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: January 9, 2020

From: John C Bender PE, City Engineer

Re: NW Park Professional Services Agreement with MSA (Attached)

Description: 2020 NW Park Phase I

Report:

The recently adopted CIP has funds included to develop a phase I project for the 18 acre park parcel located just east of Edgewood Road and south of Fitzroy Road. The intent is to begin construction of the phase I park plan along with features identified on the Park Master plan, plus the extension of Fitzroy Road to serve the park.

MSA Professional Services provided the park master plan a year ago, therefore we asked them to provide us a scope, schedule, and fee to develop plans and specifications in order to construct the phase I project. The scope will include the preliminary grading and culvert work needed for Fitzroy Road to be used an the access to the park area. This would also include the extension of a pedestrian trail from Edgewood Road to the park and also within the park itself.

The second area of design will be the preliminary grading of the park for future athletic fields, parking lot, and recreational trail. The preliminary design will allow us to develop a grading plan to shape the proposed athletic fields and parking areas and provide the seeding and mulching to stabilization this area. It will require a least a year for the seeding to become mature enough to allow any recreational uses.

We have met with the design engineers and have negotiated the attached contract. The contract includes:

- Utility research and coordination.
- Design rough site grading plan for approximately 12 acres for 2 future soccer fields, future parking lot, and future recreational trail.
- Fitzroy Road design including horizontal and vertical alignment for the extension approximately 600 feet east of Edgewood Road.
- The watershed analysis and engineering design and specifications for the replacement of the existing culvert under Fitzroy Road

- Design and specifications for the extension of a recreational trail east of Edgewood Road to the new park
- Review of ADA standards for the trail design and construction
- The engineering design, specifications and bidding documents for the grading of the park, culvert replacement, roadway grading and shaping, including a temporary rock surface, crack and seat and resurfacing project for approximately 2000 feet of 12th Avenue.
- Erosion control and SWPPP documents
- Cost opinions at various stages of design to maintain budget controls.
- Traffic control and staging plans.
- The design fee not-to-exceed $23,450 for the concept plan, preliminary plan and bidding documents for the grading and seeding of the phase I park project.
- The design fee not-to-exceed $49,050 for the plan and profile drawings, grading plan, culvert replacement plan, and the bidding documents for the grading and installing rock surface of Fitzroy Road approximately 600 feet east of Edgewood road.
- The schedule for bidding is anticipated in June 2020.
- Construction to take place by fall of 2020.
- Total budget is $613,000 using previously bonded GO funds and LOST funds.

Engineering recommends approval of the design agreement. If you have any questions regarding this project, please let me know.

DRAFT

RESOLUTION NO. 20-
City Council

RESOLUTION APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH MSA FOR A NORTHWEST PARK PHASE I DESIGN AND BIDDING SERVICES

WHEREAS, the City Council of the City of Hiawatha has determined the need to create a park for our northwest territory, and

WHEREAS, the City Council of the City of Hiawatha is ready to begin the first phase of the design work for the northwest Park, and

WHEREAS, authorizes staff began enter into an agreement with MSA to perform the following work for PHASE I: project administration, design, bidding and limited CRS along with preliminary design and concept development, and

WHEREAS, MSA as a cost estimates of $72,500.00 with a start date of January 20, 2020; all services shall be performed in accordance with the general terms and conditions of MSA as attached in "Exhibit A", and

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HIAWATHA, IOWA, directs staff to enter into a contract for design and bidding services as proposed in "Exhibit A" with MSA of Cedar Rapids, Iowa in the amount not to exceed $72,500.00. GO and LOSST Funding is available for said project.

AYES:
NAYS:
ABSENT:

PASSED AND APPROVED this 15th day of January, 2020.

_____
Bill Bennett, Mayor

ATTEST:

_____
Kari Graber, City Clerk

"Exhibit A"

Professional Services Agreement

This AGREEMENT (Agreement) is made today January 15, 2020 by and between CITY OF HIAWATHA (OWNER) and MSA PROFESSIONAL SERVICES, INC. (MSA), which agree as follows:

Project Name: Northwest Park Design and Bidding - 2020

The scope of the work authorized is: See Attachment C

The schedule to perform the work is: Approximate Start Date: Jan. 2020
Approximate Completion Date: Dec. 2020

The estimated not-to-exceed fee for the work is:

Project Administration, Design, Bidding, and Limited CRS: $49,050
Preliminary Design and Concept Development: $23,450
Total: $72,500

All services shall be performed in accordance with the General Terms and Conditions of MSA, which is attached and made part of this Agreement. Any attachments or exhibits referenced in this Agreement are made part of this Agreement. Payment for these services will be on a time and expense not-to-exceed basis.

Approval: Authorization to proceed is acknowledged by signatures of the parties to this Agreement.

CITY OF HIAWATHA

Bill Bennett
Mayor
Date:

MSA PROFESSIONAL SERVICES, INC.

Joe Elsinger, PE
Team Leader
Date: 01/08/2020

Jason Miller, PE
Iowa Region Vice President
Date: 01/08/2020

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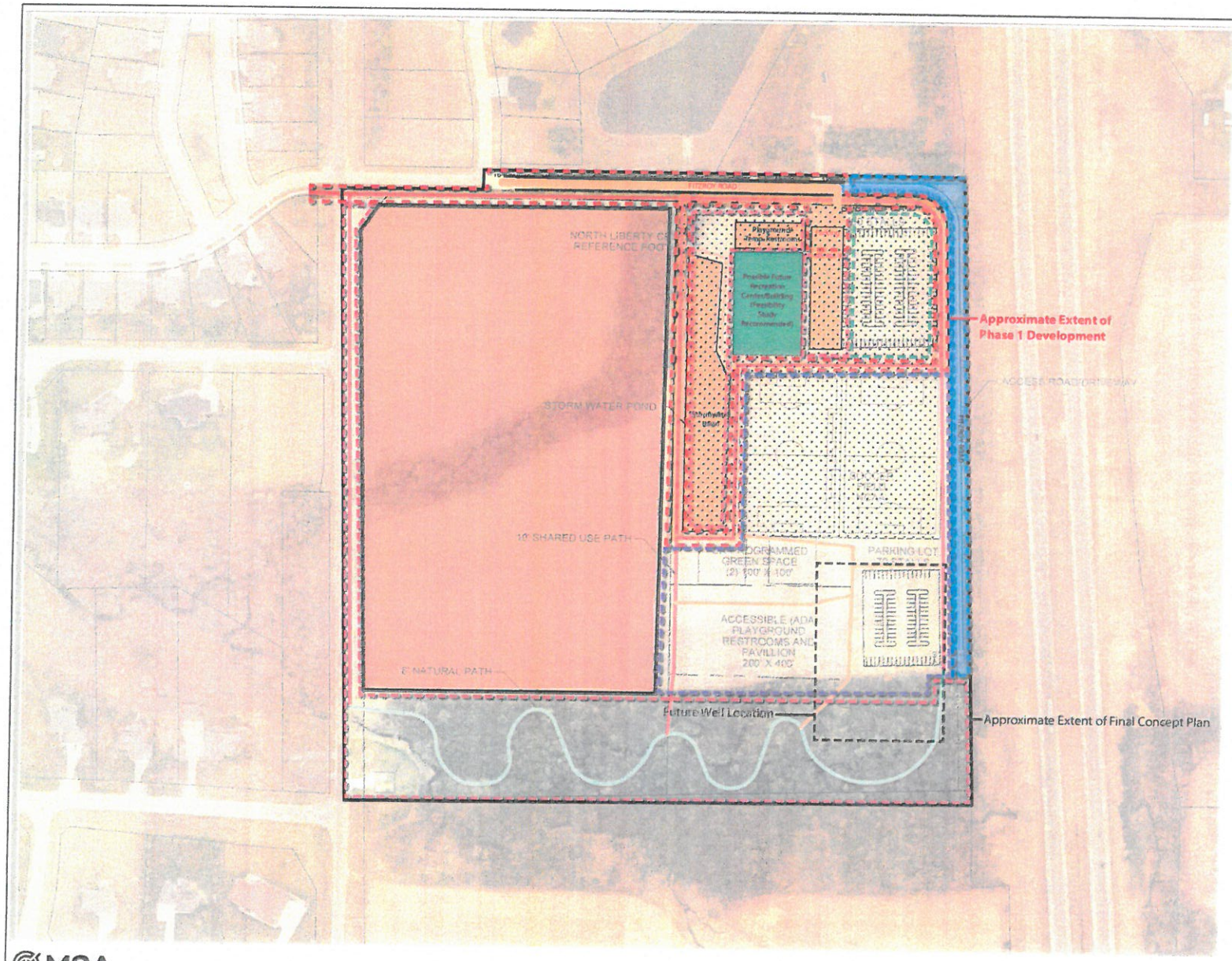

Approximate Extent of Phase 1 Development
(See Scope for Full Description)
Extend Fitzroy Road to Parking Lot
Trail Development
*Overall Site Rough Grading

Approximate Extent of Phase 2 Development
(See Scope for Full Description)
Trail Development
Site Utilities

Approximate Extent of Phase 3 Development
(See Scope for Full Description)
Road Work
Site Utilities

Approximate Extent of Phase 4 Development
(See Scope for Full Description)
Large Park Amenities
Sports Fields

Approximate Extent of Phase 5 Development
(See Scope for Full Description)
Rec. Center and Parking Lot

MSA

CITY OF HIAWATHA
NW PARK SPACE DIAGRAM 1 - RECREATION CENTER AND PROGRAMMING