

SCOPE OF WORK
For
Mace Parking Lot
City of Eagle, Idaho

Description

HECO Engineers (HECO) will provide project design services for the design of a new parking lot located in Mace Park. The tasks for the design services include the following and are further described herein:

- Survey – *Completed in January 2018*
- Preliminary Design
 - Identification of site constraints
 - Preliminary Parking Lot Layout
 - Preliminary Design of Eagle Road Improvements (Accel and Decel Lanes)
 - Preliminary Drainage Facility Sizing
 - Preliminary Layout Approval by the City
- Environmental
 - Floodplain Development Permit
 - Wetlands
- Final Design
 - Prepare Parking Lot Final Layout
 - Public Comment – Plan/Exhibit
 - Final Parking Layout based on Public Comments
 - Final Design of Eagle Road Improvements (Accel and Decel Lanes)
 - Grading Plan (Final Drainage Facilities and FPDP requirements)
 - Prepare Final Plans & Specifications Package
 - Work with City to Obtain an ITD Encroachment Permit
- Bidding (Performed in FY 2023)
 - Advertisement for Bid
 - Bidding Documents
 - Bidding Questions/Answers
 - Addenda
 - Bid Opening
 - Review Bids
 - Notice of Award
 - Construction Agreement Execution
 - Contract Documents

Assumptions:

- *Additional topographic survey is not anticipated for the project.*
- *City will obtain and provide plans for the Eagle Road Pedestrian/Bicycle Bridge (plans shall be provided in pdf and AutoCAD format for incorporation into the parking lot plans).*
- *The City will coordinate meetings with the Idaho Transportation Department.*
- *HECO will not attend the public meeting to present the proposed design.*
- *No right-of-way acquisition will be required from adjacent properties.*
- *Parking lot to provide for 25-30 parking stalls including ADA stalls near Eagle Road.*
- *A future restroom facility will not be considered in the design of this project.*
- *The project design will not include fencing improvements.*
- *No electrical services will be provided. Lighting will be coordinated with Idaho Power by the City.*
- *City will provide all environmental information, including any additional wetland delineation, and geotechnical report obtained through the Eagle Road Pedestrian/Bicycle Bridge.*
- *No environmental studies will be performed for the project beyond the work described herein.*
- *No geotechnical investigation/report is included in this Scope of Work.*
- *No utility extensions will be required.*
- *Any necessary utility modifications are unknown and not included in this Scope of Work.*
- *City of Eagle to obtain any necessary Title Reports for ownership and easement records.*
- *No landscaping or irrigation is included for this project.*
- *A traffic control plan is not part of this design project. The final plans and specifications will require that the contractor that is awarded the construction contract will provide the traffic control plan.*
- *Construction administration services are not included.*

TASK 1 – SURVEY – COMPLETED IN JANUARY 2018

TASK 2 – PRELIMINARY DESIGN

- 2.1 Identification of Site Constraints** – Review utility locations, access limitations, easement locations, parking requirements, parking area constraints relative to topography, and initial review of environmental constraints (wetlands, floodplain).
- 2.2 Preliminary Parking Lot Layout** – Given the site constraints, prepare a layout of the proposed parking lot configuration given the number of parking spaces required and the parking space dimensions as required by City Code.
- 2.3 Preliminary Eagle Road Improvements** – Through coordination with the City and the Idaho Transportation Department (ITD), provide preliminary design for an acceleration lane (if required), deceleration (right-turn) lane, and review of possible median modifications. Lane and taper lengths will be in accordance with ITD and AASHTO requirements. One (1) meeting with ITD and City at City Hall is anticipated.

- 2.4 Preliminary Drainage Facility Sizing** – Based on parking lot layout, complete preliminary sizing of storm drainage facilities and locations given the site constraints. Possibly coordinate with grading requirements for floodplain development permit.
- 2.5 City Review of Preliminary Design** – Obtain City approval of the preliminary design prior to proceeding to final design. City comments will be addressed as part of the final design. One (1) meeting with the City at City Hall is anticipated.

TASK 3 – ENVIRONMENTAL

- 3.1 Floodplain Development Permit** – Complete a floodplain development permit application for the project in accordance with Title 10 of the Eagle City Code. Work associated with the permit application will include preliminary cut/fill estimates to confirm grading requirements within the floodplain. As part of final design, a final grading plan with cut/fill quantities will be completed demonstrating that there is not a fill volume increase for the project.
- 3.2 Wetlands** – The location of jurisdictional wetlands will be reviewed for the project location using the U.S. Fish & Wildlife wetlands mapper. In addition, any wetland delineations completed as part of the City’s Eagle Road Pedestrian/Bicycle Bridge, as provided by the City, will be considered. Any wetlands found to be within the project area will be shown on the plans.

TASK 4 – FINAL DESIGN

- 4.1 Parking Lot Layout/Access Improvements** – Prepare 75% design level exhibit for parking lot layout and access improvements along Eagle Road based on the preliminary design review comments from the City. The exhibit will be provided in electronic form for use by the City in preparing any necessary large format exhibits to be used in the public meeting.
- 4.2 Public Meeting Exhibit** – HECO will prepare an exhibit for the public meeting to be held by the City. Exhibit will be in electronic (PDF) format for City use in creating displays for public notification and presentation.
- 4.3 Final Parking Layout** – Prepare 100% final design plans for the parking lot based on consideration of public comments and City direction.
- 4.4 Final Design of Eagle Road Improvements** – Finalize plans for improvements of Eagle Road for access to and from the parking area. Plans will be submitted to ITD for review and approval. An Encroachment Permit Application for will be obtained from ITD. ITD comments will be addressed in the final design package.
- 4.5 Final Grading Plan** – The final design will include the grading of the parking lot, drainage facilities, access, and the grading associated with the floodplain development permit. The grading plan will include excavation and fill associated with the improvements. The drainage facilities will be designed in accordance with the City of Eagle Drainage Design Standards.

4.6 Prepare Final Plans & Specifications – HECO will compile the final plans and specifications to be ready for future public bidding of the project. HECO will use the EJCDC as the basis for the Contract Documents. The final submittal will also include a construction cost estimate. The cost estimate will be prepared using the current version of RS Means and other local project cost information. Bid Items will be in accordance with ISPWC.

TASK 5 – BIDDING

5.1 Advertisement for Bid – HECO shall complete advertisement for bid with critical dates and deliver to City. City will be responsible to place advertisement in local News Paper for the set publishing dates.

5.2 Bidding Documents (Electronic) – Provide bidding documents in electronic form to the City. HECO shall provide bidding documents to QuestCDN in electronic form. Bidders may purchase a copy of bidding documents from the City or QuestCDN. Cost for paper copies will be charged by the City to each Bidder requesting paper documents. HECO, through QuestCDN, will track and document each bidder and contact information that purchases bidding documents.

5.3 Bidding Q & A – HECO will provide support through the bidding process to answer questions from prospective bidders concerning the project.

5.4 Addenda – HECO shall provide any addendum necessary to address City requests or to clarify information contained in the bidding documents based on requests from bidders. HECO shall provide addendum information to QuestCDN. QuestCDN electronically notifies bidders of the addenda and tracks downloads by bidders.

5.5 Attend Bid Opening - HECO shall attend bid opening located at Eagle City Hall. HECO will open bids and check bid documents for completeness. Irregular bids will not be read.

5.6 Review Bids - Following the bid opening HECO will review each bid checking for math errors, public works licenses, etc. HECO shall verify irregular bids. HECO will prepare a bid tabulation summary.

5.7 Notice of Award - HECO shall provide City a recommendation of acceptance of the lowest complete bid, draft the Notice of Award, and deliver recommendation and Notice of Award to City.

5.8 Construction Agreement Execution - HECO shall review submittal of Construction Contract Documents and submit documents and Notice to Proceed to City for execution.

5.9 Contract Documents - Following the execution of the agreement by the City, HECO shall provide the original and one copy of the contract documents to the City and a copy to the Contractor.