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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: December 13, 2018

From: John C Bender PE, City Engineer

Re: Professional Services Contract with Shive Hattery

Description: Traffic Signals at Center Point Road and Willman Street Project

Report:

The Council approved a budget item in the newly adopted CIP for $200,000 to prepare a project that could install new traffic signals at Center Point Road and Willman Street. The intent is to replace the current 4-way stop condition we installed during the reconstruction of the Robins/Center Point Road/Emmons Street intersection. We have received good comments about the safety of the 4-way stop condition, especially for pedestrians and vehicles entering from either direction from Willman Street. However, requiring the traffic to continuously stop on Center Point Road has caused some delays, especially during peak traffic hours.

We had Shive Hattery review the traffic volumes at this intersection and determined the best option if we were to add signals. The best option chosen was to install signals that would only cycle to the side street whenever pedestrians or traffic volumes were detected on the side street to change the signal to stop the Center Point Road traffic. This will maintain the safety factor for the side street and reduce the delays on the major arterial street. Plus the new signal will be coordinated with the Emmons Signal to maintain traffic progressions on Center Point Road.

The attached scope, schedule, and fee proposal from Shive Hattery Engineers includes the data collection, base mapping, design details, specifications, bidding and contract documents, and limited construction review to help us proceed with this project. The schedule is to have the signals operating by the time school starts in the fall of 2019.

Engineering recommends approval of the professional services agreement with Shive Hattery Engineers for a fee $24,500.00.

Any questions please let me know.

Hiawatha!

1 inch = 20 feet

SHIVEHATTERY
ARCHITECTURE + ENGINEERING

PROFESSIONAL SERVICES AGREEMENT

ATTN: John Bender
CLIENT: City of Hiawatha, IA
101 Emmons Street
Hiawatha, IA 52233

PROJECT: City of Hiawatha - Signal at Willman

PROJECT LOCATION: Hiawatha, IA

DATE OF AGREEMENT: December 13, 2018

PROJECT DESCRIPTION

Design of a new traffic signal at the intersection of Center Point Road and Willman Street, including ADA improvements.

SCOPE OF SERVICES

We will provide the following services for the project:

Land Survey Services, Civil Engineering and Traffic Engineering

These services will consist of the following tasks:

Design Services for Signal at Willman:

1. **Land Survey Services:**
   - A. Coordinate with One Call for utility locates.
   - B. Provide topographic survey, including boundary.
   - C. Prepare Base Map of topographic survey.
2. **Preliminary Plans:**
   - A. Prepare up to two (2) conceptual layouts of the signal for the City's review.
   - B. Submit signal design to City for review.
   - C. Attend one (1) meeting with City staff to review comments.

Shive-Hattery | 316 Second Street SE | Suite 500 | PO Box 1803 | Cedar Rapids, IA 52406-1803 | 319.364.0227 | fax 319.364.4251 | shive-hattery.com

3. **Check Plans:**

   A. Prepare Check Plans, which will include:
      1) Cover Sheet
      2) Removals
      3) Estimated Quantities
      4) Survey / Control
      5) Traffic Control
      6) Traffic Signal Sheets
      7) Pavement Marking / Signing
      8) ADA Sidewalk Ramps

   B. Prepare construction cost opinion.

   C. Prepare draft project manual including specifications.

   D. Coordination with utility companies.

   E. Attend one (1) meeting with City staff to review comments.

4. **Final Plans:**

   A. Revise plans per City comments.

   B. Prepare final project manual.

   C. Update construction cost opinion.

5. **Bid & Construction Phase Services:**

   A. Attend one (1) pre-construction meeting.

   B. Review Shop Drawings.

   C. Perform three (3) site observation visits.

CLIENT RESPONSIBILITIES

It will be your responsibility to provide the following:

1. Identify a Project Representative with full authority to act on behalf of the Client with respect to this project. The Client Project Representative shall render decisions in a timely manner in order to avoid delays of Shive-Hattery's services.
2. Legal, accounting, and insurance counseling services or other consultants, including geotechnical, or vendors that may be necessary. The Client shall coordinate these services with those services provided by Shive-Hattery.
3. Provide to Shive-Hattery any available drawings, survey plats, testing data and reports related to the project, either hard copy or electronic media. Electronic media is preferred.
4. Unless specifically included in the Scope of Services to be provided by Shive-Hattery, the Client shall furnish tests, inspections, permits and reports required by law, regulation or code including but not limited to hazardous materials, structural, mechanical, chemical, air pollution and water pollution tests.

SCHEDULE

We will begin our services upon receipt of this Agreement executed by you which will serve as a notice to proceed.

We will meet with you to develop a mutually agreed-upon schedule for the Scope of Services and would anticipate the below schedule durations per activity.

Preliminary Schedule is anticipated after Notice to Proceed is given:

Description:	Week:
Kickoff Meeting:	Week 1
Land Survey Services:	Week 1-3
Preliminary Plans:	Week 4
Review Period:	Week 5
Check Plans:	Week 6-8
Review Period:	Week 9
Final Plans:	Week 10

COMPENSATION

Description	Fee Type	Fee	Estimated Expenses
Design Services for Signal at Willman	Fixed Fee	$24,500	Included
ESTIMATED TOTAL		$24,500	Included

Fee Types:

- Fixed Fee - We will provide the Scope of Services for the fee amounts listed above.

Expenses:

- Included - Expenses have been included in the Fee amount.

See attached Standard Hourly and Expense Fee Schedule.

The terms of this proposal are valid for 30 days from the date of this proposal.

AGREEMENT

This proposal shall become the Agreement for Services when accepted by both parties. Original, facsimile, electronic signatures or other electronic acceptance by the parties (and returned to Shive-Hattery) are deemed acceptable for binding the parties to the Agreement. The Client representative signing this Agreement warrants that he or she is authorized to enter into this Agreement on behalf of the Client.

Thank you for considering this proposal. We look forward to working with you. If you have any questions concerning this proposal, please contact us.

Sincerely,
SHIVE-HATTERY, INC.

Jordan Dreyer

Jordan Dreyer, Project Manager
jdreyer@shive-hattery.com

AGREEMENT ACCEPTED AND SERVICES AUTHORIZED TO PROCEED

CLIENT: City of Hiawatha, IA

BY:_____ **TITLE:**_____
(signature)

PRINTED NAME:_____**DATE ACCEPTED:**_____

CC: Marcus Januario, Shive-Hattery, Inc.
Justin Campbell, Shive-Hattery, Inc.

DRAFT

RESOLUTION NO. 18-
City Council

RESOLUTION AUTHORIZING CITY STAFF TO PROCEED WITH DESIGN PLANS FOR THE INSTALLATION OF TRAFFIC SIGNALS AT THE INTERSECTION OF CENTER POINT ROAD AND WILLMAN STREET AND APPROVING A PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF HIAWATHA AND SHIVE HATTERY

BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF HIAWATHA to authorize City Staff to proceed with design plans including ADA improvements as prepared by Shive Hattery Engineering of Cedar Rapids, Iowa, for the installation of traffic signals at the intersection of Center Point Road and Willman Street, utilizing available funding in Local Option Sales Tax and Service (LOSST) dollars in the amount of $24,500.00.

AYES:
NAYS:
ABSENT:

PASSED AND APPROVED this 19th day of December, 2018.

_____
Bill Bennett, Mayor

ATTEST:

_____
Kari Graber, Deputy City Clerk