

MEMORANDUM

TO: Greg Mandsager, City Administrator
FROM: Richard Klimes, Director of Parks and Recreation 
DATE: July 15, 2018
RE: Professional Services Agreement- Houser Street Parking Expansion and Athletic Field Grading Project- Construction Observation and Contract Administration

INTRODUCTION:

Please accept this memo and the attached information as a request for approval of an agreement for Professional Services to perform Construction Observation and Contract Administration for the Houser Street Parking Expansion and Athletic Field Grading Project.

BACKGROUND:

Recently, the City Council approved a Professional Services Agreement with IIW, P.C. to perform the Engineering and Bid Phases of the before mentioned project. With those phases being complete, it is now time to move into the Construction Observation and Contract Administration Phases.

This project consists of the construction of a parking facility with up to 228 parking spots, enhancing the safety features of the street crossings, installing a paved trail, and grading four (4) field areas on the 17.62 acre tract of land located along Houser Street across from Kent Stein Park and the Soccer Complex.

RECOMMENDATION/ RATIONALE:

At this time, the City Staff would recommend that the City Council approve a Professional Services Agreement with IIW, P.C. for the Construction Observation and Contract Administration Phases of the Houser Street Parking Expansion and Athletic Field Grading Project in the amount of \$11,500.00.

The engineering firm of IIW, P.C. was chosen as they have experience with the details of this project due to the fact that they are the project engineer of record.

BACKUP INFORMATION:

1. IIW, P.C. Proposal

Thank you for your time and attention to this matter. Please contact me if you have any questions, comments or concerns.

C. Nick Gow, Superintendent of Parks
Andrew Fangman, City Planner

ARCHITECTURE
 CIVIL ENGINEERING
 CONSTRUCTION SERVICES
 ENVIRONMENTAL ENGINEERING
 LAND SURVEYING
 MUNICIPAL ENGINEERING
 STRUCTURAL ENGINEERING
 TRANSPORTATION ENGINEERING

Dennis F. Waugh, PE/SE*
 Charles A. Cate, PE **
 Gary D. Sejkora, PE **
 Michael A. Jansen, PE/SE
 Timothy J. Tranel, PE*
 John F. Wandsnider, PE
 Julie P. Neebel, PE
 James P. Kaune, PE
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 Wray A. Childers, PLS **
 Geoffry T. Blandin, PE
 Mark C. Jobgen, PE **
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 David A. Leapaldt, AIA, CID*
 Nathan W. Miller, PE
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 Nicholas A. Schneider, PE
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 Whitney A. Loughheed, AIA*
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 Andrew C. Busch, AIA
 Marie P. Amundson, PE
 Bryson E. Winsky, PE
 Jeri M. Vondera, PE
 Noah J. Hofrichter, PE
 Andrew J. Goedken, PE

* LEED AP
 ** Retired

July 13, 2018

Rich Klimes
 Park & Recreation Director
 City of Muscatine
 215 Sycamore St.
 Muscatine, IA 52761

**Re: Proposal for Professional Services
 Houser Street Parking Expansion & Athletic Field Grading
 Construction Observation and Contract Administration
 IIW Project No.: 1805501**

Dear Mr. Klimes:

IIW, P.C. appreciates the opportunity to submit this Proposal for professional services for the above-referenced Project. IIW completed the design and prepared construction plans for the above project. The City subsequently requested a proposal for Construction Observation and Contract Administration services for this project.

This Proposal has been divided into the following sections to describe the services proposed:

PROJECT DESCRIPTION

This project consists of the construction of a parking facility and 4 graded fields on a 17.62 acre tract located along Houser Street directly across the street from the Muscatine Soccer Complex in the City of Muscatine.

The proposed Parking Expansion will include over 200 parking spaces, two access drives to Houser Street, and amenities to extend select utilities to the west side of the parking lot. IIW prepared plans dated June 25, 2018. Plans included 36 items for the base bid and 4 alternate bid categories. Project letting is scheduled for July 13, 2018, with anticipated Notice to Proceed on August 2, 2018. Field grading completion is set for August 31, 2018. Parking lot and trail completion is set for September 28, 2018.

SCOPE OF SERVICES

Construction observation, testing, and administration services are outlined below. The following list of services will be provided by or under the direct personal supervision of a Professional Engineer licensed to practice in the State of Iowa. For the purposes of this proposal, we are assuming all phases of the project will be completed at this time. Our services would incorporate the following elements, based upon your design criteria:

A. Construction Observation

1. Attend a schedule preconstruction conference. Minutes to be recorded and submitted to attendees.
2. During field grading, perform weekly site trips for observation (3 trips).
3. During paving perform weekly site trips for observation and quantity measurement (3 trips).
4. Witness proof roll of parking lot subgrade prior to rock placement for paving.
5. During paving, witness initial air tests, slump and preparation of cylinders or beams.



B. Contract Administration

1. Prepare pay application form for contractor (spreadsheet form).
2. Review quantities, rock tickets, and concrete tickets and compute yield.
3. Review test results submitted and forward summary to the City.
4. Review pay applications (initial, final and retainage).
5. Submit project summary and recommendation for final payment and acceptance.

C. NPDES Type 2 Permit

1. Prepare notice of intent and advertise in local newspaper (publication fee to be paid by Owner).
2. Submit application to Iowa DNR (permit fee to be paid by Owner).
3. Forward permit information to City and Contractor for placement on-site.
4. Stormwater Pollution Prevention Plan (SWPPP) is already contained in the construction plans.
5. Contractor shall perform all inspections and documentations.

OWNER'S RESPONSIBILITIES

The Owner shall do the following in a timely manner so as not to delay the services of Engineer:

1. Designate a person to act as Owner's representative with respect to the services to be rendered under this agreement. Such person shall have complete authority to transmit instructions, receive information, interpret, and define Owner's policies and decisions with respect to Engineer's services for the project.
2. Provide all criteria and full information as to the Owner's requirements for the project, including design objectives and constraints, performance requirements, and any budgetary limitations, and furnish copies of all design and construction standards which the Owner will require to be included.
3. Assist Engineer by placing at Engineer's disposal all available information pertinent to the project including previous reports and any other data relative to design or construction of the project.
4. Furnish to Engineer, as required for performance of Engineer's Scope of Services (except to the extent provided otherwise under Scope of Services), all of which Engineer may use and rely upon in performing services under this agreement, the following:
 - a. Data prepared by or services of others including without limitation borings, probings, and subsurface explorations, hydrographic surveys, laboratory tests, and inspections of samples, materials, and equipment, as may be available;
 - b. Appropriate professional interpretations of all of the foregoing;
 - c. Environmental assessment and impact statements as may be available;
 - d. Property, boundary, easement, right-of-way, topographic, and utility surveys;
 - e. Property descriptions;
 - f. Zoning, deed, and other land use restrictions;
 - g. Other special data or consultations not covered in the scope of services;
5. Arrange for access to and make all provisions for the Engineer to enter upon public and private property as required for the engineer to perform his services under this agreement.
6. Examine all studies, reports, sketches, drawings, specifications, proposals, and other documents presented by the Engineer, obtain advice of an attorney, insurance counselor, and other consultants as Owner deems appropriate for such examination and render in writing decisions pertaining thereto within a reasonable time so as not to delay the services of the Engineer.
7. Furnish approvals and permits as may be required from the Owner.

8. Provide such accounting, independent cost estimating, and insurance counseling services as may be required for the project, such legal services as Owner may require or Engineer may reasonably request with regard to legal issues pertaining to the project including any that may be raised by Contractor(s), such auditing service as Owner may require to ascertain how or for what purpose any Contractor has used the moneys paid under the construction contract, and such inspection services as Owner may require to ascertain that Contractor(s) are complying with any law, rule, regulation, ordinance, code, or order applicable to their furnishing and performing the work.
9. Give prompt written notice to Engineer whenever Owner observes or otherwise becomes aware of any development that affects the scope or timing of Engineer's services, or any defect or nonconformance in the work of any Contractor.
10. Furnish or direct Engineer to provide Extra Services as stipulated in the Exclusions from Professional Services, Items 1 through 10 of this proposal or other services as required.

EXCLUSIONS FROM PROFESSIONAL SERVICES

The following services are not included in this Proposal. IIW can provide proposals for these services if requested:

1. Landscape, other than seeding and sodding, and irrigation system design.
2. Sanitary sewer design and plans.
3. Electric, telephone, fiber, communication utility other than conduits for future installation.
4. Preparation of any plats such as: easement plats, vacation of easements, or plats of survey.
5. Permit application preparation of any kind excluding Notice of Intent for NPDES Coverage or other City required forms. The Client shall be responsible for the payment of all permit, publishing, and application fees.
6. Construction Staking. This may be provided either under a separate proposal or by the contractor.
7. Contract Administration. This would include preparation and administration of contracts.
8. Construction Inspection and Material Testing. This would include, but not be limited to, moisture and density control for grading, observation of utility installation, concrete testing for pavements, curb and gutters, and buildings.
9. Design of any retaining walls.

COMPENSATION

IIW proposes to complete the services described in the above Scope of Services in accordance with our current hourly rates with estimated fees as follows:

- A. Construction Observation** at an estimated fee of \$7,000.00 (seven thousand dollars and zero cents).
- B. Contract Administration** at an estimated fee of \$3,500.00 (three thousand five hundred dollars and zero cents).
- C. NPDES Type 2 Permit** at an estimated fee of \$1,000.00 (one thousand dollars and zero cents).

PROJECT SCHEDULE

It is anticipated that the Project will begin shortly following August 2nd and be completed by September 28, 2018. If the construction requires additional time for completion, the time beyond completion date will be invoiced separately to the City.

GENERAL TERMS AND CONDITIONS

The attached General Terms and Conditions are a part of this Proposal. This proposal is valid for 30 days from the date it was issued. If the services and fees defined in this proposal are acceptable, please return one signed copy to our office. If you have any questions, or require further assistance, please feel free to contact me at j.lutz@iiwengr.com or our office at (563) 556-2464.

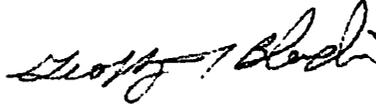
City of Muscatine
Proposal for Construction Observation and Contract Administration
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We sincerely thank you for allowing us the opportunity to submit this Proposal and we look forward to completing the project. In addition, we would be very interested in providing other services that may be required on the project.

Respectfully,
IIW, P.C.



Jonathan H. Lutz, P.E.
Senior Civil Engineer



Geoffry T. Blandin, P.E.
Branch Office Manager & Municipal Engineer

I hereby accept this Proposal and General Terms and Conditions and authorize this work.

FOR: CITY OF MUSCATINE, IOWA

Authorized Signature

Date

Typed or Printed Name