



## Authorization for Additional Services

**J-U-B Project Number:** 50-21-033

- See Attachment 1 - Scope of Services, Basis of Fee, and Schedule

- Date \_\_\_\_\_

- See Attachment 1 - Scope of Services, Basis of Fee, and Schedule

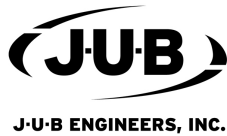
- See Attachment 1 - Scope of Services, Basis of Fee, and Schedule

Dated this \_\_\_\_\_ day of August, 2021,

**J-U-B ENGINEERS, Inc.**

Project Representative or Authorized Signatory for J-U-B

Print or Type Name and Title



**J-U-B ENGINEERS, Inc.  
AGREEMENT FOR PROFESSIONAL SERVICES**

**Attachment 1 – Scope of Services, Basis of Fee, and Schedule**

**PROJECT NAME:** Santaquin Center St. Storm Drainage Improvements

**CLIENT:** Santaquin City

**J-U-B PROJECT NUMBER:** 50-21-033

**CLIENT PROJECT NUMBER:**

**ATTACHMENT TO:**

☐ **AGREEMENT DATED:** Click or tap to enter a date.; or

☒ **AUTHORIZATION FOR ADDITIONAL SERVICES #2021-2; DATED:** August \_\_\_\_, 2021

The referenced Agreement for Professional Services executed between J-U-B ENGINEERS, Inc. (J-U-B) and the CLIENT is amended and supplemented to include the following provisions regarding the Scope of Services, Basis of Fee, and/or Schedule:

**PART 1 - PROJECT UNDERSTANDING**

J-U-B's understanding of this project's history and CLIENT's general intent and scope of the project are described as follows:

Provide engineering services related to Center Street storm drainage improvements between approximately 25 North and 100 North. The project is CDBG funded. It will extend curb and gutter north from the planned Main Street Widening Project improvements on both sides of Center Street, with pavement widening, including curb returns at all four corners of 100 North, as well as underground storm drainage improvements.

**PART 2 - SCOPE OF SERVICES BY J-U-B**

J-U-B's Services under this Agreement are limited to the following tasks. Any other items necessary to plan and implement the project, including but not limited to those specifically listed in PART 3, are the responsibility of CLIENT.

**A. Task 001: Project Management**

1. Set up project into J-U-B's financial and record keeping systems for document retention and project controls.
2. Conduct project planning
3. Coordinate quality assurance / quality control (QA/QC) processes.
4. Conduct internal kickoff meeting.
5. Regularly monitor and report project status, budget and schedule.
6. Provide a monthly invoice, provide ongoing document handling and filing, and closeout project.

**B. Task 002: Initial Scoping and Mapping**

1. Prepare for and conduct kick-off meeting and identify project issues
2. Conduct topographic survey and add features to CAD mapping
  - a. Assumptions:
    - i. Topographic survey includes approximately 100' of width, plus additional concrete driveways, to approximately 100 feet north of 100 North Street on Center Street, and 100 feet east and west of Center Street on 100 North Street
3. QC review of mapping

**C. Task 003: Preliminary Design**

1. Progress review meetings (up to two)
2. Establish cross section and curb & gutter alignments
  - a. Assumptions:
    - i. Preferred cross section is adopted Center Street Cross Section (Standard Drawing ST5) with 56' of asphalt
    - ii. Includes preliminary horizontal & vertical alignments
3. Establish drainage concept
  - a. Assumptions
    - i. Determining how to handle water from Main Street or south of Main Street (where to convey and infiltrate, and required capacity) will be included in the Main Street project, but will be performed concurrent with this project
    - ii. Identify how on-site storm water will be handled (including calculations)
4. Identify utility and infrastructure impacts
  - a. Assumptions
    - i. Possible impacts are related to utility poles and boxes, the irrigation ditch, structures over the irrigation ditch, driveways, signs, mailboxes, sidewalks and walkways, and the Post Office improvements
5. Establish relationship to Main St. project
  - a. Consider the physical limits between the Main Street project and this project
  - b. Consider the effect of timing on which improvements need to be part of which project (assuming this project will be constructed before the Main Street project).
6. Prepare preliminary opinion of probable construction cost
7. QC review and edits to preliminary design
8. Review preliminary design w/City
  - a. Assumptions:
    - i. This will be an on-site review of the design provided at the meeting
    - ii. The purpose of the meeting is to decide on the street cross section and horizontal alignment of the curb and gutter and the drainage concept
9. Deliverables:
  - a. Preliminary design
    - i. Draft horizontal and vertical design of mainline curb and gutter (possibly scroll plot form) and horizontal alignment of curb returns
    - ii. Drainage concept
    - iii. Utility and infrastructure conflicts identified (but not resolved)

#### **D. Task 004: Final Design**

1. Progress review meetings (up to four)
2. Complete drainage design
  - a. Assumptions:
    - i. Infiltration galleries as designed in the earlier Main Street project will be used
    - ii. Drainage facilities required on Center Street (including those receiving water from Main Street or south of Main Street) will be included in the design and construction of this project
3. Prepare removal and relocation sheets (2)
4. Prepare roadway plan and profile sheets (2)
  - a. Street improvements will consist of curb and gutter on both sides of the street, pavement widening, an asphalt overlay (over the existing asphalt and widened areas), drive approaches to contain storm water, tie-ins to private property, and transitions from the curb to existing ground behind the curb and gutter
  - b. City will provide the pavement section to be used for widening and the overlay thickness

5. Prepare drainage and utility sheets (2)
6. Prepare cross section & detail sheets (employ previous Main Street project details)
7. Prepare specifications and Measurement & Payment (employ previous Main Street project specs)
  - a. Assumptions:
    - i. City will provide any documents that need to be included in the specifications to comply with the CDBG funding requirements
8. Perform quantity takeoff and prepare bid form
  - a. Assumptions:
    - i. J-U-B will prepare the bid form
    - ii. City will prepare the balance of the EJCDC contract documents and supplementary conditions
    - iii. City will provide any documents that need to be included in the contract documents to comply with the CDBG funding requirements
9. Prepare opinion of probable construction cost
10. QC review and edits to plans, specs, quantities, bid form, opinion of cost
11. Review plans, specs, bid form with City
  - a. Assumptions:
    - i. City will review and provide comments on the plans, specifications and bid form within one week of receipt
12. Edits, QC, and finalize bid package
13. Deliver bid package to City for advertising
  - a. Deliverables:
    - i. Construction drawings
    - ii. Bid Form
    - iii. Specifications
    - iv. Opinion of probable construction cost
  - b. Assumption:
    - i. J-U-B will provide documents electronically in Civil3D, MS Word, and MS Excel format (as applicable) in addition to pdf format.
14. Prepare permit to enter and construct forms for up to 6 parcels
  - a. Assumption:
    - i. Santaquin City will perform all negotiations and add parcel-specific terms to each of the forms

#### **E. Task 005: Assistance During Advertising**

1. Attend pre-bid meeting
  - a. Assumptions:
    - i. City will prepare agenda for and conduct the pre-bid meeting
    - ii. The addendum to include minutes of the pre-bid meeting and any other clarifications will be prepared by the City
2. Help City address questions during advertising
  - a. Assumptions:
    - i. J-U-B's role is to assist the City in answering questions they are not able to answer and assist City in making decisions that would change the design
    - ii. The City will advertise the project and manage the advertisement and responding to inquiries
    - iii. The City will conduct the bid opening, tabulate the bids, and prepare recommendation of award and awarding documents.

#### **F. Task 006: Assistance During Construction**

1. Respond to RFI's during construction
  - a. Assumptions:
    - i. City will provide all construction engineering functions, including those required by the CDBG funding
    - ii. J-U-B will advise City on responses to requests for information and assist with submittal review as needed by the City

#### **G. Contingency Fund**

1. The Contingency Fund establishes a pre-authorized budget for additional tasks that may be requested by CLIENT's Authorized Representative and performed by J-U-B upon mutual agreement of scope, budget, and schedule.
2. The Contingency Fund is immediately available for promptly proceeding with additional tasks upon written request by CLIENT's Authorized Representative.
3. J-U-B will not exceed the pre-authorized amount without CLIENT approval.

### **PART 3 - CLIENT-PROVIDED WORK AND ADDITIONAL SERVICES**

- A. **CLIENT-Provided Work** - CLIENT is responsible for completing, or authorizing others to complete, all tasks not specifically included above in PART 2 that may be required for the project including, but not limited to:
  1. All public involvement activities, including negotiations with property owners and any needed easements/right-of-way
  2. Utility company discussions/negotiations and relocations
  3. Advertising phase engineering except as noted above
  4. Construction phase engineering except as noted above
- B. **Additional Services** - CLIENT reserves the right to add future tasks for subsequent phases or related work to the scope of services upon mutual agreement of scope, additional fees, and schedule. These future tasks, to be added by amendment at a later date as Additional Services, may include:
  - 1.
  - 2.

### **PART 4 - BASIS OF FEE AND SCHEDULE OF SERVICES**

- A. CLIENT shall pay J-U-B for the identified Services in PART 2 as follows:
  1. Time and Materials:
    - i. For all services performed on the project, Client shall pay J-U-B an amount equal to the cumulative hours charged to the Project by each class of J-U-B's personnel times J-U-B's standard billing rates.
    - ii. Client shall pay J-U-B for Reimbursable Expenses (including mileage) times a multiplier of 1.1
    - iii. Client shall pay J-U-B for J-U-B's Consultants' charges times a multiplier of 1.1.
  2. J-U-B may alter the distribution of compensation between individual tasks to be consistent with services actually rendered while not exceeding the total project amount.
- B. **Period of Service:** If the period of service for the task identified above is extended beyond the end of a calendar year, the compensation amount for J-U-B's services may be appropriately adjusted to account for salary adjustments and extended duration of project management and administrative services.
- C. CLIENT acknowledges that J-U-B will not be responsible for impacts to the schedule by actions of others over which J-U-B has no control.
- D. The following table summarizes the fees and anticipated schedule for the services identified in PART 2.

Task Number	Task Name	Fee Type	Amount	Anticipated Schedule
001	Project Management	Time and Materials (Estimated Amount Shown)	\$5,182	Concurrent with work progress
002	Initial Scoping and Mapping	Time and Materials (Estimated Amount Shown)	\$5,232	Three weeks after executed contract, notice to proceed, and receipt of all required data
003	Preliminary Design	Time and Materials (Estimated Amount Shown)	\$6,752	Five weeks after executed contract, notice to proceed, and receipt of all required data
004	Final Design	Time and Materials (Estimated Amount Shown)	\$15,193	Four weeks after receipt of preliminary design review by CLIENT
<b>Design Subtotal:</b>			<b>\$32,359</b>	
005	Assistance During Advertising	Time and Materials (Estimated Amount Shown)	\$2,316	Concurrent with advertising
006	Assistance During Construction	Time and Materials (Estimated Amount Shown)	\$2,136	Concurrent with construction
	Contingency Fund	N/A	\$5,000	N/A
<b>Total:</b>			<b>\$41,811</b>	

**NOTE on Coronavirus and Schedule:** J-U-B is committed to meeting your project schedule commitments as delineated above. As our response to the COVID-19 pandemic, J-U-B is engaging in safety procedures in help to protect clients, staff, their families, and the public. Our staff or offices may be subject to quarantine or other interruptions. Since COVID-19 impacts are beyond J-U-B's control, we are not responsible for the force majeure impacts to delivery timelines, or subsequent project delays and related claims, costs, or damages. Should circumstances related to the COVID-19 issue arise with J-U-B staff or in a J-U-B office that will impact our delivery schedule, we will notify you of the circumstances and mutually agree to a schedule adjustment.

E. The above fees were developed from the Work Breakdown Structure (WBS) attached as Exhibit 1-A.

**Exhibit(s):**

- Exhibit 1-A: Work Breakdown Structure
- Exhibit 1-B: Anticipated Schedule

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*For internal J-U-B use only:*

PROJECT LOCATION (STATE): UT

TYPE OF WORK: City

R&D: Yes

GROUP: Municipal

PROJECT DESCRIPTION(S):

1. Municipal/Utility Engineering (203)
2. Traffic/Transportation (T03)

# EXHIBIT 1-A:

## WORK BREAKDOWN STRUCTURE

### BASIS OF FEE ESTIMATE



THE  
LANGDON  
GROUP  
a J-U-B Company



GATEWAY  
MAPPING  
INC.  
a J-U-B Company

OTHER J-U-B COMPANIES

**Project Title, Client:** Santaquin Center Street Drainage Improvements, Santaquin City  
**Project Number:** 50-21-033  
**Prepared By:** MLC

Task Number	Subtask Number	Task/Subtask Name	Total Compensation
<b>001</b>		<b>Project Management</b>	<b>\$5,182</b>
001	001	Set up project in J-U-B systems	\$285
001	002	Conduct project planning	\$610
001	003	Coordinate QA/QC processes	\$410
001	004	Internal kickoff meeting	\$1,074
001	005	Monitor and report project status, budget and schedule (eight weeks)	\$1,762
001	006	Invoicing, document handling, closeout	\$1,041
<b>002</b>		<b>Initial Scoping and Mapping</b>	<b>\$5,232</b>
002	001	Prepare for and conduct kick-off meeting and identify project issues	\$1,214
002	002	Conduct topographic survey and add features to CAD mapping	\$3,648
002	003	QC review of mapping	\$370
<b>003</b>		<b>Preliminary Design</b>	<b>\$6,752</b>
003	001	Progress review meetings (up to two)	\$969
003	002	Establish cross section and curb & gutter alignments (horiz & vert)	\$1,166
003	003	Establish drainage concept (including calculations)	\$888
003	004	Identify utility impacts	\$260
003	005	Establish relationship to Main St. project (physical limits and timing)	\$323
003	006	Prepare preliminary opinion of probable construction cost	\$646
003	007	QC review and edits to preliminary design	\$1,342
003	008	Review preliminary design w/City	\$1,158
<b>004</b>		<b>Final Design</b>	<b>\$15,193</b>
004	001	Progress review meetings (up to four)	\$1,738
004	002	Complete drainage design	\$1,112
004	003	Prepare removal and relocation sheets (2)	\$1,233
004	004	Prepare roadway plan and profile sheets (2)	\$2,273
004	005	Prepare drainage and utility sheets (2)	\$1,336
004	006	Prepare cross section & detail sheets (employ Main St. details)	\$601
004	007	Prepare specifications and M&P (employ Main St. specs)	\$772
004	008	Perform quantity takeoff and prepare bid form	\$558
004	009	Prepare opinion of probable construction cost	\$471
004	010	QC review and edits to plans, specs, quantities, bid form, opinion of cost	\$2,522
004	011	Review plans, specs, bid form with City	\$772
004	012	Edits, QC, and finalize bid package	\$1,402
004	013	Deliver bid package to City for advertising	\$298
004	014	Prepare permits to enter and construct for up to 6 parcels	\$105
<b>005</b>		<b>Assistance During Advertising</b>	<b>\$2,316</b>
005	001	Attend pre-bid meeting	\$772
005	002	Help City address questions during advertising	\$1,544
<b>006</b>		<b>Assistance During Construction</b>	<b>\$2,136</b>
006	001	Respond to RFI's during construction	\$2,136
<b>TOTAL</b>			<b>\$36,811</b>



**J-U-B ENGINEERS, INC.**



Task Number	Subtask Number	Task/Subtask Name	04-Sep-21	11-Sep-21	18-Sep-21	25-Sep-21	02-Oct-21	09-Oct-21	16-Oct-21	23-Oct-21	30-Oct-21	06-Nov-21	13-Nov-21	20-Nov-21	27-Nov-21	04-Dec-21	11-Dec-21	18-Dec-21	25-Dec-21	01-Jan-22
001		Project Management																		
001	001	Set up project in J-U-B systems																		
001	002	Conduct project planning																		
001	003	Coordinate QA/QC processes																		
001	004	Internal kickoff meeting																		
001	005	Monitor and report project status, budget and schedule (eight weeks)																		
001	006	Invoicing, document handling, closeout																		
002		Initial Scoping and Mapping																		
002	001	Prepare for and conduct kick-off meeting and identify project issues																		
002	002	Conduct topographic survey and add features to CAD mapping																		
002	003	QC review of mapping																		
003		Preliminary Design																		
003	001	Weekly progress review meetings (two)																		
003	002	Establish cross section and curb & gutter alignments (horiz & vert)																		
003	003	Establish drainage concept (including calculations)																		
003	004	Identify utility impacts																		
003	005	Establish relationship to Main St. project (physical limits and timing)																		
003	006	Prepare preliminary opinion of probable construction cost																		
003	007	QC review and edits to preliminary design																		
003	008	Review preliminary design w/City																		
004		Final Design																		
004	001	Weekly progress review meetings (four)																		
004	002	Complete drainage design																		
004	003	Prepare removal and relocation sheets (2)																		
004	004	Prepare roadway plan and profile sheets (2)																		
004	005	Prepare drainage and utility sheets (2)																		
004	006	Prepare cross section & detail sheets (employ Main St. details)																		
004	007	Prepare specifications and M&P (employ Main St. specs)																		
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