually) throughout the duration of the project as needed. Dudek attendance/participation at twenty five (25) construction progress meetings is included. Dudek attendance includes the Dudek project manager and the appropriate team member(s) based on the issue(s) being discussed. Dudek assumes weekly construction meetings will be organized and documented by City Staff.

Dudek will attend a total of one (1) general meeting at the City office or construction site to discuss construction issues with City Staff. The Dudek project manager, or his assigned representative will attend each of these meetings with the appropriate additional team member(s) based in the issue(s) being discussed.

Task 2.5 Change Order Assistance

Dudek will assist City staff with potential change order reviews. We have allocated budget to be used for up to two (2) change order reviews at the direction of the City. It is assumed that City Staff will document and negotiate construction change orders proposed by the Contractor, and Dudek will assist, as necessary and requested.

Task 2.6 Design Deviation Review

Dudek will assist the City with evaluation of Contractor-proposed design deviations and substitutions, as may be requested or required by City Staff. Dudek will evaluate the proposed design changes relative to consistency with the original design intention. As the extent and nature of Contractor-proposed design deviations are currently

undefined, an allowance is provided for this contract item. Services will be provided at City direction within the available fee allowance.

Task 2.7 Record Drawing Preparation

Dudek will prepare record drawings, in cooperation with City Staff, based on the construction plan markups provided by the Contractor at the completion of construction, to include:

- Following construction, Dudek will prepare the record drawings.
- The drawings will be prepared based on field changes and redlines documented by City Staff and the Contractor, and changes resulting from RFIs, clarifications and contract change orders.
- Dudek will provide electronic files (PDF and AutoCAD) of the revisions. Dudek will provide the files in electronic format only (including PDF and AutoCAD formats) and no hard copies are included. IF printed copies or mylars are required, Dudek will negotiate the fee for provision of these copies/mylars as additional fee items.

Task 2.8 Electrical Inspection Services

Dudek will provide a part-time specialty electrical inspection, startup, and commissioning services to augment the City's Construction Management staff. The electrical inspection is based on an assumed 140 working-days. The city will only be billed for actual hours and days worked.

Fee Estimate

Dudek is respectfully requesting the City's approval of the above changes in the scope of work. The cumulative efforts and fee for our design team to address these changes is summarized in the following table.

		Project Team Role:	QA/QC	Construction Manager	Project Manager	Senior Engineer	Project Engineer	Electrical Engineer	CAD Designer	Admin	TOTAL DUDEK HOURS	DUDEK LABOR COSTS	OTHER DIRECT COSTS	TOTAL FEE
		Team Member:	Mietts	Litzinger	Hawkinson	Robertson	Goldschmidt	Schneider	Dhanens	Kinney				
		Billable Rate:	\$330	\$215	\$275	\$270	\$200	\$300	\$200	\$155				
Task 1	Project Management and Project Status Reporting			23	16					12	51	\$ 11,205		\$ 11,205
1.1	Project Administration			23	16					12	51	\$ 11,205		\$ 11,205
Subtotal Task 1														
Task 2	Project Construction Meetings													
2.1	Pre-Construction Meeting				8		1	2			11	\$ 3,000	\$ 600	\$ 3,600
2.2	RFIs and Design Clarifications (assume 15 RFIs)				8	3	12	10			35	\$ 9,070	\$ -	\$ 9,070
2.3	Shop Drawings & Submittal Reviews (assume 40 Submittals/20 Resubmittals)		2		30	10	90	30			162	\$ 38,610	\$ -	\$ 38,610
2.4	Construction Progress Meetings (virtual meetings + 1 in-person meeting)				20	6	26	13			65	\$ 16,220	\$ 1,000	\$ 17,220
2.5	Change Order Assistance (assume 2 change orders)		2		8			8	12	4	34	\$ 8,280	\$ -	\$ 8,280
2.6	Design Deviation Review		4		4	4	8	12	8		40	\$ 10,300	\$ -	\$ 10,300
2.7	Record Drawing Preparation				4		4	16	32		56	\$ 13,100	\$ -	\$ 13,100
2.8	Special Inspections - Electrical				210						210	\$ 45,150	\$ -	\$ 45,150
Subtotal Task 2			10	210	82	23	141	91	52	4	613	\$ 143,730	\$ 1,600	\$ 145,330
Total Non-Optional Hours and Fee			10	233	98	23	141	91	52	16	664	\$154,935	\$1,600	\$ 156,535

Closing

An overview of adjustments to the scope of work and budget for the overall project are summarized in the following table.

Contract Document	Amount	Description
Original Contract	\$144,825	-
Amendment #1	+\$53,050	NFPA 820 Changes
Amendment #2 (This document)	+\$156,535	ESDC + Electrical Inspection

Updated Contract	\$354,420	Cumulative change of +\$209,595 to original contract.
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Thank you for your consideration of this budget amendment request. We are here to discuss any questions or concerns you may have so please do not hesitate to contact me at (510) 636-5640 or shawkinson@dudek.com.

Sincerely,



Sam Hawkinson, P.E.
Project Manager
Dudek