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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:** **June 14, 2018**

From: John C Bender PE, City Engineer

Re: **Professional Services Work Order with Hall and Hall Engineers**

Description: **Work Order No 8-Robins Road Resurfacing Project**

Report:

The City Council approved a professional engineering agreement with Hall and Hall Engineers for general engineering services. Any work performed under this agreement will have the scope, schedule, and fee identified in a work order to be approved by the City Council before we proceed with any design work.

The Council approved a budget item in the newly adopted CIP for $220,000 to prepare a project that could resurface Robins Road from the existing pavement just north of Bali Hai to just north of Stonegate Court. We have taken 7 core samples of the asphalt surface and subgrade and have analyzed the best way to resurface this approximately one half mile of roadway. The attached drawing shows the locations of the sample cores.

Several options were reviewed. The best option chosen was to recycle the existing surface into a new road bed and then add a new asphalt surface. This process is called "full depth reclamation". This process is an effective method of roadway rehabilitation and can be a cost-effective strategy if the existing surface has pavement distress and cracking that would not hold up under a normal overlay project. We feel this extra process is necessary as this method will increase the structural design of the roadway.

The attached scope, schedule, and fee from Hall and Hall Engineers includes the data collection, base mapping, design details, specifications, bidding and contract documents, and the construction staking to allow for a contractor to complete this project this fall. Engineering recommends approval of the Work Order No 8 with Hall and Hall Engineers for a not-to-exceed $22,494.00.

Any questions please let me know.

PROFESSIONAL ENGINEERING SERVICES
WORK ORDER #8

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 HMA resurfacing with full-depth reclamation along Robins Road from just north of the entrance to Bali Hai Estates to just north of Stonegate Court.

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. No utility conflicts are anticipated with this project due to the limited amount of excavation needed.
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 limited topographic survey of the site within the project limits. Survey will include all pavement centerline and edges, shoulders and ditch foreslopes.
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. 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 60% 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. 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, 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 Quantity Tabulations (C Sheets)
   v. Plan and Profiles (D Sheets)
   vi. Staging and Traffic Control Plan (J Sheets)
   vii. Pavement Marking Plan (N Sheets)
   viii. Removals (R Sheets)

2. Project Manual – The Engineer will prepare a project manual with all bidding documents.

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.

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, and centerline alignment and elevation staking.
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 $22,494.

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 June 21, 2018.

2018 Robins Road Rehabilitation

City of Hiawatha

Preliminary Schedule

	6/18/2018	6/25/2018	7/2/2018	7/9/2018	7/16/2018	7/23/2018	7/30/2018	8/6/2018	8/13/2018	8/20/2018	8/27/2018	9/3/2018	9/10/2018	9/17/2018	9/24/2018	10/1/2018	10/8/2018	10/15/2018	10/22/2018	10/29/2018	11/5/2018
Survey & Base Mapping																					
Preliminary Design																					
Preliminary Design Review Mtg			7/5																		
Final Plan Design																					
Project Manual																					
Utility Coordination																					
Bidding Period								8/9													
Award Construction Contract									8/15												
Preconstruction Meeting																					
Construction																					

Critical Date Schedule

Notice to Proceed with Design Services	6/21/18
Submit Preliminary Plans for Review	7/3/18
Preliminary Plan Review Meeting	7/5/18
Submit Final Bid Documents to City	7/17/18
Set Public Hearing Date	7/18/18
Receive and Open Bids	8/9/18
Award Contract	8/15/18
Construction Early Start Date	8/27/18

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 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.

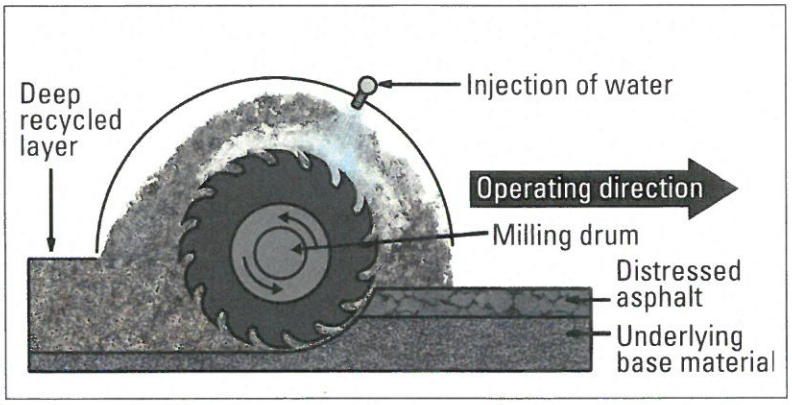
OWNER:	ENGINEER:
By: Bill Bennett	By: Matt Johnson, P.E.
Title: Mayor	Title: Project Manager
Date Signed:	Date Signed: 6/14/18
	Engineer License or Firm's Certificate Number: 421308857
	State of: Iowa
Address for giving notices:	Address for giving notices:
Hiawatha City Hall	Hall and Hall Engineers, Inc.
101 Emmons Street	1860 Boyson Road
Hiawatha, Iowa 52233	Hiawatha, Iowa 52233
319-393-1515	319-362-9548

El Kahir Shrine
Tower Terrace Rd
Robins Rd
4
3
2
1
Sands Custom Bows
Tiki Terrace

Robins Rd
6
Hydra-Fab
Robins Rd
Stonegate Ct
Cedar Valley Nature Trail
Cedar Run Pet
Boarding and Daycare
7
Robins Rd
Wholesale Feed
5
El Kahir Shrine
Tower Terrace Rd
Robins R

MARCH 2017

Guide to FULL-DEPTH RECLAMATION (FDR) with Cement



National Concrete Pavement Technology Center

PCA America's Cement Manufacturers™

Iowa State University
Institute for Transportation

DRAFT

RESOLUTION NO. 18-
City Council

RESOLUTION APPROVING WORK ORDER #8 FOR AN AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF HIAWATHA AND HALL AND HALL ENGINEERS, INC. IN CONNECTION WITH THE 2018 ROBINS ROAD HMA RESURFACING PROJECT

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HIAWATHA, IOWA, that the Mayor is hereby authorized to sign Work Order #8, 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 2018 Robins Road HMA Resurfacing Project, in an amount not to exceed $22,494.00, 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 20th day of June, 2018.

_____
Bill Bennett, Mayor

ATTEST:

_____
Kelly Kornegor, City Clerk