



February 11, 2016

Tim Himmer, P.E.
Public Works Director
City of Coon Rapids
11155 Robinson Drive
Coon Rapids, MN 55433

Re: Construction Phase Services for 2016 Park Improvement Projects

Dear Mr. Himmer:

Kimley-Horn and Associates, Inc. ("Kimley-Horn") is pleased to submit this revised proposal to the City of Coon Rapids ("City") for providing construction phase services for your 2016 Park Improvement Projects.

Project Understanding

The parks scheduled for improvement as a part of this construction phase contract are Delta Park, Mason Park, Pheasant Ridge Park and Woodcrest Park. The improvements are described in the construction documents titled 2016 Park Improvements and purchase orders for play structures, native plantings and restroom building.

Scope of Services

Kimley-Horn will provide the services specifically set forth below.

Task 1 – Construction Phase Services

- A. Prepare NPDES Permit. Upon award of the contract by the City, confirm contractor has submitted online NPDES permit and sends Kimley-Horn the NPDES declaration document.
- B. Preconstruction Meeting. Coordinate and lead the preconstruction meeting for the project prior to the start of construction. Prepare and distribute meeting summary.
- C. Construction Observation - Provide part-time on-site observation for the duration of the project construction. We assume 30 weeks of part-time observation (on average 20-hours per week) from April 23, 2016 to November 18, 2016. Construction inspection for native prairie establishment beyond November 18, 2016 is not included in this proposal. We assume that our attendance at periodic construction meetings will be part of our construction observation task.
- D. Contractor Submittals. Respond to contractor inquiries, requests for information, submittals and shop drawings. Maintain a log of submittals and the review process. Submittals will promptly be distributed to the appropriate reviewer. Monitor the reviews for response to the contractor. Submittals will be electronic and posted to a Sharefile site allowing the contractor, Kimley-Horn and the City of Coon Rapids to get up-to-date information on the status of submittals.
- E. Pay Applications. Prepare seven (7) monthly contractor payment vouchers and submit the vouchers to the City for processing/approval. Work with the contractor to document quantities and prepare payment records. Upon completion of the improvements, we will prepare final

- payment documents for the project.
- F. Project Documentation. Document construction quantities; changes and issues encountered; work progress; and key communications. Maintain project records such as diaries, weekly construction reports, and photos. Review contractor compliance with prevailing wages by reviewing weekly certified payroll information and performing spot wage interviews.
 - G. Change Orders. In the event that a change order is required, negotiate with the contractor for a fair cost and coordinate approval with City of Coon Rapids. The Kimley-Horn team will work with the contractor when submitting value engineering proposals to evaluate whether or not the proposed changes will meet project requirements, improve the project construction, and / or lower costs. If extra work is deemed necessary, maintain records of the work and prepare the proper documentation for payment. Assumes a total of up to three change orders.
 - H. Construction Material Testing. Kimley-Horn will contract with a subconsultant to provide construction material testing. Coordinate with the construction material testing firm to provide construction material testing needed for the project.

Services Not Included

Any other services, including but not limited to the following, are not included in this Agreement:

- Preparation of Notice of Award and Contract
- Construction staking
- Record drawings
- Public involvement / stakeholder meetings

Information Provided By Client

We shall be entitled to rely on the completeness and accuracy of all information provided by the City or the City's consultants or representatives.

Schedule

We will provide our services as expeditiously as practicable with the goal of meeting the following schedule:

Award of Contract	February 16, 2016
Notice to Proceed	April 23, 2016
Substantial Completion	September 30, 2016
Final Completion	November 18, 2016

Fee and Expenses

Kimley-Horn will perform the Services in this proposal on a labor fee plus expense basis with the maximum labor fee shown below.

Task 1 – Construction Phase Services	\$111,095
<u>Expenses</u>	<u>\$ 5,800</u>
Total Estimated Fee (Labor and Expenses)	\$116,895

Kimley-Horn will not exceed the total estimated fee shown without authorization from the City. Individual task amounts are provided for budgeting purposes only.

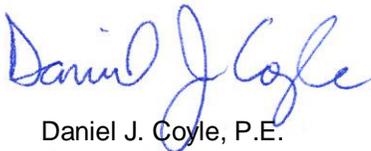
Labor fee will be billed on an hourly basis according to our then-current rates. A percentage of labor fee will be added to each invoice to cover certain other expenses as to these tasks such as telecommunications, in-house reproduction, postage, supplies, project related computer time, and local mileage.

Payment will be due within 25 days of your receipt of the invoice.

We appreciate the opportunity to provide these services to you. Please contact me if you have any questions.

Very truly yours,

KIMLEY-HORN AND ASSOCIATES, INC.



By: Daniel J. Coyle, P.E.
Project Manager



Jon B. Horn, P.E.
Sr. Vice President

Attachments:
Fee Estimate Details