CITY OF WEST DES MOINES
CITY COUNCIL MEETING COMMUNICATION

DATE: March 16, 2020

ITEM:

Motion – Approving Amendment No. 1 to Professional Services Agreement
Human Services Improvements – Phase 2

FINANCIAL IMPACT:

The original Professional Services Agreement included a maximum fee of $15,050.00 for Basic Services of the Consultant and $7,950.00 for Resident Consultant Services. Amendment No. 1 increases the Basic Services of the Consultant by $4,400.00 and the Resident Consultant Services by $700.00. The new maximum not-to-exceed fee thus becomes $28,100.00. All costs for these services can be paid from account no. 500.000.000.5250.495 with ultimate funding intended to come from General Funds.

BACKGROUND:

OPN Architects, Inc. is working under an existing Agreement dated August 5, 2019 to perform the professional services necessary for the Phase 2 Improvements at the West Des Moines Human Services Facility located at 139 6th Street. Improvements include renovation to the lobby and reception space to improve security and reception visibility.

Amendment No. 1 includes additional Basic Services of the Consultant and Resident Consultant Services to incorporate a new conference room adjacent to the reception/waiting area.

The Engineering Services Department retains professional consultants based on their past work experience, qualifications of their staff, familiarity with the project, staffing availability, and past performance. Once a firm has been selected based on the above criteria, City staff then negotiates a fee with the consultant for performing the desired scope of services. 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.

This agenda item was distributed to the Public Services Subcommittee by e-mail only since there was no meeting.

OUTSTANDING ISSUES: None.

RECOMMENDATION:

City Council Adopt:

- Motion Approving Amendment No. 1 to Professional Services Agreement for Human Services Improvements – Phase 2.

Lead Staff Member: Brian J. Hemesath, P.E., City Engineer

STAFF REVIEWS

Department Director	Brian J. Hemesath, P.E., City Engineer
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

AMENDMENT NO. 1
TO THE AGREEMENT FOR PROFESSIONAL CONSULTING SERVICES

This AMENDMENT is made and entered into this 16th day of March, 2020, by and between the CITY OF WEST DES MOINES, a municipal corporation, hereinafter referred to as "City", and OPN Architects, (Fed. I.D. #42-1043334), a professional corporation incorporated and licensed under the laws of the State of Iowa, party of the second part, hereinafter referred to as "Consultant", hereby amends the original Agreement dated August 5, 2019 as follows:

1. SCOPE OF SERVICES

   The Scope of Services as described in the original Agreement for the **West Des Moines ~~Valley~~ DMS Human Services Phase 2 Reception Remodel (Project No. 0510-050-2015)**, Attachment 1 are amended as follows:

   Architectural and engineering services to incorporate a new conference room adjacent to the reception/waiting area.

2. SCHEDULE

   The Project Schedule of the professional services as described in the original Agreement, Attachment 2 is amended as follows: No Change.

3. COMPENSATION

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

Additional Fee Summary	
Architectural	$1,600.00
MEPT	$3,500.00
Total	$5,100.00

	Original Fee	Additional Fee	Total Fee
I. Basic Services of the Consultant	$13,800.00	$4,400.00	$18,200.00
II. Cost Estimation Services	$500.00	$0.00	$500.00
III. Resident Consultant Services	$7,950.00	$700.00	$8,650.00
IV. Estimated Reimbursable Expenses	$750.00	$0.00	$750.00
Total Services	**$23,000.00**	**$5,100.00**	**$28,100.00**

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.

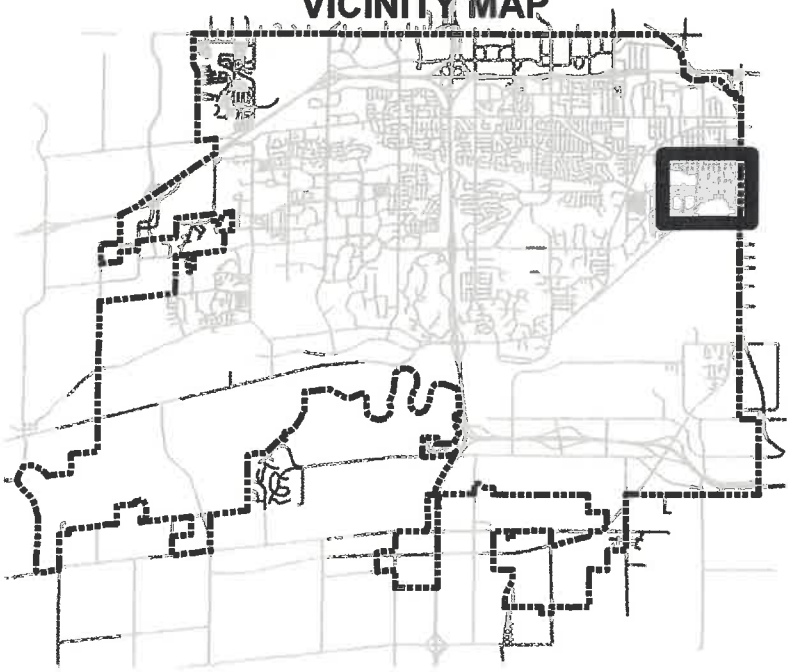
OPN Architects, Inc.

BY: _____
Rick Seely, AIA, Principal

CITY OF WEST DES MOINES

BY: _____
Ryan T. Jacobson, City Clerk

VICINITY MAP



LEGEND

PROJECT LOCATION

N
W E
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THE CITY OF WEST DES MOINES

PROJECT:

Human Services Improvements - Phase 2

LOCATION: 139 6th Street

DRAWN BY: JDR	DATE: 7/25/2019	PROJECT NUMBER/NAME: 0510-050-2015	SHT. 1 of 1