


SRF Consulting Group, Inc. Work Tasks and Person-Hour Estimates


Client: City of Arden Hills 

Project: MVHS Trail - Final Design Amendment


Subconsultants: Braun Intertec 14320.PP

<u>TASK NO.</u>	<u>SUMMARY OF TASKS</u>	<u>Project Overview:</u>
1	PROJECT MANAGEMENT	City has secured a \$450K Safe Routes to School (SRTS) grant. This is administered by the State Aid office and subjects our plan documents to State Aid Review.
2	UTILTY COORDINATION	
3	FINAL PS&E	Bidding documents to be assembled as a stand-alone package, but will be bid with other Ramsey County projects
4	PERMITTING	
5	BIDDING ADMINISTRATION	
6	CONSTRUCTION ADMINISTRATION	The City of Arden Hills has identified a need for construction administration, survey, inspection, and testing services for construction of the Mounds View High School Trail Improvements along Lake Valentine Rd and Snelling Ave N. This includes state Safe Routes to School (SRTS) funds, and construction will need to meet State-Aid requirements. The project is currently in final design, and is tentatively to be constructed in the 2023 construction season. The improvements include installation of bituminous and concrete walks/trails, utility work, grading, curb and gutter, paving, and retaining wall improvements.
7	CONSTRUCTION INSPECTION	
8	CONSTRUCTION SURVEY	
9	SUBMISSION OF WORK / AS-BUILT PLAN	


Attachment B

SRF Consulting Group, Inc. Client: City of Arden Hills Project: MVHS Trail - Final Design Amendment Subconsultants: Braun Intertec	Work Tasks and Person-Hour Estimates		14320.PP
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TASK NO.	TASK DESCRIPTION	PROF_VIII-VII	PROF_VI	PROF_V	PROF_IV	PROF_III	PROF_II	PROF_I	TECH.	SUPPORT	TOTALS	EST. FEE
	HIDE THIS ROW	PRINL	SR_ASSOC	SR_ASSOC	ASSOC	SR_PROF	PROF	PROF				
1.0	PROJECT MANAGEMENT											
	<u>Assumptions:</u> The Consultant/Contractor will designate an experienced project manager who will be responsible for ensuring that project services are completed, and deliverables are prepared in accordance with the project schedule and budget, client standards, and applicable laws, rules, and regulations. Project management services include, but are not limited to:											
	<u>Client Deliverables:</u> Attend weekly phone check in meetings											
1.1	Project administration including ongoing communication with project personnel from the City of Arden Hills and other stakeholders	15	-	12	-	-	-	-	-	-	27	\$5,340.00
	Includes general project coordination by SRF PM; assume 2 hrs per month for 6 months	-	-	-	-	-	-	-	-	-	0	\$0.00
	Includes weekly phone check in between SRF PM and Arden Hills PM; assume 15 minutes per call, 1 hour per month for 6 months.	-	-	-	-	-	-	-	-	-	0	\$0.00
1.2	Development and maintenance of a project schedule that includes milestones and activities through construction of planned improvements.	-	-	6	-	-	-	-	-	-	6	\$960.00
1.3	Monthly progress reports submitted via email containing brief updates for each task and an update on the overall project budget and schedule.	-	-	6	-	-	-	-	-	-	6	\$960.00
1.4	Budget monitoring and invoicing.	-	-	6	-	-	-	-	-	-	6	\$960.00
1.5	Quality Assurance/Quality Control (QA/QC) functions throughout the project duration to ensure delivery of a quality services and deliverables.	1	-	-	-	-	-	-	-	-	1	\$228.00
	Includes QA/QC management plan is implemented properly; does not include actual Quality Control checking; hours for Quality Control checking included with specific design tasks.	-	-	-	-	-	-	-	-	-	0	\$0.00
	<u>SRF Deliverables:</u> Project Schedule Updates Monthly Invoices and Progress Reports											
	SUBTOTAL - TASK 1	16	0	30	0	0	0	0	0	0	46	\$8,448.00

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	HIDE THIS ROW	PRINL	SR_ASSOC	SR_ASSOC	ASSOC	SR_PROF	PROF	PROF				
2.0	UTILTY COORDINATION											
	<u>Assumptions:</u>											
	<u>Client Deliverables:</u>											
	Attend Utility Coordination Meeting											
2.1	Utility Coordination	-	-	-	-	-	-	-	-	-	0	\$0.00
2.1.1	Complete GSOC ticket request for corridor. File received layouts. Document contact information in Project Utility Log.	-	-	-	-	-	8	-	-	-	8	\$968.00
2.1.2	Synthesize survey, GSOC layouts and City/County as-built record drawings to build project UTEA base file	-	-	2	-	-	8	-	-	-	10	\$1,288.00
2.1.3	Conduct 1 Utility Coordination meeting to review utility locations, communicate project schedule and staging and respond to utility owner questions and concerns. Prepare agenda, lead meetings, document discussion via meeting minutes. Assume meetings held on Zoom.	-	-	4	-	-	8	-	-	-	12	\$1,608.00
	<u>SRF Deliverables:</u>											
	Utility Coordination Meeting agenda, minutes and materials											
	SUBTOTAL - TASK 2	0	0	6	0	0	24	0	0	0	30	\$3,864.00

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	HIDE THIS ROW	PRINL	SR-ASSOC.	SR-ASSOC.	ASSOC.	SR-PROF.	PROF.	PROF.				
3.0	FINAL PS&E											
	<u>Assumptions:</u>											
	<u>CIVIL</u>											
	95 Percent Construction Plans and Estimate are approved by the City											
	Project Special Provisions and Manual have not been prepared to date											
	Plans will be revised per new information received from utility coordination, geotechnical investigation, permitting approvals and State Aid Review											
	Parcel Sketches and Legal Descriptions Submitted with 95% Plans do not need revision. Acquisitions by others.											
	Prepare State Aid Approved Bidding Documents											
	<u>GEOTECH</u>											
	Utility Clearance through Gopher State One Call and boring staking with GPS.											
	Includes acquiring a ROW permit from City of Arden Hills and/or Ramsey County (if necessary). Assumes permit fees will be waived.											
	Private locator will not be required											
	12 shallow Hand Auger Borings (HAB) at various locations along the trail alignment are proposed. Borings will penetrate up to 3 feet below the ground surface or to a depth where manual effort is no longer sufficient.											
	For the purposes of classifying the materials encountered and estimating their engineering properties, moisture and organic content tests along with mechanical analyses (through a #200 sieve only) are included.											
	Geotechnical Summary Letter containing hand auger and laboratory test results, engineering analysis and recommendations for design and construction of the trail improvements will be prepared.											
	<u>Client Deliverables:</u>											
	Provide Sample Project Manual and Editable Front End Documents											
	Provide Review Comments at 100 Percent Submittals											
3.1	Geotechnical exploration, analysis, recommendations and report by Braun Intertec (See Subconsultants below)	-	-	-	-	-	-	-	-	-	0	\$0.00
3.2	Revise 95% Construction Plans and Estimate per new information received from utility coordination, geotechnical investigation and permitting approvals	-	-	6	-	-	32	10	-	-	48	\$6,032.00
3.3	Prepare Draft Project Manual	-	-	16	-	-	-	-	-	-	16	\$2,560.00
3.4	Submit Draft 100% PS&E to City for Approval. Compile Comments in 100% Comment Log.	-	-	2	-	-	4	4	-	-	10	\$1,284.00
3.5	Revise Draft 100% PS&E per City Comments and Note Resolutions in 100% Comment Log.	-	-	2	-	-	8	4	-	-	14	\$1,768.00
3.6	Prepare State Aid Submittal with 100% PS&E and Accompanying Documents per Plan Review Checklist	-	-	6	-	-	2	-	-	-	8	\$1,202.00
3.7	Compile State Aid Comments in 100% Comment Log. Revise 100% PS&E accordingly and Note Resolutions in 100% Comment Log.	-	-	2	-	-	8	2	-	-	12	\$1,528.00
3.8	Secure Construction Plan Cover Sheet Signatures and Assemble Final Bidding Documents	-	-	2	-	-	2	-	-	-	4	\$562.00
3.9	Water Resources - Finish plans, Revise SEQ, Compose Drainage Specs	2	-	-	-	12	-	-	-	-	14	\$1,956.00
	<u>SRF Deliverables:</u>											
	Geotechnical Report											
	Final Bidding Documents											
	Plan Review Checklist											
	Parking Resolution											
	Lab Services Request Form											
	Storm Sewer Review by MnDOT Hydraulics											
	R-Value Documentation											
	SUBTOTAL - TASK 3	2	0	36	0	12	56	20	0	0	126	\$16,892.00

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	HIDE THIS ROW	PRINL	SR-ASSOC.	SR-ASSOC.	ASSOC.	SR-PROF.	PROF.	PROF.				
4.0	PERMITTING											
	<u>Assumptions:</u>											
	<u>WETLANDS</u>											
	USACE will not claim jurisdiction for any wetlands delineated by SRF											
	No wetland permit application required											
	<u>WATER RESOURCES</u>											
	Project will not trigger RCWD's stormwater permit requirements											
	Submitting a table of impervious areas will be required as RCWD documentation											
	<u>CIVIL</u>											
	Sediment/Erosion Control and Floodplain Fill Permits to be submitted to RCWD											
	File City/County ROW Access Permits. Assume permit fees will be waived.											
	<u>Client Deliverables:</u>											
4.1	Wetlands - Complete Coordination with USACE	-	1	-	-	-	-	7	-	-	8	\$1,049.00
4.2	Wetlands - Assist Water Resources with Permit Submittals	-	1	-	-	-	-	7	-	-	8	\$1,049.00
4.3	Water Resources - Support Finalization of Wetland Documentation	-	-	-	-	2	-	-	-	-	2	\$250.00
4.4	Water Resources - Prepare SWPPP	1	-	-	-	4	-	-	-	-	5	\$728.00
4.5	Water Resources - Submit NPDES Permit	-	-	-	-	4	-	-	-	-	4	\$500.00
4.6	Water Resources - Prepare and Submit State Aid Drainage Computations	1	-	-	-	8	-	-	-	-	9	\$1,228.00
4.7	Civil - Complete Documentation and File Sediment/Erosion Control and Floodplain Fill Permits with RCWD	-	-	4	-	-	8	-	-	-	12	\$1,608.00
4.8	Civil - File City/County ROW Access Permits	-	-	4	-	-	-	-	-	-	4	\$640.00
	<u>SRF Deliverables:</u>											
	USACE Coordination											
	Wetland Documentation											
	SWPPP											
	NPDES Permit											
	State Aid Drainage Computations											
	RCWD Permits											
	City/County ROW Access Permits											
	SUBTOTAL - TASK 4	2	2	8	0	18	8	14	0	0	52	\$7,052.00

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	HIDE THIS ROW	PRINL	SR_ASSOC	SR_ASSOC	ASSOC	SR_PROF	PROF	PROF				
5.0	BIDDING ADMINISTRATION											
	<u>Assumptions:</u>											
	<u>Client Deliverables:</u>											
5.1	Submit Ad of Bid info to Ramsey County; coordinate distribution of bid documents; respond to bidders questions.	-	-	8	-	-	8	-	-	-	16	\$2,248.00
5.2	Coordinate with Ramsey County on bidding; review tabulation of bids; prepare contract award recommendation letter.	1	-	4	-	-	-	-	-	-	5	\$868.00
	<u>SRF Deliverables:</u>											
	Bid Abstract											
	Award Recommendation Letter											
	SUBTOTAL - TASK 5	1	0	12	0	0	8	0	0	0	21	\$3,116.00

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6.0	CONSTRUCTION ADMINISTRATION <u>Assumptions:</u> Construction completed in 8 weeks of active construction in 2023. Assumes concrete, soils and aggregates to be tested by Braun Intertec per MnDOT's 2020 Standard Specifications for Construction and 2022 SALT Schedule of Materials Control (see Subconsultants). Assumes bituminous and concrete plant inspections are by MnDOT. Bituminous verifications samples, and misc materials samples to be tested by MnDOT. Assume average of 6 hours/wk during active construction, plus additional time for project kick-off. <u>Client Deliverables:</u>											
6.1	Construction Administration Task includes the following items: Regular communication with City Staff and other Stakeholders throughout the project. Ensure required submittals are distributed and reviewed within required time allowed. Including contractor compliance with wage and labor provisions. Attend preconstruction conference Perform weekly on-site review of project's work and status report to the City Coordinate and lead weekly progress meetings Review periodic pay request forms prepared by Ramsey County Prepare Change Orders and other written directives, if required. Complete price negotiations with construction contractor, and obtain MnDOT State Aid funding approval. Complete engineering field revisions as necessary to construct the project. Prepare letter of final review and acceptance. Approve shop drawings, material list reports, and all other information on material to be used for construction in accordance with the plans and specifications. Coordinate and anticipate utility conflicts, relocations, and adjustments and provide recommendation to the County. Communicate with adjacent property owners and address community concerns as needed during construction. <u>SRF Deliverables:</u>	3	-	-	60	-	-	-	-	-	63	\$9,744.00
	SUBTOTAL - TASK 6	3	0	0	60	0	0	0	0	0	63	\$9,744.00

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	HIDE THIS ROW	PRINL	SR_ASSOC	SR_ASSOC	ASSOC	SR_PROF	PROF	PROF				
7.0	CONSTRUCTION INSPECTION <u>Assumptions:</u> Assume average of 20 hours/wk during active construction, plus additional time for project kick-off. <u>Client Deliverables:</u>											
7.1	Construction Inspection Task includes the following items: Perform observation and keep daily records of the construction activities of the Contractor and utility companies. Keep record of the quantities of each of the pay items used in the work. Periodically review the Contractor's progress. Perform field measurements for use in the measurement of quantities and preparation of record plans. Arrange for construction staking as required by the Contractor's progress. Upon substantial completion, prepare the "punch list." Perform and coordinate testing of materials in accordance with the MnDOT State Aid materials control schedule. Coordinate and review the testing of materials. Prepare the final inspection letter Conduct Warranty inspection. Provide pre-project documentation in digital, date stamped, and cataloged format showing detailed conditions of the existing corridor. Provide construction photo documentation in digital, date stamped, and cataloged format showing detailed conditions of the construction progress. Assist contractor with coordination of private utility relocations, as needed. Review and enforce daily traffic control inspection reports/devices for conformance with the MnMUTCD. Review erosion control devices and contractor erosion control inspection reports for conformance with the contract documents and MPCA. Review compliance with ADA and PROWAG requirements during construction of applicable facilities. <u>SRF Deliverables:</u>	-	-	-	-	180	-	-	-	-	180	\$22,500.00
	SUBTOTAL - TASK 7	0	0	0	0	180	0	0	0	0	180	\$22,500.00

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8.0	CONSTRUCTION SURVEY <u>Assumptions:</u> <u>Client Deliverables:</u>											
8.1	Construction Survey Task includes the following items: Coordinate staking requirements with field representatives Computations as necessary for field crews Stake limits of construction Alignment and grades for storm sewer Alignment and grades for curb and gutter Alignment and grades for driveway pavement Final grades for top of aggregate base Alignment and grades for walks and trails Final grades for top of castings Alignment and grades for retaining wall Stake other facilities as necessary Gather survey information for as-built plans <u>SRF Deliverables:</u>	-	-	-	16	50	50	-	-	-	116	\$14,716.00
	SUBTOTAL - TASK 8	0	0	0	16	50	50	0	0	0	116	\$14,716.00

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9.0	SUBMISSION OF WORK / AS-BUILT PLAN <u>Assumptions:</u> <u>Client Deliverables:</u>											
9.1	Final Inspection, Review and File Transfer Task includes the following items: Conduct final review of the project. Prepare final letter of acceptability. Finalize documentation according to MnDOT State Aid rules. Electronic documentation access will be available through ProjectWise throughout project, if desired. Transfer final documentation via Client approved format, if alternate method desired.	-	-	-	10	-	20	-	-	-	30	\$3,930.00
9.2	As-Builts Task includes the following items: Obtain record information from field representatives Prepare record drawings Submit copies of record drawings to the City via Client approved format <u>SRF Deliverables:</u>	-	-	-	10	-	20	-	-	-	30	\$3,930.00
	SUBTOTAL - TASK 9	0	0	0	20	0	40	0	0	0	60	\$7,860.00


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Project: MVHS Trail - Final Design Amendment



Subconsultants: Braun Intertec 14320.PP


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Software Version Deliverables

SRF will utilize the current version of the software deemed at the start of the project. SRF will assess the need to upgrade software versions based on the software vendors User License Agreement and the viable upgrade path for existing project content. In the event that a specific CAD or other software version is required per deliverables specified in a contract for services, SRF shall comply with the specified version provided that the specified version may not conflict with SRF's contractual obligation to its software vendors regarding the supported software versions at the time of delivery. In the case of conflict between contractual obligations and software vendors User License Agreement, the vendor supported version will be delivered to the client and SRF will notify the client in writing of the software version that will be utilized prior to delivery. If there are associated costs, SRF will identify the costs and the additional costs will be mutually agreed upon.

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TOTAL ESTIMATED PERSON-HOURS		24	2	92	96	260	186	34	0	0	694	
AVERAGE HOURLY BILLING RATE		\$228	\$209	\$160	\$151	\$125	\$121	\$120	\$0	\$0		\$94,192.00
ESTIMATED LABOR AND OVERHEAD		\$5,472	\$418	\$14,720	\$14,496	\$32,500	\$22,506	\$4,080	\$0	\$0		\$1,662.50
SRF ESTIMATED DIRECT NON-SALARY EXPENSES												\$1,662.50
											SUBTOTAL: (SRF Labor and Expenses)	<u>\$95,854.50</u>
											SUBCONSULTANTS:	\$19,299.00
TOTAL ESTIMATED FEE (SRF and Subconsultants combined)											\$115,153.50	

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ESTIMATE OF DIRECT NON-SALARY EXPENSES:


MILEAGE:	Personal Vehicles			2500	Miles @	\$0.585						\$1,462.50
MEALS:				0	Meals @	\$11.00						\$0.00
LODGING:	Hotel			0	Nights @	\$100.00						\$0.00
REPRODUCTION:	Copy Duplication			0	Copies @	\$0.10						\$0.00
	Color Copies			0	Copies @	\$0.35						\$0.00
	Bond Prints			0	Prints @	\$6.00						\$0.00
	Mylar Prints			0	Prints @	\$12.00						\$0.00
COURTHOUSE COPIES:				0	Copies @	\$1.00						\$0.00
PRINTING:												\$0.00
SUPPLIES:	Survey											\$200.00
COMMUNICATIONS:	Mail, Express, Etc.											\$0.00
	Cell Phone Charges			0	Minutes @	\$0.30						\$0.00
												SRF EXPENSES: \$1,662.50

SUBCONSULTANTS:

Braun Intertec - Geotechnical Investigation												\$5,905.00
Braun Intertec - Construction Testing												\$13,394.00
												SUBCONSULTANTS: \$19,299.00

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SUMMARY OF COSTS:												
		<u>PROF. VIII-VII</u>	<u>PROF. VI</u>	<u>PROF. V</u>	<u>PROF. IV</u>	<u>PROF. III</u>	<u>PROF. II</u>	<u>PROF. I</u>	<u>TECH.</u>	<u>SUPPORT</u>		<u>TOTALS</u>
1	PROJECT MANAGEMENT	\$ 3,648.00	\$ -	\$ 4,800.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$8,448.00
2	UTILITY COORDINATION	\$ -	\$ -	\$ 960.00	\$ -	\$ -	\$ 2,904.00	\$ -	\$ -	\$ -	\$ -	\$3,864.00
3	FINAL PS&E	\$ 456.00	\$ -	\$ 5,760.00	\$ -	\$ 1,500.00	\$ 6,776.00	\$ 2,400.00	\$ -	\$ -	\$ -	\$16,892.00
4	PERMITTING	\$ 456.00	\$ 418.00	\$ 1,280.00	\$ -	\$ 2,250.00	\$ 968.00	\$ 1,680.00	\$ -	\$ -	\$ -	\$7,052.00
5	BIDDING ADMINISTRATION	\$ 228.00	\$ -	\$ 1,920.00	\$ -	\$ -	\$ 968.00	\$ -	\$ -	\$ -	\$ -	\$3,116.00
6	CONSTRUCTION ADMINISTRATION	\$ 684.00	\$ -	\$ -	\$ 9,060.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$9,744.00
7	CONSTRUCTION INSPECTION	\$ -	\$ -	\$ -	\$ -	\$ 22,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$22,500.00
8	CONSTRUCTION SURVEY	\$ -	\$ -	\$ -	\$ 2,416.00	\$ 6,250.00	\$ 6,050.00	\$ -	\$ -	\$ -	\$ -	\$14,716.00
9	SUBMISSION OF WORK / AS-BUILT PLAN	\$ -	\$ -	\$ -	\$ 3,020.00	\$ -	\$ 4,840.00	\$ -	\$ -	\$ -	\$ -	\$7,860.00
TOTALS		\$5,472.00	\$418.00	\$14,720.00	\$14,496.00	\$32,500.00	\$22,506.00	\$4,080.00	\$0.00	\$0.00		\$94,192.00

SRF Consulting Group, Inc. Client: City of Arden Hills Project: MVHS Trail - Final Design Amendment Subconsultants: Braun Intertec	Work Tasks and Person-Hour Estimates		14320.PP
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TASK NO.	TASK DESCRIPTION	PROF. VIII-VII	PROF. VI	PROF. V	PROF. IV	PROF. III	PROF. II	PROF. I	TECH.	SUPPORT	TOTALS	EST. FEE
	HIDE THIS ROW	PRINL	SR-ASSOC.	SR-ASSOC.	ASSOC.	SR-PROF.	PROF.	PROF.				

SUMMARY OF HOURS:	PROF. VIII-VII	PROF. VI	PROF. V	PROF. IV	PROF. III	PROF. II	PROF. I	TECH.	SUPPORT	TOTALS
1 PROJECT MANAGEMENT	16	-	30	-	-	-	-	-	-	46
2 UTILITY COORDINATION	-	-	6	-	-	24	-	-	-	30
3 FINAL PS&E	2	-	36	-	12	56	20	-	-	126
4 PERMITTING	2	2	8	-	18	8	14	-	-	52
5 BIDDING ADMINISTRATION	1	-	12	-	-	8	-	-	-	21
6 CONSTRUCTION ADMINISTRATION	3	-	-	60	-	-	-	-	-	63
7 CONSTRUCTION INSPECTION	-	-	-	-	180	-	-	-	-	180
8 CONSTRUCTION SURVEY	-	-	-	16	50	50	-	-	-	116
9 SUBMISSION OF WORK / AS-BUILT PLAN	-	-	-	20	-	40	-	-	-	60
TOTALS	24	2	92	96	260	186	34	0	0	694