



**Request for City Council Committee Action
from the Department of Community Planning & Economic Development**

Date: June 10, 2008
To: Honorable Sandy Colvin Roy, Transportation & Public Works Committee
Subject: Construction Administrator Consultant for the Bassett Creek Valley portion of the new Van White Memorial Boulevard

Recommendations:

1. Authorize staff to enter into negotiations with HDR Construction Control Corporation (HDR CCC) as the Construction Administration Consultant for the Bassett Creek Valley portion of the new Van White Memorial Boulevard.
2. Authorize the appropriate City officers to execute the necessary Agreement with HDR CCC.

Previous Directives:

- February 1, 2008: City officials were authorized to request proposals for construction engineering services for the Van White Memorial Boulevard construction project (Bassett Creek portion)
- June 30, 2006: Bolander & Sons was authorized to complete site preparation activities in advance of the Van White Memorial Boulevard roadway construction;
- December 8, 2005: Resolution No. 2005R-642 – Authorizing the use of eminent domain and quick take for the Van White Memorial Boulevard roadway project;
- April 1, 2005: Approval of the preliminary bridge concept (twin-bridge, post tensioned concrete box girder) and horizontal and vertical profiles;
- July 23, 2004: Approval of the selection of Toltz, King, Duval, Anderson, and Associates (TKDA) as the design and engineering consultant for the Bassett Creek Valley segment of the Van White Memorial Boulevard project;
- April 16, 2004: Approval for a Request for Proposals for an Engineering Consultant to design the Bassett Creek Valley segment of Van White Memorial Boulevard.

Prepared by: Darrell Washington, Senior Project Coordinator, 673-5174
Approved by: Charles T. Lutz, Deputy Director CPED _____
Presenter in Committee: Darrell Washington, Senior Project Coordinator, 673-5174

Reviews

Permanent Review Committee (PRC): Approval _____ Date _____ Not Applic. X
Civil Rights Approval Approval _____ Date _____ Not Applic. X
Policy Review Group (PRG): Approval _____ Date _____ Not Applic. X

Financial Impact

No financial impact or Action is within current dept. budget

Community Impact

Neighborhood Notification - NA
City Goals – Strengthen our city with infrastructure investments
Comprehensive Plan – Complies

Background Information

On March 24, 2000, the City Council approved the Heritage Park and the original Bassett Creek Valley Master Plans. Both plans contain similar development themes. Specifically, they 1) provide for an orderly mix of housing and commercial land uses, 2) establish a street network that links the sites to adjacent neighborhoods; and 3) create a strong park and open space system. The design concepts were distilled from the finding that both areas – the former public housing sites and the Bassett Creek Valley area -- were isolated from the rest of the City. One solution to address this finding, called for the construction of a parkway-styled boulevard – Van White Memorial Boulevard - linking north and south Minneapolis. This critical linkage is not only bringing a new set of eyes to these isolated areas, but is also a catalyst for increased economic growth and a conduit for greater access to employment, recreational, and cultural resources.

In 2001, the Heritage Park project secured a \$10.0 million federal grant to be used for obtaining public Right-of-Way easements, environmental clean-up, and roadway/bridge design and construction activities located within the Bassett Creek Valley area. In addition to the federal grant, Hennepin County identified approximately \$8.0 million from their capital funds to support the bridge construction activities within the Bassett Creek Valley area. Environmental assessment & clean-up funds were received from Hennepin County (\$685K) and the U.S. Environmental Protection Agency (\$600K). In addition, a federal grant for bike trail construction round out the majority of the funding for this critical roadway.

This letter is seeking Council action to authorize negotiating and entering into an Agreement with a Consultant for construction administration services for the Van White Memorial Boulevard segment generally located between Dunwoody Boulevard and Glenwood Avenue North. The roadway was designed by TKDA and the Consultant, on behalf of the City, is expected to furnish personnel, services, supplies and equipment necessary to properly administer, review, inspect, monitor and document the construction of this roadway all in accordance with the rules, and procedures of the various funding entities (City of Minneapolis, MnDOT, Hennepin County, and U. S. EPA).

The roadway will consist of a northbound and southbound traffic lane, dedicated turning lanes, a 10-foot multi-use trail on one side and a 6-foot wide sidewalk on the other side with appropriate lighting and boulevard plantings. Boulevard components will include two post-tensioned concrete bridges over the Burlington Northern Railroad, removal of the Soo Line/CP Rail tracks to avoid an at-grade crossing, and a bridge over Bassett Creek. The Consultant will also oversee soil testing and analysis, management of contaminated and hazardous materials, a revision of the project's RAP/CCP, materials testing, and monitoring the construction contractor's storm water management practices.

The selected Consultant will assist the Project Manager with local neighborhood groups, resident and business representatives, Minnesota Department of Transportation, Burlington Northern, CP Rail, Hennepin County Regional Rail Authority, various City of Minneapolis departments, the Bassett Creek Water Management Commission, and other stakeholders.

Consultant Selection Process

A selection committee composed of City of Minneapolis, Hennepin County and MNDOT staff evaluated the Consultant proposals. Five proposals were received, from teams led by the following firms: SRF, TKDA, Bonestroo, HDR and URS. In addition to the Lead Firms, each of the proposals included additional firms assembled to meet the various areas of expertise and responsibility outlined in the RFP. The committee met to discuss the proposals to assess strengths and weaknesses and select teams for interviewing. All but one team was selected for interviews. The interviews were held on April 15, 2008 and were conducted by City of Minneapolis and Hennepin County committee members.

Upon completion of the interviews, the committee met to rank the proposed teams. The teams were distinguished by a number of factors, including the capacity of the teams/firms to perform the required tasks, their organization and management approaches, team members' experience in their present roles, the ability to expedite the project, and ultimately by their exemplary performance and success in similar projects. The team led by HDR was ranked first. It is requested that staff be authorized to negotiate an Agreement with HDR, based on a preliminary scope of services, a preliminary timetable of activities, and preliminary proposed fees and rates for those services.

Disadvantaged Business Enterprises Goal

For this contract, the City of Minneapolis Department of Civil Rights established a 0% DBE goal for this contract. HDR is proposing to utilize Alliant Engineering who is a certified SBE firm.

Scope of Services

The scope of services primarily involves the Consultant providing construction engineering/administration services, as required by the City of Minneapolis and the Minnesota Department of Transportation (Mn/DOT), for the construction phase of a City, County, and Federally funded bridge and roadway improvement project. Services shall conform to the specific requirements of the funding agencies and shall be in accordance with the City's standards and procedures. Construction activities include grading, aggregate base application, bituminous and concrete surfacing, and construction of bridge numbers 27B01, 27B02, and 27B31. Work is anticipated from July 15, 2008, through December 31, 2009, with winter work activities as a possibility depending upon the contractor. A detailed listing of the proposed scope of services is presented in Exhibit A.

The Consultant shall prepare reports, keep records, and perform work so as to enable Mn/DOT to collect the federal aid sought by the City and for the City to collect Hennepin County capital funds allocated to this bridge and roadway project. At the completion of this project, the Consultant shall provide to the City all records and reports in accordance with Mn/DOT's record retention schedule for federal projects. This information must be bound and packaged in an organized format for easy file retrieval. In addition, this information must be provided in an electronic format.

Preliminary Timetable of Activities

The following preliminary timetable will serve as the basis for a negotiated schedule, and is SUBJECT TO CHANGE:

- | | |
|------------------------------------|--------------------|
| • Construction Management Contract | July 15, 2008 |
| • Construction out for bid | July 15, 2008 |
| • Construction start | September 15, 2008 |
| • Construction completion date | December 31, 2009 |

Fees

Fees for the Consultant services with a not-to-exceed amount will be negotiated. The source of funds for this contract is Hennepin County capital funds administered by Hennepin County through City of Minneapolis Contract Agreement No. C-20737. The combined amount for all services under this contract will not exceed the \$1.6 million currently proposed for their work.

EXHIBIT A

Proposed Van White Construction Administration Scope of Services

1. Construction Administrator

The Consultant's Construction Administrator (CA) will be responsible for the overall administration of the construction in accordance with Mn/DOT Delegated Contract Process (DCP) for Federal Aid regulations.

- 1.1. **Project Management** - Provide frequent updates to the City's Project Manager, monitor the Project budget and progress, prepare meeting minutes for Project meetings, document communications (i.e., telephone, fax, email, etc.), provide responses for RFI's, and update the Project scope and budget as necessary.
- 1.2. **Bidding Process** - Attend a prebid conference with the designers and prospective bidders.
- 1.3. **Preconstruction Conference and Utility Meeting** - The CA, Project Field Representative(s) (PFR), and the Equal Employment Opportunity and Labor Compliance Administrator will attend the preconstruction conference. The conference will include the City, Hennepin County, Mn/DOT, contractors/subcontractors, agencies, and utilities after the construction contract has been awarded. The CA will prepare and distribute meeting minutes associated with the preconstruction conference.
- 1.4. **Weekly Progress Meetings** - Weekly progress meetings will be held to review the contractors' construction schedule and to coordinate upcoming construction activities. The CA will schedule, conduct, prepare and distribute meeting minutes associated with weekly progress meetings during the construction phase. Contractor's suggestions for modifications of the drawings or specifications will be evaluated, and recommendations will be made to the City.
- 1.5. **Change Orders / Supplemental Agreements** - The CA will prepare change orders, work orders, and supplemental agreements as necessary. The Consultant may not permit any work to proceed for which either the City has not approved or will not be reimbursed for said costs. . Extra work will not be authorized without the City's Project Manager and Mn/DOT approval.
- 1.6. **Partial/Final Payments** - The CA will prepare and submit monthly partial payment estimates to the City's Project Manager for payment to the Contractor.
- 1.7. **Shop Drawing Review** - The CA will be responsible for shop drawing review. It is estimated that shop drawing review will be required for the work associated with bridge construction, geofoam, storm sewer, lighting, and similar materials.
- 1.8. **Final Inspection** - The CA and PFR will conduct a final inspection and perform final project walk through in the company of the City's Project Manager, Hennepin County, Mn/DOT, and the Contractor. Develop and administer a list of incomplete / unacceptable work items (punch-list) and coordinate with Contractor to provide a resolution to any outstanding items noted therein, which is to the City's satisfaction.
- 1.9. **Finals Documentation** - Prepare final package of the project for submittal to the City's Project Manager.

- 1.10. **City Council Meetings** - The Consultant may be required to attend up to four City Council Meetings to report on the progress of the project and to present and explain actions required of the City Council pursuant to the project.

2. Project Field Representative

The Consultant will provide Project Field Representative(s) (PFR) at the site during Contractor's construction activities. As required, the PFR will be trained and certified by Mn/DOT to represent the City for federally funded projects. The furnishing of such PFR will not make the Consultant responsible for construction means, methods, techniques, sequences, procedures, safety precautions, programs, or for the Contractor's failure to perform his work in accordance with the Construction Documents. Within this context, the PFR will perform the following tasks:

- 2.1. Attend weekly progress meetings with the City, Contractor, and involved stakeholders.
- 2.2. Assist with the coordination and periodic review of construction survey staking.
- 2.3. Serve as liaison with the Contractor, working principally through Contractor's superintendent, and assist Contractor in understanding the intent of the Construction Documents. The PFR will not authorize any deviation from the Construction Documents or approve any substitute materials.
- 2.4. Receive and record approved shop drawings and samples. Advise the City and Contractor, or its Superintendent, prior to the commencement of any work requiring a shop drawing or sample submission if the submission has not been approved.
- 2.5. Conduct on-site observations of the Project work in progress to assist in determining if the work is proceeding in accordance with the Construction Documents and that completed work will conform to the Construction Documents.
- 2.6. Assist in the coordination of construction activities with identified utility owners.
- 2.7. Report to the City and Construction Administrator whenever work is unsatisfactory, faulty, defective, does not conform to the Construction Documents, or does not meet the requirements of any inspections, tests, required approvals or has been damaged prior to final payment. Advise the City when PFR believes any work should be corrected or rejected, should be uncovered for observation, or requires special testing, inspection, or approval.
- 2.8. Coordinate and document construction material testing, inspection and observation.
- 2.9. Keep a diary or log book. The diary or log book shall record hours on the job site; weather conditions; data relative to questions of extras or deductions; list of visiting officials and representatives of manufacturers, fabricators, suppliers, and distributors; daily activities, decisions, and observations; and specific observations in more detail as in the case of observing test procedures.
- 2.10. Prepare daily logs of construction that is observed. Note whether the construction was accomplished in significant compliance with the construction plans and specification and whether there were impacts to other City utilities in the area of construction activities. In the

event that construction deviates from the construction plans and specifications, or generally accepted means or methods, the PFR will provide a written report documenting said activities to the CA and City's Project Manager. This documentation must follow standard MnDOT documentation process using standard MnDOT forms.

- 2.11. Document bid item quantities in accordance with the guidelines set forth in the MnDOT Contract Administration Manual Sections 410 and 420 that were in effect at the time the work was performed.
- 2.12. Assist with preparation of applications for payment.
- 2.13. Prepare and submit final inspection and testing reports to City in advance of the Final Inspection and Walk Through with staff from the City, County, MnDOT, and the Contractor. Prepare and administer a final list of items to be completed or corrected.
- 2.14. Verify that items on the final list have been completed or corrected; and make recommendations to the City concerning acceptance.

3. Construction Staking

The Consultant will provide construction staking per the Mn/DOT "Surveying and Mapping" manual prior to the commencement of Contractor's work. Staking will include general control points, centerline alignments, and construction limits. The Special Provisions contain other specific staking and survey requirements and responsibilities that must be provided for.

4. Environmental Oversight

The Consultant shall be responsible, either through its own forces or through an Environmental Subconsultant (hereafter referred to as the Environmental Consultant) for coordinating and conducting certain environmental aspects of the project. The environmental activities shall be coordinated with the CA, the City, the County and other members of the project team. The Environmental Consultant will be responsible for the following:

- Conducting additional investigation along the roadway,
- Preparing an addendum to the project Response Action Plan/Construction Contingency Plan (RAP/CCP) which will include the investigation results and modify the proposed response actions, if necessary,
- Implementing the RAP/CCP and associated addenda during construction,
- Documenting the RAP/CCP implementation,
- Coordinating response actions with the project team,
- Assisting in environmental cleanup grant management, and
- Corresponding with the project team, City of Minneapolis, Hennepin County, and Minnesota Pollution Control Agency.

It is estimated that Contractor work affecting field environmental services will be completed during a 70 working day construction schedule. This schedule may not be consecutive working days, but rather could be dispersed over the project schedule to cover bridge substructure construction activities, embankment construction activities with geofoam blocks, and storm sewer and utility works.

Tasks associated with the environmental consulting services include:

- 4.1. **Conduct Additional Investigation** - Prior to the start of construction, the Environmental Consultant will conduct a test pit investigation to evaluate contaminant concentrations at the north abutment excavation for Bridges 27B01 and 27B02. The contractor will provide the excavation services. The Environmental Consultant shall provide an environmental technician to screen soil samples, document observations and procedures, and collect samples for chemical analyses. The environmental technician shall, at a minimum, be current with their HAZWOPER training and be licensed as an Asbestos Inspector. Chemical analyses of investigation samples will be expedited to allow the Contractor to begin excavation work at the locations within 10 working days following sample collection. Prior to the start of the field work, the Environmental Consultant shall prepare a Site Health and Safety Plan that will comply with requirements of 29 CFR 1910.120.
- 4.2. **Revise Existing RAP/CCP** - The Environmental Consultant shall prepare an addendum to the existing RAP/CCP to include the results of the test pit investigation and to modify the proposed response actions, if necessary. The revised RAP/CCP also shall include a work plan for metals stabilization for soil excavated from the north and south abutments for Bridge 27B31 and the channel subcut for riprap. The revised RAP/CCP shall be submitted to the MPCA Voluntary Investigation and Cleanup (VIC) Program and Petroleum Brownfields Program for review and approval.
- 4.3. **Implement RAP/CCP** - The Environmental Consultant shall provide a qualified environmental technician to be on-site during excavation and other earthwork activities. The environmental technician shall conduct environmental monitoring as described in the RAP/CCP, make observations, and document the monitoring results and response actions conducted. The environmental technician shall identify and assist in segregating potentially contaminated material. The environmental technician will collect confirmation samples for chemical analyses. The environmental technician shall, at a minimum, be current with their HAZWOPER training and be licensed as an Asbestos Inspector.
- 4.4. **Document Response Actions** - Following implementation of the RAP/CCP, the Environmental Consultant shall prepare a report documenting the environmental monitoring and response actions. The report will summarize the results of the environmental monitoring and testing activities, describe the response actions and methods used, and provide conclusions regarding remaining contamination on site. A draft of the report shall be submitted to the Project Engineer and the City for review prior to submitting the report to the MPCA VIC and Petroleum Brownfields Programs. As part of this activity, the Environmental Consultant shall assist the City in establishing institutional controls for the site and/or obtaining approvals and/or No Further Action determinations, as necessary.
- 4.5. **Cleanup Grant Management** - As requested by the City, the Environmental Consultant shall assist the City in grant management activities. A Hennepin County Environmental Response Fund grant has been awarded to the project, and three Brownfields Cleanup Grant funds from the United States Environmental Protection Agency for three sites along the roadway have been obtained. As part of this task, the Environmental Consultant will assist in preparing update reports, and submitting other information as required by the grants.
- 4.6. **Project Management and Correspondence** - The Environmental Consultant shall attend the preconstruction conference and weekly progress meetings, as required by the Project Engineer

and/or City. The Environmental Consultant shall effectively communicate the status of the environmental activities to the Project Engineer and the City. The Environmental Consultant shall assist the City in evaluating the Contractor's disposal plan. The Environmental Consultant shall monitor their project budget and progress, document communications (i.e., telephone, fax, email, etc.), provide responses for RFIs as requested, and update their project scope and budget as necessary. In addition, the Environmental Consultant shall correspond with the MPCA as necessary and act as a liaison between the City and the MPCA.

5. Construction Material Testing Review

Accomplish onsite testing of materials in accordance with Mn/DOT's Schedule of Materials Control including:

- Observation and evaluation of subgrades for placement of embankments.
- Compaction tests of embankment and fill works.
- Concrete testing including air entrainment, slump, and density (compression) testing.
- Perform laboratory specific gravity, Marshall density, extraction, and extracted aggregate gradations on bituminous mixes.

The Consultant will notify the City and Mn/DOT when work is in progress that requires observation by the Independent Assurance Inspector as required by the Independent Assurance Schedule.

6. Office Support Staff

- 6.1. **EEO/Labor Compliance** - An Equal Employment Opportunity and Labor Compliance Administrator will verify the Contractor's compliance with Federal Aid regulations. Correspondence with the Contractor and appropriate Mn/DOT staff will be provided to obtain complete compliance.
- 6.2. **General Support** - Assist the CA and PFR with distribution and mailings of meeting minutes, pay estimates, and contract changes.
- 6.3. **Record Drawings** - The Consultant will prepare Record Drawings (As-Built Plans) based on data gathered and observations noted during construction. These will be submitted as 11x17 hardcopy and in MicroStation V8 electronic format.

7. Qualifications

Construction Administration will be provided by a Licensed Minnesota Professional Engineer.

Construction Observation and On-site Material Testing will be provided by Mn/DOT certified construction inspectors.

Construction Staking will be provided by or under the direct supervision of a Registered Minnesota Land Surveyor.

The Environmental Consultant shall demonstrate their familiarity and level of expertise working within the MPCA VIC and Petroleum Brownfields Programs and preferably be a Licensed Minnesota Professional Geologist or Engineer.

The Environmental Technician shall, at a minimum, be current with their HAZWOPER training and be licensed as an Asbestos Inspector.

The Project Field Representative(s) shall be qualified and certified at Level II by the Mn/DOT Technical Certification Program for Grading & Base, Bituminous Street, and Concrete Field. In addition, those PFR's responsible for bridge observation, shall be qualified and certified at Level II by the Mn/DOT Technical Certification Program under Bridge Construction Inspection.