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CITY OF WEST DES MOINES
CITY COUNCIL MEETING COMMUNICATION

ITEM: **DATE: May 4, 2015**

Resolution - Approving Professional Services Agreement
Alluvion Water Booster Station
HDR Engineering, Inc.

FINANCIAL IMPACT:

The cost of the Professional Services Agreement associated with the design of this project is anticipated not to exceed $239,000.00. In addition, the cost for performing resident consultant services will not exceed $59,000.00. City staff will not authorize the consultant to proceed with the construction inspection services portion of the Agreement until such time as a determination is made as to whether or not City or Water Works inspection staff is available to perform the work.

Should the cost for the professional services be projected to exceed the amounts set forth in the contract, staff would not authorize such expenditures without further approval by the City Council. All work will be billed on an hourly basis using the established hourly fee structure as set forth in the contract.

All costs for these services can be paid from budgeted account no. 4269.77.820.6.7920 with reimbursement from West Des Moines Water Works.

BACKGROUND:

Approval of this action authorizes HDR Engineering Inc. to perform the design necessary for the Alluvion Booster Station Project.

The Engineering Services Department retains design consultants based on their past work experience, qualifications of their staff, familiarity with the project, manpower availability, and past consultant evaluation. Once a firm has been selected based on the above criteria, the City staff then negotiates a fee with the consultant for performing the desired scope of services. The City staff attempts, whenever feasible, to distribute professional services work on an equitable basis to qualified firms maintaining local metropolitan area offices who have expressed interest in working for the City of West Des Moines.

OUTSTANDING ISSUES: None

RECOMMENDATION:

City Council Adopt:

- Resolution Approving Professional Services Agreement.

Lead Staff Member: **Duane C. Wittstock, P.E., L.S., City Engineer** DCW

STAFF REVIEWS

Department Director	Duane C. Wittstock, City Engineer
Appropriations/Finance	Tim Stiles, Finance Director
Legal	Richard Scieszinki, City Attorney
Agenda Acceptance	RTG

PUBLICATION(S) (if applicable)

Published In	
Dates(s) Published	

SUBCOMMITTEE REVIEW (if applicable)

Committee	Public Works		
Date Reviewed	April 29, 2015		
Recommendation	Yes	No	Split

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Resolution Approving Professional Services Agreement

WHEREAS, funding is available for the following described public project:

Alluvion Booster Station
Project No. 0510-027-2015

and,

WHEREAS, to complete said project Plans, Specifications, Form of Contract, and Estimate of Cost need to be prepared; and,

WHEREAS, Development Services Department staff have recommended Plans, Specifications, Form of Contract, and Estimate of Cost be prepared by HDR Engineering, Inc.; and,

WHEREAS, the Development Services Department has obtained a written proposal from HDR Engineering, Inc. to do the work requested, which estimates the following cost to the City of West Des Moines;

Basic Services of the Consultant	**$239,000.00**
Resident Consultant Services	**59,000.00**
Total	**$298,000.00**

therefore,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WEST DES MOINES, IOWA, that HDR Engineering, Inc. is hereby directed to prepare Plans, Specifications, Form of Contract, and Estimate of Cost for the above named public project.

BE IT FURTHER RESOLVED, that the City Clerk is authorized and directed to enter into an agreement with HDR Engineering, Inc., for the cost indicated above as payment by the City of West Des Moines for the services indicated.

PASSED AND APPROVED this 4th day of **May, 2015.**

Steven K. Gaer, Mayor

ATTEST:

Ryan T. Jacobson, City Clerk

AGREEMENT FOR PROFESSIONAL CONSULTING SERVICES

This Agreement is made and entered into this _____ day of _____, 2015, by and between the CITY OF WEST DES MOINES, a municipal corporation, hereinafter referred to as "City", and HDR ENGINEERING, INC., (Fed. I.D. #47-0680568), a professional corporation incorporated and licensed under the laws of the State of Iowa, party of the second part, hereinafter referred to as "Consultant" as follows:

THE CITY HEREBY AGREES TO RETAIN THE CONSULTANT FOR THE PROJECT AS DESCRIBED IN THIS AGREEMENT AND CONSULTANT AGREES TO PERFORM THE PROFESSIONAL SERVICES AND FURNISH THE NECESSARY DOCUMENTATION FOR THE PROJECT AS GENERALLY DESCRIBED IN THIS AGREEMENT.

1. SCOPE OF SERVICES

   Services provided under this Agreement shall be as further described in Attachment 1, Scope of Services.

2. SCHEDULE

   The schedule of the professional services to be performed shall conform to the Schedule set forth in Attachment 2. Any deviations from the Schedule shall be approved by the authorized City representative. The City agrees that the Consultant is not responsible for delays arising from a change in the scope of services, a change in the scale of the Project or delays resulting from causes not directly or indirectly related to the actions of the Consultant.

3. COMPENSATION

   A. In consideration of the professional services provided herein, the City agrees to pay the Consultant the following sum NOT-TO-EXCEED, including any authorized reimbursable expenses, pursuant to the Schedule of Fees set forth in Attachment 3.

I. Basic Services of the Consultant	$239,000.00
II. Resident Consultant Services	$59,000.00

   B. The Consultant shall invoice the City monthly for services, any reimbursable expenses and any approved amendments to this Agreement, based upon services actually completed at the time of the invoice. Final payment shall be due and payable within 30 days of the City's acceptance of Consultant's submission of final deliverables in accordance with the Scope of Services.

   C. In consideration of the compensation paid to the Consultant, the Consultant agrees to perform all professional services to the satisfaction of the City by performing the professional services in a manner consistent with that degree of care and skill ordinarily exercised by members of Consultant's profession currently practicing under similar circumstances. If the performance of this Agreement involves the services of others or the furnishing of equipment, supplies, or materials, the Consultant agrees to pay for the same in full.

4. INSURANCE

   A. Consultant understands and agrees that Consultant shall have no right of coverage under any and all existing or future City comprehensive, self or personal injury policies. Consultant shall provide insurance coverage for and on behalf of Consultant that will sufficiently protect Consultant or Consultant' representative(s) in connection with the professional services which are to be provided by Consultant pursuant to this Agreement, including protection from claims for bodily injury, death, property damage, and lost income. Consultant shall provide worker's compensation insurance coverage for Consultant and all Consultant's personnel. Consultant shall file applicable

insurance certificates with the City, and shall also provide evidence of the following additional coverage.

B. The Consultant shall provide evidence of comprehensive general liability coverage and contractual liability insurance by an insurance company licensed to do business in the State of Iowa in the limits of at least $1,000,000 each personal injury accident and/or death; $1,000,000 general aggregate personal injury and/or death; and $1,000,000 for each property damage accident. The evidence shall designate the City as an additional insured, and that it cannot be canceled or materially altered without giving the City at least thirty (30) days written notice by registered mail, return receipt requested.

C. The Consultant shall also provide evidence of automobile liability coverage in the limits of at least $1,000,000 bodily injury and property damage combined. The evidence shall designate the City as an additional insured, and that it cannot be cancelled or materially altered without giving the City at least thirty (30) days written notice by registered mail, return receipt requested.

D. The Consultant shall provide evidence of professional liability insurance, by an insurance company licensed to do business in the State of Iowa, in the limit of $1,000,000 for claims arising out of the professional liability of the Consultant. Consultant shall provide City written notice within five (5) days by registered mail, return receipt requested of the cancellation or material alteration of the professional liability policy.

E. Failure of Consultant to maintain any of the insurance coverages set forth above shall constitute a material breach of this Agreement.

5. NOTICE

Any notice to the parties required under this agreement shall be in writing, delivered to the person designated below, by United States mail or in hand delivery, at the indicated address unless otherwise designated in writing.

FOR THE CITY:

Name: City of West Des Moines
Attn: Ryan T. Jacobson, City Clerk
Address: 4200 Mills Civic Parkway
City, State: West Des Moines, IA 50265-0320

FOR THE CONSULTANT:

Name: HDR Engineering, Inc.
Attn: Mark A. Duben, P.E.
Address: 300 E. Locust Street, Suite 210
City, State: Des Moines, IA 50309-1823

6. GENERAL COMPLIANCE

In the conduct of the professional services contemplated hereunder, the Consultant shall comply with applicable state, federal, and local law, rules, and regulations, technical standards, or specifications issued by the City. Consultant must qualify for and obtain any required licenses prior to commencement of work, including any professional licenses necessary to perform work within the State of Iowa.

7. STANDARD OF CARE

Services provided by the Consultant under this Agreement shall be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances.

8. INDEPENDENT CONTRACTOR

Consultant understands and agrees that the Consultant and Consultant's employees and representatives are not City employees. Consultant shall be solely responsible for payment of salaries, wages, payroll taxes, unemployment benefits, or any other form of compensation or benefit

to Consultant or Consultant's employees, representatives or other personnel performing the professional services specified herein, whether it be of a direct or indirect nature. Further, it is expressly understood and agreed that for such purposes neither Consultant nor Consultant's employees, representatives or other personnel shall be entitled to any City payroll, insurance, unemployment, worker's compensation, retirement, or any other benefits whatsoever.

9. NON-DISCRIMINATION

Consultant will not discriminate against any employee of applicant for employment because of race, color, sex, national origin, religion, age, handicap, or veteran status. Consultant will, where appropriate or required, take affirmative action to ensure that applicants are employed, and that employees are treated, during employment, without regard to their race, color, sex, or national origin, religion, age, handicap, or veteran status. Consultant will cooperate with the City in using Consultant's best efforts to ensure that Disadvantaged Business Enterprises are afforded the maximum opportunity to compete for subcontracts of work under this Agreement.

10. HOLD HARMLESS

Consultant agrees to indemnify and hold harmless the City, its officers, agents, and employees from any and all claims, settlements and judgments, to include all reasonable investigative fees, attorney's fees, and court costs for any damage or loss which is due to or arises from a breach of this Agreement, or from negligent acts, errors or omissions in the performance of professional services under this Agreement and those of its sub consultants or anyone for whom Consultant is legally liable.

11. ASSIGNMENT

Consultant shall not assign or otherwise transfer this Agreement or any right or obligations therein without first receiving prior written consent of the City.

12. APPROPRIATION OF FUNDS

The funds appropriated for this Agreement are equal to or exceed the compensation to be paid to Consultant. The City's continuing obligations under this Agreement may be subject to appropriation of funding by the City Council. In the event that sufficient funding is not appropriated in whole or in part for continued performance of the City's obligations under this Agreement, or if appropriated funding is not expended due to City spending limitations, the City may terminate this Agreement without further compensation to the Consultant. To the greatest extent allowed by law, the City shall compensate Consultant as provided in Section 18(B) of this Agreement.

13. AUTHORIZED AMENDMENTS TO AGREEMENT

A. The Consultant and the City acknowledge and agree that no amendment to this Agreement or other form, order or directive may be issued by the City which requires additional compensable work to be performed if such work causes the aggregate amount payable under the amendment, order or directive to exceed the amount appropriated for this Agreement as listed in Section 3, above, unless the Consultant has been given a written assurance by the City that lawful appropriation to cover the costs of the additional work has been made.

B. The Consultant and the City further acknowledge and agree that no amendment to this Agreement or other form, order or directive which requires additional compensable work to be performed under this Agreement shall be issued by the City unless funds are available to pay such additional costs, and the Consultant shall not be entitled to any additional compensation for any additional compensable work performed under this Agreement. The Consultant expressly waives any right to additional compensation, whether in law or equity, unless prior to commencing the additional work the Consultant was given a written amendment, order or directive describing the additional compensable work to be performed and setting forth the amount of compensation to be paid, such amendment, order or directive to be signed by the authorized City representative.

It is the Consultant's sole responsibility to know, determine, and ascertain the authority of the City representative signing any amendment, directive or order.

14. OWNERSHIP OF CONSULTING DOCUMENTS

All sketches, tracings, plans, specifications, reports, and other data prepared under this Agreement shall become the property of the City; a reproducible set shall be delivered to the City at no additional cost to the City upon completion of the plans or termination of the services of the Consultant. All drawings and data shall be transmitted in a durable material, with electronic files provided when feasible to do so. The Consultant's liability for use of the sketches, tracings, plans, specifications, reports, and other data prepared under this Agreement shall be limited to the Project.

15. INTERPRETATION

No amendment or modification of this Agreement shall be valid unless expressed in writing and executed by the parties hereto in the same manner as the execution of the Agreement. This is a completely integrated Agreement and contains the entire agreement of the parties; any prior written or oral agreements shall be of no force or effect and shall not be binding upon either party. The laws of the State of Iowa shall govern and any judicial action under the terms of this Agreement shall be exclusively within the jurisdiction of the district court for Polk County, Iowa.

16. COMPLIANCE WITH FEDERAL LAW

To the extent any federal appropriation has or will be provided for the Project, or any federal requirement is imposed on the Project, Consultant agrees that Consultant will comply with all relevant laws, rules and regulations imposed on City and/or Consultant necessary for receipt of the federal appropriation. Consultant shall provide appropriate certification regarding Consultant's compliance.

17. SOLICITATION AND PERFORMANCE

A. The Consultant warrants that it has not employed or retained any company or person, other than a bona fide employee working for the Consultant, to solicit or secure this Agreement, and that the Consultant has not paid or agreed to pay any company or person other than a bona fide employee, any fee, commission, percentage, brokerage fee, gift or contingent fee.

B. The Consultant shall not engage the services of any person or persons in the employ of the City at the time of commencing such services without the written consent of the City.

18. SUSPENSION AND TERMINATION OF AGREEMENT

A. The right is reserved by the City to suspend this Agreement at any time. Such suspension may be effected by the City giving written notice to the Consultant, and shall be effective as of the date established in the suspension notice. Payment for Consultant's services shall be made by the City for services performed to the date established in the suspension notice. Should the City reinstate the work after notice of suspension, such reinstatement may be accomplished by thirty (30) days written notice within a period of six (6) months after such suspension, unless this period is extended by written consent of the Consultant.

B. Upon ten (10) days written notice to the Consultant, the City may terminate the Agreement at any time if it is found that reasons beyond the control of either the City or Consultant make it impossible or against the City's interest to complete the Agreement. In such case, the Consultant shall have no claims against the City except for the value of the work performed up to the date the Agreement is terminated.

C. The City may also terminate this Agreement at any time if it is found that the Consultant has violated any material term or condition of this Agreement or that Consultant has failed to maintain workers' compensation insurance or other insurance provided for in this Agreement. In the event

of such default by the Consultant, the City may give ten (10) days written notice to the Consultant of the City's intent to terminate the Agreement. Consultant shall have ten (10) days from notification to remedy the conditions constituting the default.

D. In the event that this Agreement is terminated in accordance with paragraph C of this section, the City may take possession of any work and may complete any work by whatever means the City may select. The cost of completing said work shall be deducted from the balance which would have been due to the Consultant had the Agreement not been terminated and work completed in accordance with contract documents.

E. The Consultant may terminate this Agreement if it is found that the City has violated any material term or condition of this Agreement. In the event of such default by the City, the Consultant shall give ten (10) days written notice to the City of the Consultant's intent to terminate the Agreement. City shall have ten (10) days from notification to remedy the conditions constituting the default.

19. TAXES

The Consultant shall pay all sales and use taxes required to be paid to the State of Iowa on the work covered by this Agreement. The Consultant shall execute and deliver and shall cause any sub-consultant or subcontractor to execute and deliver to the City certificates as required to permit the City to make application for refunds of said sales and use taxes as applicable. The City is a municipal corporation and not subject to state and local tax, use tax, or federal excise taxes.

20. SEVERABILITY

If any portion of this Agreement is held invalid or unenforceable by a court of competent jurisdiction, the remaining portions of this Agreement shall continue in full force and effect.

21. MISCELLANEOUS HEADINGS

Title to articles, paragraphs, and subparagraphs are for information purposes only and shall not be considered a substantive part of this Agreement.

22. FURTHER ASSURANCES

Each party hereby agrees to execute and deliver such additional instruments and documents and to take all such other action as the other party may reasonably request from time to time in order to effect the provisions and purposes of this Agreement.

23. COUNTERPARTS

This Agreement may be executed in any number of counterparts, each of which shall constitute an original document, no other counterpart needing to be produced, and all of which when taken together shall constitute the same instrument.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized officers or agents on the day and year first above written.

CONSULTANT	CITY OF WEST DES MOINES
BY:_____	BY:_____
Matthew B. Tondl, Senior Vice President	Ryan T. Jacobson, City Clerk

ATTACHMENT 1

SCOPE OF SERVICES

ALLUVION BOOSTER STATION

City Project Number 0510-027-2015

This Scope of Services is for HDR Engineering, Inc. ("**CONSULTANT**") to provide engineering design, bidding, and construction phase services to the City of West Des Moines, Iowa ("**CITY**") related to the Alluvion Booster Station project. The scope of services to be performed by CONSULTANT shall be completed in accordance with generally accepted standards of practice and shall include the services and supplies to complete the following tasks:

Task Series 100 – Design Phase Services
Task Series 200 – Bidding Phase Services
Task Series 300 – Construction Administration Services
Task Series 400 – Construction Observation Services

PROJECT DESCRIPTION

Microsoft is developing a new Alluvion Data Center (ADC) campus in West Des Moines. At planned build-out, the campus will consist of numerous buildings, each utilizing evaporative cooling technology for building cooling when temperatures generally reach 70 degrees F and higher. This evaporative cooling technology will utilize municipal potable water, creating a significant additional water demand for West Des Moines Water Works (WDMWW) to accommodate.

The ADC campus will receive potable water from WDMWW with supply from Des Moines Water Works (DMWW). DMWW will construct and operate an aquifer storage and recovery (ASR) well near the Alluvion site to reduce the peak seasonal stresses to the municipal water supply system. The City of West Des Moines and WDMWW will construct and operate a new booster station to provide redundant water supply to the Alluvion site. This new booster station will be located on a City-owned site near the intersection of Veteran's Parkway and Army Post Road. Both the new booster station and the existing S. 22nd Street Booster Station will supply the ADC campus through a looped water distribution system network being constructed by the City of West Des Moines and WDMWW.

Task Series 100 – Design Phase Services
Objective: Develop the project design, drawings, specifications, and contract documents for bidding and construction of the project. Provide project management activities over project duration, including team management and project control, project planning, and liaison with CITY. Design Phase Services are anticipated to include the following activities:

Task 101 – Team Management and Project Control
Task 102 – Project Planning
Task 103 – Kickoff Meeting

Task 104 – Background Data
Task 105 – Quality Control
Task 111 – Site Survey and Base Mapping
Task 112 – Geotechnical Exploration and Report
Task 121 – Local, State, and Federal Permits
Task 131 – Design Memorandum
Task 132 – Pre-Design Meeting
Task 141 – Preliminary (50%) Design Drawings
Task 142 – Preliminary (50%) Design Specifications List
Task 143 – Preliminary (50%) Opinion of Probable Project Cost and Construction Schedule
Task 144 – Preliminary (50%) Design Review
Task 151 – Final (90%) Design Drawings
Task 152 – Final (90%) Design Specifications and Front End Documents
Task 153 – Final (90%) Opinion of Probable Project Cost and Construction Schedule
Task 154 – Final (90%) Design Review
Task 161 – Final Bidding Documents
Task 162 – Final Bidding Opinion of Probable Project Cost and Construction Schedule
Task 163 – Final Bidding Documents Submittal

Task Series 200 – Bidding Phase Services
Objective: Assist CITY in bidding and award to a Contractor for construction of the project. Bidding Phase Services are anticipated to include the following activities:

Task 201 – Team Management and Project Control
Task 211 – Notice of Project
Task 212 – Distribute Bidding Documents
Task 213 – Maintain Official Plan Holders List
Task 221 – Respond to Inquiries
Task 231 – Addenda
Task 241 – Pre-Bid Meeting
Task 251 – Bid Opening
Task 261 – Bid Tabulation
Task 271 – Award of Contract
Task 281 – Contract Documents
Task 291 – Conformed Construction Documents

Task Series 300 – Construction Administration Services
Objective: Assist CITY during construction of the project. Construction Phase Services re anticipated to include the following activities:

Task 301 – Team Management and Project Control
Task 311 – Pre-Construction Conference
Task 321 – Submittal Review
Task 331 – Requests for Information
Task 341 – Payment Requests
Task 351 – Change Order Requests

Task 361 – Construction Progress Meetings
Task 371 – Construction Site Visits
Task 372 – Startup Services
Task 381 – Construction Pre-Final Review
Task 382 – Construction Final Review
Task 391 – Record Drawings

Task Series 400 – Construction Observation Services
Objective: Provide a Resident Project Representative (RPR) to assist CITY during construction of the project (to be determined by CITY whether CONSULTANT or CITY will provide the RPR for the project).

Task 401 – Resident Project Representative

Basic Services of the Consultant include Task Series 100 through 300

Resident Consultant Services include Task Series 400

ATTACHMENT 2

PROJECT SCHEDULE

The scope of services shall be completed in accordance with the following schedule unless modified by mutual agreement or by factors beyond the control of CONSULTANT:

Task Series 100 – Design Phase Services	6 Months after Notice to Proceed
Task Series 200 – Bidding Phase Services	9 Months after Notice to Proceed
Task Series 300 – Construction Administration Services	15 Months after Notice to Proceed
Task Series 400 – Construction Observation Services	15 Months after Notice to Proceed

ATTACHMENT 3

SCHEDULE OF FEES

HDR Standard Fee Schedule

Schedule of Billing Rates by Classification

Classification	Hourly Rate
Project Principal	$180-$310
Project Manager	$160-$260
Senior Technical Advisor/QC	$180-$280
Civil Engineer	$75-$195
Geotechnical Engineer	$90-$215
Process Engineer	$75-$195
Structural Engineer	$100-$195
Mechanical Engineer	$90-$195
Electrical Engineer	$90-$195
Instrumentation Engineer	$90-$195
Environmental Engineer	$75-$195
Architect	$90-$195
CADD Technician	$65-$135
Construction Observer	$75-$145
Public Outreach	$65-$135
Administrative Assistant	$45-$90
Project Controller	$80-$110

Reimbursable Expenses

- Auto mileage will be reimbursed on the basis of $0.575 per mile, the current 2015 allowed IRS rate.
- Telephone, postage, and copy costs will be invoiced as actual costs incurred.
- Computer charges will be invoiced at a rate of $3.70 for each labor hour, the current 2015 allocated rate.

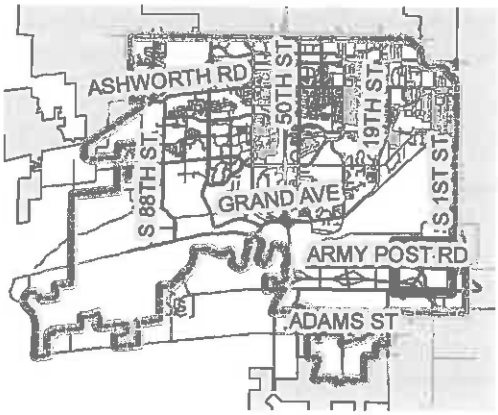
Subconsultants

- Subconsultants will be reimbursed at invoice plus 5 percent markup.

Annual Adjustments

The Billing Rates and Reimbursable Expenses are effective as of January 1, 2015 and will be adjusted annually to reflect equitable changes in the compensation payable to Engineer.

VICINITY MAP



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LEGEND

PROJECT LOCATION

THE CITY OF WEST DES MOINES

CITY OF WEST DES MOINES
ENGINEERING SERVICES
4200 MILLS CIVIC PARKWAY
WEST DES MOINES, IOWA 50265
PH: (515) 222-3620 FAX: (515) 273-0602

PROJECT: **ALLUVION WATER BOOSTER STATION**		
		Project No. 0510-027-2015
LOCATION: **LOCATION MAP**		
DRAWN BY: BJM	DATE: 4/28/2015	SHT. 1 OF 1