



WILDWOOD

MEMORANDUM

To: Administration/Public Works Committee Members
From: Rick C. Brown, Director of Public Works/City Engineer
Date: October 24, 2022
Re: Proposed City-Consultant Agreement for Design of Main Street Extension Project

Background: For 2022, \$75,000 is budgeted in the Capital Improvement fund for the design of the Main Street Extension Project. The Main Street Extension Project would rebuild Crestview Lane as an extension of Main Street, between Eatherton Road to the Market Avenue.

The extension of Main Street between Eatherton Road to Market Avenue has been planned by the city for some time. The road is currently a private street, however, the city is moving forward with the design of the Village Green project next to City Hall, as we previously acquired two 3-acre lots along the south side of the road. Construction of the initial phase of the Village Green is planned for 2023. In addition, there is significant development interest in the remaining properties, on the north and south side of Crestview Lane.

With the development of the Village Green, and the recent private development interest along the road, the Departments of Public Works and Planning would like to begin the preliminary design of the Main Street Extension project. The goal of the project would be to prepare the preliminary engineering plans, such that the city could implement the project, knowing that multiple developers may be involved. If the development projects move forward, the developers would be required to construct the planned improvements along their frontage, or to deposit escrow funds with the city which would allow the city to construct the improvements.

To complete the preliminary design, the Department met with Ms. Tricia Bohler, with the firm Civil Design Inc. (CDI), to request a proposal. In response, CDI has submitted the attached scope of work and fee proposal (see **Exhibit A**). The Department has reviewed CDI's scope of work and fee proposal and found both to be sufficient and meet our needs.

Recommendation: It is recommended that the city enter into a city-consultant agreement with Civil Design Inc. to complete the preliminary design of the Main Street Extension Project, for the not to exceed amount of \$75,000.

Reasons for Recommendation

1. The development of preliminary plans for the Main Street Extension Project will ensure that adjacent developments are required to match the proposed improvements, and either construct them or deposit an infrastructure escrow for City construction.
2. CDI is currently working on the design of the Village Green project for the city. As part of that project, they have completed surveys and can utilize their design for this project.
3. CDI has successfully completed other projects for the Department, and we have been satisfied with their work.

I will be available for any questions at the October 25th Administration/Public Works Committee Meeting.

RCB

EXHIBIT A

CONSULTANT SCOPE OF SERVICES

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SEE FOLLOWING FOUR (4) SHEETS

This agreement between CIVIL DESIGN, INC. (CONSULTANT) and the City of Wildwood (CITY) covers engineering services associated with the design and preparation of Conceptual and Preliminary Design Phases for the Main Street Extension Project.

The CITY reserves the right to request additional work and changed or unforeseen conditions may require changes and work beyond the scope of this contract. In this event, a change order to this agreement shall be executed and submitted for the approval of the CITY prior to performing the additional or changed work or incurring any additional cost thereof. Any change in compensation will be covered in the change order.

The CONSULTANT will provide the professional, technical, and other personnel resources, equipment, materials, and all other items necessary to prepare the concept plans and preliminary plans. Right-of-way plans, Final Construction plans, specifications and estimates will be provided under a supplemental agreement following the Preliminary Plan phase.

The CONSULTANT shall prepare all plans through use of Microstation v8i using the MoDOT's MicroStation configuration. Unless otherwise specified all plan sheets and CAD plots shall be provided to the COUNTY as PDF files.

PROJECT DESCRIPTION

Engineering services are required for the preparation of contract plans, specifications, and estimates (PS&E) for the construction of approximately 1400 feet extension of Main Street from Market Avenue to Eatherton Road. The proposed improvements will include but are not limited to: (NOTE: Any change to project limits and or types of improvements, post contract execution, shall be captured in a SUPPLEMENTAL AGREEMENT)

- Full Depth Pavement and Resurfacing at Tie Ins
- Sidewalks and Curb Ramps
- Roundabout or 4-way intersection
- Commercial/Residential Approaches/Driveways
- Stormwater
- Grading
- Utility Coordination

STANDARDS

The CONSULTANT shall use the latest version of the following publications to determine the design criteria and procedures which will be followed for development of the project:

- "Saint Louis County Design Criteria for the Preparation of Improvement Plans"
- "Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way", July 26, 2011
- (PROWAG), supplemental curb ramp details provided by COUNTY
- MoDOT's "Engineering Policy Guide"
- AASHTO's "Manual on Uniform Traffic Control Devices" (MUTCD)
- AASHTO's Roadside Design Guide
- AASHTO's "A Policy on Geometric Design of Highways and Streets"
- "St. Louis County Standard Specifications for Road and Bridge Construction"

- Storm water facility design shall be in accordance with applicable MSD criteria.
- Other publications which the CITY directs the CONSULTANT to use.

LAND SURVEYING

Field survey and base map of existing conditions provided by COUNTY. CONSULTANT shall provide supplemental topographic survey as needed to complete the plan development.

The CONSULTANT will provide a right of way and topographic survey of Crestview Drive (approximately 1,800 linear feet) between Market Avenue and Fossett Drive and 200 feet in all directions from the intersection of Crestview Drive/Main Street with Eatherton Road. The approximately 150 feet wide corridor will accommodate for future widening of Crestview Drive, matching the existing Main Street widths at both intersections. This survey includes establishing horizontal and vertical control and preparing a survey plat showing the results of the survey. The following is a more detailed list of items that the survey will include:

- Establish horizontal control (Missouri State Plane)
- Establish vertical control (NAVD88)
- Prepare and maintain original field notes.
- Research public records and obtain copies of deed, plats, right of way plans, easement, etc
- Review title reports or other records provided to CDI and reference in survey.
- Recover existing property and right of way monuments used to complete a best fit right of way base drawing.
- Arrange for the various utilities to locate and mark their facilities at the project site through a Missouri OneCall Design Ticket request. Evidence on or above the surface of the surveyed property observed in the process of conducting the fieldwork, which evidence may indicate utilities located on, over or beneath the surveyed property. Examples of such evidence include pipeline markers, utility locate markings (including the source of the markings, with a note if unknown), manholes, valves, meters, transformers, pedestals, clean-outs, overhead lines, guy wires, and utility poles.
- Topographic survey to include drainage (structures, pipes, flow lines), site features, topography, pavement markings, signage, trees / landscaping, pavement type, utilities as located per *Design Request*, existing buildings.
- 1-foot contours based upon above said Vertical Datum.
- Substantial features observed in the process of conducting the survey such as parking lots, buildings, signs, swimming pools, landscaped areas, etc.
- Indication of access to a public way on land such as curb cuts and driveways.
- Request and acquire title easement searches from title company for 22 parcels needing right of way/easement acquisitions. (NOT TO BE COMPLETED IN THIS PHASE)
- Write descriptions for right of way/easement acquisitions for 12 parcels. (NOT TO BE COMPLETED IN THIS PHASE)

UTILITY COORDINATION

The CONSULTANT will coordinate Main Street Extension improvements with utility companies.

STORM WATER MANAGEMENT

CONSULTANT will provide necessary preliminary level stormwater calculations and coordination with MSD. The following Preliminary level tasks will be completed as part of the storm water management design.

- Stormwater facilities management report
- Spread analysis
- Enclosed drainage systems
- Hydraulic calculations
- One submittal to MSD will be accomplished in this phase of the project

DESIGN PHASES

CONCEPTUAL PLANS – ROAD

The Conceptual Design phase will consist of a color strip map layout of the Main Street extension. The following tasks will be included in this phase.

- Conceptual Alternatives at the Main Street/Eatherton Road intersection
 1. Roundabout
 2. 4 way stop
- Conceptual level typical sections
- Conceptual plan and profile
- Conceptual sidewalk and curb ramps
- Conceptual drainage improvements
- Conceptual level cost estimate

PRELIMINARY PLANS - ROAD

Detailed preliminary plans will be approximately 30% complete.

This phase will include:

- Refine conceptual typical sections
- Preliminary plan and profile with right of way and utility conflicts identified
- Preliminary sidewalk/ curb ramp/ ADA improvements
- Preliminary driveway layouts and profiles per COUNTY driveway criteria
- Determine proposed preliminary level ROW needs
- Preliminary drainage improvements
- Preliminary cost estimate
- Detailed field check of project limits with CITY
- Update color strip map

PUBLIC INVOLVEMENT

CONSULTANT will provide materials and support for the Public Involvement Process.

- Updates to conceptual color strip map (pdf)
- Public Meeting support for two meetings – meeting attendance (4 hours each)
- Meeting attendance (2 people)
- Eight one-on-one meetings with residents.

EXCLUSIONS AND ASSUMPTIONS

- No traffic signal improvements are included in this project.
- It is assumed that no geotechnical investigation is required for this project.
- Title Commitment: A title commitment will be needed to investigate and certify property information, such as utility easements, access agreements, etc. It is assumed that the CITY will provide this information to CDI for inclusion in the Survey. If the Owner does not have this information, CDI can obtain a title commitment for the property as a reimbursable expense.
- Private Utility Locates: This proposal includes a public utility locate handled through Missouri One-Call. It does not include subsurface locates of any private utilities that are not indicated in record drawings or marked by an 811 utility locate request. CDI can contract with a private utility locator to provide this information as an additional service, if needed.
- Lot Consolidation/Subdivision Plat/Right of Way Dedication Plat: The current survey proposal does not include creation or preparation of a Consolidation, Subdivision, or Right of Way Dedication Plat. If found to be required, CDI will perform this work as an additional service.
- Construction Staking: This survey proposal does not include construction staking, construction as-built surveys, or any other construction related surveying items as a standard service. As-built drawings and/or construction staking can be provided by CDI as an additional service.



Project Name: Wildwood Main Street Extension
 Project Number: R5807.01
 Subject: Fee Estimate
 Date: 9/13/2022

	Project Manager II \$205.00	Project Engineer III \$160.00	Project Engineer II \$135.00	Project Engineer I \$100.00	Land Surveyor II \$200.00	Survey Tech II \$100.00	Survey Tech I \$75.00	Survey Crew \$175.00	Total Hours	Labor Costs	Other Costs	Total Costs
ADMINISTRATIVE												
A. Administrative												
1 Project Management	8								8	\$1,640	\$0	\$1,640
2 Team Meetings	4	4	4						12	\$2,000	\$0	\$2,000
3 Invoicing	2								2	\$410	\$0	\$410
ADMINISTRATIVE TOTAL	14	4	4	0	0	0	0	0	22	\$4,050	\$0	\$4,050
Survey Phase												
B. TOPOGRAPHIC AND UTILITY SURVEY												
1 Establish Horizontal and Vertical Control								2	2	\$350	\$0	\$350
2 Utility Locate Request and Field Survey							2	6	8	\$1,200	\$0	\$1,200
3 Perform Topographic Survey								24	24	\$4,200	\$0	\$4,200
4 Create topographic survey drawing						8	20		28	\$2,300	\$0	\$2,300
5 QA/QA Review					4				4	\$800	\$0	\$800
Topo and Utility Subtotal	0	0	0	0	4	8	22	32	66	\$8,850	\$0	\$8,850
C. PROPERTY BOUNDARY R/W SURVEY												
1 Boundary Survey Records Research							2	4	6	\$500	\$0	\$500
2 Recover preoperty monuments and set missing corners								12	12	\$2,100	\$0	\$2,100
3 Create best fit right of way drawing for parcel							12	16	28	\$2,400	\$0	\$2,400
4 QA/QA Review					4				5	\$900	\$0	\$900
Property Boundary Subtotal	0	0	0	0	4	1	20	12	51	\$5,900	\$0	\$5,900
SURVEY PHASE TOTALS	0	0	0	0	8	23	42	44	117	\$14,750	\$0	\$14,750
Design Phase												
D. CONCEPTUAL DESIGN												
1 Conceptual Alternatives at the Main Street/Eatherton Road intersection	2	40										
2 Conceptual level typical sections	1	4	4									
3 Conceptual Plan and profile	1	16										
4 Conceptual Sidewalk and Curb Ramps	1	8										
5 Conceptual drainage improvements	1	12										
6 Colored Conceptual Stripmap	4	16	8									
7 Conceptual Quantities	1	4										
8 Conceptual Cost Estimate	2											
Conceptual Subtotal	13	100	12	0	0	0	0	0	125	\$20,285	\$0	\$20,285
E. PRELIMINARY DESIGN												
1 Refine conceptual typical sections	1	2	4									
2 Preliminary plan and profile with right of way and utility conflicts identified	2	16	16									
3 Preliminary sidewalk/ curb ramp/ ADA improvements	1	2	4									
4 Preliminary entrance/driveway layouts and profiles	1	4	4									
5 Determine proposed preliminary level ROW needs			4									
6 Preliminary drainage improvements (incl. design calcs, report, and MSD submittal)	2	24	16									
7 Preliminary Quantities		4	4									
8 Preliminary cost estimate	1	2										
9 Detailed field check of project limits with CITY	2	2										
10 Update Color Stripmap	2	16										
Preliminary Subtotal	12	72	52	0	0	0	0	0	136	\$21,000	\$0	\$21,000
DESIGN PHASE TOTALS	25	172	64	0	0	0	0	0	261	\$41,285	\$0	\$41,285
PUBLIC INVOLVEMENT												
F. PUBLIC MEETINGS												
1 Updates to Conceptual Color Strip Map (pdf)	2	8							10	\$1,690	\$0	\$1,690
2 Public Meeting support for 2 Meetings (4 hours each, 2 people)	8	8							16	\$2,920	\$0	\$2,920
3 One-on One Meetings with Residence (8 meetings, 1 person)	16								16	\$3,280	\$0	\$3,280
PUBLIC INVOLVEMENT TOTALS	26	16	0	0	0	0	0	0	42	\$7,890	\$0	\$7,890
PROJECT TOTAL	65	192	68	0	8	23	42	44	442	67,975	0	67,975