

**CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
JUNE 4, 2019 AGENDA**

Subject:	Type:	Submitted By:
PROFESSIONAL SERVICES AGREEMENT – EAST LA VISTA SEWER AND PAVEMENT REHABILITATION – PHASE 1	◆ RESOLUTION ORDINANCE RECEIVE/FILE	PAT DOWSE CITY ENGINEER

SYNOPSIS

A resolution has been prepared to authorize a professional services agreement with HGM Associates of Omaha, Nebraska for Phase 1 (Investigation) of the East La Vista Sewer and Pavement Rehabilitation project in an amount not to exceed \$172,210.

FISCAL IMPACT

The FY19/20 Biennial Budget includes funding for this project.

RECOMMENDATION

Approval

BACKGROUND

The Public Works Department recently solicited proposals for engineering services related to the East La Vista Sewer and Pavement Rehabilitation project. Two phases of work are anticipated. Phase 1 work will include geotechnical investigation, existing sewer condition assessments, pavement condition assessments, and utility coordination. Once investigations and assessments are completed, the information will be used to provide alternatives with a goal of an additional 50-year service life to the sanitary sewer and paving systems within the neighborhood. This information will be shared with neighborhood residents in a public meeting as an opportunity to engage residents and gather input on the project. Phase 1 will conclude with a final report, and a presentation to the City Council. Phase 2 will consist of design and construction of chosen alternatives presented in Phase 1. The Phase 2 scope of work, fees and schedule will be determined after Phase 1 work is complete. Phase 1 work is scheduled to be completed approximately 180 days from Notice to Proceed. Phase 2 will commence after Phase 1 is complete, anticipating construction of the Phase 2 design to begin in 2021.

Six (6) engineering teams submitted proposals for this project. Four (4) of the teams were interviewed in late April of 2019, and the HGM team is being recommended for this project. HGM not only had a vast amount of experience working on similar projects, but they put a large emphasis on the public involvement/coordination portions of the project and had completed the most detailed project background research.

RESOLUTION NO. ____

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT WITH HGM ASSOCIATES, INC., OMAHA, NEBRASKA, FOR ENGINEERING SERVICES RELATED TO PHASE I OF THE EAST LA VISTA SEWER AND PAVEMENT REHABILITATION PROJECT NOT TO EXCEED \$172,210.

WHEREAS, the City desires to enter into a professional services agreement with HGM Associates, Inc. for engineering services related to Phase I of the East La Vista Sewer and Pavement Rehabilitation Project; and

WHEREAS, the FY 2019/2020 Biennial Budget includes funding for the proposed professional services; 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 services agreement with HGM Associates, Inc., Omaha, Nebraska, for engineering services related to Phase I of the East La Vista Sewer and Pavement Rehabilitation Project in an amount not to exceed \$172,210.

PASSED AND APPROVED THIS 4TH DAY OF JUNE, 2019.

CITY OF LA VISTA

Douglas Kindig, Mayor

ATTEST:

Pamela A. Buethe, CMC
City Clerk



June 4, 2019

Mr. Pat Dowse, P.E
City Engineer
City of LaVista
Public Works Department
9900 Portal Road
LaVista, Nebraska 68128

Subject: East LaVista
Sewer and Pavement Rehabilitation
Phase 1-Investigation
HGM Proposal No. 000719-021

Dear Pat:

On behalf of HGM ASSOCIATES INC. (HGM) we are pleased to submit this letter form agreement for engineering services for the referenced project. This agreement consists of this letter, the attached Scope of Services labeled as Exhibit A, the attached General Provisions labeled as Exhibit B, and the attached Manhours and Total Lumps Sum Fees labeled Exhibit C.

HGM will provide Basic Services for Phase 1: Investigation of Existing Conditions and Analysis of Alternatives with Initial Opinions of Probable Costs. These services are more specifically defined in the attached Scope of Services, Exhibit A and C. We will also provide Additional Services upon your request and receipt of your written authorization.

HGM will provide these Basic Services for a lump sum amount of \$172,210. However, if the time and materials required of TREKK for protruding tap removal, heavy cleaning, or root cutting is greater or lesser than the time and materials specified in Exhibit A and Exhibit C for such work, the parties shall execute a change order. The change order shall include the ADD or DEDUCT of these quantities and the ADJUSTED lump sum amount based on the actual time and materials. Additional Services will be charged on an hourly basis in accordance with our standard hourly rate schedule.

City of LaVista

June 4, 2019

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We will bill you monthly for our services and reimbursable expenses proportionate to the work completed on the project. All fees are due and payable to HGM within 30 days of the invoice receipt. A service charge of one and one-half percent per month will be added to any amounts outstanding after such 30 days.

We anticipate that we will be able to begin work on this project within five (5) working days of receiving your authorization to proceed in the form of your acceptance of this agreement. We estimate that all work can then be completed within one-hundred eighty (180) calendar days of your authorization to proceed. If at any time we are delayed in the performance of these services, we will notify you immediately. Please note that any information to be provided by you as defined under Client's Responsibilities in the attached Scope of Services will need to be furnished to HGM prior to our beginning work.

Please indicate your acceptance of this agreement by signing where indicated below and returning one original signed copy to this office; OR, you may then scan a complete set of this document and email it in its entirety to HGM. We sincerely appreciate the opportunity to work with you.

Yours very truly,
HGM ASSOCIATES INC. - CONSULTANT



Stephen W. Moffitt, P.E.
Vice-President



John F. Krager III, P.E.
Project Manager

Acceptance of Proposal:
CITY OF LAVISTA - CLIENT

Authorized Signature

Printed Name & Title

Date of Acceptance

This is an exhibit attached to and made part of the letter agreement dated June 4, 2019 between: CITY OF LAVISTA (CLIENT) and HGM ASSOCIATES INC. (CONSULTANT).

Project Description: East LaVista
Sewer and Pavement Rehabilitation
Phase 1-Investigation
HGM Proposal No. 000719-021

The East La Vista subdivision (“House of the Nines”) area is located on the southeast corner of 72nd and Harrison Street and was the first subdivision platted and development which began the City of La Vista around 1960.

PHASE 1 – INVESTIGATION project is to provide an analysis of alternatives and initial opinions of costs for the rehabilitation of the sanitary sewers and pavements.

The Basic Services to be provided by the CONSULTANT under this agreement are further described as follows:

1. PHASE 1 - INVESTIGATION

a. HGM (Prime)

- i. Project Coordination and Administration.
 1. Coordination TREKK, Thiele, and Emspace + Lovgren, and
 2. Project scheduling and administration.
- ii. Data Collection
 1. Gather and review existing CLIENT information:
 - a. City maps,
 - b. Data,
 - c. Reports and Studies, and
 - d. Plans.
- iii. Pavement Surface Evaluation and Rating (PASER) Evaluation:
 1. Inspection of condition of existing street pavement within East La Vista subdivision generally bounded by the streets below. The PASER evaluation shall not include Harrison Street and 72nd Street.
 - a. Harrison Street (north),
 - b. 72nd Street (west), and
 - c. 69th Street (east and south).
 2. Create a Photolog and document locations of repairs. The repair areas will be identified by property address:
 - a. Pavements,
 - b. Driveway approaches,
 - c. Storm inlet tops,
 - d. Curbs, and
 - e. Curb Ramps.
- iv. Initial Team Review Meeting. This meeting is to discuss initial results of the investigations of the PASER, Sanitary Sewers, and Coring and Boring.

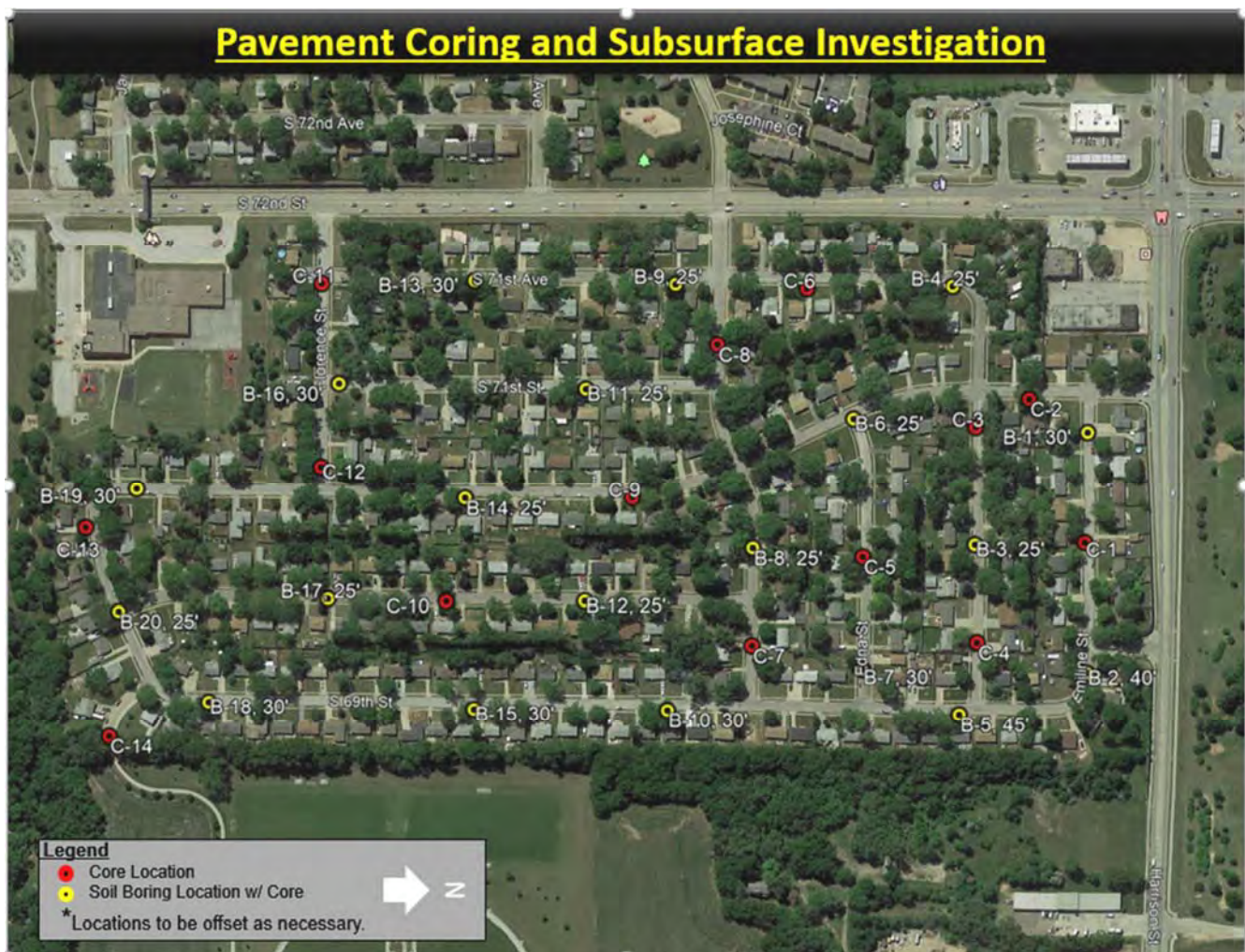
1. Review investigation results:
 - a. HGM – PASER,
 - b. TREKK – Sanitary Sewer, and
 - c. Thiele – Coring and Boring.
- v. Develop Alternatives:
 1. Coordination with TREKK and Thiele,
 2. Prepare Rehabilitation Alternatives,
 3. Initial Study and Report,
 4. Engineers Recommendations, and
 5. Opinion of Probable Costs.
- vi. Initial Meeting with City of LaVista: This meeting is to review the initial results, rehabilitation alternatives, recommendations, and opinion of probable costs of the PASER, Sanitary Sewers, and Coring and Boring,
 1. Meeting preparation and notes,
 2. Conduct Initial Meeting.
- vii. Utility Meeting: This meeting is to review probable rehabilitation alternatives and conflicts.
 1. Coordinate with CLIENT to develop a list of local utilities,
 2. Contact local utility companies,
 3. Meeting preparation and notes,
 4. Conduct Utility Meeting.
- viii. Public Involvement Meeting: This meeting is to provide the probable project rehabilitation alternatives and allow for public input.
 1. Coordination with TREKK, Thiele, and Emspace + Lovgren,
 2. Meeting preparation
 3. Conduct Public Involvement Meeting
- ix. Client Workshop: This meeting is to provide the results of the public input meeting, review probable alternatives, and coordinate with the City to develop a final study, report, recommendations, and opinion of probable costs.
 1. Coordination with TREKK, Thiele, and Emspace + Lovgren,
 2. Meeting preparation, and
 3. Conduct Client Workshop
- x. Final Report
 1. Coordination with TREKK, Thiele, and Emspace + Lovgren
 2. Study, Report, and Engineer's Recommendations
 3. Opinion of Probable Costs.
- xi. Attend City Council Meeting

b. TREKK

- i. Investigation of public sanitary sewer, private laterals services and sanitary manhole condition inspections:
 1. The work shall be limited to the following unless a change order is issued for those items listed in item 2.
ADD/DEDUCT:
 - a. CCTV public sanitary sewers with light cleaning. Limited to 12,700 LF,
 - b. Manhole condition Inspections. Limited to 41-EA,
 - c. Protruding Tap Removal. Estimated to be 12-EA,

- d. Heavy Cleaning. Estimated to be 20-HRS,
 - e. Root Cutting. Estimated to be 20-HRS,
 - 2. ADD/DEDUCT for services over or under the time and materials listed in item 1, above:
 - a. Protruding Tap Removal @ \$225/EA,
 - b. Heavy Cleaning @ \$225/HR, and
 - c. Root Cutting @ \$225/HR.
 - ii. Study and Report:
 - 1. Identify public sewer system defects to include a sewer system schematic maps showing:
 - a. Sanitary manholes and pipes recommended for rehabilitation and
 - b. Tables detailing the number and type of repair method recommended.
 - 2. Identify private lateral defects by property address.
 - 3. Opinion of probable rehabilitation options:
 - a. Public Sewer System,
 - b. Private Sewer System, and
 - c. Sanitary Sewer Manholes
 - iii. Attend the following meetings:
 - 1. Review Meeting with the CLIENT,
 - 2. Utility Coordination Meeting,
 - 3. Public Involvement Meeting, and
 - 4. Client Workshop.
 - iv. Project Administration.
- c. **Thiele Geotech** (see attached Pavement Coring and Subsurface Investigation map)
 - i. Conduct pavement cores to visually observe the existing pavement condition:
 - 1. Pavement cores will be obtained from the soil boring location. The pavement will be patched with like-kind material at all coring and boring locations. Limited to 14-EA
 - ii. Conduct test borings to obtain geologic information and samples of the site soils and laboratory tests to determine the relevant engineering properties of the various soil strata.
 - 1. Borings will be spaced across the site and near the strategic locations as determined through coordination with the CLIENT. Limited to 20-EA.
 - a. Boring depths of 25 to 45 feet, a total drilling footage of up to 575 lineal feet, and
 - b. Borings will be sampled at intervals of 5 feet or less and a descriptive log of the test borings will be prepared. The borings will be backfilled with auger cuttings.
 - 2. Laboratory testing program will be established to evaluate the engineering properties of the various soil strata.
 - a. Laboratory testing to include moisture content and density determinations to characterize the state and uniformity of the deposits, unconfined compression tests to determine shear strength parameters, and index property tests for classification.

- iii. Complete a geotechnical engineering report with recommendations. The geotechnical report will discuss:
 1. The condition of the existing pavement,
 2. The general soil and ground water conditions underlying the site,
 3. Present the relevant engineering properties of the existing soils,
 4. Provide earthwork and site preparation recommendations, and
 5. Recommend design criteria and parameters for sewer installation and pavement construction.
- iv. Additional Services:
 1. An evaluation of potential contamination on or near the site.
 2. Ground penetrating radar (GPR). GPR is a method involving equipment that directs physical fields at the ground or structures being studied, and the reflected responses are imaged and modeled in order to detect anomalies of interest (such as voids beneath an exterior pavement or reinforcing steel in the pavement).
- v. These Additional Geotechnical Services will be provided upon CLIENT request and receipt of CLIENT written authorization.



d. Emspace + Lovgren

- i. Create and mail either a flyer/brochure and letter to explain the investigations that will take place and when,
- ii. Plan neighborhood public meeting to provide information to residents:
 1. Organize the location and logistics,
 2. Coordinate with all the participating firms and City departments,
 3. Develop a postcard to be mailed to all residents with meeting information,
 4. Prepare handout materials for the meeting,
 5. Assist with all meeting engagement activities,
 6. Prepare sign -in sheets,
 7. Coordinate electronic signage with the City, if required,
 8. Prepare meeting notice “yard” signs for the neighborhood entry streets,
 9. Facilitate the meeting, and
 10. Manage notes and post meeting follow-up.
- iii. Design and coordinate fabrication of yard sign notices to be used as notification when the crews do their investigate work in the neighborhood.
- iv. Attend up to two project progress meetings to stay informed for the development of content for social media and the website.

CLIENT'S RESPONSIBILITIES:

In order for the CONSULTANT to perform these services, the CLIENT agrees to furnish the following information:

- A. Provide a temporary meter for water usage at no charge for cleaning operations.
CONSULTANT shall identify specific hydrants for use in obtaining cleaning water.
- B. Provide available copies of all infrastructure plans for roads and sewers as well as publicly submitted studies.
- C. Provide a comprehensive contact list of East LaVista residences, utility companies, and participating City Departments.
- D. Provide electronic sign board, if desired.

This is an exhibit attached to and made part of the letter agreement dated June 4, 2019 between: CITY OF LAVISTA (CLIENT) and HGM ASSOCIATES INC. (CONSULTANT). The General Provisions agreed to by CONSULTANT and CLIENT are as follows:

Ownership of Instruments of Service: All reports, plans, specifications, field data, field notes, laboratory test data, calculations, estimates, and other documents or representations, in any medium of expression, prepared by the CONSULTANT pursuant to this agreement shall be instruments of service and remain the property of the CONSULTANT. CLIENT shall have a nonexclusive, perpetual license to use such instruments of service. The CONSULTANT shall retain these records for a period of ten (10) years, during which period they will be made available to the CLIENT at all reasonable times. CONSULTANT will provide CLIENT with a paper copy of the plans, the specifications, and laboratory test reports for information and reference in connection with the project, together with all deliverables required by the Scope of Services.

CADD/Electronic Files: In accepting, and utilizing any drawings, reports and data on any form of electronic media generated by the CONSULTANT, the CLIENT agrees that all such electronic files are instruments of service. In the event of a conflict between printed hard copy documents signed and sealed by the CONSULTANT and electronic files, the hard copy documents shall govern.

Termination or Suspension: If the CLIENT fails to make payments to the CONSULTANT for work performed in accordance with this Agreement to the satisfaction of CLIENT, such failure shall be considered substantial nonperformance and cause for termination or, at the CONSULTANT'S option, cause for suspension of performance of services under this Agreement. If the CONSULTANT elects to suspend services, the CONSULTANT shall give seven days' written notice to the CLIENT before suspending services. In the event of a suspension of services, the CONSULTANT shall have no liability to the CLIENT for delay or damage caused the CLIENT because of such suspension of services. Before resuming services, the CONSULTANT shall be paid all sums due prior to suspension and any expenses incurred in the interruption and resumption of the CONSULTANT'S services. The CONSULTANT'S fees for the remaining services and the time schedules shall be equitably adjusted as agreed by the parties.

If the CLIENT suspends the Project, the CONSULTANT shall be compensated for services performed to the satisfaction of CLIENT prior to notice of such suspension. When the Project is resumed, the CONSULTANT shall be compensated for expenses incurred in the interruption and resumption of the CONSULTANT'S services. The CONSULTANT'S fees for the remaining services and the time schedules shall be equitably adjusted as agreed by the parties in writing.

Either party may terminate this Agreement upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

Notwithstanding anything in this agreement to the contrary, CLIENT shall have the option to terminate this agreement at any time, with or without cause, upon seven days written notice to CONSULTANT. In the event of termination not the fault of the CONSULTANT, the CONSULTANT shall be compensated for services performed prior to termination to the satisfaction of CLIENT, provided CONSULTANT delivers to CLIENT copies of all instruments of service in whatever state of completion existing on such date of termination, together with Reimbursable Expenses then due and all Termination Expenses indicated in the next paragraph..

Termination Expenses are in addition to compensation for the CONSULTANT'S services and shall mean expenses directly attributable to this agreement for which the CONSULTANT is obligated and not otherwise compensated, and with respect to which CONSULTANT with reasonable efforts cannot terminate or avoid.

Plan Revisions: If, after any plans or specifications are completed on any portion thereof, and are approved by the CLIENT and other necessary agencies, the CONSULTANT is required to change plans and specifications because of changes made, authorized, or ordered by the CLIENT, then the CONSULTANT shall receive additional compensation for such changes, except for any changes arising out of or resulting from any negligent act or omission of CONSULTANT. Fees for these changes will be computed on an hourly basis.

Information Furnished by CLIENT: CLIENT shall be responsible for, and CONSULTANT may rely upon, the accuracy and completeness of all requirements, programs, instructions, reports, data and other information furnished by CLIENT to CONSULTANT pursuant to this Agreement. CONSULTANT may use such requirements, programs, instructions, reports, data, and information in performing or furnishing services under this Agreement.

Information Furnished by Utility Companies: The utility locations shown on the CONSULTANT'S instruments of service shall be from locates or drawings provided to the CONSULTANT by the utility companies. The CONSULTANT makes no guarantee that such utilities as shown on the CONSULTANT'S instruments of service comprise all utilities in the area, either in service or abandoned. The CONSULTANT further does not warrant that the utilities shown on the instruments of service are in the exact location indicated.

Successors and Assigns: Both parties agree that, upon execution of this agreement, same shall be binding upon their/its successors, assigns, and legal representatives until terminated by the expiration or completion of agreement or termination by written notice, as provided above. This agreement shall not be assigned by a party without the prior written consent of the other party.

Waiver of Consequential Damages: Notwithstanding anything in this Agreement to the Contrary, it is agreed that neither party shall be liable in any event for any special or consequential damages suffered by the other party arising out of this agreement. Special or consequential damages as used herein shall include, but not limited to, loss of capital, loss of product, loss of use of any system, or other property, or any other indirect, special or consequential damage, whether arising in contract, tort (including negligence), warranty or strict liability.

Opinion of Probable Construction Cost: Opinions of probable construction costs and detailed cost estimates prepared by the CONSULTANT represent his/her best judgment as a design professional familiar with the construction industry. It is recognized, however, that the CONSULTANT has no control over the cost of labor, materials or equipment, over the Contractor's methods of determining bid prices or over competitive bidding or market conditions. Accordingly, the CONSULTANT makes no warranty, express or implied, that the bids or the negotiated cost of the work will not vary from the CONSULTANT's opinion of probable construction cost.

Construction Phase Services: (If included under the scope of this Agreement) The CONSULTANT shall provide administration of the Contract between the CLIENT and the Contractor as set forth below and in General Conditions of the Contract for Construction. The CONSULTANT's responsibility to provide Construction Phase Services commences with the award of the Contract for Construction and terminates on the date the CONSULTANT issues the Statement of Final Completion.

The CONSULTANT shall advise and consult with the CLIENT during the Construction Phase Services. The CONSULTANT shall have authority to act on behalf of the CLIENT only to the extent provided in this Agreement or the General Conditions of the Contract for Construction. The CONSULTANT shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, nor shall the CONSULTANT be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The CONSULTANT shall be responsible for the CONSULTANT's negligent acts or omissions, but shall not have control over or charge of, and shall not be responsible for, acts or omissions of the Contractor or of any other persons or entities performing portions of the Work.

The CONSULTANT shall visit the site at intervals appropriate to the stage of construction to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in substantial compliance with the Contract Documents. However, the CONSULTANT shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of the site visits, the CONSULTANT shall keep the CLIENT reasonably informed about the progress and quality of the portion of the Work completed, and report to the CLIENT (1) known deviations from the Contract Documents and from the most recent construction schedule submitted by the Contractor, and (2) defects and deficiencies observed in the Work.

Jobsite Safety: That the General Contractor shall be solely responsible for jobsite safety, and that this intent shall be carried out in the CLIENT'S contract with the General Contractor, and that such contract shall indemnify the CONSULTANT. The CONSULTANT, and his agents, shall be named as an additional insured on the General Contractor's policies of general liability insurance.

Construction Staking: That the Fees the CONSULTANT receives for the task of construction staking are not commensurate with the potential risk. CLIENT, therefore, agrees to check or require General Contractor to check the location of all construction stakes placed by the CONSULTANT. CLIENT further agrees to limit liability of CONSULTANT for construction staking services such that the total liability of the CONSULTANT shall not exceed the CONSULTANT'S compensation received for the particular service, or \$5,000.00, whichever is greater.

Hazardous Materials: The CLIENT agrees that the CONSULTANT's scope of services does not include any services related to the presence of any asbestos, fungi, bacteria, mold or hazardous or toxic materials. Should it become known to the CONSULTANT that such materials may be present on or adjacent to the jobsite, the CONSULTANT promptly shall notify CLIENT, and may, without liability for any damages, suspend performance under this agreement, until CLIENT takes appropriate action to remove or abate said materials..

Mediation: If agreed by the parties in writing, any claims or disputes under this agreement shall be submitted to non-binding mediation.

Subconsultants: All consultants or contractors of CONSULTANT ("Subconsultants"), as a condition of performing any work under this agreement, shall agree in writing to, and shall be bound by, the terms and conditions of this agreement in connection with such performance. CONSULTANT shall obtain such written agreement of all Subconsultants before beginning performance.

Insurance: CONSULTANT at its cost shall maintain during this agreement such occurrence insurance coverages of such companies authorized in Nebraska and in such amounts, on such terms and conditions, and naming the CLIENT as an additional insured, as satisfactory to the City Engineer or his designee, including, without limitation, comprehensive broad form general liability (\$1,000,000 per occurrence, \$2,000,000 annual aggregate including without limitation, premises and operations liability, explosion, collapse and underground damage liability, personal injury liability with employee and contractual exclusions deleted), comprehensive automobile liability (\$1,000,000 per occurrence), workers compensation (Nebraska statutory limits), employer's liability (\$1,000,000 per occurrence), and professional liability (\$2,000,000 per occurrence and \$2,000,000 annual aggregate). CONSULTANT shall provide CLIENT certificates of such coverages before beginning work.

rev 130722

EXHIBIT C
MAN HOURS AND TOTAL LUMP SUM FEES

Project Name	East La Vista Sewer & Pavement Rehabilitation						Date:	5/17/2019
	Phase I - Investigation & Report						Revision Date:	5/24/2019
HGM Project No:	000719-021						Revision Date:	6/4/2019
HGM		Principal	Project Mgr/ PE Civil	PE Civil	EI Civil	CADD Tech	Admin	TOTAL PER CATEGORY
	i. Project Coordination and Administration							
	Project Scheduling, Coordination and Administration		8	4				12
	ii Data Collection							
	Gather and Review Past City Data			4				4
	iii Pavement PASER Evaluation							
	PASER Inspection		2	4	48			54
	iv Initial Team Review Meeting							
	Coordination- TREKK and Thiele		8	8	8			24
	v Develop Initial Alternatives							
	Coordination- TREKK and Thiele		4	4	4			12
	Prepare Initial Rehabilitation Alternatives		1	4	4	16		25
	Initial Study, Report & Recommendation		2	4	28			34
	Initial Opinion of Probable Costs		1	4	8			13
	vi Initial Meeting with City							
	Prepare information for Initial meeting with LaVista		2	4	8	8		22
	Conduct Meeting: Attendee List, Agenda, Notes		4	4	8			16
	vii Utility Meeting							
	Coordination with CLIENT and Utilities			2				2
	Conduct Meeting: Attendee List, Agenda, Notes		3	6				9
	viii Public Meeting							
	Coordination- TREKK, Thiele, Emspace + Lovgren		4	4	4			12
	Prepare information for Public Meeting		2	2	8	12		24
	Conduct Public Meeting		4	4				8
	ix Client Workshop							
	Coordination- TREKK, Thiele, Lovgren		4	4	4			12
	Prepare information for Workshop		1	4	12	8		25
	Conduct Workshop: Attendee List, Agenda, Notes		4	8				12

