



CITY OF SOUTH BEND REDEVELOPMENT COMMISSION

Redevelopment Commission Agenda Item

DATE: 4/11/18

FROM: Jitin Kain

SUBJECT: Amendment to Professional Services Contract with AECOM

Which TIF? (circle one) River West; River East; South Side; Douglas Road; West Washington

PURPOSE OF REQUEST: Additional Scope of Services

Specifics:

The South Bend Station Alternative Feasibility Study being conducted by AECOM is currently underway and wrapping up. The city has asked AECOM for additional scope items to include:

1. Review of capital costs for station alignment proposed through the NICTD study, Present capital costs as a range and estimate station operating and maintenance costs.
2. Wrap up presentation to Council
3. On-call support for any additional items that may come up during wrap up.

Staff requests an additional \$20,000 from the River West TIF to complete the above scope items for the South Shore Feasibility Study.

INTERNAL USE ONLY: Project Code: _____;
 Total Amount new/change (inc/dec) in budget: _____; Break down:
 Costs: Engineering Amt: _____; Other Prof Serv Amt _____;
 Acquisition of Land/Bldg (circle one) Amt: _____; Street Const Amt _____;
 Building Imp Amt _____; Sewers Amt _____; Other (specify) Amt: _____
 _____ . Going to BPW for Contracting? Y/N
 Is this item ready to encumber now? ___ Existing PO# _____ Inc/Dec \$ _____



CHANGE ORDER FORM

In accordance with the *Agreement between Owner and Engineer for Professional Services* dated October 12, 2017 between South Bend Redevelopment Commission ("Client" or "Owner"), and AECOM Technical Services, Inc., a California corporation, ("AECOM" or "Engineer"), this Change Order, with an effective date of March 7, 2018 modifies that Agreement as follows:

1. **Changes to the Services:** see attached proposal letter dated April 11, 2018 and effective March 7, 2018.

1. Additional Capital Cost and O&M analysis
2. Additional project wrap-up meetings
3. Stakeholder and council briefing presentations
4. On-call support

2. **Change to Deliverables:**

See proposal letter dated April 11, 2018 and effective March 7, 2018.

3. **Change in Project Schedule** (attach schedule if appropriate):

Extension of project through May 31, 2018

4. **Change in CONSULTANT's Compensation:**

The Services set forth in this Change Order will be compensated on the following basis:

- No change to Compensation
- Time & Material (See **Exhibit B** for the Hourly Labor Rate Schedule)
- Time and Materials with a Not- to-Exceed amount of **(\$20,000)**. The Hourly Labor Rate Schedule is set forth in **EXHIBIT B** (if applicable). Reimbursable expenses are included in the overall Not to Exceed cap.
- Lump Sum [\$]

Milestone/Deliverable & Date	Payment Amount
	\$

- Cost Plus Fixed Fee:** [Cost \$ and Fee \$]

Therefore, the total authorized Compensation, inclusive of this Change Order is **\$145,000**.

5. **Project Impact:**

No additional impacts.

6. **Other Changes** (including terms and conditions):

NONE



- 7. All other terms and conditions of the Agreement remain unchanged.
- 8. Each Party represents that the person executing this Change Order has the necessary legal authority to do so on behalf of the respective Party.

AECOM Technical Services, Inc.

South Bend Redevelopment Commission

Signature

Signature

Printed Name

Printed Name

Printed Title

Printed Title

Address

Address

**303 E.Wacker Drive, Suite 1400
Chicago, IL 60601**

**227 West Jefferson Boulevard, Suite 1300
South Bend, IN 46601**

[End of Agreement]

April 11, 2018

Mr. Jitin Kain
Deputy Director, Department of Public
Works
City of South Bend
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South Bend, IN 46601
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jkain@southbendin.gov

**Re: South Bend Station Alternatives
Feasibility Study**

Dear Mr. Kain:

AECOM Technical Services, Inc. ("AECOM") presents this proposal for supplemental professional services to the City of South Bend ("City") to assess the feasibility of alternate station locations for NICTD's South Shore Line commuter rail service in South Bend. Based on requests by City of South Bend staff in project wrap-up meetings in March 2018, additional project analysis, meetings and presentations are requested, effective March 7, 2018. AECOM will perform the additional services requested by the City of South Bend as defined below.

Additional Scope of Services

Task 5: Capital and O&M Costs

At the teleconference held with City staff on March 7, 2018, the following items of follow-up research were requested of the AECOM Team:

1. Review the capital costs for the Relocated Airport Station alternative, placing them in the FTA cost category format and checking for consistency of assumptions relative to analysis to date by AECOM in this study.
2. Present capital costs for the four station alternatives in a range showing a minimalist solution versus a full one.
3. Estimate station Operations & Maintenance (O&M) costs for each of the alternative sites, including the proposed Relocated Airport Station.

AECOM will request O&M unit cost data from NICTD and capital cost detail for the relocated station Alternative G from NICTD's consultant DLZ to prepare this analysis. The analysis described above will be summarized in a draft memorandum supplemented with tables, and presented to the study working group. \$4,200 is allocated for staff time to support this task; no travel expenses are anticipated.

Task 6: Additional Wrap-Up Meetings

AECOM will support additional wrap-up meetings not scoped in the original contract, Task 4, including a wrap-up presentation by Webex / conference call with the Mayor of South Bend and other City staff, and a separate Webex / conference call with NICTD management to keep them apprised of study findings. Once all meetings are conducted, AECOM will update the final project report and presentation materials, assuming comments are minor in nature and do not require additional research. \$3,900 is allocated for staff time to support this task; no travel expenses are anticipated.

Task 7: Briefing Trip

AECOM staff will support the City providing a presentation to the City Council (open to the public) with opportunity for question and answer. AECOM staff anticipate minimal customization to the presentation materials prepared under the original contract Task 4 to be tailored to the agenda and timeslot. Depending on requested staff coverage (project director, project manager, planning lead and economic lead), time and expense for this task could range from \$7,500 to \$8,000.

Task 8: On-call support

AECOM staff can be available to support the City with presentation content, participation in additional meetings, processing additional comments and requests for update, answering questions, and other tasks on an on-request (time-and-materials) basis. \$4,000 is allocated for staff time to support this task.

Proposed Fee

AECOM estimates this supplement fee, inclusive of fully loaded labor and reimbursable expenses, will range between \$15,600 and **\$20,000** to perform the scope of services as described and scheduled above. Labor will be billed on a cost-plus-fee basis of actual raw hourly rates marked up by our current audited overhead rate of 135.09% with a 10% fee. Expenses will be reimbursed at cost, and may include but are not limited to such items as travel and travel meals, and printing / reproduction. Our labor costs have been based on the assumptions and level of effort included in the scope of services above and on the attached detailed price proposal.

Next Steps

We look forward to the opportunity to review this proposal with you and discussing logistics to continue work on this important analysis. The additional services can be activated by execution of the attached change order document.

Kind regards,



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Business Line Lead, Freight Rail, Americas
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cc: Eric Horvath, Director, Department of Public Works, City of South Bend
Kara M. Boyles, PhD, PE, City Engineer, City of South Bend

attachments: change order document
price proposal backup and assumptions

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Supplement

4/11/2018

	Project Director	Project Manager	Planning Lead	Sr Real Estate Advisor	Staff Planner
		McNeil			
Total	Wacker, Earl	Dhadwal, Jen	Foyle, Gary A	Brewer, Chris	Page, Hilary
	\$ 123.41	\$ 74.35	\$ 83.23	\$ 74.35	\$ 33.24

Name	Duration	Start Date	Finish Date						
Task 5: Additional Work - Capital and O&M Cost	20 days	3/7/18	3/23/18	20	2	2	14	-	2
Add'l Capital Cost Analysis (New Airport Station)	12 days	3/7/18	3/23/18	6	-	-	4	-	2
Operations & Maintenance Cost Analysis	12 days	3/7/18	3/23/18	6	-	-	6	-	-
Process Comments / NICTD & City Administration / Management	7 days	4/2/18	4/16/18	6	2	-	4	-	-
	20 days	3/19/18	4/30/18	2	-	2	-	-	-
Labor				\$ 1,627.22	\$ 246.82	\$ 148.70	\$ 1,165.22	\$ -	\$ 66.48
OH				135.09% \$ 2,198.21	\$ 333.43	\$ 200.88	\$ 1,574.10	\$ -	\$ 89.81
Fee				10.00% \$ 382.54	\$ 58.02	\$ 34.96	\$ 273.93	\$ -	\$ 15.63
Expense				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total				\$ 4,207.97	\$ 638.27	\$ 384.54	\$ 3,013.25	\$ -	\$ 171.92
Task 6: Additional Wrap-Up Meetings	26 days	3/26/18	4/30/18	20	2	10	3	3	2
Project Wrap Up Conf Call with Mayor (3/29/18)	1 day	3/26/18	3/30/18	4	-	4	-	-	-
Project Wrap Up Conf Call with NICTD (4/2/18)	1 day	3/30/18	4/2/18	5	1	2	1	1	-
Finalize Project Report / Comments Administration / Management	5 days	4/10/18	4/18/18	10	1	3	2	2	2
	20 days	3/19/18	4/30/18	1	-	1	-	-	-
Labor				\$ 1,510.95	\$ 246.82	\$ 724.91	\$ 249.69	\$ 223.05	\$ 66.48
OH				135.09% \$ 2,041.15	\$ 333.43	\$ 979.28	\$ 337.31	\$ 301.32	\$ 89.81
Fee				10.00% \$ 355.21	\$ 58.02	\$ 170.42	\$ 58.70	\$ 52.44	\$ 15.63
Expense				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total				\$ 3,907.31	\$ 638.27	\$ 1,874.62	\$ 645.70	\$ 576.81	\$ 171.92
Task 7: Briefing Trip	40 days	3/26/18	4/30/18	31	8	3	9	9	2
Additional Presentation materials for Briefings	10 days	4/12/18	4/18/18	6	-	2	1	1	2
Council Presentation	2 days	4/19/18	4/19/18	24	8	-	8	8	-
Administration / Management	20 days	3/19/18	4/30/18	1	-	1	-	-	-
Labor				\$ 2,695.03	\$ 987.28	\$ 223.05	\$ 749.07	\$ 669.15	\$ 66.48
OH				135.09% \$ 3,640.72	\$ 1,333.72	\$ 301.32	\$ 1,011.92	\$ 903.95	\$ 89.81
Fee				10.00% \$ 633.57	\$ 232.10	\$ 52.44	\$ 176.10	\$ 157.31	\$ 15.63
Expense				\$ 870.00	\$ 100.00	\$ 200.00	\$ 375.00	\$ 175.00	\$ -
Total				\$ 7,839.32	\$ 2,653.10	\$ 776.81	\$ 2,312.09	\$ 1,905.42	\$ 171.92
Task 8: On-Call Support	5 days	3/26/18	4/30/18	20	2	4	6	6	2
Ad-Hoc Support	5 days	3/26/18	4/30/18	18	2	2	6	6	2
Administration / Management	20 days	3/26/18	4/30/18	2	-	2	-	-	-
Labor				\$ 1,556.18	\$ 246.82	\$ 297.40	\$ 499.38	\$ 446.10	\$ 66.48
OH				135.09% \$ 2,102.24	\$ 333.43	\$ 401.76	\$ 674.61	\$ 602.64	\$ 89.81
Fee				10.00% \$ 365.84	\$ 58.02	\$ 69.92	\$ 117.40	\$ 104.87	\$ 15.63
Expense				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total				\$ 4,024.27	\$ 638.27	\$ 769.07	\$ 1,291.39	\$ 1,153.61	\$ 171.92
Total				90.75	14	18.75	32	18	8
Labor				\$ 7,389.38	\$ 1,727.74	\$ 1,394.06	\$ 2,663.36	\$ 1,338.30	\$ 265.92
OH				135.09% \$ 9,982.32	\$ 2,334.00	\$ 1,883.24	\$ 3,597.93	\$ 1,807.91	\$ 359.23
Fee				10.00% \$ 1,737.17	\$ 406.17	\$ 327.73	\$ 626.13	\$ 314.62	\$ 62.52
Expense				\$ 870.00	\$ 100.00	\$ 200.00	\$ 375.00	\$ 175.00	\$ -
Subtotal (Rounded)				\$ 19,979.00	\$ 4,567.92	\$ 3,805.03	\$ 7,262.42	\$ 3,635.83	\$ 687.67
Total (Rounded)									

Hotel (Foyle, Brewer) \$ 125.00
 Per Diem Meals \$ 25.00
 Rental Car / Gas / Tolls (2 day) \$ 200.00
 Printing \$ 200.00