CITY OF WEST DES MOINES
CITY COUNCIL MEETING COMMUNICATION

DATE: August 20, 2018

ITEM: Motion – Approval of Professional Services Agreement – Hidden Point Park Construction Documents

FINANCIAL IMPACT: Not-to-exceed expense of $77,275.00 including authorized reimbursable expenses to be paid from G/L account 500.000.000.5250.490. Funding will be covered out of available funds in the FY 18-19 CIP from the Hidden Point Park project (Project No. 0525 055-0510 082 2017). There is a total budget of $606,500 including the grading of the site ($314,500 FY 17-18), and construction of the playground, sidewalks and parking lot ($292,000 FY 18-19). It is also anticipated to add additional funding ($292,000 FY 19-20) for the shelter and restrooms. The construction documents will include all of these items.

BACKGROUND: The Council is asked to approve an agreement with Bolton & Menk, Inc. for professional services for final design and construction documentation for Hidden Point Park, a new neighborhood park located on the north side of Pheasant Ridge off of S. Hidden Point Court. Scope of work includes additional topographic survey as needed, final design/detailing of approved site plan amenities, and construction administration for playgrounds, boardwalk/overlook, bioretention, site utilities for shelter/restroom, final grading, parking lot, and sidewalks/trails. Fees also include resident project observation as needed.

The agreement with Bolton & Menc, Inc. is attached along with their proposal, scope of services, and schedule. Bolton & Menc previously prepared the Site Plan for the park, and conducted public input and site plan approval process. The consultant was selected as a continuation of this project, and due to their past experience on other City projects and experience in this type of work. The City retains professional consultants based on their past work experience, qualifications, and availability. City staff attempts to distribute professional services 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: That the City Council approve the agreement with Bolton & Menc, Inc.

Lead Staff Member: David Sadler, Superintendent of Parks

STAFF REVIEWS

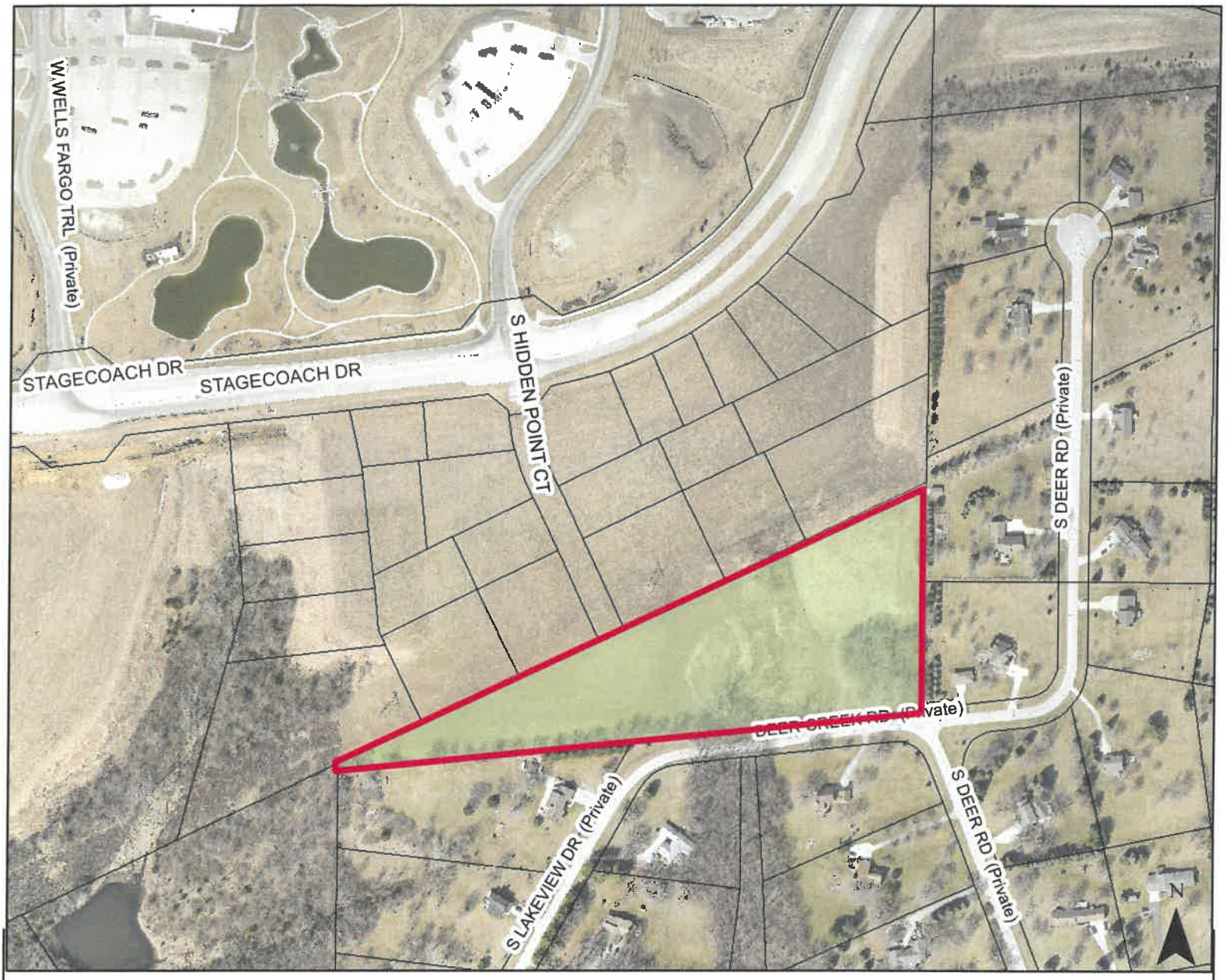
Department Director	Sally Ortgies, Director of Parks & Recreation
Appropriations/Finance	Tim Stiles, Finance Director
Legal	Richard Scieszinski, City Attorney
Agenda Acceptance	

PUBLICATION(S) (if applicable)

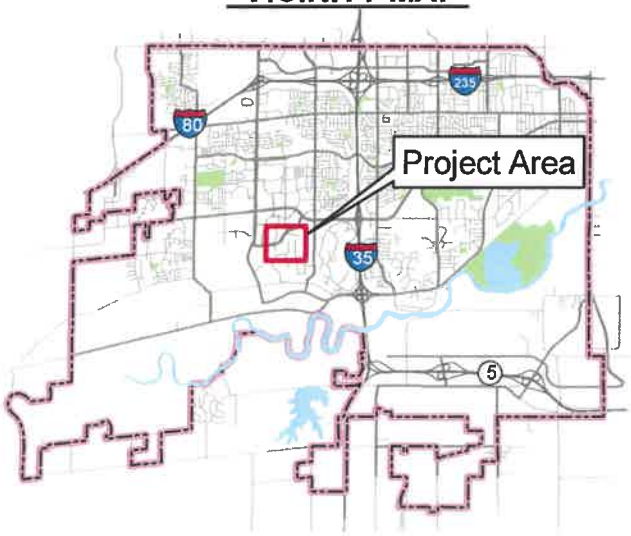
Published In	
Dates(s) Published	

SUBCOMMITTEE REVIEW (if applicable)

Committee			
Date Reviewed			
Recommendation	Yes	No	Split



VICINITY MAP



LEGEND

Project Location

0 200 400 Feet

THE CITY OF WEST DES MOINES

PROJECT: **HIDDEN POINT PARK**

LOCATION: **STAGECOACH DR AND S. HIDDEN POINT CT**

DRAWN BY: MAA	DATE: 10/11/2017	PROJECT NO.: -	SHT. 1 of 1

AMENDMENT No. 1
TO THE AGREEMENT FOR PROFESSIONAL CONSULTING SERVICES
WDM Project # 0510-092-2017
HIDDEN POINT PARK

This AMENDMENT made and entered into this _____ day of _____, 2018, by and between the CITY OF WEST DES MOINES, a municipal corporation, hereinafter referred to as "City", and Bolton & Menk, Inc., (Fed. I.D. #41-0832249), 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, hereby amends the original Agreement dated 16th October, 2017:

1. SCOPE OF SERVICES

Services as described in the Agreement for Hidden Point Park (Project No. 0510-092-2017), Attachment 1 Scope of Services are amended as follows:

I. Basic Services of the Consultant – Provide basic consultant services for final design and construction documentation of Hidden Point Park approved site plan. Services will include additional topographic survey, final design, construction document preparation, and bidding services, as identified in Attachment 1.

II. Resident Consultant Services – Provide resident consultant services during construction for proposed improvements. Service will include construction administration, resident project observation, and compliance verification services, as identified in Attachment 1.

2. SCHEDULE

The schedule as described in the Agreement, Attachment 2 Project Schedule are amended as follows: No Change.

3. COMPENSATION

In consideration of the additional professional services provided, the City agrees to pay the Consultant the additional fee to increase the original fee NOT-TO-EXCEED, including any authorized reimbursable expenses, pursuant to the Schedule of Fees set forth in The Agreement, Attachment 3.

Task No.	Task Description	Original Fee	Additional Fee	Total Fee
I	Basic Services of the Consultant	$ 35,500.00	$44,385.00	$79,885.00
II	Resident Consultant Services	$0.00	$32,890.00	$32,890.00
	Total	$35,500.00	$77,275.00	$112,775.00

This AMENDMENT is subject to all provisions of the original agreement. This AMENDMENT together with the Agreement represents the entire and integrated AGREEMENT between the City and Consultant, as executed on the date written above.

CONSULTANT

BY:_____
Jim Harbaugh, PLA – Principal

CITY OF WEST DES MOINES

BY:_____
Ryan T. Jacobson, City Clerk

ATTACHMENT 1

SCOPE OF SERVICES

DESCRIPTION OF PROJECT AND SCOPE OF IMPROVEMENTS
Basic Services of the Consultant – Consultant agrees to provide professional services required for the final design of Hidden Point Park Project (0510-092-2017). The work will consist of completing additional topographic survey at sidewalk connection to Deer Creek Road, minor revisions to the approved site plan (not resubmitting site plan), final design/detailing of approved site plan amenities, layout and detailing of playgrounds, design and detailing of boardwalk/overlook, design and detailing of rain garden/bio-retention area, final design of utilities & coordination, final grading and design of parking lot and sidewalks, and required permit activities. Excluded from this Scope of Services is the design and detailing of the tennis and basketball courts and associated plan components.

I.A. Basic Scope of Services

1. Project Management and Coordination – General day to day communication between City staff and Consultant. Bolton & Menk will coordinate and communicate project tasks, deliverables and design coordination with City staff, providing regular feedback and project updates.

2. Topographic Survey – Collect topographic survey information for portion of proposed sidewalk that will connect the proposed trail to Deer Creek Road, as indicated on the approved site plan. This will include:
    - Existing utility locations based on Iowa One Call Design Request locates
    - Property lines and easements
    - Edge of Deer Creek Rd pavement
    - Existing topography

3. Final Design – Consultant will complete final site plan design of proposed amenities identified in the approved site plan. The following included a list of proposed amenities and a description of each, to be included:
    - Parking lot and entry driveway.
        - Parking lot is preliminarily designed as concrete pavement.
    - Restroom.
        - The restroom building is proposed as a pre-engineered structure manufactured by Romtec, model #2024, 16'-8" x 16'-8".
        - The block color will be Dark Oak.
        - Utilities for this facility are included in the approved site plan. Minor modifications to the locations on utility drawings may be required.
    - Shelter.
        - The shelter is proposed as a pre-engineered structure manufactured by Poligon, model # DB3, 20' x 25' with dormers.
        - Shelter columns will not include stone/masonry bases.
        - Final color for all components to be determined by City Staff.
    - Playgrounds.
        - Separate playgrounds for ages 2-5 and 5-12 are proposed.
        - Final design of the playgrounds will be based off proposed playground equipment plan that will be provided to Bolton & Menk from playground consultant selected by City staff.
        - Bolton & Menk will include construction details and specifications in the

construction documents, as provided by playground consultant.
    - Bolton & Menk will provide design and construction details for engineered wood fiber playground surfacing and concrete edge restraint.
    - Resilient tile surfacing will be specified for accessible routes to specific playground components
- Boardwalk/Overlook.
    - Bolton & Menk will provide final design and detailing of the boardwalk
    - Structural engineering will not be provided. Bolton & Menk will require structural engineer approved shop drawings to be provided by the Contractor as part of the submittal review process.
    - The decking material for the boardwalk to be a composite decking material, as directed by City staff.
- Site Furnishings.
    - Bolton & Menk will include locations and installation details for bike racks, benches, litter receptacles and picnic tables.
    - Product info including manufacturer, type, color, etc. for site furnishings to be selected by City staff and provided to Consultant.
- Landscape Plan.
    - Bolton & Menk will prepare final landscape plans for the entire park.
    - The landscape plan will include groundcover/perennial, shrub and tree plantings, as well as seeding.
    - It is our understanding that the previously prepared planting plan will be modified to include additional planting areas around the shelter, restroom and playground areas.
- Rain Garden/Bio-retention Area.
    - Per City direction, Bolton & Menk will layout, design and detail a rain garden/bio-retention area to collect runoff from a portion of the proposed parking lot.
    - Based on discussions with City staff, changes or amendments to the approved site plan and/or drainage report will not be required.

4. Construction Documentation – Consultant will provide construction documentation of the items identified in Section 3 – Final Design. Minor modifications to previously prepared construction documents are anticipated. Construction documents will include:

- General notes, cover sheet, and tabulations
- Removals plan
- Site grading plan
- Utilities plan
- Landscape/Planting Plan
- Shelter and Restroom Plan
- Construction Details
- Project specifications
- Stormwater management plan preparation and management will be Contractor provided bid items per the Contract Documents.
- Engineer's Opinion of Probable Costs (OPC)

Consultant will conduct 60% and 90% progress review meetings with City staff to collect feedback, confirm design and coordinate next steps. Following the 90% document review, the

Consultant will incorporate design review comments prior to final issuance of specifications and construction drawings.

5. Bidding Phase Services – Consultant will provide the following services:
   - Preparation of bid package documents, to include City of West Des Moines standard front-end specifications and procurement documents.
   - Assist the City of West Des Moines answering any bid phase questions
   - Prepare and issue up to two (2) addenda if required
   - Attend bid opening and assist in determining lowest responsible bidder
   - Develop recommendation letter of award

6. Construction Observation/Administration - The Consultant will provide the following construction administration services:
   a) Convene and preside over a preconstruction conference. Preconstruction conference attendees will include:
      i) City staff
      ii) Representatives from the contractor, subcontractors and suppliers
      iii) Representatives from affected utility companies
      iv) Bolton & Menk staff
   b) Provide supervision and support to resident project representative and perform regular on-site reviews
   c) Convene and preside over construction progress meetings, up to five (5)
   d) Prepare change orders and written directives as needed
   e) Review and approve shop drawings, materials lists, suppliers lists, and other required submittals by contractor (up to 12 hours)
   f) Assist the resident project representative with the preparation, review and approval of partial pay requests
   g) Obtain additional information from City staff, when required for proper execution of the work
   h) Support construction close-out with following tasks:
      - Conduct an on-site review of the project with City staff, contractor's representatives, and other stakeholders as appropriate
      - Develop an itemized list of construction issues to be corrected or resolved
      - Monitor completion of the punch list items by the contractor
      - Conduct a final project walk through with the City and the contractor to verify that all punch list items have been completed to the satisfaction of the City
      - Prepare final pay estimate and submit to contractor for review and approval. Resolve any issues regarding pay item quantities with the contractor.
      - Secure all other documentation required from contractor for project close-out required by the City.
   i) The Consultant will provide a Resident Project Representative (RPR) during construction activities. The RPR is programmed for 16 hours per week for an estimated ten (10) week construction period.
   j) The Consultant will provide plan interpretation, as-constructed electronic and hard copy drawings and establishing necessary property corners.

ATTACHMENT 2

PROJECT SCHEDULE

The anticipated project schedule:

Final Design and Construction Documentation	August – November 2018
Project Letting	January 2019
Construction	April 2019 – June 2019
*Anticipate 10 weeks of construction	