

CITY OF WILLIAMSPORT, PA RESOLUTION

RESOLUTION # 9341

DATE 10-13-22

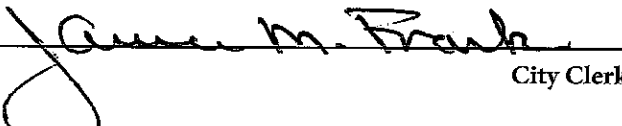
TITLE

**RESOLUTION AWARDING CONSTRUCTION INSPECTION SERVICES FOR THE
FOURTH STREET IMPROVEMENTS PROJECT TO LARSON DESIGN GROUP**

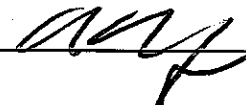
BE IT HEREBY RESOLVED, by the City Council of the City of Williamsport that the construction inspection services for the East Fourth Street Improvements project be awarded to **Larson Design Group** for an amount of: **\$29,090**. Funding is through the project itself, which is via a PA state MTF grant, with matching local share from Lycoming County.

BE IT FURTHER RESOLVED, that the attached agreement is approved and the appropriate city officials (Mayor and Controller) are authorized and directed to execute the agreement, and that a copy of this executed agreement then be forwarded to **Larson Design Group**, via email.

Approved



City Clerk



President



July 7, 2022

Jon F. Sander, PE
Williamsport City Engineer
245 West Fourth Street
Williamsport, PA 17701

Re: Construction Inspection for the East Fourth Street Improvements- Design Change Order #1
City of Williamsport, Lycoming County, Pennsylvania

Dear Jon,

On behalf of Larson Design Group (LDG), thank you for the opportunity to provide this proposal for professional services to assist the City of Williamsport with Construction Inspection Services for the East Fourth Street Improvements.

We are pleased to provide the following Design Change Order and Scope of Work for the project.

We appreciate the opportunity to submit this proposal and look forward to working with you. If you have any questions, please feel free to contact me at (570) 651-1536 or via email at ddaniels@larsondesigngroup.com.

Sincerely,

LARSON DESIGN GROUP

A handwritten signature in black ink that reads "Duane R. Daniels". The signature is written in a cursive, flowing style.

Duane R. Daniels, PE
Project Manager – Construction Services

cc: Mayor Derek Slaughter
Brad Aurand, PE
Joseph Romano, PE
File 5100-088-CI

DRD/tkb

Enclosure

Larson Design Group

1000 Commerce Park Drive, Suite 201, Williamsport, PA 17701
570.323.6603 | larsondesigngroup.com

EAST FOURTH STREET IMPROVEMENTS **CONSTRUCTION INSPECTION SCOPE OF WORK**

The following construction inspection scope of work is the same as was provided in our Design Proposal. The requested fee is covered in the attached Design Change Order.

TASK 6 – CONSTRUCTION INSPECTION – TO BE FINALIZED

- LDG agrees the proposed budget allotment of \$50,000 for construction Inspection/construction management services outlined in the RFP is sufficient. However, we believe it would be in the best interest of the City to allow us to negotiate a more appropriate contract value closer to the start of construction, pending the award of the contract. Below is our anticipated scope of services, as it pertains to construction inspection/construction management for this project and our negotiated fee will be based on this scope.

Note: For the future negotiating of the construction inspection/construction management services LDG anticipates the following titles and hourly rates:

- **Construction Manager (CM) - \$140.00**
- **Construction Inspector (CI) - \$72.00**

TASK 6A – PRECONSTRUCTION

- Upon receipt of the Notice to Proceed, Larson Design Group (LDG) will gather the Plans, Specifications, Addenda, Permits, Reference Plans, and Construction Schedule. Prior to the preconstruction meeting, we will review the reference material. It is assumed that our Construction Manager and Inspector would attend the preconstruction conference. Goals at the preconstruction conference include understanding the chain of command, contractor's normal working hours, emergency contacts, reviewing the construction schedule, shop drawing reviews, discussion on field changes and change orders, pay application procedure, and as-built coordination.

TASK 6B – CONSTRUCTION

- Shop Drawings: LDG's CM will receive copies of the approved shop drawings or catalog cuts from the Engineer and copy to our CI.
- Records and Documentation: The CI will keep records and document the work by completing daily diary entries, quantity computations, material records, and pay item entries. Field Changes will be coordinated with the Owner and the Engineer and distributed to the appropriate parties. The CM will perform periodic quality reviews on the project records. LDG will provide appropriate PennDOT publications for the CI's use such as Pub. 213 (Work Zone Traffic Control), and Pub. 408 (Specifications).
- Construction Inspection: LDG will serve as the owner's representative on the site. The CI will assure, by written documentation, that the construction is or is not performed in conformity with the approved plans, specifications, and contract provision. The CM will supervise inspection personnel and review the documentation and records.
- Materials Control: It is understood the CI will not be responsible for testing of any materials. The CI will observe and document the concrete testing for air, slump, and strength. The CI will review all material certifications and witness the field testing of earthwork compaction and bituminous placement. The CI and CM will review the contractor's laboratory test results for conformance or appropriate action in accordance with the specifications.
- Payments to Contractor: The CI will review all construction pay estimates.

- Field Changes, Change Orders and Force Account: The CI and CM will assist in determining the need for changes in scope of work and preparation of change orders. Should Force Account work become necessary, LDG is experienced at the documentation and follow up to see that the City is paying a fair price for additional work.
- Monitoring Contract Time: The CI will assist the Design Team in monitoring the project schedule.
- Construction Safety: The CI and CM shall strive to obtain compliance with the safety and accident prevention provisions of the contract; however, neither the CI nor CM shall have control over or charge of and shall not be responsible for safety precautions and programs in connection with the work of the contractor, because these are solely the contractor's responsibility under the contractor's contract.
- Final Inspection: The CI and will participate in the final inspection when notified the project is substantially complete. Inspection of subsequent punch list items is included.
- Final Settlement of Contract: The CI will review the final quantities with the contractor for contract closeout.
- As-Built Drawings: The CI will review the as-built drawings prepared by the contractor. LDG will distribute the as-builts in paper and portable document formation (pdf).
- Records: Upon project completion, the CM will provide the Owner with all appropriate project records including the daily inspection diaries, sketches, quantity computations, material certifications, as-built drawings, etc.

PROJECT DELIVERABLES

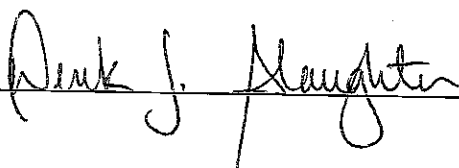
- Construction Inspection Records
- As-Built Drawings

ASSUMPTIONS / EXCLUSIONS

For this proposal, the following item is not included. LDG can assist/provide with any of these items, if required or requested.

- This proposal does not include construction inspection of the waterline extension on East Fourth Street.

City Signatures

Mayor 

Controller 

City Clerk 



Apalachin, NY
T: (607) 258-0090
F: (570) 323-9902

Columbus, OH
T: (614) 470-2930

Harrisburg, PA
T: (717) 985-8070

Morgantown, WV
T: (304) 777-2940
F: (570) 323-9902

Phoenix, AZ
T: (602) 782-3597

Selinsgrove, PA
T: (570) 374-5700
F: (570) 374-5703

Beaver, PA
T: (724) 495-7020
F: (724) 495-2594

Corning, NY
T: (607) 936-7076
F: (607) 936-7086

Lititz, PA
T: (717) 824-4618
F: (717) 945-7574

Orlando, FL
T: (679) 710-0019

Pittsburgh, PA
T: (724) 591-8562
F: (570) 323-9902

Williamsport, PA
T: (570) 323-6603
F: (570) 323-9902

Design Change Order #1

PROJECT NUMBER 5100-088-CI		CLIENT NAME City of Williamsport		CLIENT CONTACT Jon F. Sander		REVISION	
CONTRACT NUMBER City Contract 2022-02		PROJECT MANAGER Duane Daniels		PROJECT TITLE East Fourth Street Improvements- CI Services		DATE PREPARED 7/7/2022	
CHANGE REQUESTED BY City of Williamsport		DATE REQUESTED 6/23/2022		CHANGE REQUESTED <input type="checkbox"/> BY LETTER (ATTACHED) <input checked="" type="checkbox"/> BY E-MAIL (ATTACHED) <input type="checkbox"/> VERBALLY/PHONE			
DESCRIPTION OF CHANGE TO CONTRACT SCOPE: See attached Scope of Work. E-mail verification of requested change available by request.							
IMPACT OF CHANGE ON COST AND/OR SCHEDULE BASELINE (IF APPLICABLE, DESCRIBE CONSTRUCTION IMPACT): No change on the anticipated construction schedule that's projected to complete by the end of 2022.							
MANAGEMENT AND ENGINEERING COST ESTIMATE							
LABOR COSTS				OTHER DIRECT COSTS			
TASK/DISCIPLINE	SERVICE FEE	COST \$		DESCRIPTION OF DCO / SUBCONTRACT	COST \$		
Labor	\$27,840.00	\$27,840.00					
Expenses	Mileage @ \$0.625 per mile	\$1,250.00					
TOTAL LABOR \$				TOTAL OTHER DIRECT COSTS			
TOTAL COST FOR THIS CHANGE				\$29,090			
NEW PROJECT COST				EFFECT ON SCHEDULE AND DATES			
PREVIOUS CONTRACT VALUE		\$69,315.00		The previous design contract was a lump sum contract. The proposed construction inspection fee will be a Not To Exceed contract invoiced by labor and expense charges.			
ADDITION (REDUCTION) THIS CHANGE		\$29,090.00					
NEW CONTRACT VALUE		\$98,405.00					
APPROVAL SIGNATURES Original Contract Terms and Conditions Continue to Apply							
PRINT OR TYPE NAME		DATE		AUTHORIZED CLIENT (PRINT OR TYPE NAME)		DATE	
SIGNATURE				AUTHORIZED CLIENT SIGNATURE			
				AUTHORIZED CLIENT (PRINT OR TYPE NAME)		DATE	
				AUTHORIZED CLIENT SIGNATURE			