

CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
JANUARY 15, 2019 AGENDA

Subject:	Type:	Submitted By:
ENGINEERING SERVICES AGREEMENT AUTHORIZATION QUIET ZONE SAFETY MEASURES REQUIRED PERIODIC REVIEW	◆ RESOLUTION ORDINANCE RECEIVE/FILE	JOHN KOTTMANN CITY ENGINEER

SYNOPSIS

A resolution has been prepared authorizing the Mayor to sign a Professional Services Agreement on behalf of the City of La Vista with Felsburg, Holt & Ullevig (FHU) to provide engineering services to conduct traffic counts, perform field inspections, examine crash records, evaluate the condition of supplementary safety measures and prepare the required report to the Federal Railroad Administration. The agreement establishes a not-to-exceed fee of \$7,250.00 for these services.

FISCAL IMPACT

The FY19/20 Biennial Budget includes funding for professional services in the Streets Division and costs will be shared with Sarpy County as they participated in the establishment of the quiet zone.

RECOMMENDATION

Approval

BACKGROUND

The Federal Railroad Administration regulations require that quiet zones established with Supplementary Safety Measures have periodic evaluations and reports filed every 4.5 to 5 years after their establishment. The La Vista Quiet Zone, which involves the BNSF crossings at 126th Street, West Giles Road, and 132nd Street, was established on March 24, 2014. This requires an update be performed and report submitted by March 24, 2019. FHU was instrumental in providing assistance to gain initial approval of the quiet zone and has the expertise to provide these services to maintain compliance.

RESOLUTION NO. ____

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT WITH FELSBURG, HOLT, & ULLEVIG FOR THE REVIEW OF AND UPDATE TO THE LA VISTA QUIET ZONE SUPPLEMENTARY SAFETY MEASURES.

WHEREAS, the City desires to enter into a professional services agreement with Felsburg, Holt & Ullevig (FHU) for the review of and update to the La Vista Quiet Zone Supplementary Safety Measures; and

WHEREAS, the FY 2019/2020 Biennial Budget includes funding for the proposed services and related costs; and

WHEREAS, Subsection (C) (9) of Section 31.23 of the La Vista Municipal Code requires that the City Administrator secure council approval prior to authorizing any purchases over \$5,000;

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and City Council of the City of La Vista, Nebraska, hereby authorize the Mayor to execute a professional service agreement with Felsburg, Holt, & Ullevig for the review of and updated to the La Vista Quiet Zone Supplementary Safety Measures.

PASSED AND APPROVED THIS 15TH DAY OF JANUARY, 2019.

CITY OF LA VISTA

Douglas Kindig, Mayor

ATTEST:

Pamela A. Buethe, CMC
City Clerk



January 2, 2019

Mr. John Kottmann, PE
City Engineer
City of La Vista
9900 Portal Road
La Vista, NE 68128

RE: La Vista Quiet Zone
Periodic Update Services

Dear John,

Per your telephone request, Felsburg Holt & Ullevig (FHU) is submitting this proposal for services to review the approximate one-mile BNSF corridor in Sarpy County with associated railroad crossing safety measures for continued compliance with the Final Rule 49 CFS (Sec. 222.47).

General Background

The Use of Locomotive Horns at Highway-Rail Grade Crossings; Final Rule 49 CFS (Sec. 222.47) requires each quiet zone established with Supplementary Safety Measures (SSMs) to have periodic updates 4.5-5 years after their establishment. This is an affirmation by the local authority in writing to the Federal Railroad Administration (FRA) that the quiet zone continues to conform to the requirements of the Final Rule.

According to our records, the La Vista Quiet Zone was established on March 24, 2014, which means it should be updated between September 24, 2018 and March 24, 2019.

FHU will assist the City of La Vista and Sarpy County in retaining the Quiet Zone along the BNSF mainline. We will review the initial quiet zone construction plans, conduct a field visit of each crossing to determine if crossing conditions have changed, both in terms of geometrics and traffic control.

FHU will review the current DOT website for inventory and crash information. We will conduct 24-hour traffic counts, draft new inventory sheets with updated information, and prepare a Notice of Affirmation for retaining the existing quiet zone.

This work will include the three crossings of the BNSF in the La Vista Quiet Zone at:

- 126th Street, DOT # 916752G, MP 029.217
- West Giles Road, DOT # 073039E, MP 029.629
- South 132nd Street, DOT # 073036J, MP 029.739

The Supplementary Safety Improvements (SSMs) at each of the highway-railroad crossings will be reviewed per the FRA's Final Rule for establishing Quiet Zones. We will also review each crossing improvement for conformance with recent Quiet Zone requirements, determinations, waivers, and interpretations by BNSF, NDOT, and FRA. We will identify any potential issues as part of our base services, and if needed, would be willing to assist the City and County in resolving any necessary compliance actions as supplemental services.

We have based our fee estimates on the following Scope of Services including preparation of draft documents for the City of La Vista and Sarpy County to submit to the BNSF, FRA, Amtrak, and NDOT.

Project Scope of Services

This scope of services is for the periodic review of the La Vista Railroad Quiet Zone covering the crossings of the BNSF at 126th Street, West Giles Road, and S. 132nd Street respectively. This Scope of Services assumes that FHU provides the necessary documentation for the City of La Vista and Sarpy County to coordinate with the FRA, BNSF, Amtrak, and NDOT.

The tasks below describe the engineering services to be provided by Felsburg Holt & Ullevig (FHU) to the City of La Vista and Sarpy County for maintaining the La Vista Quiet Zone in Sarpy County. This scope of services consists of the reviewing existing documents, conducting site visits, and preparing notices to the agencies.

TASK 1. Project Management

- a. Project Management - The FHU Project Manager will serve as point of contact, maintain project schedule and budget, and provide regular progress reports with invoices.

TASK 2. Meetings

- a. Kick-Off Meeting - FHU will attend a kick-off meeting with La Vista and Sarpy County staff at the initiation of the project. No Public Information Meetings are planned as part of this scope.

TASK 3. Document and Field Review

- a. FHU will review the FRA website for existing inventory data and crash records.
- b. FHU will examine the as-built plans and Notices of Quiet Zone Establishment for compliance with the latest FRA regulations and interpretations.
- c. FHU will conduct an on-site field review and measurements for condition of the Supplementary Safety Measures and related traffic control.
- d. FHU will conduct 24-hour traffic counts at each crossing.

TASK 4. Submittals

- a. FHU will prepare the Notice of Affirmation to Retain an Existing Quiet Zone, Chief Executive Officer(s) Statements, and updated inventory sheets for each crossing in appropriate form for submittal to the BNSF, FRA, and NDOT.
- b. FHU would also be available for consultation and submittals with agencies regarding potential compliance issues as a supplemental service at our standard hourly rates.

Project Schedule

Upon receipt of a signed agreement, FHU will begin working on this assignment. We will complete and submit the draft documents for the La Vista Quiet Zone within 30 calendar days after holding the kick-off meeting. This schedule is based on a period of 5 days for the City to provide the documents listed above after the Notice to Proceed.

Project Fee Estimate

We propose to conduct these services on a Cost Plus Fixed Fee basis, with other direct costs, such as printing reimbursed at a rate of 1.1 times actual cost. At our standard hourly rates, we estimate that the services associated with reviewing the crossing safety measures could be completed for a maximum fee of **\$7,250**. This amount would be established as a "not to exceed" limit beyond which no charges could be made without the City and County's prior written approval. Our "Letter Agreement Standard Provisions" (**Attachment A**) are attached hereto and are incorporated into this agreement. A detailed fee schedule (**Attachment B**) is also included that shows the assumptions included within our fee estimate for the services.

January 2, 2019
Mr. John Kottmann, PE
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We appreciate the opportunity to provide this service to the City of La Vista and Sarpy County. We look forward to assisting you in the retention of both the safety and quality of life provided by the La Vista Quiet Zone. If you have any questions, please do not hesitate to contact us.

Sincerely,

FELSBURG HOLT & ULLEVIG

Kyle A. Anderson
Kyle A. Anderson, PE, PTOE
Executive Vice President

Rick Haden
Rick Haden
Project Manager

Approved by City of La Vista

Date

Letter Agreement Standard Provisions

A. SERVICES BY THE CONSULTANT

The **CONSULTANT** agrees to perform all services, hereunder, using reasonable skill and judgment in accordance with applicable professional standards. **CONSULTANT** agrees to keep the **CLIENT** informed on its progress through periodic reports, and to maintain accurate records relating to its services for this project.

The **CONSULTANT** agrees to provide, directly or by association with such other Consultants or Contractors as it may deem necessary to further the interest of the **CLIENT**, the basic services as described in the Scope of Work provided in the signed Letter Proposal or Letter Agreement.

B. RESPONSIBILITIES OF THE CLIENT

The **CLIENT** shall provide and make available to the **CONSULTANT**, for his use, all maps, property descriptions, surveys, previous reports, historical data, and other information within its knowledge and possession relative to the services to be furnished hereunder. Data so furnished to the **CONSULTANT** shall remain the property of the **CLIENT** and will be returned upon completion of its services.

The **CLIENT** shall make provisions for the **CONSULTANT** to enter upon public and private properties as required for the **CONSULTANT** to perform its services hereunder.

C. EXTRA WORK

The **CLIENT** may desire to have the **CONSULTANT** perform work or render services other than those provided in Scope of Work. This will be Extra Work. Work shall not proceed until so authorized by the **CLIENT**. Payment for all work under this Agreement shall be on an hourly basis plus expenses in accordance with the attached rate schedule. Charges for outside services, expenses, and subconsultant work will be billed at 1.10 times the invoice amount.

D. TIME OF BEGINNING AND COMPLETION

Execution of the Letter Proposal is authorization by the **CLIENT** for the **CONSULTANT** to proceed with the work (Time of Beginning). The original Time of Completion is as noted in the Letter Agreement.

E. PAYMENT

Unless otherwise provided herein, **CONSULTANT** shall submit monthly invoices for Basic, Additional or Special Services and for Reimbursable Expenses each month for work that has been performed. If hourly, invoices will be based on labor and expenses incurred. If lump sum, invoices will be based on the percentage of work completed.

Payments not made within 60 days of the billing date shall bear interest at the rate of 1% per month which is an annual interest rate of 12%. If any portion of, or an entire account remains unpaid 90 days after billing, the **CLIENT** shall pay all costs of collection, including reasonable attorney's fees.

F. DELAYS

If the **CONSULTANT** is delayed at any time in the progress of work by any act or neglect of the **CLIENT** or its agents, employees or contractors, or by changes in the work, or by

extended reviews by the **CLIENT**, fire, unavoidable casualties, or by any causes beyond the **CONSULTANT'S** control, the time schedule shall be extended for a reasonable length of time, and **CONSULTANT'S** compensation may be subject to renegotiation for increased expenses due to escalation of prices, extended services, rework, and/or other expenses incidental to such delays.

G. OWNERSHIP OF DOCUMENTS

All drawings, specifications, reports, records, and other work products developed by the **CONSULTANT** associated with this project are instruments of service for this project only and shall remain the property of the **CONSULTANT** whether the project is completed or not. The **CONSULTANT** shall furnish originals or copies of such work product to the **CLIENT** in accordance with the services required hereunder. Reuse of any of the work product of the **CONSULTANT** by the **CLIENT** on an extension of this project or on any other project without the written permission of the **CONSULTANT** shall be at the **CLIENT'S** risk and the **CLIENT** agrees to defend, indemnify, and hold harmless the **CONSULTANT** from all claims, damages, and expenses including attorney's fees arising out of such unauthorized reuse by the **CLIENT** or by others acting through the **CLIENT**. Any reuse or adaptation of the **CONSULTANT'S** work product shall entitle the **CONSULTANT** to equitable compensation.

H. INSURANCE

During the course of the services, the **CONSULTANT** shall maintain Workmen's Compensation Insurance in accordance with the Workmen's Compensation laws of the State of Nebraska; Professional Liability Insurance with a minimum coverage of \$1,000,000 per occurrence, \$2,000,000 aggregate; Automobile Liability with a combined single limit coverage of \$1,000,000; and Commercial General Liability of \$1,000,000 per occurrence, \$2,000,000 aggregate. Upon request, the **CONSULTANT** shall provide certificates of insurance to the **CLIENT** indicating compliance with this paragraph.

I. TERMINATION

Either the **CLIENT** or the **CONSULTANT** may terminate this Agreement at any time with or without cause upon giving the other party fourteen (14) calendar days prior written notice. The **CLIENT** shall within sixty (60) calendar days of termination pay the **CONSULTANT** for all services rendered and all costs incurred up to the date of termination, in accordance with the compensation provisions of this contract.

J. DISPUTES

Any claim, dispute, or other matter in question between the **CLIENT** and the **CONSULTANT**, arising out of or relating to either's obligations to the other under this Agreement, shall, if possible, be resolved by negotiation between the **CLIENT'S** representative and the **CONSULTANT** Principal-in-Charge for the Project. **CLIENT** and **CONSULTANT** each commit to seeking resolution of such matters in an amicable, professional, and expeditious manner. If a matter cannot be resolved by these parties, no later than thirty (30) calendar days after either party submits an issue in writing for resolution,

representatives from executive management of the **CLIENT** and **CONSULTANT** shall attempt to resolve the matter through additional good faith negotiations. If resolution cannot be reached within an additional thirty (30) calendar days, the **CLIENT** and **CONSULTANT** agree that all such unresolved disputes shall be submitted to nonbinding mediation.

Pending final resolution of the dispute, the **CONSULTANT** shall proceed diligently with the performance of the Basic Services as described in Article A, as directed by the **CLIENT**, and the **CLIENT** shall continue to pay the undisputed payments due to the **CONSULTANT** for such services in accordance with the payment provisions of this Agreement.

K. GOVERNING LAW

Unless otherwise agreed in writing, this Agreement and the interpretation thereof shall be governed by the law of the State of Nebraska.

L. SUCCESSORS AND ASSIGNS

The **CLIENT** and the **CONSULTANT** each binds itself and its partners, successors, executors, administrators and assigns to the other party of this Agreement and to the partners, successors, executors, administrators and assigns of such other party with respect to all covenants of this Agreement. Neither party shall assign or transfer its interest in this Agreement without the written consent of the other.

M. EXTENT OF AGREEMENT

This Agreement represents the entire and integrated agreement between the parties and supersedes all prior negotiations and representations. Nothing herein shall be deemed to create any contractual relationship between the **CONSULTANT** and any other consulting business, or contractor, or material supplier on the project, nor obligate it to furnish any notices required under other such contracts, nor shall anything herein be deemed to give anyone not a party to this Agreement any right of action against a party which does not otherwise exist without regard to this Agreement.

N. NOTICES

All notices and instructions given by either party to the other shall be in writing, and shall be deemed to be properly served if delivered to the address of record shown below, or if deposited in the United States Mail properly stamped with the required postage and addressed to such party at the address in the Letter Proposal or Letter Agreement. The date of service of a notice sent by mail shall be deemed to be the day following the date on which said notice is so deposited. Either party hereto shall have the right to change its address by giving the other party written notice thereof.

O. ACCURACY OF SERVICES AND LIMITATION OF LIABILITY

The **CONSULTANT** shall use reasonable professional skill and judgment in providing the services, hereunder, but does not warrant that such services are without errors and/or omissions. If, during the authorized use and prudent interpretation of documents or advice furnished by the **CONSULTANT**, an error or omission is discovered within a reasonable time, the **CONSULTANT** shall be responsible for correction of any work which must be removed or altered to meet the project requirements, provided the **CONSULTANT** is given a

reasonable opportunity to make remedial recommendations and to correct or arrange for the correction of the work itself. The **CONSULTANT** will not be liable for the cost of procurement of work or services performed in correcting such errors and/or omissions where such work or services result in a value to the Project over and above that which the original work or services provided.

In providing opinions of probable construction cost, the **CLIENT** understands that the **CONSULTANT** has no control over costs or the price of labor, equipment, or materials, or the Contractor's method of pricing, and that the opinions of probable construction costs provided herein are to be made based on the **CONSULTANT'S** qualifications, and experience. The **CONSULTANT** makes no warranty, expressed or implied, as to the accuracy of such opinions as compared to bid or actual costs.

The **CONSULTANT** agrees, to the fullest extent permitted by law, to indemnify and hold the **CLIENT** harmless from any damage, liability or cost (including reasonable attorneys' fees and costs of defense) to the extent caused by the **CONSULTANT'S** negligent acts, errors or omissions in the performance of professional services under this Agreement and those of his or her subconsultants or anyone for whom the **CONSULTANT** is legally liable.

The **CLIENT** agrees, to the fullest extent permitted by law, to indemnify and hold the **CONSULTANT** harmless from any damage, liability or cost (including reasonable attorneys' fees and costs of defense) to the extent caused by the **CLIENT'S** negligent acts, errors or omissions and those of his or her contractors, subcontractors or consultants or anyone for whom the **CLIENT** is legally liable, and arising from the project that is the subject of this Agreement. **CLIENT'S** amount of indemnity or costs incurred in providing the indemnity shall be limited to the same amount as the **CONSULTANT'S** liability is listed below.

As negotiated as a part of this Agreement, to the fullest extent permitted by law, and notwithstanding any other provision of this Agreement, the total liability, in the aggregate, of the **CONSULTANT** and the **CONSULTANT'S** officers, directors, partners, employees, agents and subconsultants, to the **CLIENT** and anyone claiming by, through or under the **CLIENT**, for any and all claims, losses, costs or damages of any nature whatsoever arising out of, resulting from or in any way related to the Project or the Agreement from any cause or causes, including but not limited to the negligence, professional errors or omissions, strict liability, breach of contract or warranty, express or implied, of the **CONSULTANT** or the **CONSULTANT'S** officers, directors, employees, agents or subconsultants, or any of them, shall not exceed the total amount of \$100,000.

Upon execution of the Letter Agreement or Letter Proposal, the **CLIENT** thereby agrees to the terms of these Special Provisions.

**Railroad Quiet Zone 4.5-5 Year Affirmation
City of La Vista, Sarpy County, NE**

Felsburg Holt & Ullevig

Attachment B

12/28/2018

ACTIVITIES	Person Hours By Task						Fee
	PR	PM	Engr.	Sr. Des.	Admin.	Total	
1- Project Management	1	3			1	5	\$925
2- Kick-Off Meeting Obtain Background Data, Plans & Traffic Counts		3				3	\$600
3- Document & Crossing Field Review Review Construction Plans (3) Review Crossings On-Site for Compliance Review FRA Inventory & Crash Records Subtotal SSM Review		3		2		5	\$890
		4		2		6	\$1,090
		3				3	\$600
							<u>\$2,580</u>
4- Coordination City, FRA, BNSF, Amtrak & NDO1 Review RQZE Documents & Agreements Prepare QZ Affirmation & Executive Statement Update Inventory Sheets Subtotal Coordination	1	3				3	\$600
		4				5	\$1,035
		3				3	\$600
							<u>\$2,235</u>
TOTAL HOURS	2	26	0	4	1	33	\$6,340
Billing Rates	\$235.00	\$200.00	\$190.00	\$145.00	\$90.00		
Total Salaries	\$470	\$5,200	\$0	\$580	\$90	\$6,340	

DIRECT PROJECT EXPENSES

ITEM

Traffic Counts				\$750
Mileage- (40 miles Lincoln - La Vista) 1 trip	80	\$0.545		\$44
Printing, Postage/Shipping - Certified Mail	1	\$48.00		\$48
Misc		\$68		\$68
TOTAL DIRECT PROJECT EXPENSES				\$910

MAXIMUM AMOUNT PAYABLE **\$7,250**