



Standard Professional Services Amendment

Amendment No. 1

To authorize additional services for a contract entitled First & Ashley Street Improvements-Construction Engineering and Inspection Services dated March 13, 2020 between City of Ann Arbor DDA of 150 South 5<sup>th</sup> Avenue, #301, Ann Arbor, Michigan 48104, the Owner and Wade Trim Associates, Inc., 25251 Northline Road, Taylor, Michigan 48180, the Professional (the "contract").

The Owner and the Professional, for mutual considerations hereinafter set forth, agree as follows:

A. The Professional agrees to perform additional services for the Owner as follows:

As referenced in Wade Trim's project scope dated February 5, 2021, attached.

B. Owner agrees to pay Professional as compensation for his services as follows:

Per Wade Trim – City of Ann Arbor Project Management Fee Schedule dated February 5, 2021, attached.

C. It is mutually agreed by the Owner and the Professional that the schedule is modified as follows:

As referenced in Wade Trim's project scope dated February 5, 2021, attached.

D. All of the terms and conditions of the Contract not inconsistent with this Amendment are reaffirmed and incorporated herein by reference.

Owner: Maura Thomson

Professional: \_\_\_\_\_

By: Maura Thomson  
(Print Name)

By: Christopher Wall, PE, PTP, PTOE  
(Print Name)

Title: Interim Executive Director

Title: Vice President

Date Signed: March 9, 2021

Date Signed: 3/9/2021

Witness: \_\_\_\_\_

Witness: \_\_\_\_\_

**2021 FIRST, ASHLEY, & KINGSLEY PROJECTS  
CONSTRUCTION PHASE SERVICES  
AMENDMENT #1  
CITY OF ANN ARBOR DDA PROJECT  
February 5, 2021**

The following scope of services is Amendment #1 to the approved “Standard Professional Services Agreement between Wade Trim Associates, Inc. and the Ann Arbor DDA for Professional Services” dated March 13, 2020.

Wade Trim was asked to update required construction phase services for year 2021 for the remaining construction work on First, Ashley and Kingsley Projects. In addition, Wade Trim was asked to provide additional construction engineering and oversight duties which are detailed within.

We have allocated our services into three distinct phases and have detailed the anticipated effort in the attachment. The scope of services is as follows:

**Phase 1 – Pre-Construction Services (Feb 1, 2021 to Feb 21, 2021)**

These services are performed in preparation for the start of 2021 Construction. Duration for this phase is three weeks. Services include, but are not limited to, the following:

- Coordination meetings with selected contractor to identify work scope, review construction phasing, property disruptions and impacts, schedule, and utility coordination.
- DDA and City coordination meetings.
- Construction inspection coordination and project initiation.
- Survey coordination and staking preparation.

The majority of these services will be performed by **Chris Wall (8 hours per week), Felipe Uribe (32 hours per week), and Carmelle Tremblay (8 hours per week).**

**Phase 2 – First, Ashley & Kingsley Street Construction Services (Feb 22, 2021 to July 30, 2021)**

The Anticipated Construction Duration for the First Street, Kingsley Street and Ashley Streets project from February 22, 2021 to July 30, 2021, approximately 23 weeks.

Construction Phase services will consist of supporting the DDA with part-time project management, full-time construction engineering, part-time engineering support and full-time construction inspection, coordination of materials testing and construction staking and layout, as detailed below:

Support Project Manager

- We have included time for **Chris Wall** to perform construction phase project management tasks, provide project oversight assistance, project accounting, coordination with City and for general communication during the project.
- We have anticipated our Project Manager will be involved an average of 6 hours per week.

Support Project Engineers

- We have included time to provide engineering support during construction and to support our Construction Engineer (Felipe Uribe). Per year 2020 work, numerous engineers supported design questions and plan updates given changes due to field conditions.

- One member of our design team will regularly attend the progress meetings and be prepared to help address any design questions that come up during the construction phase. We anticipate that Wade Trim's Project Engineer, **Carmelle Tremblay**, will fulfill this role, supported by other Wade Trim staff. We assume 16 hours per week for Carmelle and the engineering team (8 hours per week for Carmelle, 4 hours per week for **Vaughn Martin**, and 4 hours per week for other engineering staff).
- Included in this phase is the coordination and plan update of the three MDOT signals at First & Huron, Ashley & Huron, and Kingsley & Main Street. This work will be primarily conducted by our signal design team of **Jill Bosserd** and **Jason Caruso**. The signal designs have been approved by MDOT, but has required adjustments given changes in field conditions. We anticipate 48 hours over the course of the project to address MDOT signal needs during the project.

#### Construction Engineer

- Our Construction Engineer, **Felipe Uribe**, will lead this effort. Our Construction Engineer will support the DDA on contract administration, construction engineering and project oversight. We assume approximately 40 hours per week and reducing near the end of the project for Felipe to perform the tasks assigned by the DDA.
- Construction management including oversight of inspectors, contractors, testing, record retention, change order review, material review and approval, field engineering, preparation of monthly estimates, schedule and run progress meetings, as-builts, etc
- We will conduct weekly progress meetings (and prepare meeting agenda; Liz to prepare draft minutes and to be coordinated with Felipe; Liz to provide summary for Maura) with the contractor (and City) throughout the project. Meeting Minutes will be distributed to all attendees via email by Wade Trim.
- Acts as primary construction contact for DDA
- Our Construction Engineer will communicate and coordinates construction with City, AAATA, businesses, MDOT, Schools, UM, etc, supported by the engineering team.
- The Construction Engineer will act as an Ombudsman on the project
  - DDA (Liz Rolla) and City (Igor Kotlyar) listed as alternate Project Managers
  - Acts as primary construction contact for neighborhood
  - Available to receive and address citizen questions/complaints. Communication with neighbors.
  - Meets and coordinates with property owners related to construction, coordinate weekly email updates with Liz and to be coordinated with Maura/Amber, provide detailed emails to applicable property owners, and support on-site neighbor meetings.
  - Supported by Wade Trim Project Manager and engineering team
- Coordinates plan reviews as needed to meet deadlines.
- Keep list of outstanding items and provide deadlines to City or team or whomever. Follow-up on all feedback.
- Permits will generally be sought during the design phase. For those permits not secured, the Construction Engineer, supported by the engineers, will secure grading permits and Right-of-Way permits, as needed, supported by DDA.
- Responsible for tasks identified by DDA. May identify needed support from DDA and will communicate need and schedule to DDA.

- Obtain, track, and provide oversight for MDOT permits, DTE contracts, railroad agreements, etc. supported by Wade Trim/SmithGroup design teams.
- Prepare City required traffic control notices, supported by engineering team.
- Identify needs and applicable approvals to ensure timely construction. Follows up to ensure timely implementation. (e.g., moving First St fire hydrant)
- Construction Engineer shall be available regularly and responsive to emails and calls
- Attend DDA CIC & Board meetings as necessary, typically in Liz Rolla's absence. Supported by Chris Wall/Carmelle Tremblay.
- Shop drawing review (if necessary) will be provided.
- Organize critical information for recently constructed projects:
  - Products and materials
  - Warranties
  - Maintenance plans/needs
- Our Construction Engineer, in cooperation with our project inspectors, will coordinate and oversee the necessary materials testing and quality assurance program during the project. The DDA will retain the Material Testing Firm and assign a contact person to this project.
- Our Construction Engineer will review all project inspection reports, keep track of project quantities, prepare and/or review monthly pay estimates and work with the DDA on any necessary project change orders. Field Manager will be used for this project.
- Our inspection team will stake the maintenance of traffic signs as needed for each stage.

#### Construction Inspection

- We will provide one primary inspector for the project. The primary project inspector has been allocated for 32 weeks. We have based our fee estimate on an average of 50 hours per week (40 regular hours plus 10 overtime hours) with time reducing nearing the end of the project.
- Given the size of the remaining work left, we anticipate the contractor using multiple crews at once in order to meet the schedule. For the purposes of this proposal, we will assume an additional Support Inspector (Engineer I) will be used to assist on the project for half the project duration, thus approximately 22 hours per week.
- Our project inspector will keep a written "red line" copies of all field changes and completed work per DDA/City standard checklists. Typically, this is done using pdf and attached to the inspector's daily reports. Wade Trim can provide paper copies if desired. As standard practice, pictures will be taken daily and attached to the daily reports in pdf format.
- We will review the DDA's/City's IDR Guidelines prior to this phase and make sure that we are meeting them during the project inspection.
- A Wade Trim ProjectWise Extranet site will be set up for this project. All Construction documentation will be stored in this location and maintained. The DDA, and the City if requested, will be provided direct access to these files for review at any time.

#### Construction Staking and Layout

- We anticipate approximately 35 crew days (2 person staking crew for 8 hours) of construction staking and layout to support the First, Ashley, and Kingsley Street Projects.
- We will set project control and additional benchmarks as needed to maintain project integrity.
- It is the contractor's responsibility to protect said control throughout the construction process. Any control re-establishment due to contractor removal will be provided at an additional cost.
- Our fee assumes the following staking tasks to be included in the scope of work:
  - Demolition Limits

- Curb Staking
- Sidewalk & ADA Ramp Staking
- Storm Sewer staking
- Watermain Staking
- Traffic Signal Staking
- Light Pole Staking
- The following staking tasks are NOT included in our fee and are considered out of scope:
  - MOT Staking
  - Landscape Staking (staking of detailed streetscape)
  - Proposed Signage & Striping
  - Staking of underground conduit (electric for lighting)
  - Planting Plans
- All staking and cut sheets will be completed following the City of Ann Arbor staking guidelines.
- Fees are for one-time staking; any re-staking shall be completed at an additional cost to the contractor on a Time and materials basis.
- Our fee assumes staking will be completed in non-frost conditions based on the project schedule (April- Nov.)

### **Phase 3 – Post Construction/Project Close Out (August 2021)**

Following the anticipated construction completion in September 2021, Wade Trim will provide post construction project close out effort as follows (estimated duration of 4 weeks):

- We will review the final inspection reports and final quantities of work. Our goal will be to agree upon quantities of work daily with the Contractor, however, final balancing may be required.
- We will perform a preliminary walkthru of the project (with DDA and City if desired) and establish a punchlist of items.
- We will work with the contractor to complete all work in 2021. We will identify items of work not able to be addressed during construction, such as final restoration, remaining punchlist items, and potentially pavement markings that will need to be addressed before the end of 2021.
- We will review/approve/deny all change order requests and prepare necessary change orders consistent with prior work directives.
- We will prepare pay estimates, as required, following the completion of the work in September 2021.
- We will prepare written progress or status reports for the DDA as required to describe the status of the project.
- We have estimated 80 hours of 2-person survey crew time to pickup all as-built information as required by the City.
- We will schedule and attend a Project Debriefing Meeting with DDA/City team to review lessons learned on the project.
- We will fill-out and prepare a Contractor Evaluation once the project is nearing close-out.

City of Ann Arbor DDA Project

Project Name: First, Ashley, & Kingsley Projects (Amendment #1)  
 Contract Location: City of Ann Arbor  
 Rate Schedule: Wade Trim - City of Ann Arbor Project Management Fee Schedule  
 Date: February 5, 2021



Wade Trim Project Number: AAD2016-02T

TASK DESCRIPTION	Regular Hours per week	Overtime Hours per week	Estimated Task Duration (weeks)	KEY PERSONNEL																				TOTAL HOURS	TOTAL FEE							
				Project Manager		Field Engineer		Project Engineer		Support PM		Support Engineer		Primary Inspector		Primary Insp OT		Support Inspector		Support Insp OT		Prof Surveyor				Two Person Survey Crew		Traffic Engineer		Signal Designer		
				Chris Wall		Felipe Uribe		Tremblay		Vaughn Martin		Multiple				Jacob Bourdage										Jill Bosserd		Jason Causo				
				Hours	Rate \$181.58	Hours	Rate \$160.83	Hours	Rate \$140.08	Hours	Rate \$181.58	Hours	Rate \$124.51	Hours	Rate \$93.39	OT	Rate \$140.09	Hours	Rate \$88.20	OT	Rate \$132.30	Hours	Rate \$114.14			Hours	Rate \$191.96	Hours	Rate \$119.33	Hours	Rate \$103.76	
<b>Phase 1</b>	<b>Pre-Construction Services (Feb 1, 2021 thru Feb 21, 2021)</b>																															
A	Project Management	8		3	24	\$ 4,358	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	24	\$ 4,358				
B	Preconstruction Activities	varies		3		\$ -	96	\$ 15,440	24	\$ 3,362	8	\$ 1,453							8	\$ 913	16	\$ 3,071					152	\$ 24,239				
<b>Phase 2</b>	<b>First, Ashley, &amp; Kingsley Construction Services (23 weeks, Feb 22 thru July 30, 2021)</b>																															
A	Support Project Management	6		23	138	\$ 25,058	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	138	\$ 25,058				
B	Support Project Engineers	varies		23	-	\$ -	\$ -	184	\$ 25,775	92	\$ 16,705	92	\$ 11,455													24	\$ 2,864	24	\$ 2,490	416	\$ 59,289	
C	Construction Engineer	varies		23	-	\$ -	888	\$ 142,817	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	888	\$ 142,817
D	Construction Inspection (full-time inspector + half time support inspector)	varies	10	23	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	960	\$ 89,654	230	\$ 32,221	560	\$ 49,392	120	\$ 15,876											1,870	\$ 187,143	
E	Construction Staking	varies		23	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	72	\$ 8,218	280	\$ 53,749							352	\$ 61,967		
<b>Phase 3</b>	<b>Post Construction - Project Close Out (Aug 2021)</b>																															
A	Support Project Management & Project Engineers	2		4	8	\$ 1,453	\$ -	8	\$ 1,121	4	\$ 726	8	\$ 996																	28	\$ 4,296	
B	Post Construction - Construction Engineer	24		4	-	\$ -	96	\$ 15,440	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	96	\$ 15,440
D	Project Close out Activities	4		4	8	\$ 1,453	\$ -	-	\$ -	4	\$ 726	8	\$ 996	20	\$ 1,868	-	\$ -	-	\$ -	-	\$ -	32	\$ 3,652	80	\$ 15,357	-	\$ -	-	\$ -	152	\$ 24,052	
	****Note WT Fee Adjustment per CPI on December 1 each year (Rates match City PM Contract)																															
<b>Expenses</b>	<b>Project expenses</b>																															
A	Inspector Mileage Allowance (Assumption of 10 miles per inspector per day)			32	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				\$ 3,000		
<b>TOTAL SERVICES</b>					178	\$ 32,321	1,080	\$ 173,696	216	\$ 30,257	108	\$ 19,611	108	\$ 13,447	980	\$ 91,522	230	\$ 32,221	560	\$ 49,392	120	\$ 15,876	112	\$ 12,784	376	\$ 72,177	24	\$ 2,864	24	\$ 2,490	4,116	\$ 551,658

Original Contract 941,859  
 Billed + WIP up to Jan 30, 2021 633,310  
 Remaining in Org Contract 308,549  
 Amendment #1 Request 243,109