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:** **June 27, 2019**

From: **John C Bender PE, City Engineer**

Re: **2019-18th Avenue Widening Project**

Description: **Work Order No 9 for Engineering Contract with Hall and Hall Engineers**

Report:

Hiawatha has a base contract with Hall and Hall Engineers to prepare the plans and specifications for various projects that the Council has developed a priority for construction in the current CIP. One project that has been included in the CIP is the widening and signalization of the 18th Avenue and Blair's Ferry Road Intersection. This includes removal of the curbs and widening 18th Avenue to a 3-lane section with new signals as a cooperative project with the City of Cedar Rapids.

Cedar Rapids has informed us they are working with property owners to create a new access to the Fountains Commercial Addition that will develop the 18th Avenue/ Blair's Ferry Road intersection into a 4-way intersection. However they are a least 2 years out to work with the property owners and develop all the access agreements and easements to accomplish this project. We on the other hand, have received complains that left-turns at 18th Avenue have become a problem with the development of the new Peck's Landing project. Our approach would be to proceed with our widening project that can then be incorporated into the Cedar Rapids design elements for the remainder of the intersection to be constructed in the next year or two.

Work Order No. 9 to the engineering contract with Hall and Hall Engineers is for the survey and design work to develop plans for our north one-half of the project. They will need to coordinate our design with the design on the south side of Blair's Ferry Road. Our approach is to proceed with the widening of our section this year.

Engineering recommends approval of this work order with a not to exceed maximum of $19,780.00.

Any further questions please let me know.

PROFESSIONAL ENGINEERING SERVICES
WORK ORDER #9

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 design, survey, and construction staking services to widen 18th Avenue to a three-lane section between Blairs Ferry Road and Pecks Boulevard.

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.

B. Survey
1. Topographic Survey – The Engineer will provide topographic survey of the site within the project limits. Survey will include all pavement, sidewalks, utilities (as located by others), and ground elevations within the existing right-of-way.
2. 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. Concept Plan – The Engineer shall prepare a conceptual plan of improvement. This plan will show widening areas, grading limits, and identify impacts to existing trees, utilities, and other items of interest within the grading limits. The concept plan will include a planning level cost opinion.
2. Prepare Plan of Improvements – The Engineer shall prepare a plan set with sufficient detail for contractors to provide bids through a competitive quotation process. It is assumed that a formal letting will not be required. City submittals of the plans will include:

a. Check Plans – A check plan set will be submitted to the City for review when plans are developed to approximately a 90% design level. The check plans will be consistent with the previously prepared concept plan. A cost estimate will be included with the check plan submittal.

b. 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. Engineer will also prepare a final cost estimate for the construction. 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 Details (C Sheets)
   v. Plan and Profiles (D Sheets)
   vi. Intersection Details (L Sheets)
   vii. Pavement Marking Plan (P Sheets)
   viii. Removals (R Sheets)
   ix. Sidewalk Ramp Details (S Sheets)

3. Project Manual – It is expected that this project will fall under the bid threshold for requiring a public letting so no project manual will be prepared for the project.

D. Bidding Services

1. Answer questions from bidder and prepare addenda as necessary.
2. 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. 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 $19,780.

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

1. Design of drainage improvements or ditch grading/shaping.
2. Preparation of right-of-way acquisition plats or temporary easement exhibits.
3. Property owner coordination.

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

OWNER:

By: Bill Bennett

Title: Mayor

Date Signed: _____

Address for giving notices:

Hiawatha City Hall

101 Emmons Street

Hiawatha, Iowa 52233

319-393-1515

ENGINEER:

By: Matt Johnson, P.E.

Title: Project Manager

Date Signed: 6/20/19

Engineer License or Firm's Certificate Number: 421308857

State of: Iowa

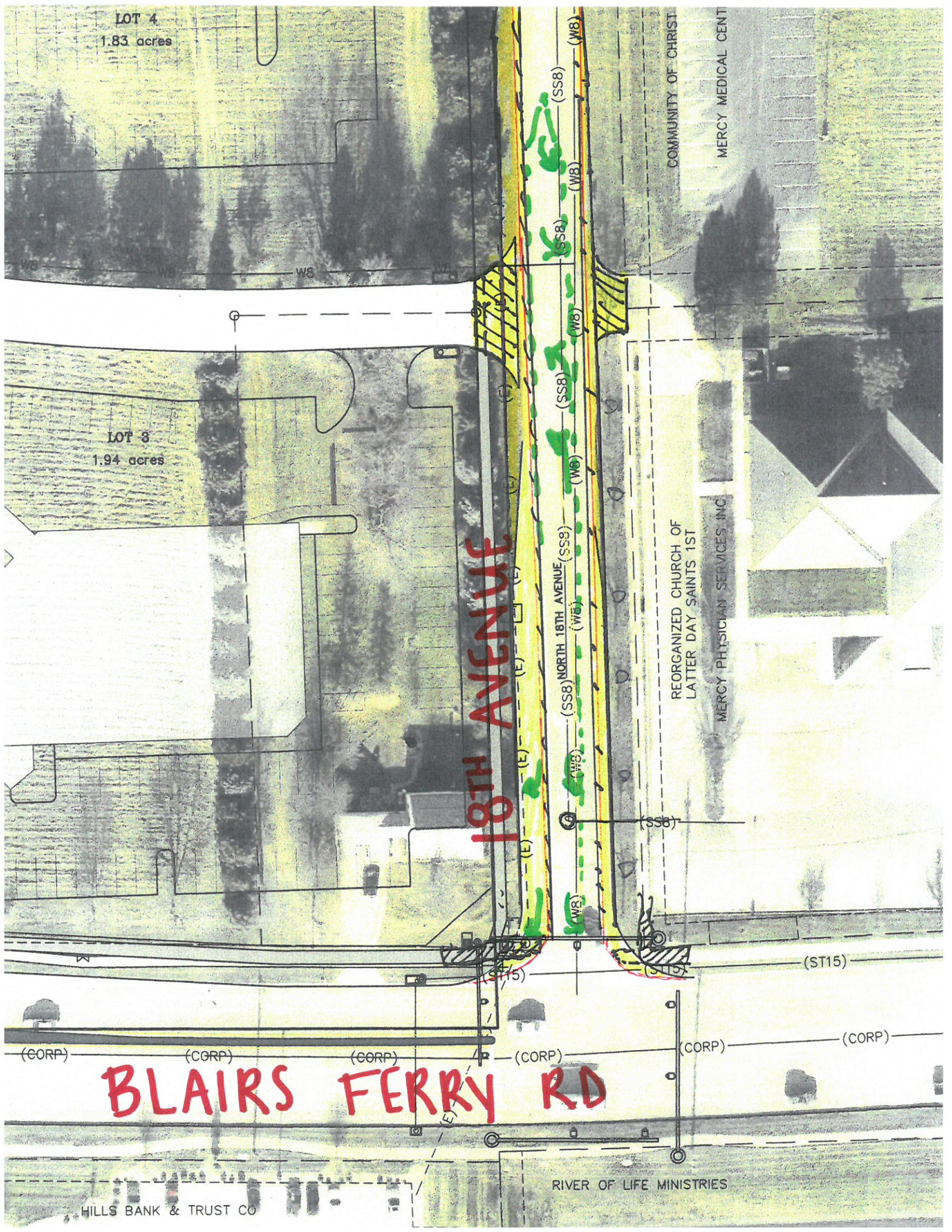
Address for giving notices:

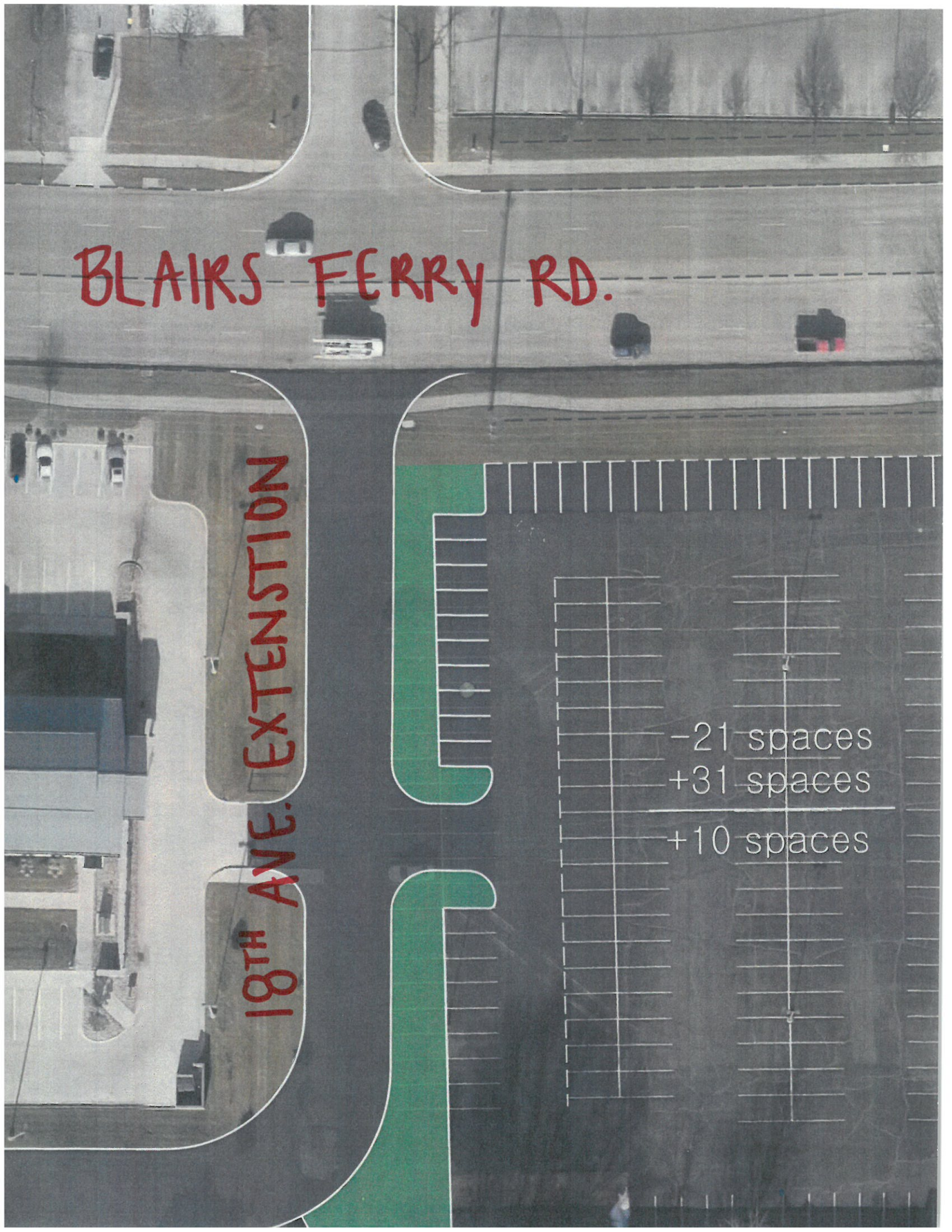
Hall and Hall Engineers, Inc.

1860 Boyson Road

Hiawatha, Iowa 52233

319-362-9548


LOT 4
1.83 acres
LOT 3
1.94 acres
COMMUNITY OF CHRIST
MERCY MEDICAL CENT
REORGANIZED CHURCH OF
LATTER DAY SAINTS 1ST
MERCY PHYSICIAN SERVICES INC
NORTH 18TH AVENUE
18TH AVENUE
BLAIRS FERRY RD
RIVER OF LIFE MINISTRIES
HILLS BANK & TRUST CO
(SS8)
(W8)
(E)
(ST15)
(CORP)


BLAIRS FERRY RD.
18TH AVE. EXTENSTION
-21 spaces
+31 spaces
+10 spaces

RESOLUTION NO. 19-
City Council

RESOLUTION APPROVING WORK ORDER #9 FOR AN AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF HIAWATHA AND HALL AND HALL ENGINEERS, INC. IN CONNECTION WITH THE 2019 18TH AVENUE WIDENING PROJECT

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HIAWATHA, IOWA, that the Mayor is hereby authorized to sign Work Order #9, 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 2019 18th Avenue Widening Project, in an amount not to exceed $19,780.00, 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:

PASSED AND APPROVED this 3rd day of July, 2019.

_____
Bill Bennett, Mayor

ATTEST:

_____
Amy Scheer, Deputy City Clerk