



TOWN OF ADDISON CHANGE ORDER FORM

Change Order Number: 1
Project Name: White Rock Creek Drainage Improvements
Project Number(s): N/A
Project Manager: Todd Weinheimer
Date: 12/07/2018

A. INTENT OF CHANGE ORDER

To amend the Scope of Services (Exhibit B) and Fee Schedule (Exhibit C) of the Professional Engineering Services Agreement executed August 1, 2018.

B. DESCRIPTION OF CHANGE

White Rock Basin ~ Problem Area 4

To omit the following scope of services associated with drainage improvements along Montfort Drive:

- 90% Design Phase
- 100% Design Phase

White Rock Basin ~ Problem Area 5

To provide additional project scoping required for the design of a 700lf storm sewer relief trunk between 14920 Oaks North and 14953 Oaks North.

C. REASON FOR CHANGE

The Stormwater System Assessment prepared by Halff dated August 2017 (AVO 31481) for the White Rock Creek Basin indicates a potential flooding issue at Problem Area 5 (Oaks North Drive). Detailed hydraulic analysis, utilizing topographic data confirms that the existing storm sewer cannot convey the additional flows generated by installing new curb inlets onto the existing system.

A relief trunk will be designed that will intercept flows along Oaks North Drive and convey to a new outfall at the unnamed draw along the 15000 Block of Oaks North Drive. The new outfall will be at the existing cross culvert.

The Town has indicated that a potential redevelopment opportunity has arose concerning Village on the Parkway. The proposed improvements along Montfort Road may be impacted by the potential redevelopment conversations. Once staff has a better understanding concerning whether the new development will move forward and how it will impact the stormwater infrastructure on Montfort, we will reassess how to proceed. Further design services for these improvements will be discontinued and a credit will be applied.

D. EFFECT OF CHANGE ON CONTRACT PRICE

The Town of Addison has instructed that work associated with Problem Area 4 stop. A credit of \$6,265 will be provided for the remaining design phase scope of work that will not be utilized. A manhour budget has been calculated for the design efforts associated with the Oaks North relief trunk. The fee associated with the design of the relief trunk is \$35,555 which includes the credit for the Montfort design.

E. AGREEMENT

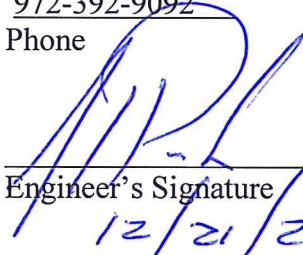
By the signatures below, duly authorized agent of the Town of Addison, Criado Associates do hereby agree to append this Change Order Number 1 to the original contract between themselves, dated 08/01/2018.

Criado Associates

4100 Spring Valley Road, Suite 1001
Address

Dallas Texas 75244
City State Zip

972-392-9092
Phone


Engineer's Signature

12/21/2018


Project Manager

City Manager

EXHIBIT B
SCOPE OF SERVICES
OAKS NORTH DRIVE DRAINAGE
TOWN OF ADDISON, TEXAS

0.0 GENERAL

0.1 Project Description

The project scope will provide for the implementation of a storm drain relief trunk along Oaks North Drive (Problem Area 5) including curb inlets and approximately 800 linear feet of 18inch thru 30inch storm drains to alleviate the flooding occurring at Problem Area 5 in White Rock Basin according to the Stormwater System Assessment (SSA) prepared by Halff dated August 2017 (AVO 31481). The SSA White Rock Creek Basin Section Problem Area 5 is shown in Figure V-2, included for reference in Exhibit A.

It is anticipated that the work can be accomplished within the existing public right-of-way. Plans will be prepared using conventional ground topographic surveying tied to the Texas Coordinate System of 1983, North Central Zone to produce 1"=20' scale, 22"X34" construction documents.

0.2 Project Phasing

This project shall be divided into five phases:

- 30% Design Phase
- 90% Design Phase
- 100% Design Phase
- Bid Phase Services
- Construction Phase Services

0.3 Design Standards

Design and preparation of construction drawings and technical specifications required for the project shall be in accordance with the most recent version of the following standards.

- a. Town of Addison Standard Construction Details and Design Standards
- b. NCTCOG Construction Specifications and Details
- c. AASHTO Design Criteria
- d. TDLR Architectural Barriers Act / Texas Accessibility Standards
- e. TxDOT Design and Construction Standards

1.0 30% DESIGN

1.1 Data Collection

Obtain and review available reports, pertinent utility plans, street plans, plats and right-of-way maps, existing easement information, and other

features within the project area from the Town of Addison. Contact private utilities within the project limits for information on existing and proposed facilities.

1.2 Design Meeting

Meet with the Town of Addison staff to review and discuss design criteria, operational concerns, traffic information and other preliminary data. Prepare a record summarizing the design meeting and distribute it to all attendees.

1.3 Schematic Design (30%)

- a. Determine geometry of proposed drainage improvements
- b. Determine if any additional easements and/or Right-of-way are necessary for drainage or paving improvements.
- c. Work with affected utilities such as water, gas, telephone, cable TV, and electric to obtain record as-built information of horizontal and vertical data for their facilities.
- d. Distribute the plans to local utility companies to obtain information regarding impacts to their facilities (if any).
- e. Prepare the following sheets at the engineering scale indicated:
 - Cover sheet
 - Quantity sheet
 - General notes sheet
 - Typical sections and detail sheets
 - Demolition plan sheets. Scale 1" = 20'
 - Construction phasing and temporary traffic control sheets. Scale 1"= 40'
 - Storm Sewer plan & profile sheets. Scale 1"=20' vertical and 1"=4' horizontal.
 - Erosion control plan sheets. Scale 1'=40'

1.4 Schematic Cost Estimate

Prepare a preliminary estimate of construction quantities and develop preliminary statement of probable construction cost.

1.5 Construction Specifications

Prepare outline of required construction specifications.

1.6 Schematic Submittal

Submit three (3) sets of half size 11"x17" preliminary plans, digital PDF, outline of specifications, and preliminary estimates to the Town for review.

1.7 Town Review Meeting

Meet with the Town to discuss preliminary plans, outline of specifications, estimates, and drainage requirements.

90% DESIGN

1.8 Address Town Comments

Revise preliminary plans incorporating comments received from the Town.

1.9 Right-of-way Parcel / Easement Preparation – Not in Contract

1.10 Prepare Pre-Final Plans

Prepare final plans for the proposed improvements, including details, notes and related information required for bidding.

1.11 Final Construction Cost Estimate

Prepare a final estimate of construction quantities and develop final statement of probable construction costs.

1.12 Construction Specifications

Prepare the technical special provisions. Prepare additional technical specifications, if necessary, for the proposed improvements to supplement the North Central Texas Council of Governments Specifications for Public Works Construction, Town of Addison standards, and other applicable standard specifications.

2.0 100% DESIGN

2.1 Address Town Comments

Revise 90% plans incorporating comments received from the Town.

2.2 Final Construction Cost Estimate

Prepare a final estimate of construction quantities and develop final statement of probable construction cost.

2.3 Construction Specifications

Finalize the technical special provisions. Prepare additional technical specifications, if necessary, for the proposed improvements to supplement the North Central Texas Council of Governments Specifications for Public Works Construction, Town of Addison standards, and other applicable standard specifications.

2.4 Contract Bid Documents

Assist the Town in preparing final bid documents using existing Town of Addison standard documents as directed by the Town staff. Bid documents shall include bid proposal forms, construction plans, specifications, and other documents required by the Town of Addison.

2.5 Final Review Submittal

Submit three (3) sets of half size 11"x17" final plans, digital PDF, contract documents, and bid proposal forms prepared by the Engineer to the Town.

3.0 BID PHASE SERVICES

3.1 Advertising and Pre-bid Meeting

Assist Town staff in advertising for bids. Attend pre-bid meeting coordinated by the Town.

3.2 Plan Distribution

Furnish plans and specifications to the Town for bid purposes. Cost for these to be repaid by non-refundable deposit from plan holders.

3.3 Addenda

Prepare and distribute addendum required to modify the requirements of the project during bidding, respond to requests for clarification, and issue instructions to bidders as directed by the Town of Addison.

3.4 Receive Bids – Not in Contract

Assist the Town of Addison in receiving and opening bids for construction of the project.

3.5 Bid Tabulation

Prepare a tabulation of bids for the project and verify the bid amounts. Evaluate the lowest and second lowest bidder, including obtaining information on past work history and physical resources.

3.6 Recommendation for Award

Prepare a recommendation for award of contract or other action and notify bidders of the action taken by the Town of Addison.

4.0 CONTRACT ADMINISTRATION

4.1 Pre-construction Meeting

Attend one (1) pre-construction meeting with the selected contractor, prepare a record of the meeting, and distribute it to all attendees.

4.2 Site Visits

Complete 8 weekly site visits throughout the project construction as directed by the Town of Addison.

4.3 Shop Drawing Review

Review shop drawings, submittals, substitutions and other documents provided by the contractor to determine compliance with the contract requirements and design intent. Prepare responses and comments on each submittal and transmit copies to the contractor and Town staff. Maintain a record of submittals and responses. Routine shop drawings

and submittals generally will be reviewed and returned within seven working days after receipt.

4.4 Request for Information

Respond to Request for Information received from the Contractor.

4.5 Final Walk Through and Punch List Preparation

Assist Town of Addison in conducting a final inspection of the completed construction. Prepare a record of observations and items requiring correction by the contractor prior to the contractor's final payment.

4.6 Prepare Record Drawings

Utilizing Contractor construction record information, prepare and provide a CD containing Record Drawing in digital format (PDF and CAD).

5.0 Survey and SUE Services

5.1 Topographic Survey for Design

Establish Horizontal and Vertical control utilizing the Texas Coordinate System of 1983, North Central Zone, apply appropriate scale factor for adjustment to surface coordinates, if required. Two Control Points will be set for each location and described by coordinates and location on the final plans.

Prepare a topographic survey of existing conditions tying all features from ROW to ROW and tying street/alley intersections 25 feet each way along the curb line. The finish floor elevation of each adjacent residence within the project limits will also be obtained.

Field verify location and elevation of existing utilities, public and franchise, appurtenances and other utility improvements affecting the design and construction. Texas 811 will be contacted to mark the approximate position of existing franchise utilities prior to the topo survey beginning. Town of Addison Public Works will be contacted to mark existing public utilities.

Field verify location, top of structure, and flowline of structure for existing storm drainage structures affecting design and construction within the project area.

Survey shall include location of visible existing boundary monumentation only along the street frontage limits. The street addresses of each property and approximate boundaries of individual lots will be shown on the topographic survey deliverable.

Any easements that may be required are not included in this Scope of Work. If easements are deemed necessary a change order for additional survey work to prepare said easements will be required.

No right of entry letters are included as part of this contract. Town will provide right of entry coordination, if required.

5.2 Subsurface Utility Engineering

Perform a QL C and QL D preliminary SUE investigation.

6.0 EXCLUSIONS

The intent of the scope is to include only the services specifically listed above and none others. Services specifically excluded from this Scope of Services include, but are not necessarily limited to the following:

- Computer modeling and routing of stormwater flows
- Title searches
- Fees for permits and advertising
- Traffic engineering report or studies
- Floodplain reclamation plans
- Construction Inspection Services
- Designs for trench safety
- Retaining walls, etc., not included in proposal
- Revisions to plans as a result of revisions after completion of original final design (unless to correct error on plans)
- Consulting services by others not included in proposal
- Quality control and testing services during construction
- Prints furnished after acceptance of the required sets for construction in accordance with this Agreement
- Environmental Services / Archeological Research

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- Prepare to serve or serve as an expert witness on behalf of the Town in connection with any public hearings or legal proceedings
- Review monthly requests for payment from the contractor and prepare a recommendation for action by the Town of Addison
- Review the Contractor's monthly progress reports and provide review comments to the Town of Addison
- This project includes the design of on-site facilities only. Design of any off-site road, utility or drainage facility extensions which may be required to serve the project is not included in the engineer's scope
- Street lighting and electrical design and layout
- Hydraulic or Hydrologic Studies including existing drainage channel behind Oaks North Drive. Studies to be provided by the Town
- Landscape and Irrigation Design
- TV Inspection of existing wastewater or storm drainage system
- Right-of –Way Determination or Acquisition Services
- Storm Water Pollution Prevention Plan (SWP3)

TOWN OF ADDISON
DRAINAGE IMPROVEMENTS
MONTFORT AVENUE AND OAKS NORTH DRIVE

T A S K / D E S C R I P T I O N	PRINCIPAL	SENIOR PROJECT MANAGER	PROFESSIONAL ENGINEER	ENGINEER-IN-TRAINING	SENIOR CADD TECH	SENIOR SURVEY TECHNICIAN	RPLS	2-MAN FIELD PARTY	FIELD INSPECTOR	ADMIN / CLERICAL	TOTAL MAN-HOURS	LABOR CHARGES	SUB CONSULT'S	TOTAL COST FOR TASK (INCL MULT'S)
TASK 3 - BID PHASE SERVICES														
3.1 PRE-BID MEETING														
3.2 PLAN DISTRIBUTION														
3.3 ADDENDA														
3.4 PREPARE FINAL SPECIFICATIONS														
SUBTOTAL HOURS/COSTS (Lump Sum Fee)														
TASK 4 - CONTRACT ADMINISTRATION														
4.1 PRE-CONSTRUCTION MEETING														
4.2 SITE VISITS (WEEKLY)														
4.3 SHOP DRAWING REVIEW														
4.4 REQUEST FOR INFORMATION														
4.5 FINAL WALK THROUGH AND PUNCH LIST														
4.6 RECORD DRAWINGS														
SUBTOTAL HOURS/COSTS (Lump Sum Fee)														
TASK 5 - REIMBURSABLES														
5.1 REIMBURSABLES (TO BE BILLED AT ACTUAL COST X 1.1) (ESTIMATE)														\$500
SUBTOTAL HOURS/COSTS (Estimated Fee)														\$500
F E E S U M M A R Y														
TASK 0 - PROJECT MANAGEMENT & COORDINATION														
TASK 1 - FIELD TOPOGRAPHIC SURVEYING														
TASK 2 - SPECIAL SERVICES														
TASK 2A - DESIGN (CREDIT)														
TASK 2A - Change Order No.1 DESIGN														
TASK 3 - BID PHASE SERVICES														
TASK 4 - CONTRACT ADMINISTRATION														
TASK 5 - REIMBURSABLES (ESTIMATED)														
TOTAL HOURS	4.0	22.0	54.0	84.0	84.0	16.0		20.0		10.0	38	\$6,230		\$6,230.00
HOURLY RATES	\$300.00	\$210.00	\$175.00	\$110.00	\$120.00	\$130.00	\$155.00	\$190.00	\$95.00	\$85.00	256	\$35,090		(\$6,265.00) \$35,090.00
											294	\$41,320		\$500.00
														\$35,555
													TOTAL FEE	\$35,555