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*DIRECTOR OF PUBLIC WORKS
CITY ENGINEER*

Date: March 12, 2013

To: City Council Board of Finance

From: Erin Demers, E.I.T.
Public Works Engineer, Project Manager

Subject: Waterfront Access North Improvement Project STP 5000(17)
Memorandum of Understanding between DPW & BED

Memo

DPW and BED would like to enter into a MOU regarding the Burlington Electric engineering and design work for the underground electric system and the street lighting design within the Waterfront Access North Project. This MOU states the schedule of completion of the electrical design within the project and also the fee structure between to the two departments.

The total engineering design estimate is \$34,998. BED will pay 50% of the total design costs of the electric system and street lighting and the project will pay the remaining 50%. This agreement will allow both departments to move forward with the electrical engineering for the Waterfront Access North Improvement Project.

Attached is the drafted MOU to be signed by both DPW & BED. Also attached is the engineering estimate and hourly rate.

If you have any questions please feel free to email me at edemers@burlingtonvt.gov or call me directly at 865-5831.

**MEMORANDUM OF UNDERSTANDING BETWEEN THE BURLINGTON PUBLIC WORKS
AND BURLINGTON ELECTRIC DEPARTMENT**

for the Design & Engineering of Electric Improvements for
Waterfront North Access Improvements – STP 5000 (17)

The Engineering Division of the Burlington Electric Department will be responsible for the Design and Engineering associated with undergrounding of overhead electric utilities, relocation of underground electric lines and lighting the street as required to implement Waterfront North Access Improvements – STP 5000 (17) with funding from a Vermont Agency of Transportation and Federal Highway Administration. This will include:

A. Scope of Work

1. Street lighting design for Lake Street east of the railroad tracks in the right of way.
2. Design for relocation of overhead electric utilities in the Waterfront North Access Improvements – STP 5000 (17) project.
3. Develop specifications for electric utility conduit, street luminaries and poles in the Waterfront North Access Improvements – STP 5000 (17) project.
4. Develop bid documents and construction plans for electric utility improvements in the Waterfront North Access Improvements – STP 5000 (17) project.
5. Will coordinate closely with other departments and utilities as necessitated by the scope of work for the Waterfront North Access Improvements – STP 5000 (17) project.

B. Billing and Payment

- 1 All underground electric system and street lighting design work will be completed as follows:
 - a. 25% plans by April 15, 2013.
 - b. 65% plans by May 15, 2013.
 - c. 85% plans by June 15, 2013.
 - d. 100% plans and construction specification by June 30, 2013.
2. Design work will be billed to the Burlington Public Works (DPW) at the regular hourly rate for services provided. See attached hourly rate from BED.

3. Each bill will be shared at the following terms. BED will pay 50% of the share and the City of Burlington will pay the remaining 50% share.
4. The total amount paid to BED for reimbursement for underground electric system and street lighting design work will not exceed \$17,499. The total proposed engineering and design estimate is \$34,998.
5. Any additional electric design work beyond the \$34,998 will need to be agreed to in writing between the two departments.
6. DPW requests the ability to review work completed upon submission of invoices from BED. All work will be done in accordance with BED's construction standards and specifications. Any work not meeting BED's construction standards and specifications will be redone at no additional cost to DPW.

Signed: _____

for the Engineering Division of the
Burlington Electric Department.

Signed: _____

For the Burlington Public Works
Department

Date: _____

Date: _____

Waterfront North Access Project
Engineering Cost Estimate: Re-Design The Street Lighting & Conduit System In FY13

MATERIAL DESCRIPTION	QTY.	Contractor	Unit Material Price	Material Extension	Total Material Cost	Total Labor Units	Labor Rate	Labor Extension	Labor Adder	Total Labor Cost	Truck Cost	A & G 15%	Sub-Total Cost	Franchise Fee	Total Cost
Waterfront North Access: Engineering Cost Estimate															
HTE items - installs - SL civil work	1	\$0	\$0	\$0	0			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
HTE items - installs - SL electrical work	1	\$0	\$0	\$0	0			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Traffic Control (By Contractor)	0	\$0	\$0	\$0	0			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineering	200	\$0	\$0	\$0	200	\$75.50	\$15,100	\$6,433	\$21,533	\$0	\$3,230	\$24,762	\$867	\$25,629	
Engineering Designer	160	\$0	\$0	\$0	160	\$34.50	\$5,520	\$2,352	\$7,872	\$0	\$1,181	\$9,052	\$317	\$9,369	
CAD	0	\$0	\$0	\$0	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Contingency	0%	\$0	\$0	\$0						\$0	\$0	\$0	\$0	\$0	
Street Lighting Totals				\$0			\$20,620			\$29,404	\$0	\$4,411	\$33,815	\$1,184	\$34,998