

RESOLUTION NO. R-2024-43

A RESOLUTION AUTHORIZING THE MAYOR OR CITY CLERK TO ENTER INTO A CONTRACT WITH
HALF ASSOCIATES, INC
FOR THE PURPOSE OF DESIGN ENGINEERING SERVICES, ADVERTISEMENT AND BID
MANAGEMENT OF THE SAFE ROUTES TO SCHOOL, (SRTS) PHASE V PROJECT

WHEREAS THE CITY OF WARD is constantly seeking ways to improve existing infrastructure;
and,

WHEREAS THE CITY OF WARD has been installing sidewalks under the federal Safe Routes to
School Program for several years.

WHEREAS, ARDOT has awarded the City of Ward \$256,000 for the construction phase of this
project to be shared 80/20.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WARD, ARKANSAS, HEREBY;

SECTION 1: The Mayor or City Clerk is hereby authorized to enter into a contract with
Half Associates, Inc as outlined below and per the attached proposal.

- Bid Services: \$8,430
- Design Fee: \$29,755

SECTION 2: Authorizes and appropriates additional funds not to exceed \$32,832 for this
phase of the project plus expenses of not more than \$200. General funds and/or Street
Department Funds will be used.

SAID RESOLUTION WAS ADOPTED ON 9-17-24

Brooke Y, Chapman Y, Hall Y, Hefner Y, McMinn Y, Ruble Y

YEAS: _____ NAYS: _____ Mayor (if needed) _____

APPROVED:

ATTEST:


Charles Gastineau, Mayor


Krystal Rummel, City Clerk





September 10, 2024

Mayor Charles Gastineau
P.O. Box 237
405 Hickory St
Ward, Arkansas 72176

RE: SRTS Construction Documentation

Dear Mayor Gastineau,

Please find our attached proposed scope of services and fee for the development of construction documents and bidding assistance for the Safe Routes to School project along Brewer Street. Please give me a call if you have any questions and thank you for this opportunity.

Sincerely,

HALFF ASSOCIATES, INC.

A handwritten signature in black ink, appearing to read "Sally Horsey". The signature is fluid and cursive, with a large initial "S" and a long, sweeping underline.

Sally Horsey, PLA, ASLA
Planning and Landscape Architecture
Director

SCOPE OF SERVICES
SRTS Construction Documents
Ward, Arkansas

PROJECT DESCRIPTION

Preparation of construction documents for:

Safe Routes to School Sidewalk along Brewer St. from Markham St., along Peyton Street on the west end to Moon Road.

SCOPE OF SERVICES

The following scope of services is proposed as the process of the development of engineering and design construction documents for a sidewalk along Brewer St. as noted above. These plans will be prepared and submitted on behalf of the City of Ward to ARDOT under the LPA process for TAP projects. Bidding assistance will also be included.

Construction Documents

Halff will prepare sidewalk plan and profile sheets delineating the proposed horizontal alignment with dimension data and vertical alignment including drainage. Trail cross-sections will be cut every 50' of the alignment. Construction details for grading and paving improvements will be prepared as necessary to accurately relay the intended scope of work. Plans will include specifications on the drawings. Construction budgets will be developed at the 60%, 90%, and 100% plan development. Final submittal to include client comments.

- Plan submittals at 60%, 90%, 100%
- Construction budget at 60%, 90%, 100%
- 3 virtual review meetings
- 1 site visit is included in this design process

Deliverables: Construction documents (plans) and cost estimates, ARDOT TAP review submittals and ARDOT quarterly reports.

Bidding services

Halff will provide construction documents to an outside reprographics company for distribution to bidders. Halff will respond to any bidder inquiries and issue any addenda as deemed necessary. The reprographics company will distribute any addenda to bidders for the project. No pre-bid conference is planned for this project. A Halff representative will attend the bid opening, review the bid results, prepare the bid tabulation and provide to ARDOT for review.

BIDDING SERVICES:	\$3,077
<u>DESIGN FEE:</u>	<u>\$29,755</u>
TOTAL:	\$32,832

If additional services are requested by the client, an agreed upon fee will be approved by the client with an addendum to the scope prior to beginning additional services. If title work services are needed, they will be expensed to the project for payment beyond the design fee.

ITEMS EXCLUDED FROM SCOPE OF SERVICES

- Topographic and boundary survey, ownership search and title work, construction staking, easement descriptions or acquisition, annexation petitions
- Environmental services
- Trailhead, amenities
- Electrical Engineering
- Geotechnical Engineering
- Structural Engineering / Bridge Design
- Drainage Calculations/Reports
- Irrigation design
- Construction Observation, Construction Administration
- Permits
- Topographic Survey, Boundary Survey, ROW Plans

If additional services are requested by the client, an agreed upon fee will be approved by the client with an addendum to the scope prior to beginning additional services.

The fees established above shall be considered lump sum. Expenses are included in the design fee which are anticipated to not exceed \$200. Our services will be invoiced monthly based on work completed. Costs incurred will be carefully monitored during the progress of this project and the fees will not be exceeded without prior approval from the Client.

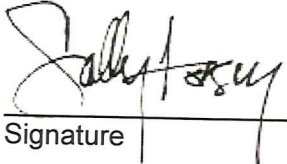


IN WITNESS WHEREOF, the parties, having read and understood this Agreement, have executed such in duplicate copies, each of which shall have full dignity and force as an original, on the _____ day of _____, 2024.

HALFF ASSOCIATES

CITY OF WARD

By:


Signature

By:

Signature

Sally Horsey, ASLA
Printed Name

Mayor Charles Gastineau
Printed Name

PLA Director
Title

Mayor
Title

September 10, 2024
Date

Date