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:** **November 26, 2019**

From: John C Bender PE, City Engineer

Re: **Professional Services Agreement with Hall and Hall Engineers (Work Order #10 Attached)**

Description: **2020- Willman Street Reconstruction Project**

Report:

The City Council has allocated dollars in recent CIP documents for various street improvement projects. Northwood Drive was improved 2 years ago, Robins Road last year, and the 12th Avenue resurfacing project is just about complete for this current year. The recently adopted CIP has GO funds included for a similar project, the resurfacing of the section of Willman Street from the Center Point Road intersection to 4th Avenue. This street has been on our list as part of the yearly reconstruction program. With the new library expansion scheduled to open next year, we feel the time is now to improve the street surface at the same time as the work is progressing on the library.

We have analyzed several methods of reconstruction for this local street, and because of the deteriorated condition we feel the most cost effective solution to improve the riding surface of the street is an asphalt overlay. We will look at the street condition and determine which areas might need repair, and also the curb sections to determine if the curbs need replaced. We will also look at processes that will reduce the reflective cracking that happens in a new asphalt surface after years of freeze thaw winters.

When we looked for a design firm to help with this project, and feel that Hall and Hall Engineering is the most qualified as they prepared all the site drawings for the library expansion project and are very familiar with the existing utilities and street conditions in the area. We also have a base contract with Hall and Hall that will allow us to prepare a work order to identify the scope, schedule, and fee to proceed with a project.

This is a quick turn-around project for this summer in order to stay on schedule with the library. We have lots of experience with the Hall and Hall and we can recommend their firm for this project.

We also feel we may want to consider a new sidewalk on either side of Willman Street. There are limited sidewalks around the library and we want to anticipate additional foot traffic that might be generated after the library has expanded space and services. We should at least study the need and meet with property owners to work through the details if a sidewalk is feasible. We have met with the design engineers and have negotiated the attached work order. The work order includes:

- Utility research and coordination.
- Preliminary topographic survey and property boundary surveys
- Pavement assessment and concept plan
- Conceptual plans with new sidewalk and identify impacts to adjacent properties
- Prepare for one public open house to advise the neighbors of our project schedule and discuss proposed improvements with property owners
- The engineering design and specifications for the pavement repairs, storm sewer modifications, and asphalt overlay
- Cost opinions at various stages of design to maintain budget controls.
- Traffic control and staging plans.
- Easement documents that will be needed if we proceed with a sidewalk that will require driveway replacements and grading
- Bidding services
- Construction staking for the contractor
- The design fee is not-to-exceed $47,273
- The schedule for bidding is anticipated in April of 2020.
- Construction to take place by fall of 2020.
- Total budget is $400,000 funded with existing and new GO funds.

The work order is still in a DRAFT form as we have a few revisions to complete yet, but Engineering recommends approval of the design agreement. If you have any questions regarding this project, please let me know.

PROFESSIONAL ENGINEERING SERVICES
WORK ORDER #10

DRAFT

I. General

A. The City of Hiawatha ("Owner") and Hall and Hall Engineers, Inc. ("Engineer") entered into an agreement for Professional Services dated January 8, 2014, and approved by City Council resolution 14-003. That agreement is herein referred to as the "Master Agreement".

B. This work order describes work to be completed for a special project in accordance with paragraph 7.02 of the Master Agreement. All terms and conditions of the Master Agreement and Amendments apply to this work order.

C. This project location generally includes survey and design services to rehabilitate the pavement on W. Willman Street between 4th Avenue and Center Point Road. The project does not include improvements to the intersection of 3rd Avenue (which has already been improved) or at the intersection of Center Point Road (which is expected to be improved under a separate project). The project also includes minor improvements to the existing storm sewer system to provide a gravity drain for the new library building.

II. Scope of Services

A. Project Administration

1. Project Management – Track and coordinate project progress, scope, schedule, and budget.
2. Utility Coordination – Engineer will coordinate with utility companies to identify conflicts with proposed improvements any necessary relocations.
3. Project review meetings and coordination with City staff – Engineer will attend two (2) project review meetings with City staff to discuss specific design elements. In addition to these meetings, coordination via telephone and/or e-mail is anticipated.
4. Public Open House Meeting – The Engineer will prepare exhibits for, and attend, one public open house meeting to provide residents with information about the project. The Engineer shall also prepare and distribute letters to residents abutting the project to notify them of the meeting. Owner shall furnish a room in City Hall to host the meeting and be responsible for posting notice of the meeting.

B. Survey

1. Topographic Survey – The Engineer will provide topographic survey of the site within the project limits. Survey will include all pavement, driveways, sidewalks, utilities (as located by others), and other existing features within the existing right-of-way that are critical to the roadway design.
2. Boundary Survey – The Engineer shall establish the existing right-of-way line within the project limits by locating existing monuments and utilizing recorded plats or other property documents.
3. Base Map – The Engineer will utilize all survey data, along with available aerial photography and County GIS linework to create a base map for design. The proposed features and

grading on the library site will also be incorporated into the base map to represent anticipated conditions at the start of construction on the roadway improvements project.

4. Temporary Construction Easements – The Engineer will prepare temporary construction easements as necessary for construction of the proposed improvements. Engineer will assist the City in securing the temporary construction easements from property owners. For the purpose of this scope of services, it is assumed that temporary construction easements will be needed from four (4) parcels.

C. Design Services

1. Pavement Assessment and Concept Plan – The Engineer shall conduct a visual assessment of the existing pavement condition to estimate the percent of pavement area that will need to be patched. If this assessment indicates that over 50% of the pavement area should be patched, the Engineer will notify the Owner and provide a recommendation for other improvement alternatives. The Engineer will also prepare a conceptual plan of improvement, with the primary purpose of identifying impacts associated with adding sidewalk along one side of the street.

2. Prepare Plan of Improvements – The Engineer shall prepare a plan set as required for a public letting. City submittals of the plans will include:

   a. Preliminary Plans – A preliminary plan set will be submitted to the City for review when plans are developed to approximately a 60% design level. A cost estimate will be included with the preliminary plan submittal. The preliminary plans will generally include the following sheets:
      i. Cover Sheet
      ii. Legend (A Sheets)
      iii. Typical Sections (B Sheets)
      iv. Plan and Profiles (D Sheets)
      v. Storm Sewer Plan (M Sheets)
      vi. Removals (R Sheets)

   b. Final Plans – The Engineer will incorporate any City review comments from the preliminary plan submittal into the final plans. The Engineer will conduct a complete quality control review of the plan set at this stage. Engineer will also prepare a final cost estimate for the construction. The final plan set is anticipated to include all sheets from the preliminary plan submittal plus the following additional sheets:
      i. General Notes and Details (C Sheets)
      ii. Erosion Control Plan (C Sheets)
      iii. Alignment and Survey Control (G Sheets)
      iv. Right-of-Way and Easement Plan (H Sheets)
      v. Staging and Traffic Control Plans (J Sheets)
      vi. Intersection Details (L Sheets)
      vii. Sidewalk Ramp Details (S Sheets)

      No station cross section sheets will be prepared for this project.

3. Project Manual – The Engineer will prepare a project manual to accompany the construction plans as part of the bid documents distributed to bidders. The project manual will include template forms for the contract, payment bond, performance bond, and maintenance bond, as well as all bid submittal forms.

D. Bidding Services

1. The Engineer will submit the approved bid documents to Rapids Reproductions to be posted into their virtual plan room and distributed to bidders. All costs for printing and distribution of the plans shall be billed directly to the Owner from Rapids Reproductions.
2. Engineer will answer questions from bidders and prepare addenda as necessary.
3. Engineer will attend the bid opening, review all bids received for accuracy, prepare a bid tabulation, and provide a recommendation on the award of the contract.
4. Engineer will attend the pre-construction meeting scheduled by the City.

E. Construction Staking

1. Engineer will prepare staking file as necessary for construction staking.
2. Engineer will provide construction staking to include setting control points, removal limits, back of curb, and sidewalk ramps.
3. Stake ROW and/or temporary easement limits one time. This may be for construction or utility relocations.
4. Engineer shall re-establish any monuments that were identified with the boundary survey and disturbed during construction. Engineer will also prepare and file a monument preservation certificate for all re-established monuments.
5. Any re-staking due to stakes that are removed or damaged by the Contractor will be considered as additional services and paid for on an hourly basis.

III. Basis of Payment

A. The Owner shall compensate the Engineer for services in accordance with paragraph 7.01 of the Master Agreement, except that fees for all services described in Section II of this work order shall not exceed $47,273.

IV. Exclusion of Services

A. Only those services noted in Section II of this work order are included in the project. If additional services are requested by the City, they shall be approved by amendment to this agreement and considered as additional work. The amendment for additional services will adjust the "not to exceed" value of the contract according to the Engineer's Standard Hourly Rate Schedule, and may also require adjustment of the project development schedule.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, the Effective Date of which is the last date signed by the parties.

OWNER:	ENGINEER:
By: Bill Bennett	By: Matt Johnson, P.E.
Title: Mayor	Title: Project Manager
Date Signed:	Date Signed: 11/20/19
	Engineer License or Firm's Certificate Number: 421308857
	State of: Iowa
Address for giving notices:	Address for giving notices:
Hiawatha City Hall	Hall and Hall Engineers, Inc.
101 Emmons Street	1860 Boyson Road
Hiawatha, Iowa 52233	Hiawatha, Iowa 52233
319-393-1515	319-362-9548

Hiawatha!

Willman Street

1 inch = 125 feet

RESOLUTION NO. 19-
City Council

DRAFT

RESOLUTION APPROVING WORK ORDER #10 FOR AN AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF HIAWATHA AND HALL AND HALL ENGINEERS, INC. IN CONNECTION WITH THE 2020 WILLMAN STREET RECONSTRUCTION PROJECT FROM CENTER POINT ROAD TO 4TH AVENUE

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HIAWATHA, IOWA, that the Mayor is hereby authorized to sign Work Order #10, an amendment to the Professional Services Agreement between the City of Hiawatha and Hall and Hall Engineers, Inc. for the following purposes and under the following terms:

preparation of design work and specifications and other contract work in connection with the 2020 Willman Street Reconstruction Project from Center Point Road to 4th Avenue, in an amount not to exceed $47,273.00, as shown in the attached Exhibit 'A'. The Professional Services Agreement with Hall and Hall Engineers, Inc. was approved by City Council Resolution #14-003 on January 8, 2014.

AYES:
NAYS:
ABSENT:

PASSED AND APPROVED this 4th day of December, 2019.

_____
Bill Bennett, Mayor

ATTEST:

_____
Kari Graber, City Clerk