



# WILDWOOD

## MEMORANDUM

To: Administration/Public Works Committee Members

From: Rick C. Brown, Director of Public Works/City Engineer

Date: October 24, 2022

Re: Consultant Selection for Inspection of Citywide Culvert Inspections

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**Background:** The Department of Public Works has \$25,000 budgeted in 2022 to inspect and evaluate crossroad culverts. The Department is planning a multi-year approach to complete the inspection of our crossroad culverts, as this work was started in 2020. For 2022, we are planning to inspect approximately one hundred (100) remaining crossroad culverts.

Because we lack the necessary staff, the department has typically engaged a consulting engineer to complete this work. The previous inspection effort was completed in 2020 by the firm GBA, Inc. As GBA's previous work was very good, the Department requested a proposal from them for 2022, which has been attached as **Exhibit A**. Assistant City Engineer Dan Rahn and I have completed a review and evaluation of the proposal as received and we are recommending GBA to complete this project.

**Recommendation:** It is recommended that the City enter into a city-consultant agreement with GBA, Inc. to inspect and evaluate about one hundred (100) crossroad culverts for the not to exceed amount of \$23,500. We expect that the work would be completed in November and December of this year.

### Reasons for Recommendation

1. The Department feels that GBA's proposal demonstrated the following benefits:
  - a. GIS: GBA will deliver the culvert inspection report in a GIS format compatible with the City's existing GIS system. This will allow city staff to have immediate access to the inspection data by utilizing our current GIS system.
  - b. Prior Experience: GBA has completed this work previously and understands the City's requirements to complete this project.

I will be available for any questions or comments at the October 25<sup>th</sup>, 2022, Administration/Public Works Committee Meeting.

RCB



## Exhibit A

16305 Swingley Ridge Road  
Suite 300  
Chesterfield, MO 63017

July 25, 2022

Dan Rahn, P.E.  
Assistant City Engineer  
City of Wildwood  
16960 Main Street  
Wildwood, MO 63040

**SUBJECT:** Proposal for 2022 Bridge Inspections for the City of Wildwood's Pedestrian & Tunnel Structures.

Dan,

Thank you for this opportunity to submit this proposal letter to provide professional engineering services on the above referenced project.

The following are descriptions of the engineering services that GBA will complete, the estimated time schedule, and the fee associated with the engineering services.

### **SCOPE OF SERVICES**

GBA will visit (19) Pedestrian Bridges, (3) Pedestrian Tunnels and up to (100) Cross-Road Pipes/Culverts to visually assess the existing condition of each structure.

The pedestrian structures will be evaluated based upon GBA's developed manual for Pedestrian Bridge Evaluation Guidelines. Each structure will have a report with field notes, photos and maintenance recommendations.

The initial inventory catalog of the cross-road pipes/culverts will be evaluated based upon visual observation and engineering judgement. The data will be collected using a GIS web application on the inspector's mobile device, which will collect the structure number, location(GPS Coordinates), Route, Type, Size Length, End Type, Traffic Safety Features(Guardrail or Object Markers), Structure Condition with Notes, Channel Condition with Notes, Maintenance Recommendations, and Photos. The condition of the structure and the channel will be rated based upon a (good/fair/poor) system.

The field assessments for all structures will be based on a general visual observation. The Engineer shall not be responsible for latent defects or conditions not visible during the site visit. No testing, structural computations, or detailed analysis will be included in the scope of this work.

A summary report for all structures will be created and will include the bridge prioritization for each type of structure and maintenance recommendations.

An updated bridge GIS shape file will be created as well. This will include organization of all available bridge data and updating/creating the bridge folders for all structures with the data that was collected.



## SCHEDULE

GBA will complete the Site Visit within three (3) months of written authorization and provide the Report within two (2) months of the Site Visit. This schedule does not take into consideration the possibility of inclement weather that would delay the site visit, or any other delays that are out of the control of GBA.

## FEE

We will complete all work described in the above Scope of Services for a lump sum amount of Thirty-Nine Thousand Dollars (\$39,500.00).

Pedestrian Bridge (19) & Tunnel (3) Inspections: \$16,500  
Cross-Road Pipe/Culvert (100) Inspections: \$20,000  
GIS (122) Structures: \$3,500

Any additional services which might be required, or additional work due to changes in the above Scope of Services, will be added to the project as a supplemental agreement at the following rates:

Additional Pedestrian Bridge Inspection: \$450/bridge  
Additional Cross-Road Pipe/Culvert Inspection: \$140/culvert  
GIS for Additional Bridges: \$55/bridge

This fee includes all project management, direct expenses, and all other incidental costs.

Thank you for the opportunity to continue to be of service to you and please call if you have any questions.

Sincerely,

GEORGE BUTLER ASSOCIATES, INC.

Ryan Hagerty, P.E.  
Associate