



City of Moore

Oklahoma

301 N. Broadway, Moore, OK 73160 | (405) 793-5000 | www.cityofmoore.com

NOTICE TO PROCEED

Date: 9/9/2015

To: Cabbiness Engineering

Project: I-12-W-URG, Foxglove Trail

The City of Moore has considered the budget submitted by you for the above reference project.

You are hereby notified the budget has been accepted in the amount of \$74,500.00.

You are required to return an acknowledged copy of Notice To Proceed to the City of Moore.

Dated this 9 day of September, 2015.

By: _____

[Handwritten Signature]

ACCEPTANCE OF NOTICE

Receipt of the foregoing Notice to Proceed is hereby acknowledged

by CABBINESS ENGINEERING, this 26th day of OCTOBER, 2015.

By: _____

[Handwritten Signature]
J. BRET CABBINESS

Title: PRESIDENT

Task Order # 2

Engineering Firm: Cabbiness Engineering

Project Number: I-12-W-URG

9/9/15

Project Name: Foxglove Trail

1.0 Project Description: Development of a new 4,300 linear feet long, 10 foot wide multi-purpose pedestrian trail with landscaping and supporting amenities commencing near the Plaza Towers Elementary School to approximately Eagle Dr and SW 10th St around the Foxglove addition lake.

2.0 Scope/Objective: The general scope of work for this project will include the development of a new multi-purpose pedestrian trail plans, from the project conception through construction completion. All design and construction requirements of the City of Moore, the Americans with Disabilities Act and the Oklahoma Department of Transportation will be followed for the new 10' wide, 4,300 linear feet Foxglove Trail. It is generally understood the scope of work will encompass, but not be strictly limited to: topographical survey; field reconnaissance; utility investigations; development of a preliminary engineering report that will include design concepts, identification of construction issues, preliminary construction costs and general recommendations for the work; preliminary field review meetings with staff and other stake holders; conduct utility conferences with all effected utility owners; completion of final construction plans; a final field review meeting with staff; preparation of bidding documents; bidding services and support; construction administration; and the culmination of the project by the delivery of as-built plans.

3.0 Applicable Documents. Map attached.

4.0 Deliverables.

Survey, Research & Field Reconnaissance

Project Kickoff Meeting: The engineer or members of the design team will coordinate and hold a project kickoff meeting with the owner to outline the project scope and anticipated project schedule.

Survey, Research and Field Reconnaissance: The engineer or members of the design team will conduct a full topographical survey of the project area to establish property corners, public right-of-ways, ground surfaces and all topographical features. Additionally utility ownership research and verify the contributing drainage basins for design will be made with this sub-task. Initial mapping of the project will be made with a current aerial ortho-photograph of suitable resolution. Field reconnaissance may include, but not limited to review of current construction, review of planned construction plans and walking of the project site to better understand the existing topography. All field reconnaissance work that requires the assistance of the owner will be coordinated by the engineer at a time that is convenient to the owner and/or the owner's staff.

Preliminary Engineering Design

Preliminary Engineering Design Report/Field Review Meeting: The engineer and members of the design team will prepare a preliminary design report supported by design calculation and functional construction plans to demonstrate the effectiveness of the proposed multi-purpose trail, landscaping and supporting amenities. The preliminary design will show the existing topographical ground

features, existing utilities, existing and proposed sidewalks and trails, preliminary construction quantities and a preliminary construction cost estimate. The engineer will provide three (3) hard copies and one (1) electronic copy (PDF file format) of the preliminary engineering report to the owner. A design conference meeting will be held at the owner's office to review the findings of the preliminary engineering report. At this meeting, the owner will have the opportunity to make additions or changes to the project's overall design. The preliminary engineering report must be approved by the owner prior to the engineer or the design team proceeding to the next contractual task.

Final Construction Plans

Final Construction Plans: The engineer and members of the design team will provide a complete set of construction plans, specifications and supporting bid documents for the project based upon the overall scope of work and owner comments from the preliminary engineering report. The final design and construction plans will incorporate where applicable all City of Moore and Oklahoma Department of Transportation construction standards and construction specifications. The final construction plans will include, but not limited to, a professional engineer's sealed and signed title sheet, location map and drainage map, estimated quantities and pay items, construction notes, construction quantity summary sheets, survey data sheets, plan and profile sheets, construction detail sheets, erosion control sheets and storm water management plan. The final plans and specifications, upon owner approval, will be used for bidding the project.

Regulatory Permitting and Project Bidding

Regulatory Permitting: The engineer and members of the design team will assist the owner with the project permitting by providing all required reports, permit applications and supporting construction documents. The owner will be responsible for all permit fees required. It is anticipated that permitting may be required by the City of Moore Community Development Block Grant (CDBG) Administrator, the US Army Corp of Engineers, the Oklahoma Department of Environmental Quality Storm Water Division and the Oklahoma Water Resources Board for this project.

Project Bidding and Award: The engineer and members of the design team will assist the owner with bidding the construction project in as much as attendance of any Pre-Bid Meeting, development of a sealed and signed Engineer's Construction Estimate prior to bid opening, tabulation and review of all bids received and make any necessary recommendations of award of a construction contract. Inclusive with this sub-task will be the reproduction costs for five (5) full sized set of construction plans and ten (10) electronic copies (PDF file format) of the plans on compact disks (CD).

Project Management and Construction Administration

Project Management and Limited Construction Inspection: The engineer and members of the design team will provide overall project management for the duration of the project's construction. The engineer and members of the design team will conduct a pre-construction meeting, review all shop drawings, material submittals and handle all requests for information (RFI's) from the general contractor. The engineer will review and comment on request for information (RFI's) generated by the contractor and/or the owner's staff related to the plans and specifications. The engineer and members of the design team will provide limited on-site construction inspection for the duration of the project. On a weekly basis and during critical construction tasks, the engineer or design team members will be on site to observe the construction to ensure the general contractor's work is in compliance with the plans and specifications. Daily inspection and observation will be the responsibility of the owner for the duration of the project.

Construction Administration: The engineer and members of the design team will provide limited contract administration and represent the owner in monitoring the construction progress for the project. Additionally, the engineer will review monthly pay claims, change orders or contract amendments, as well as the approval of the contractors final pay claim. The engineer will attend monthly progress meetings as scheduled by the owner during construction and make visual inspections of the work progress at that time.

As-Built Drawings/Documents: Upon completion of construction and acceptance of the project by the owner, the engineer and members of the design team will update the original construction plans to reflect the project's actual construction. The as-built plans will reflect the owner provide mark-ups that will be provided to the engineer at the final inspection. All changes and deviations from the original construction plans will be highlighted in red ink in accordance with standard drafting practices. The engineer will provide all as-built drawing files, in AutoCAD version 10 formats, as well as one (1) electronic copy (PDF file format) of the as-built plans. All design calculations used for the original design of the project will be bound and submitted to the owner with the as-built plans for a complete documentation package.

Direct Costs and Reimbursable Expenses

Direct Costs and Reimbursable Expenses: Anticipated direct costs reimbursable expenses will include the topographical survey and location of property boundaries (Dodson, Thompson and Mansfield), utility ownership research (L Eads, LLC) and any miscellaneous printing costs, special equipment costs and travel mileage that can be documented. The direct costs will be charged per invoices received from any sub-consultants used.

5.0 Reports.

Monthly Status Report (MSR). The Contractor shall prepare a Monthly Status and email to Jared Jakubowski and Kahley Gilbert on the final day of each month.

6.0 Schedule.

Kick Off Meeting	11/2/15
Field Survey & Design	11/3/15-11/16/15
Utility Research & Relocation Planning	11/2/15-11/13/15
Private Utility Relocation Coordination	12/1/15-12/21/15
Trail Design & Preliminary Engineering Report	11/17/15-1/18-16
City Preliminary Field Review	1/19/16-1/25/16
90% Complete Trail Design & Construction Documents	1/26/16-3/28-16
Project Permitting	2/16/16-3/28/16
City Final Field Review	3/29/16-4/4/16
Trail Final Field Review Plans	4/5/16-4/8/16
Trail PS&E Submittal	4/11/16-5/6/16

7.0 Budget

Survey & Condition Assessment	\$6,200.00
Preliminary Engineering Design	\$17,095.00
Final Design & Construction Documents	\$23,000.00
Regulatory Permitting & Project Bidding	\$4,800.00
Project Management	\$13,935.00
Direct Costs	\$9,470.00
Total Project Costs	\$74,500.00



FOXGLOVE TRAIL CONCEPT

