



Travis County Commissioners Court Agenda Request

Meeting Date: February 11, 2014, 9:00 AM, Voting Session

Prepared By/Phone Number: J. Lee Perry/49724; Marvin Brice, CPPB, Assistant Purchasing Agent

Elected/Appointed Official/Dept. Head: Cyd Grimes, C.P.M., CPPO

Commissioners Court Sponsor: Judge Biscoe

Agenda Language: Approve Modification No. 1 to Contract No. 4400001499, Stantec, for North East Metro Park BMX Track Design

- **Purchasing Recommendation and Comments:** Purchasing concurs with department and recommends approval of requested action. This procurement action meets the compliance requirements as outlined by the statutes.
- The North East Metro Park is a 400 plus Acre Park located in Precinct 2. The current parks amenities includes; open play meadow, pavilion, picnic tables, BBQ pits, playscapes, parking areas, trails, basketball courts, soccer/football fields, baseball/softball fields, cricket field, restrooms and Skatepark.
- The North East Metro Park BMX Track Design Project includes the design of a new BMX track including the design of the starting hill, track turns, track obstacles, drainage, irrigation and electrical. The track must be designed and constructed to meet USA BMX and the Union Cycle Internationale (UCI) standards.
- Change Order number one (1) is necessary to add Construction Administration services to the Stantec design contract to ensure the track is constructed to meet the USA BMX and UCI standards. USA BMX is the only sanctioning body for BMX racing in the United States. UCI is the governing body for all cycling sports in the world. Thus, it is imperative that the track and facilities meet the requirements of both entities so that all races can be sanctioned and subsequently qualify the participants for nationally sponsored events. Additionally, the plan is for this track to host several nationally sanctioned events annually, which will be sponsored by USA BMX.

- This change order is in the amount of \$28,032.00, and increases the contract amount from \$29,500.00 to \$57,532.00. The total amount increased of this change order is over the threshold amount for increases and therefore requires court approval.
- **Contract Expenditures:** Within the last 12 months \$29,500.00 has been spent against this contract/requirement.
- **Contract-Related Information:**
 - Award Amount: \$29,500.00
 - Contract Type: Construction
 - Contract Period: Through Completion
- **Contract Modification Information:**
 - Modification Amount: \$28,032.00
 - Modification Type: Construction
 - Modification Period: Through Completion
- **Solicitation-Related Information: N/A**

Solicitations Sent:	Responses Received:
HUB Information:	% HUB Subcontractor:
- **Special Contract Considerations: N/A**
 - Award has been protested; interested parties have been notified.
 - Award is not to the lowest bidder; interested parties have been notified.
 - Comments:
- **Funding Information:**
 - Funds Reservation in SAP: 300001045
 - Funding Center(s):
 - Comments:

TRANSPORTATION AND NATURAL RESOURCES

STEVEN M. MANILLA, P.E., COUNTY EXECUTIVE



700 Lavaca Street-5th Floor
Travis County Administration Building
P.O. Box 1748
Austin, Texas 78767
Phone: (512) 854-9383
Fax: (512) 854-4697

MEMORANDUM

DATE: January 23, 2014
TO: Marvin Brice, Assistant Purchasing Agent
FROM: Steven M. Manilla, P.E., County Executive
SUBJECT: Contract Modification #1 for the NE Metro Park BMX Track Area Improvements
Contract No. 4400001499

The following information is provided for your use in preparing a request to Commissioners Court for the approval of Contract Modification #1 for the NE Metro Park BMX Track Area Improvements Project.

Proposed Motion:

Consider and take appropriate action on a request to approve Contract Modification # 1 for the NE Metro Park BMX Track Area Improvements Project in Precinct Two.

Summary and Staff Recommendations:

The NE Metro Park BMX Amenities Project is a voter approved bond project. In June 2013, Travis County entered into a Professional Service Agreement with STANTEC for the design services of the BMX track layout. The construction documents for the BMX track improvements were completed in October 2013.

Due to the specialized nature of construction, we request that STANTEC provide construction administration services to ensure that the BMX track is constructed to meet all USA BMX and Union Cycliste Internationale (UCI) standards and guidelines for a National Level BMX Race Track Facility.

The current contract amount is \$29,500.00. With Contract Modification #1 in the amount of \$28,032.00, this will increase the contract amount to \$57,532.00.

Budgetary and Fiscal Impact

Funding for this construction contract is from the 2011 bond funds. Source of funding required for this change order is provided in the following funds reservation document:

Court date: 2/11/14

MT #10267

Funds Reservation Number	300000858 ¹⁰⁴⁵ (P)
Fund	4082
Fund Center	1490220000
G/L Account	522030
IO/WBS	PKCN.149.000001
Amount	\$28,032.00

Background:

NE Metro Park is a 400+ acre metropolitan park located at 2703 Pecan Street. Improvements for the park consist of BMX and cricket parking lots, a new park road off Killingsworth Lane which extends to the BMX and cricket parking lots, prefabricated restrooms, a BMX track, parking lot lighting, sport lighting for the track, water and electric services from the street to the site, and landscaping and irrigation. In addition, the BMX track design and layout meet the necessary site restrictions in addition to all USA BMX and UCI standards and guidelines for a National Level BMX Race Track Facility.

Attachments: Scope and Fee Proposal

CC: Cyd Grimes, C.P.M., Purchasing Agent
 Lee Perry, Purchasing
 Charles Bergh, TNR Parks
 Robert Armistead, TNR Parks
 Kurt Nielsen, TNR Parks
 Morgan Cotten, P.E., TNR Public Works
 Steve Sun, P.E., TNR Public Works
 Odette Tan, P.E., TNR Public Works
 Donna Williams-Jones, TNR Financial Services
 Isabelle Lopez, TNR Financial Services
 Tawana Gardner, TNR Financial Services

MODIFICATION OF CONTRACT NUMBER: 4400001499 NE Metro Park BMX Track Area Design

ISSUED BY: PURCHASING OFFICE 700 Lavaca, Suite 800 AUSTIN, TX 78701	PURCHASING AGENT ASST: J. Lee Perry TEL. NO: (512) 854-9700 FAX NO: (512) 854-9185	DATE PREPARED: January 29, 2014
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ISSUED TO: STANTEC Attn: Mike McIntyre 141 Portland Street Boston, MA 02114	MODIFICATION NO.: 1	EXECUTED DATE OF ORIGINAL CONTRACT: June 27, 2013
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ORIGINAL CONTRACT TERM DATES: June 27, 2013 – Through Completion CURRENT CONTRACT TERM DATES: June 27, 2013 – Through Completion

FOR TRAVIS COUNTY INTERNAL USE ONLY:

Original Contract Amount: \$29,500.00 Current Modified Amount \$57,532.00

DESCRIPTION OF CHANGES: The above referenced contract is modified to reflect the changes as set forth below:

- A. Reference Exhibit I, Section 1, "Compensation for Basic Services." Paragraph 1.1. The fixed fee for basic services is changed from \$29,500.00, to \$57,532.00, an increase of \$28,032.00. As a result the following design phase work product is added as follows:
 - 1. Work Product 5 – Construction Administration: \$28,032.00
- B. The above Work Product, *Construction Administration* is added as a result of the specialized nature of this project, to ensure adherence to USA BMX and Union Cycle Internationale (UCI) standards. Services shall be performed as outlined in Attachment A, Scope of Services, attached hereto, and made apart hereof.
- C. Reference Exhibit 1, Section 5, Total Agreement Sum, is changed from **\$29,500.00** to **\$57,532.00**, an increase of **\$28,032.00**.

Except as provided herein, all terms, conditions, and provisions of the document referenced above as heretofore modified, remain unchanged and in full force and effect.

Note to Vendor:

[XXX] Complete and execute (sign) your portion of the signature block section below for all copies and return all signed copies to Travis County.

[] DO NOT execute and return to Travis County. Retain for your records.

LEGAL BUSINESS NAME: <u>Stantec Planning and Landscape Architecture, P.C.</u>	<input type="checkbox"/> DBA
BY: <u></u> SIGNATURE	<input checked="" type="checkbox"/> CORPORATION
BY: <u>Michael McIntyre</u> PRINT NAME	<input type="checkbox"/> OTHER
TITLE: <u>PM, RLA</u> ITS DULY AUTHORIZED AGENT	DATE: 1/30/2014
TRAVIS COUNTY, TEXAS	DATE:
BY: <u></u> CYD V. GRIMES, C.P.M., TRAVIS COUNTY PURCHASING AGENT	
TRAVIS COUNTY, TEXAS	DATE:
BY: _____ SAMUEL T. BISCOE, TRAVIS COUNTY JUDGE	

Construction Administration Scope of Services for the NE Metro BMX Track Design

STANTEC's project team is prepared to perform all the necessary work to complete this project with a high level of review and coordination diligence. This Proposal, should it be accepted by you, shall be considered the outlined scope of work for this project.

The proposed construction administration process to be performed by STANTEC (consultant) for the above referenced project for Travis County, TX (client) includes the following:

1.1 Coordination and Pre-Construction Meeting Services (Site Visit #1)

- Prepare and conduct the project Pre-Construction Conference to address any questions or concerns related to the plans and specifications for to the BMX Track Area Improvements.
- Prepare draft agenda for pre-construction meeting.
- Prepare a list of all technical submittals required by the Contractor. Distribute this list at the pre-construction meeting.
- MATERIAL TESTING & INSPECTIONS-Prepare recommendations for the Project construction and materials testing protocols for contractor.
- Determine the Project communication, reporting, submittal approval/rejection protocol, and documentation requirements.

1.2 Technical Submittals and Sample Reviews

- STANTEC shall review and approve shop drawings, samples and other submissions of the contractor for conformance with the design concept of the project and for compliance with the construction documents.
- Provide review comments on Contractor's pre-construction submittals.
- Pre-construction submittals shall include the Contractor's construction schedule, division of contract, subcontractor list, materials supplier list, or any special submittals requested of the Contractor prior to the pre-construction meeting.
- Process submittals, including receipt, review of, and appropriate action on shop drawings, samples and other submittals. Provide recommendations for Client approvals of "or equal" substitutions along with any recommended cost adjustments.

1.3 Materials Testing and Inspection Report Review

- Create materials sampling and testing requirements approved by Client and to provide quality control and compliance with the construction documents.
- Testing and reports provided by 3rd party materials testing firm shall include a minimum of soils compaction testing, concrete cylinder compression strength testing, gradation analysis, miscellaneous shop inspection, and other testing required by the construction contract documents, or as specifically requested by Client. Project testing program shall be prepared by the Consultant and provided for review and approval by Client prior to commencing work.
- Review all laboratory and field-testing results to determine whether results are in compliance with the construction contract documents and provide recommendations for correction of sub-standard materials and workmanship revealed during testing.

1.4 Contractor Pay Requests

- Upon receipt of a pay request from the Contractor, jointly review each line item with the Contractor and advise the Contractor's representative of any discrepancies or conflicts in the pay requests. Verify the accuracy of quantities of installed, delivered, and stored materials. Advise the Client of any issues that may warrant withholding, reducing, or delaying payment to the Contractor and provide supporting documentation.

1.5 Interpretation of the Contract Documents

- Upon request, provide interpretation or clarification of the construction documents to the Client or the Contractor. Determine an acceptable method for communicating interpretations and clarifications directly to the Client and Contractor beforehand.

1.6 Progress Review/Inspections (Site Visit 2-10)

- Progress reports shall be provided following each site visit to the Client indicating the progress of the project, quality of construction methods, specific problem areas and state of completion. These reports are for the sole purpose of assisting the Client in its management of the construction process.
- The Client shall have the final decision and approval on all matters related to design and construction. Consultant shall make recommendations in matters relating to contract document conformance and artistic effect. Consultant will make recommendations to the Client to reject work that does not conform to the contract documents and require special inspection or testing when deemed necessary.
- A Consultant representative shall have access to the work at all times and shall make periodic visits to the site to become familiar with the progress and quality of the work to determine if the work is proceeding in accordance with the contract documents. The primary basis of on-site observations will be to guard the Client against failure to perform the overall design from the Contractor.
- Conduct pre-scheduled project site meetings. Determine the format for scheduling, conducting, and recording construction meeting minutes.
- Examine Contractor workmanship, materials, progress, and overall compliance with requirements of the contract documents and immediately report any observed deficiencies to the Contractor and Client. Communicate to the Contractor and Client steps that may be necessary.
- Maintain Project construction observation reports consisting of all correspondence related to the construction of the Project, including but not limited to: all approved technical submittals and a technical submittal checklist. All approved field orders and change orders. Contract specifications and drawings, job meeting minutes, clarifications drawings, progress reports, and pay requests.
- The construction administration report, as a minimum, will contain information regarding weather conditions, temperature, Contractor general conformance with the plans and specifications, conversations, work items being performed and other observations.
- Construction Administration report will be completed and include a statement as to whether or not the Contractor is behind schedule or delaying the progress of the work and, if so, the steps the Contractor should take to get back on schedule. Copies of the contractor's daily logs shall be made available to the Client and consultant upon request.
- Upon the completion of each calendar month, furnish the Client with a typed observation report summarizing the status of the work. In the event the work is behind schedule or not in conformance with the construction documents, the statement shall also delineate what efforts the Contractor may take to get back on schedule and conformance with the design intent. A copy of this statement shall also be delivered to the Contractor upon Client approval of report.

- After the Project has been completed, submit the Construction Observation reports to the Client.

1.7 Contract Modifications

For modifications required by the Client to resolve design changes and clarifications, the Client Project Manager will coordinate with Consultant to provide the following services:

- Provide recommendations to the Client concerning potential changes and modifications to the Project that are encountered during construction.
- Identify and investigate feasible alternatives, to the extent practical, and prepare necessary plans, details, etc. required to obtain firm cost and schedule impact statements from the Contractor.
- Evaluate the Contractor's impact statements and, in conjunction with the Client, negotiate costs for any contemplated changes with the Contractor.

1.8 Project Acceptance and Close-Out (Site 11)

- Perform substantial completion and final inspections with Client and the Contractor and compile and distribute related punch-list items requiring correction.
- Compile and review for completeness all Operation and Maintenance Manuals to be submitted by the Contractor and inform Contractor of any deficiencies.
- Review and comment on final pay request and supporting close-out documents, and provide recommendation for approval or rejection to Client.
- Upon Project completion, obtain the original drawings, incorporate all as-built conditions from contractor on the original drawings and provide copies to Client at Project close-out.

1.9 Post Construction Services (Site Visit 12)

- Meet with Client upon request during the warranty period to investigate problems with materials, equipment, and/or workmanship that may arise. Determine whether or not such problems are warranty issues or design issues and recommend solutions.
- Coordinate and attend with Client a final warranty inspection no less than sixty days prior to expiration of Contractor warranty period. Develop list of deficiencies, if any, and determine if deficiencies are caused by inferior workmanship, equipment, and/or materials or by other reasons. Provide recommendations for resolving each deficiency. Complete a follow-up inspection with Client to determine whether deficiencies have been corrected by the Contractor prior to expiration of the warranty period.

CONSTRUCTION ADMIN. ON SITE SCHEDULE	VISIT #
Coordination and Pre-Construction	1
Submittals/ Shop Drawings Review	N/A
Staking/ Layout Review	2
Storm Drainage Line Location Review	2
Rough Excavation Review	3
Concrete Test Panels Review	3
Fine Grading Review	4
Rebar Review-Footings/ Walls	5
Concrete Ramps	6
Shotcrete Application and Finish Review	7
Flatwork and Slope Rebar Review	8
Concrete Application and Finish Review	9
Signage/ Landscape/ Review	10
Substantial Completion Review/ Punch List	10
Final Walk Through-Project Close Out	11
Post Construction Service-Warranty Review	12

NOTE: Proposed site visits will be modified according to General Contractor's schedule