

# Memo

**To:** City Council  
**From:** Amy E. Gilson, P.E., Director of Public Works  
**Date:** December 19, 2017  
**Re:** Engineering Change Order

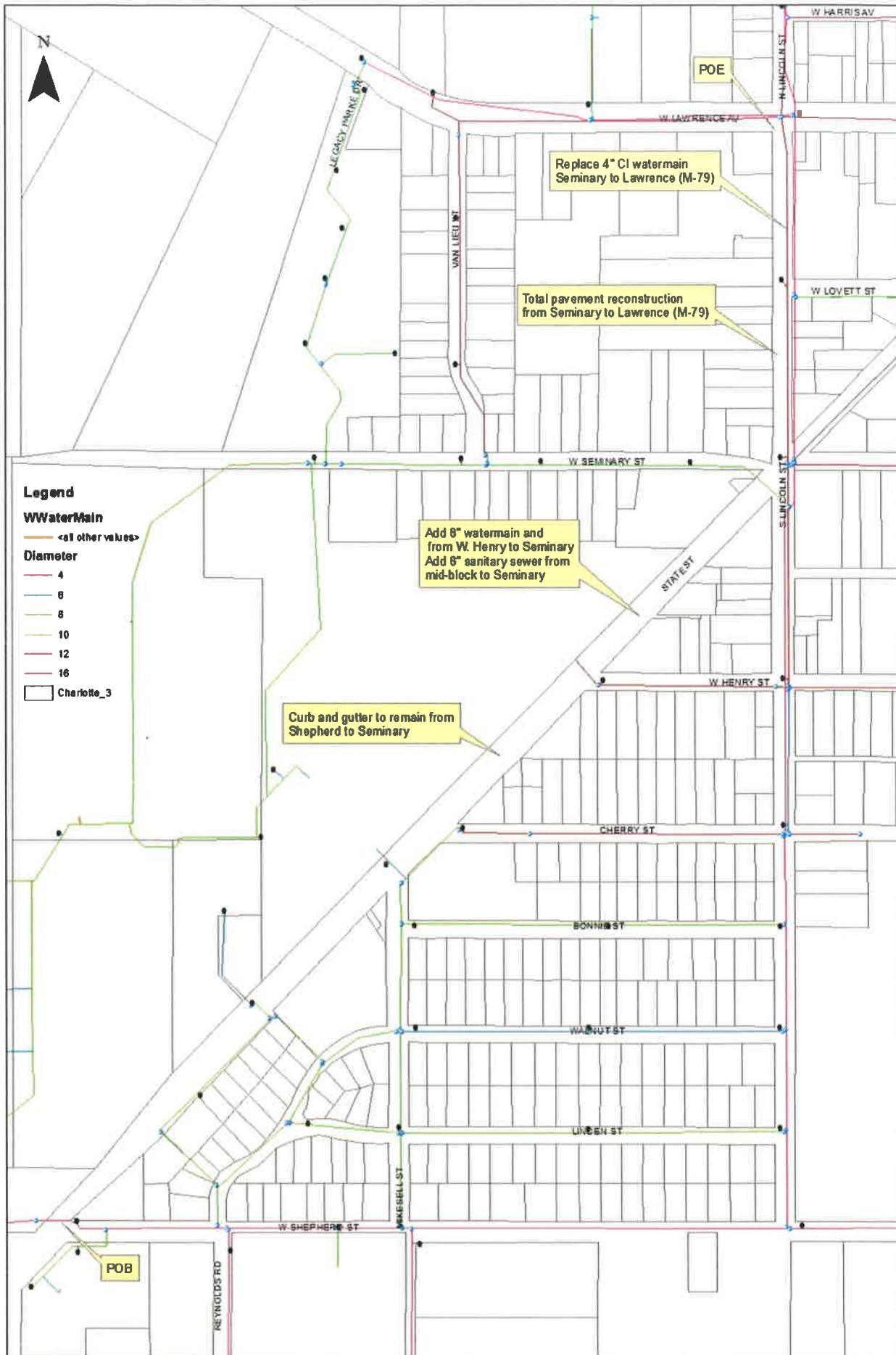


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Attached you will find the e-mail from the engineer on the State & Lincoln Streets project that provides their justification for the requested change order. The Request for Proposals (RFP) only included adding some watermain and sanitary sewer on State Street to serve parcels that currently do not have access to those utilities and replacing some watermain on Lincoln Street (see attached exhibit from the RFP). Given the short turnaround time of the RFP, we had not yet televised the sanitary sewer to determine its condition; therefore it was not included in the proposed scope of work. Subsequent video of the sewer shows that a good portion of the sewer pipe has cracks in it, moderate to severe root intrusion, and manholes in a state of deterioration.

Prein & Newhof's original contract for design and construction engineering was \$125,000.00. Due to the circumstances outlined in their e-mail, they are asking for an increase in their contract. It is our opinion that there is additional compensation due for the scope changes. Therefore, we are recommending approval of the contract amendment for amount of \$ 4,500.00.

If you have any questions, please let me know.



- Legend**
- WWaterMain**  
 <all other values>
- Diameter**
- 4
  - 8
  - 8
  - 10
  - 12
  - 16
- Charlotte\_3

Replace 4" CI watermain  
 Seminary to Lawrence (M-79)

Total pavement reconstruction  
 from Seminary to Lawrence (M-79)

Add 8" watermain and  
 from W. Henry to Seminary  
 Add 8" sanitary sewer from  
 mid-block to Seminary

Curb and gutter to remain from  
 Shepherd to Seminary

**CITY OF CHARLOTTE**

**State and Lincoln Street Reconstruction**

1 inch = 300 feet

September, 2017



Amy Gilson &lt;agilson@charlottemi.org&gt;

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## Lincoln & State Street Reconstruction - change of scope

12 messages

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**Lewis, Dan** <DLewis@preinnewhof.com>

Wed, Dec 6, 2017 at 8:54 AM

To: "agilson@charlottemi.org" &lt;agilson@charlottemi.org&gt;

Amy,

After our most recent meeting, where it was determined that we are designing sidewalks to fill in any gaps in the project's corridor and we are designing sanitary sewer from Seminary to Lawrence, we have determined the additional cost for design of those items as they are outside of the scope laid out in the current contract.

### Sidewalks - \$3,500 (\$2,500 design engineering and \$1,000 construction engineering)

We will need to topo from edge of curb to ROW on the east side of the road from Henry to Shephard. Our original proposal only had topo from curb-to-curb for Henry Street to Shephard. We will also need to design and draw the proposed sidewalks and any driveway and/or tree removal including detailed grading at the road crossings for ADA compliance for all sidewalk gap areas to be designed. We will also have minor extra time during the bid and construction process because of the extra quantities for sidewalk. We have not included any extra time in this cost for our construction observer in that this was set up on a per hour basis based on 500 hours.

### Sanitary Sewer - \$5,500 (\$4,500 design engineering and \$1,000 construction engineering)

We did not plan on inverts in topographic survey of the area of the proposed sewer (Seminary to Lawrence). The original scope was a replacement of watermain in this area; we did not plan on a plan & profile view of the project but simply a plan view of a replacement watermain next to the existing watermain. With the addition of proposed sanitary sewer in this area we will need to add to the proposed topo collection of all inverts of storm and sanitary sewer in this area. We will also be adding the design of the proposed sanitary sewer including plan and profile drawings. We will also have minor extra time during the bid and construction process because of the extra quantities for sanitary sewer. We have not included any extra time in this cost for our construction observer in that this was set up on a per hour basis based on 500 hours.

In that this is our first project with you I am not sure how change orders work. Please let me know if you need anything further from us to process. We are good with a simple approval reply to this email of additional scope items but if there is paperwork you wish me to fill out for approval just let me know.

**Dan Lewis, P.E.****Prein&Newhof**

t. 269-372-1158

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7123 Stadium Drive | Kalamazoo, MI 49009

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**Amy Gilson** <agilson@charlottemi.org>

Wed, Dec 6, 2017 at 11:28 AM

To: Gregg Guetschow <GGuetschow@charlottemi.org>

Thoughts?

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**Amy Gilson** <agilson@charlottemi.org>  
To: "Lewis, Dan" <DLewis@preinnewhof.com>  
Bcc: Gregg Guetschow <GGuetschow@charlottemi.org>

Thu, Dec 7, 2017 at 9:31 AM

Dan,

Typically a change order would need to go through 2 readings of a resolution at council. I think I can make a case for an expedited resolution and have it read only one time.

I have discussed this with Gregg, and he feels that based on the additional cost, we don't need to do the sidewalk portion of the project.

While I understand that the design of sanitary sewer can be more intricate, we have a few questions about the proposed change order for that item. The biggest question is that if you're doing a total reconstruct, shouldn't you be obtaining the invert elevations of at least the storm sewer so you know how to replace it? With that, typically sanitary inverts would be shot to make sure there is no conflict. The way I interpret it, you would only need to get inverts on 4 more manholes. As far as the extra time for quantities and bidding, we are already doing some sanitary work, so it should just be adding quantities on to that and the specifications would have been done as part of the other piece of sanitary.

If you could provide some more clarification on the second item, we would appreciate it as we have to justify it to council. We do have a council meeting next Monday night, so if we can come to an agreement by noon tomorrow, I can get it on that agenda.

Thank you,  
Amy

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**Lewis, Dan** <DLewis@preinnewhof.com>  
To: "agilson@charlottemi.org" <agilson@charlottemi.org>

Fri, Dec 8, 2017 at 9:28 AM

Amy,

After our most recent meeting, where it was determined we are designing sanitary sewer from Seminary to Lawrence, we have determined the additional cost for design of this item as it is outside of the scope laid out in the current contract.

Sanitary Sewer - \$4,500 (\$3,500 design engineering and \$1,000 construction engineering)

After a review of the video of the sanitary sewer from Seminary to Lawrence it was determined that this stretch of sanitary sewer should be replaced as a part of this project while the asphalt is removed. The original scope was a replacement of watermain in this area and therefore we did not plan on a plan & profile view of the project but simply a plan view of a replacement watermain next to the existing watermain. The MDEQ will require a plan and profile of this proposed sanitary sewer and therefore we need to add this time to our current scope. We will also have minor extra time during the bid and construction process because of the extra quantities for sanitary sewer. We have not included any extra time in this cost for our construction observer in that this was set up on a per hour basis based on 500 hours.

Please let me know if there is anything further you need from us to process this additional cost.

**Dan Lewis, P.E.**  
**Prein&Newhof**  
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**Amy Gilson** <agilson@charlottemi.org>  
To: "Lewis, Dan" <DLewis@preinnewhof.com>

Fri, Dec 8, 2017 at 10:02 AM

OK, I have this on Monday night's council agenda as an expedited resolution, meaning it should be approved then. I will let you know Tuesday morning.

Can you give me an update on where we're at with the project and how this may/ may not affect the schedule. Manager likes to be prepared for all questions.

Thanks

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**Lewis, Dan** <DLewis@preinnewhof.com>  
To: Amy Gilson <agilson@charlottemi.org>

Fri, Dec 8, 2017 at 10:25 AM

I am thinking this only loses me a week before the 25% review and a week during detailed design. So we had talked about meeting with you the week of Dec 18<sup>th</sup> for a 25% review but I am thinking that will be the week of January 2. I still believe we can be out to bid in February or early March, not a huge change at all.

**Dan Lewis, P.E.**  
**Prein&Newhof**  
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**From:** Amy Gilson [mailto:agilson@charlottemi.org]  
**Sent:** Friday, December 08, 2017 10:02 AM  
**To:** Lewis, Dan  
**Subject:** Re: Lincoln & State Street Reconstruction - change of scope

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**Amy Gilson** <agilson@charlottemi.org>  
To: "Lewis, Dan" <DLewis@preinnewhof.com>

Fri, Dec 8, 2017 at 11:09 AM

Ok, thanks.

Did the survey crew have any problems while they were out there? I alerted the police that they would be there and asked them to keep an eye out- I know it can get crazy around school time. I never heard back from them. And if they want someone there while getting inverters, just let me know. We don't have many officers, but a good working relationship.

Amy

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**Lewis, Dan** <DLewis@preinnewhof.com>  
To: Amy Gilson <agilson@charlottemi.org>

Fri, Dec 8, 2017 at 11:21 AM

Great to know. No, we have not had any problems so far.

**Dan Lewis, P.E.**

**Prein&Newhof**

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**From:** Amy Gilson [mailto:[agilson@charlottemi.org](mailto:agilson@charlottemi.org)]

**Sent:** Friday, December 08, 2017 11:09 AM

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**Lewis, Dan** <[DLewis@preinnewhof.com](mailto:DLewis@preinnewhof.com)>  
To: Amy Gilson <[agilson@charlottemi.org](mailto:agilson@charlottemi.org)>

Wed, Dec 13, 2017 at 11:07 AM

Amy,

Did the additional scope get approved Monday night?

To give you an update. All soil borings and cores are done and in the pile for the draftsman. All survey field work is done except for the invert/underground and that is on the draftsman's desk. Our draftsman will get all of this data we have collected into a preliminary set of drawings this week and into next week. I am off the week between Christmas and New Years but it is looking like internally we will have a good 25% preliminary set done the week of January 1 and we will get a meeting set with you to review the week of January 8. From there we will move into full construction drawings and probably in early February meet with you on an 80% complete set. From there it is finaling out a bid set and creating specs for a bidding. I am thinking probably late February or early March we are out to bid.

**Dan Lewis, P.E.**

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**From:** Lewis, Dan

**Sent:** Friday, December 08, 2017 10:26 AM

**To:** 'Amy Gilson'

**Subject:** RE: Lincoln & State Street Reconstruction - change of scope

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**Dan Lewis, P.E.**

**Prein&Newhof**

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**To:** Lewis, Dan

**Subject:** Re: Lincoln & State Street Reconstruction - change of scope

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