

FORSYTH COUNTY
BOARD OF COMMISSIONERS

**BRIEFING
DRAFT**

MEETING DATE: JULY 13, 2017

AGENDA ITEM NUMBER: 8

**SUBJECT: RESOLUTION AUTHORIZING EXECUTION OF A CONTRACT WITH DAVENPORT
CONSTRUCTION SERVICES, LLC TO PROVIDE TRANSPORTATION
ENGINEERING SERVICES FOR TANGLEWOOD PARK SPECIAL EVENT
ROADWAY IMPROVEMENTS AND UPGRADES
(PARKS AND RECREATION DEPARTMENT)**

COUNTY MANAGER'S RECOMMENDATION OR COMMENTS:

SUMMARY OF INFORMATION:

ATTACHMENTS: YES NO

SIGNATURE: _____ DATE: _____
COUNTY MANAGER

**RESOLUTION AUTHORIZING EXECUTION OF A CONTRACT WITH
DAVENPORT CONSTRUCTION SERVICES, LLC TO PROVIDE
TRANSPORTATION ENGINEERING SERVICES FOR TANGLEWOOD PARK
SPECIAL EVENT ROADWAY IMPROVEMENTS AND UPGRADES
(PARKS AND RECREATION DEPARTMENT)**

WHEREAS, a Request for Qualifications (RFQ) for transportation engineering services for Tanglewood Park special event roadway improvement upgrades was advertised by City-County Purchasing in February 2017; and

WHEREAS, the following two companies responded to the RFQ:

Davenport of Winston-Salem, NC; and
Summit Engineering of Hillsborough, NC; and

WHEREAS, Davenport Construction Services, LLC has been unanimously identified by the County evaluation team as the best qualified firm based on demonstrated competence and qualification to provide transportation engineering services for Tanglewood Park special event roadway improvements and upgrades; and

WHEREAS, this proposed project using Davenport Construction Services, LLC will provide for the renovation and improvement to approximately 1.5 miles of the special event roadway located adjacent to the Concert Shell at Tanglewood Park; and

WHEREAS, the design fee for the above-described project will be \$78,000, or 7.43%, plus an additional allowance of \$15,500 for surveying, and \$6,100 for geotechnical services, representing a total fee of \$99,600, excluding reimbursable expenses; and

WHEREAS, the Parks and Recreation Director, Purchasing Director, and County Manager recommend adoption of this Resolution.

NOW, THEREFORE, BE IT RESOLVED that the Forsyth County Board of Commissioners hereby authorizes the Chairman or County Manager and Clerk to the Board to execute, on behalf of Forsyth County, an agreement with Davenport Construction Services, LLC for roadway design, construction support, surveying, and geotechnical services for Tanglewood Park special event roadway improvements and upgrades in a total amount of \$99,600.00, excluding reimbursable expenses, subject to a pre-audit certificate thereon by the County Chief Financial Officer, if applicable, and approval as to form and legality by the County Attorney.

Adopted this 13th day of July 2017.

Tanglewood Park Special Event Roadway Improvements & Upgrades

Request for qualifications were advertised by WSFC Purchasing in February 2017.

RFQ's were received on March 1, 2017.

Two companies responded to the RFQ,

1. Davenport of Winston-Salem, NC and
2. Summit Engineering of Hillsborough, NC

Evaluation team unanimously scored Davenport highest

- **Selected Firm** – DAVENPORT
- **Location** - Forsyth County – Winston-Salem
- **HUB Certified** – YES, by the NC DOA Office for Historically Underutilized Businesses
- **Total Project Estimate** - \$1.05M (one million fifty thousand dollars)
- **Design Fee** - \$99.6K (Ninety nine thousand six hundred dollars)
- **Design Fee Percentage** = 9.5%
 - 1.5% of the design fee strictly for surveying
- **Project Elements** – design services including surveying, bidding assistance, construction observation and support services for the renovation and improvement to approximately 1.5 miles of the special event roadway located adjacent to the Concert Shell at Tanglewood Park. The intent of this project is to create more stacking or queuing ability in the area for vehicles and to improve the roadway surfacing in the area. In doing so, the ability to alleviate or mitigate some of the traffic concerns onto local NCDOT roadways that are experienced during our annual Festival of Lights and other major events, is expected.



ATTACHMENT 1

April 25, 2017

Mr. Christopher S. Weavil, CGM
Assistant Director of Park Operations
Forsyth County Parks & Recreation
201 North Chestnut Street
Winston-Salem, NC 27101
O - 336/703/2501
C - 336/345/2075
F - 336/727/2164

RE: Transportation Engineering Services – Tanglewood Park, Clemmons, NC
(DAVENPORT Project Number 170012)

Dear Chris:

Thank you for selecting DAVENPORT for this exciting project. I am pleased to submit this proposal for transportation engineering services for the proposed roadway improvements located within Tanglewood Park. Our project understanding, scope of services, schedule, and fees are below.

Project Understanding

We understand that Forsyth County wishes to make the following internal improvements to the roadway network.

The required elements include the following:

1. Develop more storage for queuing vehicles during special events such as Festival of Lights. This will be roadway on new alignment. This roadway shall provide for two lanes in and two lanes of traffic out (4-lane cross section).
2. Improve the intersection of Tanglewood Park Road and North Trail Road such that right turns are better facilitated.
3. Signage and pavement markings

In general, these improvements shall follow the recommendations provided in the transportation study previously provided by DAVENPORT.

Scope of Services

Task 1: Concept Roadway Design and OPCC

This task includes conceptual design of the roadway improvements described in the required elements of Project Understanding.

DAVENPORT will prepare base mapping from available County/City GIS data and orthophotography. Using the developed base mapping, DAVENPORT will prepare one conceptual design of the roadway improvements. The conceptual design will include the horizontal layout of the proposed geometry, and pavement markings.

DAVENPORT will prepare a conceptual opinion of probable construction cost (OPCC) for the recommended roadway improvements.

DAVENPORT will submit one PDF of the conceptual design plan and OPCC to the client.

Home Office:
305 West Fourth Street, Suite 2A (27101)
P.O. Box 4131, Winston-Salem, NC 27115-4131
Main: 336.744.1638 Fax: 336.458.9377

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Task 2: Surveying (Allied Design)

This task includes the surveying of the roadway sections, and parking lot area as defined by the red cross-hatched area (attached).

Task 3: Geotechnical Services (SM&E)

This task includes the Geotechnical services to provide support for the roadway typical section needed.

Task 4: Roadway Design and Permitting & Bid and Award Services

This task includes conceptual design of the roadway improvements described in the required elements of Project Understanding.

Allied Design will provide the surveying services for the project. Mapping for the project will be prepared in Microstation file format. DAVENPORT will coordinate with the surveyor to convey the project data needs if necessary and receive the project deliverables. Deliverables should include separate Microstation files for the planimetric topographic mapping and digital terrain model as well as a digital surface model.

Using survey and site plan information provided by the client, DAVENPORT will prepare the final plans of the proposed offsite roadway improvements. Final plans will consist of: cover sheet, general notes, typical sections, roadway plans, roadway profiles (as necessary), storm drainage improvements, traffic control (if necessary), pavement marking and signing, erosion control, and cross sections (as necessary). DAVENPORT will prepare reproducible roadway plans in general accordance with general procedures and policies relating to local highway design. DAVENPORT will utilize WSDOT/NC DOT standard details for roadway, erosion and drainage elements, and pavement markings. The plans will include dimensions and distance references to provide for field construction staking without the need to scale the drawings for distance or elevation data.

The intent of the drainage design will be to substantially maintain the existing drainage patterns, collection and conveyance. It is assumed that stormwater improvements downstream of the roadway work will not be required.

It is assumed the disturbed area associated with the improvements will be over one acre and a separate sedimentation and erosion control submittal and permit from NCDENR will be required. DAVENPORT will prepare sedimentation and erosion control plans and permit packages for submittal to NCDENR. All fees associated with these permits are the responsibility of the client and are not included as part of this fee proposal.

It is assumed that utility coordination and design will be handled by the contractor during construction. If engineered utility designs become necessary, then these design efforts shall be considered additional services.

After an internal review of the final plans, DAVENPORT will submit the final plans and permits to the County and NCDENR for review and approval. The final plans submittal to the NCDENR will include the signed Financial Responsibility/ Ownership Form. Once the County and NCDENR have approved the final plans, DAVENPORT will submit one PDF of the final sealed plans to you for construction.

DAVENPORT will prepare a pre-construction-level opinion of probable construction cost based upon the final plans and using current local and/or NCDOT unit costs for highway construction. Right-of-way and/or easement acquisition costs will not be included. It is assumed that all property acquisitions and associated coordination for purchasing required ROW and/or easements will be performed by others.



DAVENPORT will assist the County with the bid and award process, (working in conjunction with WSFC Purchasing) including preparation of the final construction contract documents, and prequalification of contractors and sub-contractors (if necessary). Prepare and distribute all addenda via WSFC Purchasing, and conduct a pre-bid conference. Attend bid opening meeting and compile bid sheet. Review all bids and determine whether bids are responsible and responsive.

This scope assumes DAVENPORT will prepare for and attend up to four (4) meetings. These meetings will include project kickoff meeting, 25% preliminary review meeting, 75% plan review meeting and full project close meeting.

Task 5: Roadway Construction Support Services

Construction support services will be offered by DAVENPORT and would include the following: Attendance of the preconstruction meeting, provide one bi-monthly site visit to visually inspect the project, prepare status update memo to Forsyth County Parks and Recreation on project progression and site conditions, respond to contractor questions, review contractor submittals and certify all pay applications.

Services Not Included

The following services are not included as a part of this proposal. These excluded services are not typical for every project and/or the need for the service is not known at this time. However, DAVENPORT can provide any of the services listed if/when it is determined to be needed during the course of the project and as requested by the client. If needed, these items shall be considered additional services and an addendum to this proposal will be prepared.

- Engineering other than that provided within the Scope of Services
- Permitting other than that provided within the Scope of Services
- Existing topographic survey, including (pre-marked) underground utilities and existing rights-of-way. Survey information will be provided by the client.
- Additional traffic impact analysis
- Additional concept designs, design alternatives, or value engineering options
- Environmental review assessment, wetland or sensitive area delineation, mapping, determination of impacts or permitting
- Structural design beyond NCDOT Standard Details, including but not limited to drainage structures, headwalls, retaining walls, overhead signage, etc.
- Analysis of existing receiving drainage systems including subdivision drainage systems and ditches beyond what is required for the design of erosion control and stormwater management for the project
- Design of improvements to existing drainage systems beyond the project limits
- Geotechnical design services including soil samples and pavement design
- Subsurface utility engineering (SUE) for identification of underground utilities
- Storm-water detention or associated local jurisdictional storm-water/NDPES permitting
- Custom technical specifications (i.e. project manual)
- Property negotiations/acquisitions and associated coordination, preparation, or processing of right-of-way and easement (dedication) documents
- Redesign and plan revisions for Value Engineering, Cost Reduction or Scope Changes after authorization to proceed
- Utility design, coordination or relocation of impacted utilities.
- Temporary signal design plans, if required, due to proposed construction phasing



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- Construction Inspection and/or certification
- As-built plans

Schedule

DAVENPORT will provide our service as expeditiously as practicable to meet a mutually agreed upon schedule.

Summary of Fees

DAVENPORT will provide transportation engineering services in accordance with the following fee schedule. Invoices will be presented monthly.

SERVICE	FEE	TYPE
Task 1: Conceptual Roadway Design and OPCC DAVENPORT Project Number 170012.200	\$4,000	Lump sum
Task 2: Surveys DAVENPORT Project Number 170012.208	\$15,500	Lump sum
Task 3: Geotechnical Services DAVENPORT Project Number 170012.209	\$6,100	Lump sum
Task 4: Roadway Design and Permitting DAVENPORT Project Number 170012.210	\$70,000	Lump sum
Task 5: Roadway Construction Support Services DAVENPORT Project Number 170012.223	\$4,000	Lump sum
Total Lump Sum Fees Only	\$99,600	

Notes:

- 1) These fees are valid for 90 days.
- 2) Refer to attached Standard Hourly Rates & Reimbursable Expenses Schedule for T&M type services
- 3) Fees exclude reimbursable charges, including shipping and delivery charges.
- 4) Printing fees are not included, and will be assessed based on agency and client needs.

Additional Services

Services provided beyond the scope of this proposal will be provided in accordance with our standard hourly rates & reimbursable expenses schedule.

Closure

If you find this proposal acceptable, please send us the appropriate purchase order as our authorization and notice to proceed. We appreciate the opportunity to provide these services to you. Please contact me if you have any questions.

Sincerely,

Frank Amey, PE, PTOE

Enclosures: 2017 Standard Hourly Rates & Reimbursable Expenses Schedule
cc: Accounting
File 170012

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