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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:** **January 10, 2018**

From: John C Bender PE, City Engineer

Re: **Emmons Street Reconstruction Project 2018**

Description: **Engineering Design Contract**

Report:

The newly adopted Capital Improvement Program (CIP) identifies 2 sections of Emmons Street that are in a much deteriorated condition. The section from 9th Avenue to 10th Avenue and the section remaining from the intersection relocation project west to the railroad tracks. (See attached)This area was always included in the intersection project but was postponed to determine if remaining budget was available. The current CIP budget included funds to remove and replace the existing street paving with the needed rock base and drain tile. The traffic study conducted during the design of the Emmons/Robins/North Center Point Road Project identified 4800 cars per day using Emmons Street west of new intersection.

In order to proceed with the project, the selection committee took proposals from 3 engineering firms for design work. The proposal outlined the scope, schedule, and fee to prepare plans and specifications for the removal and repaving of these 2 areas during the summer of 2018. Proposals were received from Shive Hattery Engineers, and Architects, Anderson Bogert Engineers, and Hall and Hall Engineers. All three firms have worked with us before and have the staff and experience to prepare documents for this type of project.

Of most importance to the committee were the schedule, the approach, and then the proposed fee for the project. The schedules ranged from 3 to 4 months for the design work and bidding documents. The proposed fees ranged from approximately $40,000.00 to $70,000.00 for the recommended engineering cost. Also of interest was the public involvement phase, which included a public meeting with the local businesses and the school. The intent is to complete construction adjacent to the school during the summer months when classes are closed.

After reviewing all the proposals, the committee felt the proposal from Hall and Hall Engineers was the most complete and best cost for the City to proceed with the project.

The committee recommends to the City Council that a professional engineering agreement with Hall and Hall Engineers be approved for the design of the Emmons Street Repair Project 2018. The committee has met with the Hall and Hall design engineers and has negotiated the attached contract. The contract includes:

- The engineering design and specifications for the reconstruction of Emmons Street in 2 locations.
- The design fee of not-to-exceed $43,469.00
- The schedule for bidding the construction in May 2018
- Start construction in June 2018
- Construction staging to maintain access to the businesses
- Open house during design proposed for public involvement phase
- The total budget is $775,000 funded with LOST and Capital Project funds

Engineering recommends approval of the engineering agreement with Hall and Hall Engineers for the Emmons Street Reconstruction project 2018.

Any questions please do not hesitate to contact us.

Hiawatha!™

1 inch = 300 feet

(1) Emmons Street East of Railroad

(2) Emmons Street Between 9th and 10th

FY2018 SPRING

Project Number	Project Name	Description	Department	Project Cost	Funding Sources: Water	Sewer	Road Use	Storm Sewer	GO Bond	TIF Bond	Grant	LOST (10-14)	LOST (15-24)	Special Assessment	Other	
38	Phone System Upgrade	Incorporate all city phones on one system	City Hall	61,000								61,000				11/9/2017
170	Housing Rehab Program	Housing Rehab Program/ECICOG	City Hall	15,000								15,000				CDBG grant (reimbursement)
159	Fire Department Master Plan	Fire Department Emergency Services Master Plan (15 year plan)	Fire/Ambulance	50,000								25,000			25,000	Fire Dept Operating budget
160	Lighting Upgrade #284	Engine #284 Lighting Upgrade to LED	Fire	15,000								15,000				
142	Station #1 Updates/Repairs	5 year program for repairs/updates/replacements at Station #1	Fire	40,000					40,000							Mike-separate out upgrades from operating (FY18 upgrade garage doors, double windows, carpet in classroom)
97	Library Air Conditioner	Air Conditioner Repairs	Library	20,000								20,000				
L-42	Library Expansion/Remodel Project	Expansion and Remodel of existing library	Library	3,700,000					1,200,000				500,000		2,000,000	Donations plus $500,000 LOST in FY19
L-17	Trail lighting Pedestals	All Parks Trail lighting pedestals	Parks	160,000									160,000			
103	Land Acquisition NW territory	Land acquisition NW area	Parks	700,000											700,000	FY17 bond issue
L-45	Guthridge Park Trail Resurface	Replace trail in various areas	Parks	5,000									5,000			
8	Recurring Inflow and Infiltration Reduction Program	Televising/Slip lining	Sanitary Sewer	100,000		50,000						50,000				LOST portion from FY17
L-61	Edgewood Rd Sewer Extenstion	Extend Sewer to Saari and School property	Sanitary Sewer	175,000		50,000							125,000			
L-46	Boyson Rd/12th Ave Study	Traffic study/intersection improvement	Street	50,000									50,000			
11	Emmons St reconstruction	Emmons St reconstruct from RR to NCPR	Street	400,000											400,000	Previous Bonded
105	Emmons St:9th Ave to 10th Ave	Pavement Reconstruction	Street	375,000					175,000				200,000			
156	Edgewood Rd repairs-Paving	Edgewood Rd from Co Home Rd to South of Tower Terrace	Street	1,200,000					800,000						400,000	FY17 previously bonded; joint project with Linn County
L-47	Robins Rd: Bali Hai to Stonegate Ct	Pavement Reconstruction	Street	220,000									220,000			
20	Emmons St/RR Repairs-Drainage	RR Ditch stabilization	Street	100,000					100,000							
168	Sidewalk Repair	Sidewalk Repair Program	Street	120,000			20,000		100,000							$100,000 billable to residents
L-38	Diseased Tree Removal	Diseased tree removal	Street	30,000									30,000			
33	Water Tower #1 at Robins Rd and Water Tower #2 at Boyson Rd	Repaint water tower and maintenance program	Water	160,000	80,000							80,000				Final Year
169	New Well Site	new well site #11 in NW territory	Water	90,000	90,000											
166	Well #9 building updates	Replace roof/steel siding/windows/doors	Water	30,000	30,000											
157	Water Valve bolt replacement	Replace bolts in water valves	Water	60,000	60,000											
102	Water Meter Replacement program	Water meter replacement	Water	82,000	82,000											
	Total			$7,958,000	$342,000	$100,000	$20,000	$0	$2,415,000	$0	$0	$266,000	$1,290,000	$0	$3,525,000	$7,958,000

$2,415,000 Bond funding

Committed

Various Streets: Rainbow Blvd, Litchfield Dr, 8th Ave, 13th Ave, Tucker St, 4th Ave (Marion to Willman). Marion St, Willman St, Robins Rd (Bali Hai to Stonegate Ct)

PROFESSIONAL ENGINEERING SERVICES
WORK ORDER #7

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 Emmons Street at two locations:
   1. From 4th Avenue to just west of the City Hall entrance drive (between the portions reconstructed with the CC&P Railroad Ditch Stabilization and the N. Center Point Road-Emmons-Robins Road Intersection projects). For the purpose of this work order, this section of the project shall be referred to as Area 1.
   2. From 9th Avenue to 10th Avenue, exclusive of both intersections, except for sidewalk ramp improvements at the intersection of Emmons Street and 10th Avenue, as necessary for ADA compliance. For the purpose of this work order, this section of the project shall be referred to as Area 2.

D. The project scope generally includes the following within the project limits:
   1. Reconstruct the pavement with new 8" thick PCC pavement at the same location and to the same width as the existing pavement. No significant change in vertical alignment is anticipated.
   2. Install new storm sewer and intakes along the north side of Emmons Street only within the Area 1 portion of the project.
   3. Install new 10' wide PCC trail along the north side of Area 1. Trail shall stop short of the railroad tracks.
   4. Reconstruct existing sidewalk on the south side only of the portion of the project within Area 2.

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. Property Owner Coordination – The Engineer will assist the City in communicating with adjacent property owners regarding the proposed improvements. This includes conducting one public open house meeting and providing information for the property owners .

B. Survey

1. Topographic Survey – The Engineer will provide topographic survey of the site within the project limits. Survey will include all pavements, drainage structures, and utilities from field locates.
2. Boundary Survey – The Engineer shall complete boundary survey only for identifying the right-of-way along the north side of Emmons Street between 4th Avenue and the City Hall access drive. Right-of-way boundary survey along this portion is needed to determine the proposed trail location and/or if additional right-of-way acquisition will be needed.
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.

C. Design Services

1. Prepare Plan of Improvements – The Engineer shall prepare a plan set with sufficient detail for contractor bidding. The plans will be developed for a single bid package. 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 50% design level. All major items of work on the project will be shown on the plans at this stage of the project but many of the plan details and notes will be omitted. A preliminary cost estimate will be included with the plan submittal.

   b. Check Plans – The Engineer will prepare a check plan submittal at approximately the 90% design level. The plans will generally be complete at this stage of the design development, including all details, notes, staging plan, and other details omitted from the preliminary plans. An updated cost estimate will be prepared with the check plan submittal.

   c. Final Plans – The Engineer will incorporate any City review comments from the check plan submittal into the final plans. The Engineer will conduct a complete quality control review of the plan set at this stage, prior to sending plans out to Contractors for bid. The final plan set is anticipated to include the following sheets:

      i. Cover Sheet
      ii. Legend (A Sheets)
      iii. Typical Sections (B Sheets)
      iv. General Notes and Quantity Tabulations (C Sheets)
      v. Erosion Control Plan (C Sheets)
      vi. Plan and Profiles for Area 1 (D Sheets)
      vii. Plan and Profiles for Area 2 (E Sheets)
      viii. Staging and Traffic Control Plan (J Sheets)
      ix. Intersection and Driveway Details (L Sheets)

x. Storm Sewer Plan (M Sheets)
xi. Pavement Marking and Signing Plan (N Sheets)
xii. Removals (R Sheets)
xiii. Sidewalk Ramp Details (S Sheets, 10th Ave. intersection only)

2. Project Manual – The Engineer will prepare a project manual with all bidding documents.
3. Prepare Storm Water Pollution Prevention Plan (SWPPP) and NPDES permit.

D. Bidding Services

1. Submit plans to Rapids Reproduction for distribution to bidders through the virtual plan room. Note that all costs for plan printing and distribution of plans shall be an additional expense to the project and is not included in the total not to exceed value of Engineering services for this project.
2. Answer questions from bidder and prepare addenda as necessary.
3. Attend bid opening.
4. Review bids and prepare a tabulation of bids and recommendation of award of contract.
5. Engineer will attend the pre-construction meeting scheduled by the City.

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 $43,469.

IV. Schedule

A. The preliminary project development schedule shall be according to the following chart and critical date schedule. This schedule assumes the Owner provides the Engineer authorization to proceed on or before January 22, 2018.

2018 Emmons Street Reconstruction

City of Hiawatha

Preliminary Schedule

	1/22/2018	1/29/2018	2/5/2018	2/12/2018	2/19/2018	2/26/2018	3/5/2018	3/12/2018	3/19/2018	3/26/2018	4/2/2018	4/9/2018	4/16/2018	4/23/2018	4/30/2018	5/7/2018	5/14/2018	5/21/2018	5/28/2018	6/4/2018	6/11/2018
Survey & Base Mapping																					
Preliminary Design																					
Preliminary Design Review Mtg							3/6														
Check Plan Design																					
Check Plan Review Mtg											4/10										
Final Plan Design																					
Project Manual																					
Utility Coordination																					
Bidding Period																5/10					
Award Construction Contract																	5/16				
Preconstruction Meeting																			5/29		
Begin Construction																					

Critical Date Schedule

Notice to Proceed with Design Services	1/22/18
Submit Preliminary Plans for Review	2/27/18
Preliminary Plan Review Meeting	3/6/18
Public Open House Meeting	3/22/18
Submit Check Plans for Review	4/3/18
Check Plan Review Meeting	4/10/18
Submit Final Bid Documents to City and Bidders	4/18/18
Receive and Open Bids	5/10/18
Award Contract	5/16/18
Construction Early Start Date	6/4/18

V. 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. Additional Services for this project may include, but are not limit to, the following:

1. Design of sidewalk ramps outside of the defined project limits.
2. Design of sanitary sewer repair or replacement plans, including review of sanitary sewer televising videos for recommendations of repairs needed.
3. Preparation of right-of-way acquisition plats or temporary easement exhibits.
4. Property owner assessments.

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: _____
	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

DRAFT

RESOLUTION NO. 18-
City Council

RESOLUTION APPROVING A PROFESSIONAL SERVICES AGREEMENT FOR DESIGN WORK CONNECTION WITH THE 2018 EMMONS STREET RECONSTRUCTION PROJECT

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HIAWATHA, IOWA, that the Mayor is hereby authorized to sign a Professional Services Agreement between the City of Hiawatha and Hall and Hall Engineers for the following purposes and under the following terms:

preparation of design work and specifications for the Emmons Street Reconstruction Project 2018, in an amount not to exceed $43,469.00, as shown in the attached Exhibit 'A.'

AYES:
NAYS:
ABSENT:

PASSED AND APPROVED this 17th day of January, 2018.

_____
Bill Bennett, Mayor

ATTEST:

_____
Kelly Kornegor, City Clerk