



## PUBLIC WORKS MEMORANDUM

# City of Jackson

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TO: Mayor and Board of Aldermen

CC: Jim Roach, City Administrator

FROM: Anna Bergmark, City Engineer

DATE: March 10, 2023

RE: Task Order Request for the East Main Street Sidewalk Connection Project

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Staff is requesting that a Task Order be issued to Bacon Farmer Workman Engineering and Testing, Inc. for the East Main Street Sidewalk Connection Project. The City was awarded a Transportation Alternatives Funds Program Grant for the construction of an 8-foot sidewalk from Bellevue Street to Shawnee Boulevard.

Attached to this memo is the scope of services as well as the breakdown of costs required to complete the design. This information has been included in an Engineering Service Contract with Bacon Farmer Workman Engineering and testing, Inc. as required by MoDOT.

## ATTACHMENT A

### Scope of Services

#### Design phase services

- 1) Survey and research existing right of way, easements and property lines (Civil Design Inc.).
- 2) Survey and research existing utilities and relocate as necessary (BFW and CDI).
- 3) Perform topographic survey along corresponding sections of East Main Street including trees, curbs, pavement edges, drainage structures, signs, lane markings, buildings and other adjacent features (Civil Design Inc.).
- 4) If needed, perform right of way/parcel boundary survey on properties where easements and/or right of way are determined to be necessary (Civil Design Inc.).
- 5) Prepare Historic /Heritage /Environmental submittals (BFW).
- 6) Attend meetings with property owners as needed (BFW).
- 7) Prepare preliminary design of pedestrian facilities along East Main Street(BFW). The following should be included as appropriate:
  - a. horizontal and vertical alignments including centerline ties and benchmark references
  - b. typical sections
  - c. existing and proposed modifications to street and driveway approaches
  - d. existing and proposed storm drainage structures
  - e. existing utility locations
  - f. locations of proposed cross walks
  - g. exhibits and descriptions for easements and right of way (only if unavoidable) as needed for construction of the improvements
  - h. opinion of preliminary construction cost
- 8) Prepare right of way plans (BFW):
  - a. identify property ownership
  - b. calculate takings
  - c. prepare plan sheets with right of way notes
  - d. prepare descriptions and deeds
- 9) Prepare final design of the sidewalk including (BFW):
  - a. applicable items listed under Item 7
  - b. site specific details where needed
  - c. drainage structure(s) adjustments
  - d. traffic control plan
  - e. temporary erosion control plan
  - f. bid book (in format acceptable to MoDOT) including job special provisions
  - g. design of retaining walls (if needed)
  - h. design of City water, sewer, electric utility relocations (if needed)
  - i. opinion of construction cost
- 10) Revisions per Local Agency and MoDOT preliminary and final review comments (BFW).
- 11) Environmental clearances (BFW).
- 12) Deliverables for final PS&E submittal shall include (BFW):
  - a. copies of historic/heritage/environmental clearances
  - b. electronic copy of survey information

- c. electronic copies of signed/sealed construction plans, bid book and specifications
- d. engineer's final opinion of construction cost

## ATTACHMENT B

### ESTIMATE OF COST

DESIGN PHASE	<u>Hours</u>	<u>Rate (Salary Only)</u>	<u>Cost</u>
<i>Project Management</i>			
Project Manager	<u>32</u>	<u>\$70.42</u>	<u>\$2,253.44</u>
<i>Environmental</i>			
Environmental Manager	<u>16</u>	<u>\$57.34</u>	<u>\$917.44</u>
Historic Preservation Specialist	<u>40</u>	<u>\$49.91</u>	<u>\$1,996.40</u>
Wildlife Biologist	<u>16</u>	<u>\$47.33</u>	<u>\$757.28</u>
GIS Specialist	<u>8</u>	<u>\$21.78</u>	<u>\$174.24</u>
<i>Preliminary Design</i>			
Project Manager	<u>7</u>	<u>\$70.42</u>	<u>\$492.94</u>
Project Engineer	<u>26</u>	<u>\$70.33</u>	<u>\$1,828.58</u>
Staff Engineer	<u>64</u>	<u>\$38.73</u>	<u>\$2,478.72</u>
Senior Transportation Designer	<u>44</u>	<u>\$42.91</u>	<u>\$1,888.04</u>
<i>Final Design</i>			
Project Manager	<u>9</u>	<u>\$70.42</u>	<u>\$633.78</u>
Project Engineer	<u>32</u>	<u>\$70.33</u>	<u>\$2,250.56</u>
Staff Engineer	<u>89</u>	<u>\$38.73</u>	<u>\$3,446.97</u>
Senior Transportation Designer	<u>62</u>	<u>\$42.91</u>	<u>\$2,660.42</u>
SUBTOTAL	<u>445</u>	<u>-</u>	<u>\$21,778.81</u>
<i>Payroll Overhead (Est. at <u>44.30</u> % X SUBTOTAL)</i>			<u>\$9648.01</u>
<i>General and Admin. Overhead (Est. at <u>99.34</u>% X SUBTOTAL)</i>			<u>\$21,635.07</u>
TOTAL LABOR & OVERHEAD			<u>\$53,061.89</u>
<i>Fixed Fee(14%t X TOTAL LABOR &amp; OVERHEAD)</i>			<u>\$7,428.66</u>
<i>FCCM Rate(0.27%t X TOTAL LABOR)</i>			<u>\$58.80</u>
TOTAL LABOR, OVERHEAD & FIXED FEE			<u>\$60,549.35</u>
<i>Other Direct Costs</i>			
Travel, 2 trips @ 100 miles X \$0.655 IRS Rate			<u>\$131.00</u>
Per Diem (cannot exceed maximum per diem rates per Federal Travel Regulations)			<u>N/A</u>
Computer Time			<u>N/A</u>
Printing			<u>\$9.00</u>

*Subcontract Pass-Through Costs (Civil Design Inc. \*\*)*

*Topographic and Boundary Surveying*

Land Surveyor II	<u>10</u>	<u>\$67.32</u>	<u>\$673.20</u>
Land Surveyor I	<u>128</u>	<u>\$40.73</u>	<u>\$5,213.44</u>
Survey Tech II	<u>54</u>	<u>\$32.63</u>	<u>\$1,762.02</u>
Survey Tech I	<u>168</u>	<u>\$24.50</u>	<u>\$4,116.00</u>

SUBTOTAL	<u>360</u>	<u>N/A</u>	<u>\$11,764.66</u>
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<i>Payroll Overhead (Est. at <u>57.54%</u> X SUBTOTAL))</i>	<u>\$6,769.39</u>
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<i>General and Admin. Overhead (Est. at <u>82.33%</u> X SUBTOTAL))</i>	<u>\$9,685.84</u>
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TOTAL LABOR & OVERHEAD	<u>\$28,219.89</u>
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<i>Fixed Fee(12% X TOTAL LABOR &amp; OVERHEAD)</i>	<u>\$3,386.39</u>
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TOTAL LABOR, OVERHEAD & FIXED FEE	<u>\$31,606.28</u>
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<i>Other Direct Costs</i>	<u>\$2,017.40</u>
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<i>Subconsultant Total</i>	<u>\$33,623.68</u>
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<b>TOTAL FOR DESIGN PHASE</b>	<b><u>\$94,313.03</u></b>
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