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City of Hiawatha

Engineering Department

101 Emmons St., Hiawatha Iowa, 52233-1697
PHONE (319) 393-1515 ext. 511 FAX (319) 393-1516

To: **Mayor and City Council** **Date: August 11, 2016**

From: John C Bender PE, City Engineer

Re: **Terracon Material Testing Contract**

Description: **On-call Contract for Concrete Testing**

Report: We currently have construction under way in Dell Ridge and Heritage Green subdivisions. This is in addition to our projects the 2015 Sewer and Water Extension, Phase I and Phase II Intersection projects, and we will have work going on the Boyson Road Trail extension and the Boyson Road Intersection project. We use Terracon for the concrete and other material testing that we cannot do.

We recommend an on-call contract to provide this testing for us as we need it performed. They can only give us a per test cost in the contract as we do not know how much testing we will need. The proposed contract is attached. Between now and next year, we might spend $10,000 to $12,000 for these tests, but thought we should have a contract approved through Council so you can be aware of this cost.

Engineering recommends approving an on-call testing contract with Terracon Consultants.

Any questions or concerns please let me know.

Terracon

July 19, 2016

City of Hiawatha, Iowa
101 Emmons St
Hiawatha, IA 52233

Attn: Mr. John Bender
P: (319) 393-1515
E: cityengineer@hiawatha-iowa.com

Re: Proposal for Construction Observation and Materials Testing Services
City of Hiawatha - 2016 Material Testing
Various Locations
Hiawatha, Iowa
Terracon Proposal No. P06161218
Terracon Project No. 06161218

Dear Mr. Bender:

As requested, Terracon Consultants, Inc. (Terracon) is submitting this proposal for completion of construction observation and materials testing services for the above-referenced project. This proposal outlines our understanding of the project and scope of services, provides a fee schedule, and presents our Agreement for Services.

1.0 PROJECT INFORMATION

- Project information available for review at the time of this proposal includes:
  - Telephone and email conversations with Rick Harbaugh with the City of Hiawatha to discuss preliminary scope, quantities and/or schedule information

- We understand the project consists of:
  - Performing concrete observation for the City of Hiawatha on various city projects.

2.0 SCOPE OF SERVICES

2.1 Field and Laboratory Services

Terracon will provide appropriately trained employees equipped to respond to the materials testing and construction observation needs of this project as scheduled by the Client or your designated representative. Based on our review of the information provided above, we understand the scope of the on-call services includes:

- Portland cement concrete field testing and laboratory testing
  - Perform temperature, slump, & air content testing and cast strength specimens as requested
    - We assume that strength specimens will be 4" x 8" cylinders (and/or standard beams) and that sample pickups will be performed only during normal business hours Monday through Friday unless directed otherwise. If pickups are requested outside of this timeframe, special arrangements will need to be made and additional costs will apply.
    - We also assume that the concrete will be sampled as the concrete is delivered from the mixer to the conveying vehicle used to transport the concrete to the forms (ie, truck discharge) as indicated in the relevant American Concrete Institute (ACI) and American Society for Testing and Materials (ASTM) documents. If other locations for sampling are desired (such as pump discharge), we can provide this. However, we will require safe access, and additional costs may be incurred.
  - Laboratory testing
    - Compressive strength of concrete

- Project Management
  - Attendance at pre-construction and project meetings at Client's request
  - Technical consulting at Client's request
  - Supervision of laboratory and field services
  - Preparation and review of project reports and invoices

If we have misunderstood any aspect of the proposed project, please advise us at once so we can evaluate the scope of services and make any necessary adjustments prior to finalizing the contract. Once the project is underway, you can request additional services. We will confirm your request by sending you a short supplemental agreement form that states the additional services, making them part of the original agreement.

2.2 Scheduling

Terracon's services will be performed on an as-requested basis with scheduling by the Client or the client's designated representative. Terracon will not be responsible for scheduling our services and will not be responsible for tests or observations that are not performed due to failure to schedule our services on the project. Since our personnel will not be at the site on a resident basis, it will be imperative that we be advised when work is in progress. Services should be scheduled a minimum of 24 hours in advance. Scheduling personnel will be on an as-available basis which may require changes in personnel assigned to the project. For instances of short-notice requests, personnel may have to be utilized which have a higher rate than those normally assigned and this higher cost may be passed on to the client.

All requests for services should be submitted to the Cedar Rapids, Iowa office at the following phone number: (319) 221-7300. Services should not be scheduled through our field personnel.

We recommend the scope of services described in this proposal be provided to the person(s) responsible for scheduling our services so they are aware of the services that are proposed.

2.3 Data Collection and Reporting

All field technicians are responsible to provide a daily report identifying what work was found to be in compliance with the project specifications and drawings and report any non-conformances. The field technicians are required to immediately communicate any non-conformances to the site superintendent and our Project Manager. Effective and timely communication is essential for non-conforming items. Our Project Manager will be responsible for reviewing each technician's reports, keeping non-conformance lists up to date, and communicating test results in a timely manner.

To ensure our project manager and field personnel meet the goals we have set for report turnaround, we have developed report tracking software to evaluate the status of any test result or report within our system. This allows us to achieve better communication, more consistency, and faster turnaround of reporting on the project. Data, observations, and other testing and inspection information are easily entered into the system allowing for immediate availability for quality review and electronic distribution of reports.

Terracon will maintain non-conformance logs and lists for all testing types performed by us. The list will be maintained electronically in our database and can be updated and e-mailed or printed at any time.

2.3.1 CMELMS™ Management System

In order to provide our clients with real-time field and laboratory data management and reporting, Terracon developed and maintains an automated application that we call CMELMS. The acronym stands for ***Construction Materials Engineering Laboratory Management System*** and is utilized by construction materials engineering and testing operations in our offices.

CMELMS is a complete and comprehensive field and laboratory testing data and results management system. It automates the delivery of our testing and inspection information and can be used anywhere with an internet connection or through a wireless device. Data (test results and inspections) can be entered into the application right from the project site so that project managers and engineering staff have real-time access to the field data. Final Client Reports are produced in the same application, which allows us to achieve better communication, more consistency, and faster turnaround of reports on the project.

2.3.2 Report Turnaround Time

Our Project Managers and/or field technicians will report failing tests or non-conformance items immediately to the designated parties and will typically have digitally-signed reports distributed by the end of the next business day. As stated, using our CMELMS software and our field reporting and communication services and capabilities, the test results and inspection information is quickly entered into the system and a report produced. Non-deviation reports will typically be digitally signed and distributed within 3 to 5 business days of service. Laboratory test reports will typically be digitally signed and distributed within 2 business days of the completion of each test. Our reports can be sent digitally via email, posted to our Client Document Website (CDW), or posted to a designated ftp website.

2.4 Terracon's Incident and Injury-Free Culture

Employee safety is a core value of Terracon and we are committed to an Incident and Injury-Free (*IIF*) workplace. It is our personal and organizational commitment at all levels of the company to everyone going home safe to their family every day. All employees are expected to perform their job assignments with safety as a primary objective. Terracon dedicates the time, resources, and equipment necessary for an IIF environment and no employee will be required to work in unsafe conditions.

3.0 COMPENSATION

Fees for services provided will be based on the attached Unit Rate Schedule. These rates will apply for the duration of the project.

4.0 AUTHORIZATION

This proposal may be accepted by executing the attached Agreement for Services and returning it along with this proposal to Terracon. **We reserve the right to withhold our reports until the signed Agreement has been received by Terracon.** This Agreement, including the limitations it contains, shall constitute the exclusive terms, conditions and services to be performed for this project. This proposal is valid only if authorized within sixty days from the listed proposal date.

We appreciate the opportunity to provide this proposal and look forward to working with you on this project. Please call the undersigned if you have any questions or would like to review this proposal.

Sincerely,
Terracon Consultants, Inc.

Peng Cavan
Project Manager

Guy L. Johnson
Department Manager – Materials Services

PC/GLJ:N:\Proposal Documents\2016\P06161218\P06161218.0719.City of Hiawatha.docx

Copies to: Addressee (1 pdf)

Attachments: Unit Rate Schedule
Agreement for Services

Terracon

Unit Rate Schedule

	Rate	Unit
PERSONNEL		
Field Technician	$50.00	hour*
Field/Lab Coordinator	$65.00	hour
Project Manager/Engineer	$98.00	hour
Senior Project Manager/Engineer	$120.00	hour
LABORATORY TESTING		
Compressive Strength Cylinder (4" x 8", Terracon-made)	$13.00	each
FIELD EQUIPMENT/MATERIALS		
Cure Box, per pour	$5.00	each
TRIP CHARGE		
Trip Charge	$20.00	trip

*Overtime is defined as all hours in excess of eight (8) per day, outside of the normal hours of 7:00AM to 5:00PM Monday through Friday, and all hours worked on Saturdays, Sundays, and holidays. Overtime rates will be 1.5 times the hourly rate quoted (2 times the hourly rate for Sundays and holidays).

A three-hour minimum charge is applicable to all site visits. Trip charge includes vehicle and mileage costs.

You will be invoiced on a periodic basis for services actually performed as authorized or requested by you or your designated representative.

DRAFT

RESOLUTION NO. 16-
City Council

RESOLUTION APPROVING AN AGREEMENT BETWEEN THE CITY OF HIAWATHA AND TERRACON CONSULTANTS, INC. FOR CONSTRUCTION OBSERVATION AND CONCRETE AND OTHER MATERIALS TESTING SERVICES

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HIAWATHA, IOWA, that the Mayor is hereby authorized to sign an Agreement between the City of Hiawatha and Terracon Consultants, Inc. for the following purposes and under the following terms:

for Terracon Consultants, Inc. to perform construction observation and concrete and other materials testing services in various locations throughout the City of Hiawatha, with a unit rate schedule and other provisions, as shown in the attached Exhibit 'A.'

AYES:
NAYS:
ABSENT:

PASSED AND APPROVED this 17th day of August, 2016.

_____
Bill Bennett, Mayor

ATTEST:

_____
Kelly Kornegor, City Clerk