



Consulting Scope of Services & Cost Estimate

PROJECT NAME:		City of Missoula Public Works and Mobility - Eaton Street	DATE:			6/30/2021
100 Series - Preliminary Project Assessment and Planning - Phase 1 and Phase 2			Consulting Cost Estimate			
Item No.	Description	Scope	IMEG Services	Direct Expenses	Agency Review Fees	
100	Project Management	IMEG project meetings, schedule, and project coordination associated with the 100 Series portion of work.	\$ 280.00			
101	Client Consultation	Meet with Public Works and Mobility(PW&M) to discuss the proposed goals and project coordination. IMEG will prepare exhibits of the project site for review during discussions. Also discuss the next steps in order to proceed with the project as well discuss project limitations. Assumes up to two IMEG staff present at meetings, and throughout series 100 it is assumed that 2 meetings with the City Engineering will occur.	\$ 470.00			
104	Scope and Budget Definition	Provided at no cost as promotional services. Task includes preparation of this Consulting Scope & Cost Estimate for the Project tasks.	\$ -			
119	Review Right-of-Way, Plats & COS's	IMEG Surveyor will review existing plats, deeds, and applicable property information to determine existing right-of-way widths. Defining the right-of-way widths will enable us to identify encroachments and determine where right-of-way acquisition or sidewalk easements will be necessary.	\$ 1,340.00			
134	Client Review	IMEG to meet with City PW&M to present ROWs findings, discuss easement acquisition requirements, and develop a plan to move forward with designs. Assumes this task will take place once survey field work in the 200 series has been complete.	\$ 210.00			
173	Neighborhood Address List	IMEG to develop list of legal owners and street addresses (renters) within the project boundary that can be supplied to PW&M for future project mailers.	\$ 875.00			
199	Series 100 Exceptions	Unless a service is listed in the Scope of Services (Scope), it should be assumed that the service is not included at this time. If additional services which are not listed in the Scope are identified or desired, an amendment to the Scope will be necessary and can be provided along with the appropriate financial adjustment.	\$ -			
Series 100 Total			\$ 3,175.00	\$ -	\$ -	
200 Series - Field Work & Surveying - Phase 1 and Phase 2			IMEG Services	Direct Expenses	Agency Review Fees	
Item No.	Description	Scope				
200	Project Management	IMEG project meetings, schedule, and project coordination associated with the 200 Series portion of work.	\$ 560.00			
202	General Site Visit	Project Engineer/Manager shall walk site to get general understanding of topography and existing features. Become familiar with the previously unidentified potential challenges to the project and take photos of the site. This info will be used to assist the survey crew in gathering pertinent data. Subconsultant time included for inspection on existing box culvert. Assumes only inlet and outlet existing conditions inspections of the Box Culvert at this time. Site inspection is not intended to be a "routine bridge inspection" in accordance with National Bridge Inspection Standards or to evaluate the full culvert length. If this service is required, an amendment would be necessary.	\$ 850.00	\$ 500.00		
205	Site Visit After Mapping	After survey mapping has been completed and reduced, time included for design engineer to drive the project with staff from PW&M to identify alignment options and encroachments within the Right of Way.	\$ 1,410.00			
208	Geotechnical Analysis	Assumes a geotechnical analysis will not be necessary as project will not have any street reconstruction and will only deal with asphalt patch backs to new curbs. Also assumes Geotech not required for new or replacement drywells.	\$ -			
235	Surveying - Boundary - Phase 1	IMEG survey crews will visit the site to run a project control network and tie intersection monuments and property monuments sufficient to establish the ROW boundaries of the project area. Survey data will be collected in digital format with accompanying field notes describing monuments, lines of possession and other legal data used to establish the ROW boundaries.	\$ 2,490.00	\$ 200.00		
238	Survey - Boundary Reduction - Phase 1	PLS will reduce survey data from the field in conjunction with public survey records to retrace and establish project right-of-way boundaries. Retraced boundaries will be superimposed onto project drawings.	\$ 1,450.00			
244	Mapping On-Site Features and/or Topography Including Reduction - Phase 1	IMEG survey crews will visit the site and tie structures, improvements, site features and ground elevations sufficient to create an accurate map of the site. Contours will be generated at one-foot intervals based upon the collected data, creating a surface suitable for design. Site features include, but are not limited to: mail boxes, utility lines, fences, power poles, wells, pathways, driveways and signs. Mapping will be completed and referenced to the Montana State Plane coordinate system and the vertical datum will be referenced to NAVD88. Where applicable, a "local" or assumed datum may be utilized to expedite mapping. Time included for IMEG draftsman to reduce survey data, topography, and utility mapping into AutoCAD digital format for use in engineering designs. Mapping will be overlain on the boundary maps and referenced to the applicable property boundaries and rights-of-ways. Digital line work and surface data will be reviewed for quality and completeness prior to delivery or design.	\$ 7,275.00	\$ 400.00		

245	Surveying - Boundary - Phase 2	IMEG survey crews will visit the site to run a project control network and tie intersection monuments and property monuments sufficient to establish the ROW boundaries of the project area. Survey data will be collected in digital format with accompanying field notes describing monuments, lines of possession and other legal data used to establish the ROW boundaries.	\$ 2,220.00	\$ 200.00	
248	Survey - Boundary Reduction - Phase 2	PLS will reduce survey data from the field in conjunction with public survey records to retrace and establish project right-of-way boundaries. Retraced boundaries will be superimposed onto project drawings.	\$ 1,340.00		
254	Mapping On-Site Features and/or Topography Including Reduction - Phase 2	IMEG survey crews will visit the site and tie structures, improvements, site features and ground elevations sufficient to create an accurate map of the site. Contours will be generated at one-foot intervals based upon the collected data, creating a surface suitable for design. Site features include, but are not limited to: mail boxes, utility lines, fences, power poles, wells, pathways, driveways and signs. Mapping will be completed and referenced to the Montana State Plane coordinate system and the vertical datum will be referenced to NAVD88. Where applicable, a "local" or assumed datum may be utilized to expedite mapping. Time included for IMEG draftsman to reduce survey data, topography, and utility mapping into AutoCAD digital format for use in engineering designs. Mapping will be overlain on the boundary maps and referenced to the applicable property boundaries and rights-of-ways. Digital line work and surface data will be reviewed for quality and completeness prior to delivery or design.	\$ 7,300.00	\$ 500.00	
299	Series 200 Exceptions	Unless a service is listed in the Scope of Services (Scope), it should be assumed that the service is not included at this time. If additional services which are not listed in the Scope are identified or desired, an amendment to the Scope will be necessary and can be provided along with the appropriate financial adjustment.	\$ -		
Series 200 Total			\$ 24,895.00	\$ 1,800.00	\$ -
300 Series - Utility Relocation Services - Phase 1 and Phase 2					
Item No.	Description	Scope	IMEG Services	Direct Expenses	Agency Review Fees
300	Project Management	IMEG project meetings, schedule, and project coordination associated with the 300 Series portion of work.	\$ 280.00		
382	Utility Relocation and/or Right-of-Way Acquisition	It is anticipated there will be utility conflicts with the proposed route specifically the Box Culvert Area where a gas main is located on the culvert. IMEG and PW&M will coordinate early on with utility companies for the relocation of the necessary utilities. It is also anticipated there will be ROW easement acquisitions required to develop the pedestrian improvements. As part of this task it is assumed that City Public Works will approach property owners where easements for ROW are required and discuss their willingness to grant sidewalk easements or ROW. The actual easement documents and signatures will be obtained in a task below once the final curb and sidewalk alignments have been approved. Assumes 3 total easements at this point in the project for Phase 1.	\$ 1,150.00		
399	Series 300 Exceptions	Unless a service is listed in the Scope of Services (Scope), it should be assumed that the service is not included at this time. If additional services which are not listed in the Scope are identified or desired, an amendment to the Scope will be necessary and can be provided along with the appropriate financial adjustment.	\$ -		
Series 300 Total			\$ 1,430.00	\$ -	\$ -
400 Series - Preliminary Engineering - Phase 1 and Phase 2					
Item No.	Description	Scope	IMEG Services	Direct Expenses	Agency Review Fees
400	Project Management	IMEG project meetings, schedule, and project coordination associated with the 400 Series portion of work.	\$ 1,120.00		
407	Preliminary Curb/Sidewalk Alignments - Phase 1	IMEG will utilize mapping and boundary to draft in the preliminary curb and sidewalk alignments. Alignments will be developed in coordination with the reviewing agency staff. The curb and sidewalk will be analyzed for any potential conflicts with utilities or other pathway crossings. Conceptual design drawings will be completed for discussion purposes. Sub-consultant time included for schematic design layouts of Box Culvert Extensions and Pedestrian Bridge designs. Assumes both Box Culvert addition and pedestrian bridge will not be designed to support vehicle loads.	\$ 7,870.00	\$ 4,400.00	
408	Preliminary Curb/Sidewalk Alignments- Phase 2	IMEG will utilize mapping and boundary to draft in the preliminary curb and sidewalk alignments. Alignments will be developed in coordination with the reviewing agency staff. The curb and sidewalk will be analyzed for any potential conflicts with utilities or other pathway crossings. Conceptual design drawings will be completed for discussion purposes. Assumes IMEG will layout options for mini roundabout at 14th/Mount/Eaton.	\$ 6,920.00		
413	Stage 2 Submittal - Phase 1	IMEG to submit preliminary layouts of Road to PW&M as part of the Stage 2 submittal process. Stage 2 process is intended to receive final approval from City on all horizontal alignments prior to moving forward with final vertical designs and final plan set creation.	\$ 520.00		
414	Stage 2 Submittal- Phase 2	IMEG to submit preliminary layouts of Road to PW&M as part of the Stage 2 submittal process. Stage 2 process is intended to receive final approval from City on all horizontal alignments prior to moving forward with final vertical designs and final plan set creation. Assumes Phase 2 will be on hold after Stage 2 submittal.	\$ 520.00		
467	Quantity Estimates - Phase 1	Assumes that PW&M will want a quantity estimate after horizontal alignment has been created. Includes time to utilize CAD to generate excavation and embankment quantities as well as other infrastructure quantities.	\$ 1,520.00		

470	Cost Estimate	Prepare an engineer's estimate utilizing the quantity estimates from above. Assumes the preliminary estimate will be expanded upon and historical bid data will be used as appropriate.	\$	850.00		
476	Coordination with Reviewing Authority	IMEG will meet with the PW&M to review the preliminary curb and sidewalk alignment. Upon City Public Works approval, alignments will be sent to City Engineering for review and approval. The approved alignments will be used below for curb and sidewalk designs.	\$	660.00		
480	Neighborhood Open House/Property Owner Meetings	Assumes PW&M will set up a Neighborhood Meeting and invite the general public to review the Stage 2 designs. IMEG PM to attend Public Meeting and will provide Full Size Sheets for discussions.	\$	845.00		
499	Series 400 Exceptions	Unless a service is listed in the Scope of Services (Scope), it should be assumed that the service is not included at this time. If additional services which are not listed in the Scope are identified or desired, an amendment to the Scope will be necessary and can be provided along with the appropriate financial adjustment.	\$	-		
Series 400 Total			\$	20,825.00	\$	4,400.00
600 Series - Road, Street, Drainage, Traffic Planning & Design - Phase 1 Only						
Item No.	Description	Scope	IMEG Services	Direct Expenses	Agency Review Fees	
600	Project Management	IMEG project meetings, schedule, and project coordination associated with the 600 Series portion of work.	\$	840.00		
602	Final Curb & Sidewalk Designs - Phase 1 Only	IMEG will coordinate all designs under the guidance of the Project Manager. Based on final curb and sidewalk alignments plan and profile, construction drawings will be prepared. Curb profiles will be designed at a minimum of 0.5% slope. Slopes will be designed around the existing street elevations thereby reducing street re-construction and asphalt replacement costs. Areas requiring special attention such as existing driveways, pedestrian ramps, ditch crossings, and excessive cut/fill areas will be identified up front for detailed engineering. All low points will have a sump or catch basin specified. Plans will include cover sheet, plan and profile sheets, and details as appropriate. All sidewalks and sumps will be designed to meet ADA regulations and all street design and improvements will be coordinated through City Public Works in conformance with City Standard Details and Specifications. Assumes streets that already have curb will not need new curb and will be for sidewalk improvements only. Sub Consultant costs of a Structural Engineer for (1) Pedestrian Bridge design and Box Culvert Addition design is included within this scope item.	\$	15,400.00	\$	8,250.00
606	Review of Plans and Client Meetings	City Public Works will be provided with a set of plans, specifications, and an engineer's estimate when designs are at 90% completion for review. A meeting will be held with the City Public Works to discuss any identified concerns or questions. It is assumed that if issues arise during design development, IMEG will meet with PW&M to solicit their opinion for a solution. Time included for plan revisions based on City Public Works comments.	\$	1,610.00		
607	Ditch Company Coordination	Time included to meet with the ditch company in the field and discuss crossing options. Assumes a culvert will need to be replaced at 1430 Eaton and Box Culvert Extensions along Church Frontage.	\$	1,130.00		
614	City Drainage Forms	Assumes storm drainage report is not needed as location is within "infiltration exemption area". Assumes that all dry wells will have a maximum 8,000 SF associated with them for design purposes. Time included to complete Storm Water Site Evaluation Form, EPA Dry Well Inventory, City Dry Well Approval, Post-Construction Inspection Frequency forms. Assumes Contractor at time of permitting will pay for dry well permits but IMEG to complete forms prior. Assumes Contractor will pull DEQ and City SWPPP, however plan set will include generic SWPPP sheet that will be suitable for a DEQ submission but Contractor can modify as they see fit.	\$	1,660.00		
622	Right-of-Way & Easement Acquisition	Based on final alignments, IMEG will draft final easement exhibits necessary for the Phase 1 project. Time included to draft easement legal descriptions. Assumes City Public Works will be provided the easement documentation forms and will coordinate with property owners for final signatures. Assumes (3) easements will be necessary as part of this project.	\$	1,650.00		
670	Stage 3 Checklist	IMEG will complete the Stage 3 checklist and provide the City submittal with the 95% drawings to the City. Checklist will be completed in accordance with City Public Works Manual and standard mods. Time included to address City comments on the drawings that are relevant to City code.	\$	2,085.00		
674	Stage 4 Checklist	After Stage 3 Updates have been made IMEG will submit the Stage 4 Plans and Checklist. This is the "approved for construction" checklist. Time included to complete the checklist and submit it with the plans to the City. Checklist will be completed in accordance with standard practices previously approved by the City on other projects. Time include for internal QA/QC on Plans.	\$	1,165.00		
678	Final Quantities - Phase 1	Based on Final Construction Drawings, IMEG will compute final quantities of Site work items for the bid schedule and Engineer's Cost Estimate. IMEG to provide bid schedule and stage checklist quantity sheet.	\$	2,650.00		
699	Series 600 Exceptions	Unless a service is listed in the Scope of Services (Scope), it should be assumed that the service is not included at this time. If additional services which are not listed in the Scope are identified or desired, an amendment to the Scope will be necessary and can be provided along with the appropriate financial adjustment.	\$	-		
Series 600 Total			\$	28,190.00	\$	8,250.00

800 Series - Construction Administration, Inspections, and Staking - TBD			IMEG Services	Direct Expenses	Agency Review Fees
Item No.	Description	Scope			
800	Services TBD	IMEG to provide full Staking and limited CA services once Phase 1 designs are complete in order to provide an accurate and detailed cost estimate. For budgetary purposes, it should be assumed that the Phase 1 services would be between \$25,000 - \$35,000.			
Series 800 Total			\$ -	\$ -	\$ -

Project Summary		IMEG Services	Direct Expenses	Agency Review Fees
Item No.	Description			
100 Series - Preliminary Project Assessment and Planning - Phase 1 and Phase 2		\$ 3,175.00	\$ -	\$ -
200 Series - Field Work & Surveying - Phase 1 and Phase 2		\$ 24,895.00	\$ 1,800.00	\$ -
300 Series - Utility Relocation Services - Phase 1 and Phase 2		\$ 1,430.00	\$ -	\$ -
400 Series - Preliminary Engineering - Phase 1 and Phase 2		\$ 20,825.00	\$ 4,400.00	\$ -
600 Series - Road, Street, Drainage, Traffic Planning & Design - Phase 1 Only		\$ 28,190.00	\$ 8,250.00	\$ -
800 Series - Construction Administration, Inspections, and Staking - TBD		\$ -	\$ -	\$ -
Total Consulting and Reimbursable		\$ 78,515.00	\$ 14,450.00	\$ -
Total Estimate including Reimbursable		\$92,965.00		