



May 5, 2022

Mr. Jon Holmes
City Manager
City of Aurora
2 West Pleasant Street
Aurora, MO 65605

Re: Civil Engineering Services
Aurora Recreation and Event Center

Dear Mr. Holmes:

Thank you for allowing Allgeier, Martin and Associates, Inc. (AMA) the opportunity to submit our proposal to the City of Aurora for providing Civil Engineering Services for the facilities included in the Aurora Recreation and Event Center. We look forward to working with the City and Sapp Design Architects to ensure the seamless exchange of ideas and coordination required for a successful project. The following is a summary of our proposed scope of work and associated fee for the above referenced project.

The proposed fees for this site are based around an approximate 30,000 SF building and associated site facilities including future development considerations relative to stormwater detention and water quality design. The schedule will follow the presentation of the Schematic Design (SD) and Design Development (DD) phases starting in July of 2022 and lasting through December of 2022, with a Construction Administration (CA) phase that will last approximately 18 months beginning in the summer of 2023. The work shall also include a topographic survey of a 10-acre lot located north of Hadley Street for the purpose of future recreational development by the City.

The preparation of construction documents (CD) for the Civil components of our design is included within the respective work items listed below. Based upon our understanding, the following is a breakdown of our proposed fees to perform the proposed scope of work for this project:

SD, DD and CD Phases:

Site Surveying, Grading and Coordination:	\$30,000.00
Site Dimensional Control Plan:	\$6,000.00
Site Utility Coordination and Design from Building to Connection Points:	\$4,000.00
Site Stormwater Including Water Quality Design and City Submittal:	\$18,000.00
Project Coordination/Planning Meetings:	<u>\$7,000.00</u>
Schematic Design, Design Development and Construction Document Phase Subtotal:	\$65,000.00

CA Phase (18 months):

Bidding Assistance/Clarification:	\$6,500.00
Construction Administration:	<u>\$13,500.00</u>
Construction Administration Phase Subtotal:	\$20,000.00

BASIC ENGINEERING SERVICES – SCOPE OF WORK

Allgeier, Martin and Associates' scope of basic engineering services for the above listed projects will encompass the following:

GENERAL

- Meet with Owner's representatives to clarify and fully define the Architect's and Owner's requirements, expectations, program requirements, and precise scope of work for the Project.
- Conduct field reconnaissance with Owner's representatives to assess drainage issues, tributary drainage areas, site access, traffic circulation and utilities.
- Inventory and evaluate existing site stormwater infrastructure and identify any deficiencies for existing and future conditions.
- Participate in three local coordination meetings and conference/video calls as requested.
- Detailed submittal or certified payroll review is to be handled by the Architect or others and will not be part of this scope of work. Limited submittal review will be provided on critical Civil items.
- Any permit or associated review fees necessary for any regulatory agencies are not included within this scope of work and shall be paid for by the Owner.
- Coordination of project information, data, site layouts, scheduling, quantities, etc., with the Architect(s) and Construction Manager.

HYDROLOGY AND HYDRAULICS (H/H) STUDY

- Verify and locate existing floodplain limits within and/or directly adjacent to the site.
- Calculate flowrates at a location along the drainage ditch between Hadley Street and S. Washington Avenue.
- Evaluate the impact of the proposed project on that portion of the drainage ditch lying between Hadley Street and S. Washington Street.
- Identify the size of proposed drainage structures within the designed floodplain or necessary drainage areas.
- Preliminary sizing of the drainage channel at and around the site and Hadley Street to eliminate potential flooding of the new building.
- Perform schematic stormwater analysis of site areas outside of the floodplain. Analyze existing and conceptual onsite stormwater conveyance systems and tributary drainage areas to verify sufficient capacity exists for the proposed improvements located outside of the floodplain.
- Evaluate options for infrastructure improvements including new stormwater conveyance, detention, and water quality features including installation of stormwater inlet structures, drainage piping and/or channel(s), detention basins, water quality basins, water quality structural, best management practices (BMPs) and the connection of roof drain piping. Location of roof drains to be connected to the stormwater system shall be provided by the Architect.
- Perform schematic stormwater design and water quality calculations in accordance with City of Aurora requirements and make submission of the developed plan and required calculations to the City for review and approval.
- Summarize recommended improvements on the Civil plan sheets.
- It is assumed that all adequate stormwater conveyance facilities necessary to serve the improvements are available at or near the respective sites and that design of any required off-site infrastructure to the sites would not be part of this contract.

SITE LAYOUT/GRADING PLAN

- Prepare conceptual Site Plan as directed by the Architect to depict major site design elements to meet future program requirements for vehicular and pedestrian site circulation, emergency access, parking requirements, building placement and site retaining walls, if any, as determined necessary.

- Preliminary site plan indicating proposed entrance road, parking areas, and building locations shall be provided by the Architect.
- Prepare a conceptual Finish Site Grading Plan with all the necessary contours to evaluate proposed stormwater management and conveyance features, locate any required retaining walls, incorporate site entrance roads and pedestrian walkways, play areas, parking areas and future building pad(s) based upon preliminary site plans and layouts provided by the Architect.
- The Architect shall establish and provide to AMA point elevations where stormwater collection structures are anticipated for any landscape areas or features and any other critical points that are to be made part of the site grading plan.
- Provide the locations and general dimensions of any retaining walls for the site. Final design of the retaining walls shall be provided by a geotechnical Engineer or retaining wall supplier and are not part of this scope of work.
- Determination and layout of adequate turning radii on entrance roads for the site plan shall be provided. Type and size of vehicle that will utilize certain areas of the site shall be determined and provided by the Architect and Owner.
- Develop a site dimensional control plan for the project.
- Coordinate with the Construction Manager to provide information for their development of earthwork quantities, when necessary.
- Changes to the site plan by the Architect after the conceptual site plans have been accepted and final site grading and dimensional control plans are being developed (within DD phase) shall result in additional services to accommodate said changes in the final site grading and dimensional control plan.

UTILITY PLAN

- Develop plan and profile sheets for the proposed water and sanitary sewer lines required to connect to the City's main lines.
- Coordinate the connection points for site utilities at the proposed building with the Architect and note such on developed Civil plan sheets. Such utilities shall generally be indicated to be brought to within five feet of the proposed building.
- It is assumed that all adequate utilities necessary to serve the improvements are available at or near the respective sites and that design of any required off-site infrastructure to the sites would not be part of this contract.
- Submit final plans to the respective utility companies for review and approval. Any necessary permits or associated fees required are not included within this scope of work and shall be paid for by the Owner.

Any additional services (A/S) outside the scope of work indicated above may be provided, as they are deemed necessary, by a separate work order. A/S work shall not be undertaken without prior approval by the Architect.

ADDITIONAL SERVICES:

The following additional services can be provided upon request.

Section 404 Permitting: If the final site improvements will cause more than 300 linear feet of drainage ditch improvements, a Section 404 permit from the Army Corps of Engineers must be obtained. Scope and fee are dependent on the level of work within the channel. At this point in time, a conservative estimate for preparing and submitting the documentation required for a Section 404 permit are presented below: However, should the size or complexity of the project or the scope of work based upon our initial estimation of the channel improvements be revised or altered significantly, our fee would be adjusted accordingly.

Section 404 Permit:

\$5,500.00

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Enclosed are two original copies of the “Work Authorization Agreement for the Basic Engineering Services” for the above referenced project. If acceptable, please sign and return one copy for our records. The remaining copy is for your records. Should additional services be requested, we will provide an amended proposal and Work Authorization Agreement prior to commencing. Should the size or complexity of the project or the scope of work based upon our understanding for these projects be revised or altered significantly, our fee would be adjusted accordingly.

We feel the fees presented would appropriately represent the personnel and resources in order to begin work soon and to provide the level of service that will be expected for Civil Engineering Services on this project. Again, thank you for the opportunity to provide this proposal. We look forward to working with the City and Sapp Design Architects on this project.

If you should have any questions regarding this information, please let me know.

Sincerely,

ALLGEIER, MARTIN and ASSOCIATES, INC.

Michael Atkinson, P.E.
Vice President

Attachments-Work Authorization Agreement