

EXHIBIT A

CITY OF ST. HELENA PUBLIC WORKS PROJECT

WORK ORDER NO. 17-021-1W4

PROJECT NAME & NO.: Develop Construction Bid Documents for R18-79 Pavement Restoration Project and Development of a 5-Year Pavement Maintenance Plan

CITY PROJECT MANAGER: Erica Ahmann Smithies

CONSULTANT PROJECT MANAGER: Theron Roschen

SCOPE OF SERVICE:

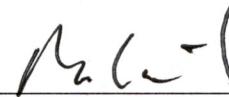
See Consultant's Scope of Services and Fee Schedule attached as Exhibit B-1 & B-2.

START DATE: November 20, 2017 COMPLETION DATE: October 31, 2018

NOT-TO-EXCEED AMOUNT FOR THIS PROJECT: \$ 27,050.⁰⁰

TERMS AND CONDITIONS: This Project Work Order is issued and entered into as of the last date written below in accordance with the terms and conditions set forth in the "Master Professional Services Agreement" with Interwest Consultant Group, dated September 21, 2015, which is hereby incorporated and made part of this Project Work Order. In the event of a discrepancy or conflict between the terms and conditions of the Project Work Order and the Master Agreement, the Master Agreement shall govern.

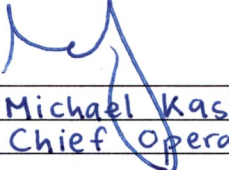
CITY OF ST. HELENA

By: 
Mark Prestwich
City Manager

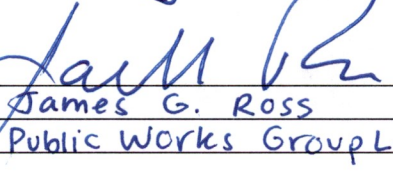
Date: 11/13/2017

Consultant:

Interwest Consulting Group
9300 West Stockton Blvd., Suite 105
Elk Grove, CA. 95758

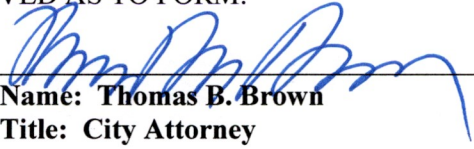
By: 
Name: Michael Kashiwagi, PE
Title: Chief Operations Officer

Date: 11/7/17

By: 
Name: James G. Ross
Title: Public Works Group Leader

Date: 11/6/17

APPROVED AS TO FORM:

By: 
Name: Thomas B. Brown
Title: City Attorney

Attachments: Exhibit B-1 - Consultant's scope of services
Exhibit B-2 - Compensation

EXHIBIT B-1

DEVELOP CONSTRUCTION BID DOCUMENTS FOR R18-79 PAVEMENT RESTORATION PROJECT AND DEVELOPMENT OF A 5-YEAR PAVEMENT MAINTENANCE PLAN

Project Overview

Interwest Consulting Group's scope of work and cost estimate is to provide professional engineering services to develop project specifications and bid documents for the R18-79 Pavement Restoration Project for bidding in the spring of 2018. The City of St. Helena plans to overlay El Bonita Avenue, La Quinta Way, and Kennedy Court. The streets are classified as local streets and serve mainly residential areas. The limits on El Bonita Avenue will begin on the east end at its intersection with Main Street/SR 29. The paving conforms to Main Street/SR 29, as well as the curb ramp at the southwest corner of the intersection will necessitate the need for a permit from and coordination with Caltrans. La Quinta Way and Kennedy Court are proposed to be paved along their entire respective lengths.

The scope of work also includes assisting the City in choosing streets for a future 5-year pavement maintenance plan that will include treatments such as: slurry seal and/or Microsurface, chip and slurry seals (Cape), and asphalt concrete overlays.

R18-79 Pavement Restoration Project

Interwest will provide contract schematic plans, specifications and estimate for the Project as approved by the City. In developing this scope of work and cost estimate, it is anticipated that the type of treatment will be an asphalt concrete overlay, which may include base repair dig outs, milling, valley gutter replacement, and curb ramp improvements within the project limits.

The following services, if required, were assumed to be provided by the City and/or are not included in the scope of work and cost estimate unless otherwise authorized in writing:

- Geotechnical / Soil reports
- Environmental studies or clearances
- Utility potholes
- Cores of the pavement.
- City, State or Federal permit applications and fees (Interwest will prepare the Caltrans encroachment permit application for City submittal)
- Improvements to other facilities such as traffic system, drainage, lighting, landscaping or other utilities

- Survey search for any survey monuments, resetting and/or recordation of new monuments
- Existing StreetSaver PCI ratings
- City boilerplate specifications

A. Project Initiation and Field Visit

Interwest will discuss with City staff the scope of work, project approach and schedule. A field review of the project area will be conducted to verify existing conditions and possible utility conflicts. An assessment of the street will include pavement conditions, identifying areas needing repair or pavement preparation, existing curb ramp layout, take photographs, and gather visual information regarding existing utilities (manholes, lids, etc.), right of way (provided by the City), physical obstructions, traffic striping/markers and other factors that could affect constructability. The field assessment will also include a list of damaged curb, gutter, and sidewalks within the project limits and any visible existing survey monuments.

Deliverables will include:

- ✓ List of any findings that may affect street selection, field survey of streets to quantify pavement preparation work and other items as needed to support construction specification
- ✓ List of survey monuments (based on visual assessment)
- ✓ List of damaged curb, gutter, sidewalks within the project limits

B. Plans, Specifications and Estimates (90%)

Interwest will prepare schematic plans, specifications, and cost estimates for the project suitable for review and approval by the City. Notices to Utility companies will be prepared and provided to the City for execution and delivery. Information provided by the utility companies will be added to the plans. Utility information provided by the City will also be added to the plans. A Caltrans encroachment permit application will be prepared and provided to the City for execution and delivery.

The Plans, Specifications and Estimate (PS&E) documents will include construction specifications, map of proposed streets, list of streets with pertinent construction information, and standard details if any. It is assumed that typical sections, schematic project limits, locations of pavement areas requiring repair, sidewalk standard details, and ADA ramp standard details, are all that is required for the plans. It is also assumed that no additional right of way will be required and that right of entries will be obtained by the City.

Deliverables will include:

- ✓ Schematic Plans, Technical Specification and Engineer's Cost Estimate (90% review)

- set)
- ✓ Utility Letters for City
- ✓ Caltrans Encroachment Permit Application for City Submittal

C. Final Plans, Specifications and Estimates (100%)

After the 90% PS&E is approved by the City, Interwest will prepare the final PS&E submittal. This will address any comments provided by City staff and affected utilities. The Caltrans encroachment permit will be incorporated into the bid documents. Final Bid documents will incorporate City's comments and identify any possible utility conflicts (in the horizontal plane only). Final bid documents will be prepared using the City's boiler plate Public Works Contract.

Deliverables will include:

- ✓ Bid Plans, Specifications/Exhibits, and Cost Estimates(100%)

D. Bidding Support and Construction Support

Interwest will respond to Requests for Information (RFIs) and prepare any addenda needed during the advertising phase. Interwest staff will respond to RFI's and prepare addenda if necessary (assumes 3) that will be forwarded to the City for issuance to the bidders. Interwest staff will perform the field marking of areas of repair work with the successful Contractor prior to construction. During construction, Interwest staff will respond to RFI's, perform submittal reviews, prepare plan revisions, and draft Contract Change Orders if necessary that will be forwarded to the City for issuance to the bidders (assumes up to max hours in fee).

This scope does not include survey staking, field inspection, compaction testing, construction management, or site visits during the construction phase.

5-year Pavement Maintenance Plan

Interwest will assist the City in choosing streets and developing a 5-year maintenance plan for future City projects. Interwest staff will review the existing pavement conditions based upon the City's current PCI ranges meeting MTC's StreetSaver protocols. No update to StreetSaver is anticipated. This data will then be analyzed to identify existing City budgets and prioritize the most cost-effective treatments to create an optimal long-term pavement maintenance spending plan for the next 5-years. This will be based upon the City's projected budget. Treatments such as: slurry seal and/or Microsurface, chip and slurry seals (Cape), and asphalt concrete overlays will be considered. Interwest will also rectify this priority list with any pervious and proposed maintenance and Capital Improvement Projects that affect the

pavement condition system. Interwest will work with the City to create geographic neighborhoods and/or scaled projects to keep the construction contractor efficient. In addition, Interwest will work with the City to identify any politically sensitive locations within the City. A citywide map of the selected pavement plan will be produced along with a tabular listing of the selected streets with cost estimates.

This scope does not anticipate running any additional budget scenarios in StreetSaver or include presentation graphics. However, this can again be performed at a modest fee should the City choose.

Deliverables will include:

- ✓ 5-year Pavement Maintenance Plan

Compensation

Interwest will perform these services on a time and materials basis for a not to exceed amount of \$27,050. Any contingency items not outlined in this scope of work are required to be approved in writing by the Public Works Director prior to proceeding.

EXHIBIT B-2

**DEVELOP CONSTRUCTION BID DOCUMENTS FOR R18-79 PAVEMENT RESTORATION PROJECT AND
DEVELOPMENT OF A 5-YEAR PAVEMENT MAINTENANCE PLAN
CITY OF ST. HELENA**

DESCRIPTION	STAF				TOTAL
	Supv Engineer	Project Engineer	Eng Tech or Analyst	GIS Analyst	
	\$ 160	\$ 130	\$ 85	\$ 95	
R18-79 Pavement Restoration Project					
A. Project Initiation and Field Visit					
Project Management, Meetings and Discussions	6	2	2		\$ 1,390.00
Field visit and pavement CG&SW Survey*	5	5	18	6	\$ 3,550.00
				<i>Subtotal</i>	\$ 4,940.00
B. Plans, Specifications and Estimates (90%)					
Utility Notification	1	6			\$ 940.00
Caltrans encroachment permit/coordination	1	4	2		\$ 850.00
PS&E (90%)	5	18	16		\$ 4,500.00
				<i>Subtotal</i>	\$ 6,290.00
C. Final Plans, Specifications and Estimates (100%)					
PS&E (100%)	2	6	5		\$ 1,525.00
Final Complete Bid Documents		3	3		\$ 645.00
				<i>Subtotal</i>	\$ 2,170.00
D. Bidding Support and Construction Support					
Respond to RFIs, Submittal Reviews, CCOs	4	10			\$ 1,940.00
Field mark up with Contractor		1	6		\$ 640.00
				<i>Subtotal</i>	\$ 2,580.00
5-year Preventative Maintenance Plan					
Review Existing Street Saver PCI and Meetings	6	10	2		\$ 2,430.00
Develop Plan	4	12	8	8	\$ 3,640.00
				<i>Subtotal</i>	\$ 6,070.00
Contingency					
Scope of work to be pre-determined in writing					\$ 5,000.00
				<i>Subtotal</i>	\$ 5,000.00
				<i>Labor Cost</i>	\$ 27,050.00
				<i>Misc Expenses</i>	\$ -
				TOTAL NOT TO EXCEED	\$ 27,050.00

*NOTE: Field assessment is based on a 2-person crew due to traffic safety