

<b>Project Name:</b>	Scott Street Reconstruction Updates		
<b>Scope Change Title:</b>	Tender Preparation and Contract Administration		
<b>Scope Change No.:</b>	01	<b>Date:</b>	29/07/2019
<b>KGS Group Project Number</b>	19-0048-001		
<b>KGS Group Project Manager:</b>	Roy Houston		
<b>Scope Change Requested By:</b>			
<input checked="" type="checkbox"/> Client <input type="checkbox"/> KGS Group <input type="checkbox"/> Other			

**Description and Rationale for Engineering Scope Change Request:**

Fees to prepare tender documents and provide contract administration services for reconstruction of Scott Street from Reid to west of Colonization Road.

**1.0 Scope**

Details of scope are as follows:

- Preparation of tender documents, advertise, review tender submissions and recommend award to Council, all in accordance with Town Policy and Procedure.
- Have due regard for all authorities and provide for all legislation required (ie. - preparation of all necessary applications for obtaining Certificates of Approval from the Ontario Ministry of Environment).
- Provide tender documents and construction drawings in PDF format and hard copy for construction.
- Provide contract administration and resident inspection services for the duration of the project, through to final acceptance and warranties.
- Provide full-time resident inspection during construction, based estimated total of 90 Working Days.
- Provide digital picture records of projects to include pre, during and post construction.
- Provide as-built drawings in digital form (AutoCAD format and PDF).

**2.0 Scope Exclusions**

Scope exclusions are as follows:

- **Permit Fees** – Our scope and fees exclude any charges from the Ontario Ministry of Environment for permits or approvals (i.e. Certificate of Authorization, etc.)
- **Materials testing during construction** – The cost for materials testing during construction is excluded from our scope and fees. It is assumed that the Town of Fort Frances will pay for this directly.

**3.0 Project Team**

The project team is as follows:

**Municipal Design:**

- Roy Houston, P.Eng. Senior Municipal Engineer & Contract Administrator
- Burton Mikolayenko, P.Eng. Municipal Designer

The above staff will be supplemented with drafting and clerical staff as required.

**Resident Inspection:**

We plan to use the services of one of the two following experienced resident inspectors, pending their availability for the 2020 and 2021 construction seasons:

- Mr. Robert Stasiuk
- Mr. Bob Klaas

We have previously used the services of both gentlemen for work on separate projects in the Northwestern Ontario area. Mr. Stasiuk recently performed resident inspection services for KGS Group for a municipal construction project in Kenora, Ontario. Mr. Bob Klaas lives in the Fort Frances area and provided resident inspection services for KGS Group on multiple Fort Frances road and sewer construction projects between 2006 and 2009, most notably the reconstruction of Central Avenue from 2<sup>nd</sup> Street to Church Street, and Scott Street from Central Avenue to Mowat Avenue.

In the event that neither of the two gentlemen listed above are available, we will mobilize equally experienced staff from our Winnipeg or Thunder Bay offices.

**4.0 Schedule**

The proposed schedule for the work will be as follows:

- Tender Preparation: August 2019 to November 2019
- Tender Period: January - February 2020
- Construction Phase 1: May 2020 – August 2020 (estimated)
- Construction Phase 2: June 2021 – July 2021 (estimated)
- As-built Drawings: November 2021
- 1-Year Warranty Inspection: July 2022

**5.0 Fees**

We propose our fees on a lump sum basis.

- Tender Preparation \$ 21,000.00
- Contract Administration & Resident Inspection \$ 206,000.00
- Post-Construction Warranty Inspection & As-built Drawings \$ 12,500.00

The basis for our above proposed lump sum fees is a percentage of the April 2019 estimated construction value you provided to us. As a percentage of construction value, our fees were based on the following:

- Tender preparation: 0.5%
- Contract Administration & Resident Inspection: 5.0%
- Post Construction Warranty Inspection & As-built Drawings: 0.3%

# **OP-16(a) Engineering Scope Change Authorization**

The estimated construction value from which our fees were based upon is \$4,110,574.00, which is the total estimated construction value of \$4,610,574.00 minus \$500,000.00 (i.e. only half of the \$1,000,000 contingency in the April 2019 estimate).

Our fees assume a total of 90 Working Days for all of the work, which will be specified in the tender documents. It assumes that the work in the 2020 construction season (i.e. undergrounds, road base, curb and gutter and bottom lift of asphalt) is 60 Working days, with 30 Working days for the second phase of work in 2021. Should the total construction time required be greater than 90 Working days, we will require additional fees for our contract administration and resident services work for each additional Working Day required.

**Change will impact (check all that apply):**

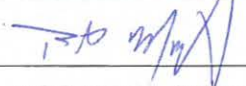
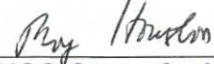
- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Fabrication   | <input checked="" type="checkbox"/> Schedule    | <input type="checkbox"/> Purchased Equipment/Material           |
| <input type="checkbox"/> Owner's Scope | <input checked="" type="checkbox"/> Engineering | <input checked="" type="checkbox"/> Site Inspection/Supervision |
| <input type="checkbox"/> Construction  | <input type="checkbox"/> Other:                 |   |

**Change will impact the Engineering discipline(s) (check all that apply):**

- |   |   |   |
|---|---|---|
| <input checked="" type="checkbox"/> Municipal | <input type="checkbox"/> Civil/Structural | <input type="checkbox"/> Geotechnical/Environmental |
| <input type="checkbox"/> Electrical           | <input type="checkbox"/> Mechanical       | <input type="checkbox"/> Other:                     |

Impact of Change	Project Hours	Estimated Costs (incl. Facility Usage fee)	Schedule (+/- weeks)
Tender Preparation	100	\$16,500.00	
Contract Administration and Resident Inspection	1200	\$206,000.00	
As-built Drawings & Warranty Inspection	70	\$12,500.00	
<b>Total for this ESCA 01</b>	<b>1370</b>	<b>\$235,000.00</b>	
Value of Original Contract		\$8,000.00	
Value of Approved ESCAs		\$0.00	
<b>Total Approved Contract Value</b>		<b>\$243,000.00</b>	

This work will not be performed until authorized by the Client. This Engineering Scope Change Authorization is subject to the Contract Agreement for the above named project dated 26/06/2019

<p>Requested by: </p> <p align="center"><b>KGS Group Project Manager</b> Burton Mikolayenko, P.Eng.</p>	<p>Authorized by: _____</p> <p align="center"><b>Client Representative</b> Travis Rob, Manager of Operations &amp; Facilities</p>
<p>Reviewed by: </p> <p align="center"><b>KGS Group Sr. Management</b> Roy Houston, P.Eng., Manager of Civil/Municipal Services</p>	<p>Date: _____</p>