

ACTIVWAYZ ENGINEERING

Shannon Road Pedestrian and Bikeway Improvement Project, Los Gatos, CA

WORK SCOPE

03/08/2023

TASK 1: Bid Support

ActiveWayz Engineering will perform the following tasks:

- Provide clarifications and assistance during the bidding phase to satisfactorily answer any questions from prospective bidders, if requested by Town. Town to reproduce and distribute Contract Documents, maintain a plan holder's list and log of bidder's questions and responses.
- Attend Pre-Bid Meeting and Council meeting for construction award. Attend up to three (3) additional coordination meetings.
- Prepare up to two Addenda to Construction Documents, if needed. Town to reproduce and distribute all addenda.
- If addenda are issued, prepare a conformed set of documents that incorporated addenda into the documents.
- Assist Town in evaluating bids.

Deliverables:

1. Written clarifications and response to questions from prospective bidders, if needed
2. Addenda to the Bid Documents, if needed.
3. Conformed construction documents, if needed.

TASK 2: Construction Support

The Town's construction management team will have primary responsibility for construction management and inspection. Upon request by Town, ActiveWayz will perform the following tasks:

- Attend Pre-Construction Meeting and respond to pre- construction meeting questions.
- Review and approve shop drawings and submittals.
- Review Contractor's request for information (RFI's) and furnish additional drawings and/or specifications for supplementing, clarifying, and/or correcting purposes.
- Attend up to three (3) meetings and site visits when necessary as determined and requested by Town.
- Attend punch-list walk through meeting.
- Assist Town with the review of construction, and other activities, as requested.
- Prepare, review, and recommend approval of up to two (2) design related change orders, as requested.

Deliverables:

1. Shop drawing and submittal comments.
2. RFI responses.
3. Site visit memoranda, as required.
4. Drawings and specifications for supplementing, clarifying, and/or correcting the contract documents and for design related change orders.
5. Change orders, as required.

TASK 3: Record Drawings

ActiveWayz will perform the following tasks:

- At Final Completion of the Project, provide Town with one set of reproducible Record Drawing that reflects the changes to the work during construction based upon marked up prints, drawings, and other data furnished by the Contractor, Town, and Consultants.
- Provide a complete set of the Record Drawings and all X-ref files “bound,” including other associated fonts, plot style files on AutoCAD, including electronic copies in PDF format.

Deliverables:

1. Record Drawings using AutoCAD, and one set electronic copy in PDF format.

Fee Estimate

ActiveWayz Engineering								
	Project Manager	Design Engineer	Engineering Technician	Total	Project Manager	Design Engineer	Engineering Technician	Subtotal Fee
	Hours				\$220	\$136	\$109	
Tasks	\$220	\$136	\$109					
1. Bid Support	21	6	14	41	\$4,620	\$816	\$1,526	\$6,962
Sub-Task								
Pre-bid Meeting	2	—	—	2	\$440	—	—	\$440
Council Meeting	3	—	—	3	\$660	—	—	\$660
Coordination Meetings (3 tot)	6	—	—	6	\$1,320	—	—	\$1,320
Prepare Addenda (2 tot)	2	4	8	14	\$440	\$544	\$872	\$1,856
Prepare Conformed Set	2	2	6	10	\$440	\$272	\$654	\$1,366
Evaluate Bids	6	—	—	6	\$1,320	—	—	\$1,320
2. Construction Support	38	36	12	86	\$8,360	\$4,896	\$1,308	\$14,564
Sub-Task								
Pre-Construction Meeting	2	—	—	2	\$440	—	—	\$440
Coordination Meetings (3 tot)	6	—	—	6	\$1,320	—	—	\$1,320
Review Shop Drawings and Submittals	16	16	—	32	\$3,520	\$2,176	—	\$5,696
Respond to RFIs	4	8	—	12	\$880	\$1,088	—	\$1,968
Prepare Change Order (2 tot)	6	12	12	30	\$1,320	\$1,632	\$1,308	\$4,260
Punch-list Walkthrough	4	—	—	4	\$880	—	—	\$880
3. Record Drawings	4	8	16	28	\$880	\$1,088	\$1,744	\$3,712
Sub-Task								
Prepare Record Drawings	4	8	16	28	\$880	\$1,088	\$1,744	\$3,712
Total	63	50	42	155	\$13,860	\$6,800	\$4,578	\$25,238