

TOWN OF MINTURN, COLORADO

RESOLUTION NO. 16 – SERIES 2018

A RESOLUTION AUTHORIZING STOLFUS ENGINEERING TO PROVIDE DESIGN SERVICES DURING CONSTRUCTION OF THE MINTURN PEDESTRIAN AND DRAINAGE IMPROVEMENT PROJECT FOR THE TOWN OF MINTURN AS SETFORTH IN THE ATTACHED AGREEMENT.

WHEREAS, The Town of Minturn recognizes the benefits of providing safe transit for pedestrians and vehicles in the area of South Minturn; and,

WHEREAS, the area of US Highway 24 within Minturn has been identified needing various upgrades, including pedestrian facilities; and,

WHEREAS, The Town of Minturn has contracted to work with the Colorado Department of Transportation to achieve goals of the community; and,

WHEREAS, the Town of Minturn recognizes the benefit of having an engineering firm available to provide design services during construction of the US Highway 24 Minturn project; and,

NOW THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF MINTURN, COLORADO THAT THE ATTACHED MEMO WITH STOLFUS ENGINEERING SHALL SERVE AS A SCOPE OF WORK FOR DESIGN SERVICES DURING CONSTRUCTION OF THE MINTURN PEDESTRIAN AND DRAINAGE IMPROVEMENT PROJECT FOR THE TOWN TO REASONABLY ENSURE COMPLETION IN COOPERATION WITH THE COLORADO DEPT OF TRANSPORTATION.

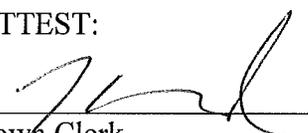
INTRODUCED, READ, APPROVED, ADOPTED AND RESOLVED this 5TH day of SEPTEMBER, 2018.

TOWN OF MINTURN

By: 

Mayor

ATTEST:



Town Clerk





Memorandum

To: Michelle Metteer
From: Michelle Hansen, PE
Date: August 28, 2018
Re: Minturn Pedestrian and Drainage Improvement Project
Design Services During Construction

Stolfus and Associates, Inc. (Stolfus) appreciates the opportunity to provide design services during construction for the Minturn Pedestrian and Drainage Improvement Project. A design services during construction contract provides the Town with the appropriate mechanisms to directly pass on design decisions and intent from the designers to the Contractor. This follow-up step provides the review, information sharing, and collaboration necessary to confirm that the project is being built in general conformance with the contract documents and according to the original design concept. Design questions or ambiguities in the plans or specifications can be interpreted by the designers and problems from unknown or changed conditions or misinterpretation of the plans or specifications can be caught and resolved early, at minimum expense.

The scope of work for the design services during construction contract will include the following services:

- Assist during the bidding phase (attendance at the pre-bid meeting, answering questions from Contractors, assistance with addendum preparation during the bidding process, as needed)
- Attend pre-construction meeting with the Contractor, Town and CDOT
- Review shop drawings and submittals to confirm conformance with the contract documents
- Respond to Requests For Information (RFI's) from the Contractor
- Conduct site visits for construction observation (InterMountain Engineering's (IME's) local presence will provide easy and cost-effective observation for the construction)
- Attend construction meetings at critical times identified by the construction project manager
- Prepare design plan revisions for unknown or changed conditions, as necessary.

Stolfus (prime consultant/roadway design), IME(drainage and utility design) and San Engineering(structural engineering) will be available to support this contract. This contract will not include inspection services or contract management. Those services will be provided by CDOT as the Contract Manager. In addition, the Stolfus Team understands that the Contractor is responsible for jobsite safety, construction means, methods, sequencing, techniques and procedures for performing, coordinating and supervising the work.

Design services during construction was not initially scoped with the Town with the roadway design services due to unknown construction funding, construction timing, and construction project limits. Upon award of the DOLA grant in April, the Town and CDOT confirmed the combination of the CDOT resurfacing project with the Town's pedestrian and drainage project. Since April, the Town, CDOT, and Stolfus have worked together to confirm available funding, project limits, and potential construction schedules. A set of review plans and specifications were submitted at the end of July for review by the agencies. With this information confirmed, Stolfus was able to estimate a number of hours for design services during construction that is appropriate to the scale of work planned. As with any construction project, the number of hours for these services is an estimate and the actual number of hours may vary. Based on the variability, the work is recommended to be completed on a time and materials basis with a not to exceed limit without prior written authorization. CDOT and the Town will split the total costs for design services during construction. Stolfus, IME, and San Engineering will be contracted with the Town for a total of \$25,000. CDOT is anticipated to contract with Stolfus for an additional \$33,000 to cover the remaining costs. Stolfus, IME, and San Engineering will coordinate as necessary with the CDOT Construction Project Manager and the Town during construction to provide these services. We look forward to continuing our relationship with the Town on this important project. Please let me know if I can answer any questions or if you'd like any additional information.