

ROADWAY BEAUTIFICATION
CITY OF GILLETTE 18PK18
GILLETTE, WY

KLJ
JULY 23, 2018

I. DESCRIPTION

The Gillette Roadway Beautification project entails professional landscape architecture and engineering services for the design and bidding of landscape enhancements to the intersections 4J Road at Interstate 90 and Burma/Westover Road as well as the east side of North Gurley Avenue between Warlow Drive and Lincoln Avenue. KLJ services will include, survey, concept development, landscape planting design, landscape irrigation design, plan and specification production and bidding services. City of Gillette 2017 Design Standards and Standard Construction Specifications will be referenced throughout the design services.

II. SERVICES TO BE PERFORMED

PROJECT MANAGEMENT

KLJ will provide project management for its scope of work listed in the tasks below in the manner described below.

Project Management addresses and allocates resources on a wide range of activities from conception to completion of a project, including: defining project goals and objectives; specifying tasks and resources; and creating budgets and timelines. The project manager handles all day to day activities and coordination for all actions throughout the duration of the project. The project manager also ensures quality control procedures are on-going throughout the project.

The project manager also delegates all activities to the project team and coordinates the progress and completion of these activities. In addition, if any item arises during the duration of the project that is outside this scope of work, the project manager will address it with the City of Gillette. Ultimately, the project manager is accountable for delivering successful components for the project.

SURVEY & PRELIMINARY ENGINEERING

KLJ will provide surveying, preliminary landscape architecture and engineering services for the tasks identified below.

Topographic & Design Survey

KLJ will complete and furnish a ground survey of project limits to include site contours, critical spot elevations, existing surface features, and above and below ground utilities. Topographic survey will be generally be bounded within the right-of-way limits, and occasionally beyond as needed to verify grades, adjacent features and structures. The topographic survey will be accomplished by conventional methods. Control points will be established as City of Gillette Coordinate Datum, if available.

Prior to beginning topographic data collection, a level network will be run through all control points and tied to the published City of Gillette Vertical Datum via bench mark. As topographic data is collected, an ongoing QA/QC process will verify all data and make sure pertinent features are included for and on the base map.

Base Drawing Preparation

The base drawing will be further developed with additional survey data for North Gurley Avenue, depicting KLJ topographic survey data and record drawings provided by utility owners and the City of Gillette as available.

Evaluate Existing Conditions

KLJ will research and document existing public and privately-owned utilities, built amenities and evaluate if existing or potential conflicts which may impact the design.

Preliminary Landscape Design

KLJ will develop a conceptual design for the landscape enhancement of the North Gurley Avenue project area. This will include general arrangement of proposed amenities, plant types/locations, planting bed arrangements and other built amenities.

Internal QA/QC

Quality Assurance (QA) defines the level of quality required and determines how it is achieved throughout the entire project. QA includes a method of monitoring compliance with the City and KLJ quality requirements. Timely audits during the project will be conducted to maintain compliance.

Quality Control (QC) is conducted throughout the project to check if the production meets quality levels agreed to by the City and KLJ. The process will include interdisciplinary reviews, cross check between drawings and specifications, constructability review, efficiency review and operability review.

90% PLANS & SPECIFICATIONS

KLJ will provide landscape architecture and engineering services for the tasks identified below. The 90 percent plans and specifications will be produced based on recommendations and subsequent decisions made during the preliminary engineering services review.

Electrical Service Design

KLJ will prepare detailed plan drawings relative to lighting needs from landscape plan. Quantities and specifications will be produced.

Landscape Planting Design

KLJ will prepare detailed landscape planting plans relative to feedback received during the conceptual layout engineering services review. The landscape planting plans will be developed to indicate individual plant locations and species. Planting and other applicable site details will also be included. Quantities and specifications will be refined.

Internal QA/QC

KLJ will monitor compliance with the City's and KLJ's quality requirements. KLJ will perform interdisciplinary reviews, cross check between drawings and specifications, constructability review, efficiency review and operability review.

90% Plans & Specifications

KLJ will compile designs from all tasks under surveying, landscape architecture and engineering into a complete plan set. KLJ will compile and write specifications. KLJ will prepare five (5) sets of plans and specifications based on the 90 percent design, and submit to the City of Gillette for review and concurrence.

Engineering Services Review

KLJ will attend a review meeting with City of Gillette staff and appropriate agencies to discuss comments pertaining to 90 percent plans and specifications.

FINAL DESIGN & BIDDING SERVICES

KLJ will provide services for the tasks identified below in coordination with the City of Gillette.

Final Plan & Specifications Revisions

KLJ will incorporate any corrections necessary following the 90 percent plans and specifications review. Prepare and furnish five (5) sets of final plans for bidding, contracts and construction. Stamp and sign all plans with the seal of the Professional Engineer responsible for the project design.

Final Quantities & Construction Cost Estimate

KLJ will calculate and furnish final quantities to be included in the bidding, contracts and construction documents. KLJ will submit a final construction cost estimate to the City of Gillette for review and concurrence.

Bidding, Bid Tabulation & Recommendation

KLJ will schedule and facilitate a pre-bid conference as well as attend and facilitate the project bid opening. KLJ will analyze bid proposals, prepare a bid tabulation and make a recommendation of construction contract award.

III. KLJ'S LIMITATIONS

This Scope of Work is limited to the description of services contained herein. If required, additional services not specified in the Scope of Work would be considered extra work and fees would be negotiated at a later date.

IV. DELIVERABLES PROVIDED BY KLJ

1. Project Schedule
2. Monthly Progress Reports (2 total)
3. Two (2) Conceptual Layouts for North Gurley Avenue
4. 90% plans, specifications and opinion of probable costs
5. Final plans, specifications and opinion of probable costs
6. Bid Tabulation and Recommendation

V. SUBCONSULTANTS

1. None Anticipated

VI. PROJECT SCHEDULE

Selected milestones for the proposed schedule are as follows:

Consultant Notice to Proceed	August 8, 2018
Survey Complete	August 13, 2018
North Gurley Avenue Conceptual Submittal	August 31, 2018
Gurley Avenue - Conceptual Layout Meeting	September 7, 2018
90% Design Submittal	September 28, 2018
90% Design Review Meeting	October 5, 2018
Final Design Submittal	October 26, 2018
Begin Advertisement for Bids	January 4, 2019
Bid Opening	January 23, 2019
City Council Award	February 5, 2019

KLJ Project Name: **Roadway Beautification**

KLJ Project Number: 1804-01295

Example or Intended Person:		Adrienne	Mike	Chris	Cody/Bryan	Joe	Rebecca					
Task Code	Description	Engineer III	Landscape Architect III	Electrical Engineer III	CADD Tech II	Surveyor III	Project Assistant.I	DIRECT LABOR Subtotal	Subconsultant Bill	KLJ's % Markup Subconsultant's Name	Subconsultant Fee	TASK TOTAL
1	Project Management	\$ 145.00	\$ 138.00	\$ 155.00	\$ 88.40	\$ 130.00	\$ 61.20					
1.01	Invoice Approval/Preparation	2						\$ 290.00			\$ -	\$ 290.00
1.02	Progress Reports	2						\$ 290.00			\$ -	\$ 290.00
		4						\$ 580.00	\$ -		\$ -	\$ 580.00

2	Surveying & Preliminary Design	\$ 145.00	\$ 138.00	\$ 155.00	\$ 88.40	\$ 130.00	\$ 61.20					
2.01	Topographic Survey - Gurley Avenue					16		\$ 2,080.00			\$ -	\$ 2,080.00
2.02	Further Develop Base Drawing				4			\$ 353.60			\$ -	\$ 353.60
2.03	Preliminary Concepts - Gurley Avenue	1	3					\$ 559.00			\$ -	\$ 559.00
2.04	Concept Review Meeting - Gurley Avenue	1.5	1.5					\$ 424.50			\$ -	\$ 424.50
2.05	Internal QA/QC	1	1					\$ 283.00			\$ -	\$ 283.00
2.06	90% Plans/Specifications	2	8		8		2	\$ 2,223.60			\$ -	\$ 2,223.60
2.07	Cost Estimate	1	1					\$ 283.00			\$ -	\$ 283.00
2.08	90% Plan Review Meeting	1.5	1.5					\$ 424.50			\$ -	\$ 424.50
		8	16		12	16	2	\$ 6,631.20	\$ -		\$ -	\$ 6,631.20

3	Final Design	\$ 145.00	\$ 138.00	\$ 155.00	\$ 88.40	\$ 130.00	\$ 61.20					
3.01	Electrical Service & Lighting Design		0.5	6				\$ 999.00			\$ -	\$ 999.00
3.02	Landscape Planting Plans		4					\$ 552.00			\$ -	\$ 552.00
3.03	Finalizing Site Details		1	2	2			\$ 624.80			\$ -	\$ 624.80
3.04	Updating & Finalizing Project Specifications	2	2					\$ 566.00			\$ -	\$ 566.00
3.05	Finalize Opinion of Costs	1	1					\$ 283.00			\$ -	\$ 283.00
3.06	Final Quantities	1	1					\$ 283.00			\$ -	\$ 283.00
3.07	Final Plan Revisions	2	2		8			\$ 1,273.20			\$ -	\$ 1,273.20
3.08	Final Plans/Specifications Submittal	1	0.5				2	\$ 336.40			\$ -	\$ 336.40
		7	12	8	10		2	\$ 4,917.40	\$ -		\$ -	\$ 4,917.40

4	Bidding	\$ 145.00	\$ 138.00	\$ 155.00	\$ 88.40	\$ 130.00	\$ 61.20					
4.01	Pre-Bid Meeting	2	2					\$ 566.00			\$ -	\$ 566.00
4.02	Clarifications/Addenda	1	1					\$ 283.00			\$ -	\$ 283.00
4.03	Bid Opening	1						\$ 145.00			\$ -	\$ 145.00
4.04	Bid Tabulation & Recommendation	1	1				1	\$ 344.20			\$ -	\$ 344.20
		5	4				1	\$ 1,338.20	\$ -		\$ -	\$ 1,338.20

24	32	8	22	16	5	107						
\$ 13,466.80									\$ -		\$ 13,466.80	

¹ To be billed at actual with an \$150 maximum (Meals \$35- Lodging \$115)

² Includes: equipment, rental/subscriptions, mileage... etc.