



June 15, 2021

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**Mark Todorovich**  
CONSTRUCTION PROJECTS COORDINATOR  
City of Missoula  
435 Ryman Street  
Missoula, MT 59802

Re: Russell Commuter Trail Crossing

Dear Mark:

We are pleased to provide the following scope of services to the City of Missoula for the above-referenced project. We understand this project will involve relocating the existing Rectangular Rapid Flashing Beacon (RRFB) at the Missoula Family YMCA on Russell Street approximately 215 feet to the north to align with the recently constructed Fairgrounds Commuter Trails. This crossing will include a bulb out on each side of the road, a pedestrian refuge island, and coordination with Northwestern Energy (NWE) to relocate utility poles and install lighting. These features will require construction of curb/gutter, sidewalks, drainage structures, and related facilities to create a safe trail crossing of Russell Street. It is our understanding that City staff will handle coordination with utility companies, permitting with MDT, bidding, and construction administration and observation for the project. No public involvement is anticipated with this project.

The following scope of work addresses professional services for design development, right-of-way and mapping, final design, preparation of construction documents, bidding assistance, and limited construction period services, including construction staking. Construction materials testing is not included in the scope at this time but can be either included in the construction bid or addressed with an amendment to our scope of services.

**Phase 01: Project Management**

**\$1,994**

WGM Group's project manager will actively manage and coordinate the project team and keep in regular contact with City staff via written and verbal communications. Invoices will be prepared monthly along with a report of project progress and budget tracking. The following tasks are included:

- Attend an initial kickoff meeting with the City to discuss project limits, design elements, time constraints, and budgets (complete)
- Develop project work plan
- Project management and coordination with City staff
- Billing and progress reports
- Overall QA/QC

**Deliverables:** Project work plan, contract agreement, monthly invoices/progress reports

## **Phase 02: Topographic Site Mapping with Right-of-Way**

**\$2,317**

This phase generally includes right-of-way resolution, title work review/analysis, site topographic survey and preparation of a base map. See attached aerial exhibit for approximate mapping area.

- Research surveys, plats and amended plat records on file and of public record in Missoula County, Montana
- Request subdivision guarantee for YMCA property (\$150 fee included in total above)
- Field data preparation/request field marking of existing utilities through “one-call” locating service
- Expand existing WGM Group survey control (Montana State Plane Coordinate System FIPS2500 – NAD83) at ground and vertical survey control (NAVD88)
- Field work to verify existing found monument ties, locate site improvements and topographic survey for the area of interest:
  - Topographic shots to develop a 1-foot contour interval on the map
  - Above ground utility structures, underground utility markings and area improvements (curb, gutter, asphalt, sidewalk, fences, etc.)
  - Show the easterly and westerly right-of-way lines of Russell Street, title exception documents provided to WGM Group review/analysis and plot locatable easements
- Field data processing and site map drafting
- Site map QA/QC by a Professional Land Surveyor

Deliverables: Existing conditions mapping for review

Exclusions: This scope of work does not include any establishment of missing/destroyed property monuments. Issues surrounding boundary encroachments identified in this survey work will not be addressed or remedied as part of this scope of work. Services not specifically described in the tasks above are not included in this scope of work but may be added – if circumstances beyond the control of WGM Group require us to make an additional field crew trip to the site, we will notify the City and the additional trip will be billed at time & materials.

## **Phase 03: Conceptual Design (Stage 2)**

**\$3,633**

WGM Group will develop a conceptual Stage 2 crossing design for the site for initial review of the City and stakeholders prior to progressing with preliminary design. This will include schematic design, curb and sidewalk alignments, Russell Street typical sections, identification of drainage needs, truck turning exhibits, identification of impacts to utilities, and will be accompanied by a conceptual opinion of probable cost. The following tasks are included:

- Schematic design based on input provided by the City during scoping conversations, combined with truck turning envelopes of the typical vehicle that will regularly utilize this driveway
- Identify utility conflicts
- Review sight triangles
- Before and after typical sections for Russell Street
- Order of Magnitude Opinion of probable cost
- QA/QC

Deliverables: Conceptual designs, opinion of probable costs, and truck turning exhibits

Exclusions: Coordination with utility companies will be performed by City staff and therefore is not included in this scope.

**Phase 04: Final Design Development (Stage 3)**

**\$9,342**

Final designs will progress based on approved City conceptual designs. WGM Group will provide final design including curb and sidewalk alignments, drainage plans, patching to existing pavement where necessary, preliminary opinion of probable costs, and utility relocation, if applicable. The design is anticipated to be over 2,500 square feet and will require erosion control plans per Chapter 8 of the City of Missoula Public Works manual. A soils investigation is not anticipated. Sumps are assumed for drainage outfalls, however WGM will need to request a deviation from the stormwater testing and reporting outlined in the Stage 3 Public Infrastructure Review Checklist and the City of Missoula Public Works Manual. The following tasks are included:

- Final design and layout
- Final utility conflicts
- Prepare final construction documents
- Prepare final specifications
- Prepare bid documents and quantities
- Prepare final opinion of probable cost
- Complete and submit City Stage 3 Checklist
- Stormwater soils testing and reporting deviation request
- QA/QC

Deliverables: City Stage 3 Checklist, draft contract manual and specifications, final opinion of probable cost

Exclusions: MDT permitting will be performed by City staff and therefore is not included in this scope. This scope assumes the City will coordinate plan reviews with MDT.

**Phase 05: Release for Construction Documents (Stage 4)**

**\$3,205**

WGM Group will update final design and construction documents based on City and MDT review comments and prepare final Released for Construction (RFC) documents. The following tasks are included:

- Address City and MDT Stage 3 checklist comments
- Meeting with Public Works & Mobility Staff,
- Complete and submit City Stage 4 Checklist
- QA/QC

Deliverables: City Stage 4 Checklist, RFC plans, final contract manual and specifications

**Phase 06: Bidding Period Services**

**\$1,000**

WGM Group understands that the City will provide bidding services, including preparing and publishing the bid advertisement, hosting any pre-bid meetings, preparing and issuing addenda (as needed), and reviewing and awarding the contract. WGM Groups time in this phase is reserved for answering staff and contractor questions during this process, and reviewing and certifying the bid tab.

- Answer questions during bidding period
- Review Bids
- Prepare Certified Bid Tab and Recommendation of Award
- QA/QC

Deliverables: Certified bid tabulation

Exclusions: Preparation and submittal of bid advertisement to newspaper, attendance at pre-bid meeting or bid-opening meetings, preparation of notice of award, preparation of final contract documents, review of contractor insurance and bonding.

**Phase 07: Construction Period Services**

**\$6,824**

WGM Group recognizes that the City will be performing the construction engineering and administering the contract for the project. Therefore, this scope does not include WGM Group preparation or submittal of Stage 5, 6, or 7 checklists. WGM Group will provide limited construction engineering services to answer design questions that may come up during construction. WGM Group will also provide reference staking for construction layout by the Contractor. This scope of services is based on a 45 calendar-day construction period. Additional hours will be required if the construction work extends beyond the anticipated construction schedule. The following is included:

- Provide reference staking for construction layout by the Contractor, curbs, sidewalks, poles, and drainage structures, all other layouts will be the Contractor's responsibility
- Provide two (2) hours of construction engineering per week for questions that may come up during construction
- Prepare as-built drawings based on construction red-lines provided to WGM by the City

Deliverables: As-built drawings

Exclusions: Materials submittal review and approval, Stage 5, 6 and 7 checklists, construction notifications to landowners, traffic control coordination with MDT, attending construction meetings (unless requested as part of our two (2) hours per week outlined above), contract administrations, construction observation, construction materials testing, final walkthrough, project closeout, and warranty inspections.

**ADDITIONAL SERVICES**

Services not specifically described in the tasks above are not included in this scope of work. Additional services may be added with a scope and budget amendment. Additional services may include:

- Additional alternatives, meetings, or deliverables, beyond those specified above
- Expansion of the project limits to include additional sidewalk segments
- Additional construction time, beyond the assumed construction duration
- Change orders requiring additional engineering services
- Geotechnical investigations
- Materials testing services

### **FEE ESTIMATE**

Our fees will be billed on a time and materials basis with a total cost not to exceed the total listed below without a supplemental agreement. Fees are valid through October 2021 and may need to be adjusted if the project extends beyond this date. A detailed cost breakdown is attached.

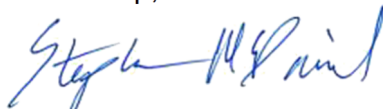
<b>Cost Summary</b>	
Phase 01 – Project Management	\$1,994
Phase 02 – Topographic Site Mapping with Right-of-Way	\$2,317
Phase 03 – Conceptual Design (Stage 2)	\$3,633
Phase 04 – Final Design (Stage 3)	\$9,342
Phase 05 – Released for Construction Documents (Stage 4)	\$3,205
Phase 06 – Bidding Period Services	\$1,000
Phase 07 – Construction Period Services	\$6,824
<b>Total</b>	<b>\$28,315</b>

### **SCHEDULE**

We are prepared to begin work immediately upon receipt of a signed contract. With the MDT plan reviews and permitting associated with this project, along with the construction environment this season, we do not anticipate being able to competitively bid this project for construction this year. Therefore, we propose completing design work as required to bid the project for construction in the spring of 2022.

Thank you for the opportunity to provide these services. We look forward to working with you. Please contact me at [smcdaniel@wgmgroup.com](mailto:smcdaniel@wgmgroup.com) or 406-728-4611 with any questions.

Sincerely,  
WGM Group, Inc.



**Stephen McDaniel, PE**  
Project Engineer

SM:aes

Encl. Detailed Cost Breakdown  
Aerial Exhibit of Approximate Mapping Area

Professional Services Estimate

Project Name: Russell Commuter Trail Crossing  
Project #: 210602  
Client: City of Missoula  
Date: 6/15/2021



DIRECT LABOR	Phase 01		Phase 02		Phase 03		Phase 04		Phase 05		Phase 06		Phase 07		TOTAL	
	PROJECT MANAGEMENT		TOPOGRAPHIC SITE MAPPING WITH RIGHT-OF-WAY		CONCEPTUAL DESIGN (STAGE 2)		FINAL DESIGN (STAGE 3)		RFC DOCUMENTS (STAGE 4)		BIDDING PERIOD SERVICES		CONSTRUCTION SERVICES			
	Hours	Total \$	Hours	Total \$	Hours	Total \$	Hours	Total \$	Hours	Total \$	Hours	Total \$	Hours	Total \$	Hours	Total \$
Principal Engineer	2	\$350			2	\$350	2	\$350	2	\$350					8	\$ 1,400
Sr Traffic Engineer					2	\$324									2	\$ 324
Project Engineer	12	\$1,644			4	\$548	11	\$1,507	5	\$685	2	\$274	4	\$548	38	\$ 5,206
Const Project Manager							3	\$447							3	\$ 447
Resident Project Rep 1							12	\$1,488							12	\$ 1,488
Staff Engineer/EI					11	\$1,331	30	\$3,630	10	\$1,210	6	\$726	22	\$2,662	79	\$ 9,559
Land Surveyor 3			4	\$596											4	\$ 596
2-Person Crew			6	\$1,062									12	\$2,124	18	\$ 3,186
Sr CADD Drafter			2	\$232	9	\$1,044	16	\$1,856	8	\$928			8	\$928	43	\$ 4,988
TOTAL LABOR	14	\$ 1,994	12	\$ 1,890	28	\$ 3,597	74	\$ 9,278	25	\$ 3,173	8	\$ 1,000	46	\$ 6,262	207	\$ 27,194

DIRECT EXPENSES	Phase 01	Phase 02	Phase 03	Phase 04	Phase 05	Phase 06	Phase 07	TOTAL
Sub-consultants	-	-	-	-	-	-	-	\$ -
Copies / Prints	-	-	-	-	-	-	-	\$ -
Mileage	-	4.00	-	-	-	-	-	\$ 4.00
Lodging / Per Diem	-	-	-	-	-	-	-	\$ -
Fees / Permits	-	150.00	-	-	-	-	-	\$ 150.00
Survey Equipment	-	265.00	-	-	-	-	530.00	\$ 795.00
Technology Fee	-	8.00	36.00	64.00	32.00	-	32.00	\$ 172.00
Other	-	-	-	-	-	-	-	\$ -
TOTAL DIRECT EXPENSES	\$ -	\$ 427.00	\$ 36.00	\$ 64.00	\$ 32.00	\$ -	\$ 562.00	\$ 1,121.00

SUMMARY	Phase 01	Phase 02	Phase 03	Phase 04	Phase 05	Phase 06	Phase 07	TOTAL
Hours	14.0	12.0	28.0	74.0	25.0	8.0	46.0	207.0
Labor	\$ 1,994.00	\$ 1,890.00	\$ 3,597.00	\$ 9,278.00	\$ 3,173.00	\$ 1,000.00	\$ 6,262.00	\$ 27,194.00
Expenses	\$ -	\$ 427.00	\$ 36.00	\$ 64.00	\$ 32.00	\$ -	\$ 562.00	\$ 1,121.00
TOTAL	\$ 1,994.00	\$ 2,317.00	\$ 3,633.00	\$ 9,342.00	\$ 3,205.00	\$ 1,000.00	\$ 6,824.00	\$ 28,315.00





WGM GROUP  
WWW.WGMGROUP.COM

PRELIMINARY

PLOTTED: 6/10/21  
SAVED: 6/10/21

APPROXIMATE MAPPING BOUNDARY EXHIBIT  
RUSSELL STREET CROSSING  
MISSOULA, MONTANA

REVISIONS:		
NO.	DESCRIPTION	DATE

PROJECT: 21-06-02  
LAYOUT: LAYOUT 1  
SURVEYED: ...  
DESIGN: ...  
DRAFT: JAD  
APPROVE: ...  
DATE: ...

JUNE 2021