Memorandum

To: Honorable Mayor and Members of the City Council
   Administration and Public Works Committee

From: David Stoneback, Public Works Agency Director
      Lara Biggs, P.E., Bureau Chief – Capital Planning / City Engineer
      Dan Manis, P.E., Senior Project Manager

Subject: Various Parking Lot Improvement Engineering Services (RFP No. 16-22)
         Change Order No. 2

Date: June 12, 2016

Recommended Action:
Staff recommends that City Council authorize the City Manager to execute Change
Order No. 2 to the contract for Various Parking Lot Improvement Engineering Services
with Gewalt-Hamilton Associates, Inc. (625 Forest Edge Drive, Vernon Hills, IL
60061) This Change Order was requested by Alderman Rainey to expand the scope
of work to include an analysis/design of on-street parking on Callan in Ward Eight
of the City and will cost $17,750. This will increase the contract amount from
$170,650 to $188,400 and extend the contract completion date to July 28, 2017.

Funding Source:
Funding will be provided from Capital Improvement Program (CIP) General Obligation
Bonds (Account 415.40.4117.65515) for General Phase I Engineering which has a FY
2017 budget of $80,000.

Livability Benefits:
Built Environment: Enhance public spaces

Background Information:
Alderman Rainey requested that Callan Avenue be widened and resurfaced later this
year to increase parking in this neighborhood. Callan Avenue is currently 23 feet wide
with parking only on the west side. Widening the street to 24 feet will allow parking on
both sides of the street, increasing the available parking by approximately 22 spaces.
With the construction season underway, City staff is not available to complete the necessary survey and design work for this project. However, the needed engineering services are equivalent to the services provided as part of the Various Parking Lot Engineering Services contract awarded to Gewalt-Hamilton Associates, Inc. by City Council on April 11, 2016.

Change Order No. 2 includes land survey and engineering services necessary to design and permit street widening and resurfacing work on Callan Avenue from Howard Street to Brummel Street. This work will allow City staff to seek pricing to rehabilitate and widen the existing pavement later this year at an estimated cost of $130,000 which is not budgeted. The Council will need to approve a reallocation of funding or the use of savings from other projects once cost estimates are provided and the project is ready for bid.

Change Order No. 2 is proposed to add the Callan Avenue engineering design services to this contract. This change order will increase the contract value by $17,750 and completion date by 100 days. Change Order No. 1 increased the contract value by $26,000 for engineering services related to the rehabilitation of the Levy Center parking lot scheduled to begin this August.

Legislative History:
On April 11, 2016, City Council awarded engineering services contract
On October 10, 2016, City Council awarded Change Order No. 1

Attachments:
Change Order No. 2
Consultant Proposal
May 25, 2017

Daniel Manis, P.E.
Senior Project Manager
Public Works Agency – Capital Planning & Engineering Bureau
City of Evanston
2100 Ridge Avenue
Evanston, Illinois 60201

Re: RFP # 16-22
Additional Services for Callan Avenue Resurfacing
GHA Project Number 5150.001
GHA Proposal No. 2016.M014B – Callan Avenue

Dear Mr. Manis:

Pursuant to your request, we have prepared this proposal for a change order to our existing contract, GHA Project Number 5150.001. Our understanding of the project and scope of services anticipated are outlined below.

I. Project Understanding

The City is interested in adding a 600-foot-long section of Callan Avenue, between Howard Street and Brummel Street, to the 2017 Street Improvement Program. The proposed work includes widening the roadway section to 24’ wide, base patching as needed, roadway resurfacing, utility repairs and adjustments as identified by City staff, extensive tree protection measures, pavement markings, restoration, and other items associated with the improvement of the roadway.

Due to the accelerated timeline for the project, a JULIE design stage locate will not be conducted. Accordingly, existing underground utility information will not be included in the plan sheets. Gewalt Hamilton Associates, Inc. (GHA) is not liable for utility conflicts discovered during construction.

We assume the City will award this project as a change order to an existing contract. As such, a bid manual and typical special provisions/specifications will not be required and is not included in our scope of services.

Based on our review, this area of Howard Street is under local jurisdiction. Therefore, permitting through the Cook County Highway Department or Illinois Department of Transportation is not required.

Due to the proposed timeline of the project and the anticipated scope of services, GHA will not meet the M/W/EBE goals outlined in our original proposal for this change order. GHA staff will perform 100% of the outlined scope of services.

II. Scope of Services

A. Topographic Survey

GHA will perform a topographic survey in conformance with the scope identified under our original contract. In addition, the following will be included:
1. Collect detailed topographic information around proposed ADA improvements.
2. Estimate the location of the existing right-of-way based on monuments found during the survey and available tax maps/records.

B. Preliminary Engineering
1. Evaluate the feasibility of widening the roadway and any impacts on adjacent trees, drainage and other improvements that currently exist within the right of way.
2. Attend one (1) meeting with the City of Evanston to discuss our findings and the proposed design.

C. Final Engineering & Permitting
1. Preparation of a plan set that includes the following:
   a. Title sheet;
   b. Existing Conditions & Demolition Plan;
   c. Geometric Improvements;
   d. Grading Improvements;
   e. ADA Improvements;
   f. Cross Sections;
   g. General Notes & Details and
   h. Project specific specifications.
2. Preparation of quantities based on line items already bid for the current roadway project. GHA will attempt to limit the number of additional items necessary for this project.
3. Preparation and submittal of a MWRD Notification and Request for Inspection (NRI) permit application.
4. Attend one (1) meeting with the City of Evanston to discuss the final design and any possible final changes requested prior to the City releasing the project to Contractors.

III. Project Schedule
The anticipated schedule is as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>Task</th>
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<tbody>
<tr>
<td>June 12, 2017</td>
<td>City Council approval of change order</td>
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<tr>
<td>June 16, 2017</td>
<td>Notice to proceed</td>
</tr>
<tr>
<td>June 30, 2017</td>
<td>Preliminary design review meeting held</td>
</tr>
<tr>
<td>July 17, 2017</td>
<td>Final design review submittal &amp; meeting with the City</td>
</tr>
<tr>
<td>July 24, 2017</td>
<td>Final submittal to City</td>
</tr>
</tbody>
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IV. Consultant Fees

We propose the following lump sum costs for this change order:

<table>
<thead>
<tr>
<th>Task</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Topographic Survey and Base Drawing Preparation</td>
<td>$3,500</td>
</tr>
<tr>
<td>Preliminary Engineering</td>
<td>$3,100</td>
</tr>
<tr>
<td>Final Engineering &amp; Permitting</td>
<td>$10,650</td>
</tr>
<tr>
<td><strong>Total Lump Sum Cost Change Order</strong></td>
<td>$17,250</td>
</tr>
<tr>
<td>Estimated Reimbursable Expenses</td>
<td>$500</td>
</tr>
<tr>
<td><strong>Lump Sum Change Order + Reimbursables</strong></td>
<td>$17,750</td>
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V. Authorization

Thank you for considering GHA to provide the additional design services for this project. Upon City Council Approval we are prepared to begin work immediately to meet the proposed schedule.

Sincerely,
Gewalt Hamilton Associates, Inc.

Patrick J Glenn, P.E., CFM
Director of Municipal Services
pglenn@gha-engineers.com