

CITY OF ROLLINGWOOD
PLEASANT DRIVE AND NIXON DRIVE DRAINAGE IMPROVEMENTS
SCOPE OF SERVICES

PROJECT DESCRIPTION

The City of Rollingwood Infrastructure Improvements Plan was completed in February of 2020. The Infrastructure Improvements Plan identified areas of stormwater drainage and flooding issues throughout the City of Rollingwood (City). The City has requested that K Friese + Associates, Inc (KFA) progress the Pleasant Drive and Nixon Drive Drainage Improvements through the schematic design and potential phasing of the project. The following is a detailed scope of services for the drainage improvements along Pleasant Drive and Nixon Drive.

SCOPE OF SERVICES

A. SURVEYING

1. This task will include preparing limited topographic for the project area for the purpose of preparing the preliminary engineering report and schematic design solutions for the proposed improvements associated with this project. See the attached proposal from Civil Corp, LLC.

B. PRELIMINARY ENVIRONMENTAL INVESTIGATION

1. This task will include obtaining a sub-consultant to obtain a preliminary environmental investigation for this project to determine environmental constraints. See the attachment from Raba Kistner.

C. PROJECT MANAGEMENT AND COORDINATION

1. Conduct a project kickoff meeting with the City to establish project procedures, goals, milestones and design criteria guidelines.
2. Conduct up to three (3) project meetings with City and stakeholders. The initial project meeting will be to discuss project findings, areas of concern and outline the approach for the proposed improvements. The second meeting is proposed to share project updates and discuss preferred improvement options. The final meeting will be to discuss the final draft of the report and address remaining comments prior to signing and sealing the report deliverable. Any additional meetings will be performed on an hourly basis, as requested and authorized by the City.
3. Project administration, project status reports, general coordination with City staff, coordination and supervision of the project team, and quality management so that the project milestones and deliverables meet schedule and budget constraints.

D. PRELIMINARY ENGINEERING REPORT (PER)

1. Obtain available topographic maps, franchise and utility block maps and any relevant previous studies around the project area.
2. Perform one (1) field visit to evaluate general site conditions.
3. Perform preliminary hydrologic and hydraulics analysis to determine technically feasible and cost-effective solutions to the localized flooding issue within the study area. Analysis is anticipated to include the development of a HEC-RAS or 2D hydraulic

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model to assess existing storm system capacity and to develop proposed conceptual improvements.

4. Analysis will include the evaluation of up to two design options (full-phased solutions) which are anticipated to include the following:
 - a. Option 1: Construct channel improvements between Hatley and Pleasant Cove and a closed-pipe storm drain system from Nixon Drive and up Pleasant Drive.
 - b. Option 2: Construct a box culvert system between Hatley and Pleasant Cove and a closed-pipe storm drain system from Nixon Drive and up Pleasant Drive.
 - c. Evaluation will include an assessment for downstream adverse impacts and provide recommendations for additional mitigation that may be required as a result of the proposed improvements.
 - d. Each of the solutions investigated and provided will provide options for project phasing. Phasing is assumed to include up to the three project phases.
5. Identify known utility conflicts and provide potential solutions for relocations, as required.
6. Identify if any additional easements are anticipated for the construction of the proposed project options.
7. Prepare supporting exhibits to illustrate the proposed options including alignments, drainage structure sizing, areas of anticipated easement needs, and anticipated utility conflicts. Exhibits will additionally include information on proposed alignments, structure sizing, inlet locations, approximate elevations and up to two typical sections to further define the character and project feasibility.

SCHEDULE

- A. Following execution of contract and NTP, the Preliminary Engineering Report and schematic design phase will be completed within 3 (three) months of Notice to Proceed (NTP).

ASSUMPTIONS AND EXCLUSIONS MADE FOR THIS PROPOSAL

- A. No geotechnical investigations are proposed to be performed as part of this scope of work. The purposes of cost estimating, it is assumed that bedrock will be encountered at 8 inches to 60 inches below ground.
- B. No tree surveying, detailed topographic surveying, boundary survey or title research is included in this scope of work. If necessary, additional services will be requested, as necessary.
- C. Utility relocation design and construction are not included with this proposal.

ADDITIONAL SERVICES

1. The City and KFA may agree that KFA shall perform services outside the Scope of Services described in this proposal. KFA will submit a written estimate of fees, based

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on standard rates indicated on the “Compensation Rate Schedule” included as part of the Professional Services Agreement contract. KFA will obtain the City’s authorization prior to initiating any Additional Services.

2. Preparation of easement documents are not included herein
3. No subsurface utility engineering is included as part of this work to verify utility depths or other information. Once a preferred option and phasing has been determined, further investigations may be recommended, as needed.
4. Geotechnical investigations or pavement design is not included and may be provided as an additional service.

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KFA MANPOWER/BUDGET ESTIMATE
 CITY OF ROLLINGWOOD
 NIXON DRIVE AND PLEASANT DRIVE
 PRELIMINARY ENGINEERING REPORT

Task	QA/QC Engineer Hours	Senior Engineer Hours	Project Manager Hours	Project Engineer Hours	EIT Hours	CADD Technician Hours	Clerical Hours	Total Labor Hours	Total Labor Cost	Sub- Consultant Cost	Expenses Cost	Total Cost
A SURVEYING										\$23,094.50		\$23,094.50
B PRELIMINARY ENVIRONMENTAL ASSESSMENT										\$10,810.00		\$10,810.00
C PROJECT MANAGEMENT AND COORDINATION												
<i>Task C Subtotal</i>	0	20	24	2	4	0	2	52	\$9,322.00	\$0	\$0	\$9,322.00
D PRILIMINARY ENGINEERING REPORT												
<i>Task D Subtotal</i>	17	14	35	57	140	20	2	273	\$40,956.00	\$0	\$0	\$40,956.00
Project Totals	17	34	59	59	144	20	4	325	\$50,278.00	\$0	\$0.00	\$84,182.50

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