CITY OF WEST DES MOINES
CITY COUNCIL MEETING COMMUNICATION

DATE: November 2, 2020

ITEM:

Resolution - Approving Professional Services Agreement
South Grand Prairie Parkway – Booneville Road to Grand Avenue

FINANCIAL IMPACT:

The cost of the Professional Services Agreement associated with the design of this project is anticipated not to exceed $534,800.00 for Basic Services. In addition, the cost for performing Resident Consultant Services will not exceed $412,500.00. 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 account no. 500.000.000.5250.495 with the ultimate funding intended to come from TIF bond proceeds.

BACKGROUND:

Approval of this action authorizes HR Green, Inc. to perform the professional services necessary for the construction of South Grand Prairie Parkway from Booneville Road to Grand Avenue as part of the proposed Ginger West development. South Grand Prairie Parkway (major arterial) will ultimately be a six-lane divided urban roadway, but only three lanes will be constructed as part of the initial construction. The project will include grading, storm sewer, watermain, fiber, paving, multi-use trail, and other miscellaneous work.

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.

OUTSTANDING ISSUES: None.

RECOMMENDATION:

City Council Adopt:

- Resolution Approving Professional Services Agreement for South Grand Prairie Parkway – Booneville Road to Grand Avenue.

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	Public Services		
Date Reviewed	October 26, 2020		
Recommendation	Yes	No	Split

RESOLUTION APPROVING PROFESSIONAL SERVICES AGREEMENT

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

South Grand Prairie Parkway – Booneville Road to Grand Avenue
Project No. 0510-012-2021

and,

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

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

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

Basic Services of the Consultant	**$534,800.00**
Resident Consultant Services	**$412,500.00**
Total	**$947,300.00**

therefore,

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

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

PASSED AND APPROVED on this **2nd** day of **November, 2020.**

Steven K. Gaer, Mayor

ATTEST:

Ryan T. Jacobson, City Clerk

AGREEMENT FOR PROFESSIONAL CONSULTING SERVICES

This Agreement is made and entered into this 2nd day of November, 2020, by and between the CITY OF WEST DES MOINES, a municipal corporation, hereinafter referred to as "City", and HR Green, Inc., (Fed. I.D. # 42-0927178), 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 for the South Grand Prairie Parkway from Boonville Road to Grand Avenue (Project No. 0510-012-2021) 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	$534,800
II. Resident Consultant Services	$412,500
Total	$947,300

   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: HR Green, Inc.
Attn: Casey Patton, PE
Address: 5525 Merle Hay Road, Suite 200
City, State: Johnston, IA 50131

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 age, color, creed, disability, gender identity, national origin, race, religion, sex, sexual orientation, 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 age, color, creed, disability, gender identity, national origin, race, religion, sex, sexual orientation, 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.

HR Green, Inc.

BY: _____
David R. Dougherty, P.E.
President-Transportation

CITY OF WEST DES MOINES

BY: _____
Ryan T. Jacobson, City Clerk

ATTACHMENT 1

SCOPE OF SERVICES

The proposed South Grand Prairie Parkway from Booneville Road to Grand Avenue (Project Number 0510-012-2021) will include grading, drainage, water main installation, fiber conduit installation, and paving of South Grand Prairie Parkway from Boonville Road to Grand Avenue. South Grand Prairie Parkway is planned to ultimately be a 6-lane divided roadway (major arterial with 165' ROW) with 8" curb & gutter with only the western southbound 3 lanes being constructed initially in the interim (possibly striped as 2 lanes). Construction of watermain on the east side of the corridor is expected to be complete by end of 2021. Fill and grading for South Grand Prairie Parkway will need to take place simultaneously with the watermain construction, with the remaining grading, paving, and drainage items to be completed by end of 2022. A trail is planned to be constructed on the west side of the roadway with the project. The construction of the Booneville Road and Grand Avenue intersections are assumed to be designed by others with this project tying into them. The scope of work will include preliminary survey, preliminary design, right-of-way and easement plats, final plans, letting assistance, and construction period services.

I. BASIC SERVICES OF THE CONSULTANT

The Consultant will consult on a regular basis with the City to clarify and define the City's requirements for the Project and review available data. The City will furnish to the Consultant full information with respect to the City's requirements, including any special or extraordinary considerations for the Project or special services needed, and also to make available pertinent existing data. The Consultant will provide the following basic services in regard to the Project:

A. Preliminary Survey and Mapping

The Consultant will conduct field surveys to obtain topographic data, ground elevations, and cross sections for the project limits and creating a base map.

The Consultant will contact the various utility companies and collect available information on underground utility locations and incorporate such available utility information into the Project's base mapping. Utilities to be researched include sanitary sewer, storm sewer, electric, gas, water, telephone, cable vision, and fiber optic lines.

The Consultant will research City, County, and State records to establish locations of property lines, right-of-way lines, and property ownership for properties affected by the project and will incorporate the data into the Project's base mapping.

Also included in this task will be staking of the project limits prior to planting of the agriculture land in the spring 2021.

B. Environmental

The Consultant will coordinate with Foth Infrastructure and Environmental for wetland delineation and endangered species survey within the proposed project area. This area has previously been permitted under the Grand Technology Gateway Corridor.

C. Preliminary Plans

Based on the Conceptual Design (previously identified by the City through the Grand Technology Gateway Corridor) and coordination input, the Consultant will perform preliminary design services in the preparation of design plans and specifications depicting the proposed grading, drainage, paving, signing, lighting, utility relocation, and other features of the project. The preliminary plans will include but not be limited to the following tasks:

Task 1. Title and General Information Sheets (A Sheets)
This task includes assembling the preliminary title and general information sheets. The preliminary title sheets will include the following: Index of Sheets, Legend, Location Map, Project Number, and Design Traffic Data.

Task 2. Preliminary Typical Cross Sections (B Sheets)
This task includes assembling the Typical Cross Sections to be used for the proposed improvements as well as a preliminary determination of the limits that each Typical Section will apply. The Typical Cross Sections will include but not be limited to typical sections for the proposed grading, drainage, utilities corridor planning, fiber/conduit and paving improvements.

Task 3. Preliminary Estimate of Quantities (C Sheets)
Develop preliminary bid items to be included in the project.

Task 4. Preliminary Plan and Profiles (D Sheets)
Develop preliminary plan and profile sheets that will show the existing topography along with the proposed improvements. Proposed Right-of-Way and Construction Easement limits based on the catch point lines will be shown. Also includes the necessary CADD work to show the preliminary design features for the proposed improvements.

Task 5. Reference Ties and Bench Marks (G Sheets)
Assembling reference ties to the plan control points and the benchmark data used to develop the plans and to be preserved throughout project construction. This task also includes preserving any Government Corners that are found in the vicinity of the proposed construction.

Task 6. Preliminary Right of Way Sheets (H Sheets)
Create plan sheets showing proposed right of way corridor, temporary and permanent easement needs, and property lines.

Task 7. Preliminary Traffic Control and Staging (J Sheets)
Develop a suitable plan for construction scheduling and staging of the Project and for traffic control measures to be implemented during construction. It also includes provisions for maintaining access to adjacent properties during construction.

Task 8. Preliminary Intersection Geometric, Staking, and Jointing (L Sheets)
Developing and refining the geometric layouts and providing additional horizontal information needed to construct the intersections or coordinate with other consultants. Develop preliminary jointing layouts. The plan sheet scale will be 1"=20'.

Task 9. Preliminary Storm Drainage Design (Drainage Study and M Sheets)
Inventory existing hydrologic and hydraulic conditions and analyze impacts of the proposed improvements. This task also includes developing a drainage study, documenting the design methodology, and the proposed storm water improvements.

Task 10. Preliminary Water Main (O Sheets)
This task includes preliminary horizontal and vertical design of a water main along the east side of the roadway corridor. The design is to be coordinated with and follow the design standards of West Des Moines Water Works including appropriate fire hydrants, valves, and connections with adjacent water mains installed as part of separate projects. The waterline will be designed to be installed at a minimum and maximum cover depth of 5' and 10', respectively, based upon initial and ultimate buildout ground elevations.

Task 11. Preliminary Lighting Plans (P Sheets)
Design photo metrics and drafting associated with documenting the proposed lighting layout. Lighting will be started during preliminary design so potential conflicts can be resolved prior to final design and construction.

Task 12. Preliminary Sidewalk/Trail (S Sheets)
Develop preliminary plan sheets that include the sidewalk legend and symbol information, 10 scale Plan sheet of each intersection showing the sidewalk/trail layout, or coordinate with other consultants designing intersections.

Task 13. Preliminary Earthwork Sheets (T Sheets)
Design and drafting associated with preliminary earthwork quantities and sheets.

Task 14. Soil Borings (SPS Sheets)
The Consultant will secure the services of a qualified geotechnical sub-consultant. This task consists of a subsurface exploration based on preliminary alignments and profiles of the proposed improvements. The soil borings will be completed after the proposed roadway alignment has been selected. This portion of the task includes acquiring borings to support pavement design, earthwork construction and drainage considerations.

The results of field and laboratory programs will be evaluated by a professional geotechnical engineer licensed in the State of Iowa. Based on the results of the evaluation, an engineering report will be prepared and include the following information:

- Computer generated boring logs with soil stratification based on visual soil classification
- Summarized laboratory data on the boring logs
- Groundwater levels observed during and shortly after completion of drilling
- Boring location diagram
- Subsurface exploration procedures
- Subsurface soil conditions

Task 15. Detailed Cross Sections (W Sheets)
Design and drafting associated with the assembling detailed cross sections to illustrate typical conditions, drainage designs, and non-typical conditions as needed for guidance during design, review, and quantity estimating purposes.

Task 16. Field Exam
Prepare materials for a field exam, participating in the field exam, and reviewing results of the field exam with the City.

Task 17. Public Information Meeting
The Consultant's staff will attend one (1) open forum Public Information Meeting to be coordinated with City staff. The Consultant will prepare meeting notes for the event.

Task 18. Acquisition Plats
The Consultant will prepare acquisition plats and legal descriptions for property to be acquired for the Project, and the Consultant will perform land corner and lot surveys, as needed, to prepare the acquisition plats and legal descriptions for each parcel. Said plats and legal descriptions will comply with Iowa Code requirements and will be prepared by or under the direct supervision of a duly registered land surveyor under the laws of the State of Iowa. The Consultant will be available to meet with property owners as needed to explain the impacts of the proposed project on the adjacent properties. This task also includes staking of right-of-way and easements in the field to show interested parties the locations and limits of the proposed acquisitions.

Task 19. Meetings
It is estimated that the Consultant's Project Manager or their designee will attend weekly Microsoft Teams meetings with the City and other consultants to review progress, assist in decision-making, and receive direction from the City. It is understood that the Consultant will attend additional meetings as needed to complete the Project.

Task 20. Project Management
The Consultant's Project Manager will be responsible for weekly progress reporting, meeting minutes, interoffice memoranda, and invoicing. All project documentation shall be uploaded to the project's sharepoint site by the consultant. This task also includes scheduling of staff, coordinating with Sub-Consultants, review of progress, and senior review of deliverables.

D. Final Plans and Specifications

Based on the preliminary design, field exam, and public information meeting, the Consultant will subsequently proceed with final design, contract drawings, specifications, and opinion of probable construction costs for the award of two contracts for the construction of the proposed improvements. The work tasks to be performed include the following:

Task 1. Final Plans – Preliminary Grading and Water
The Consultant will provide the City with the following deliverables:

a. Final Title Sheets (A Sheets) - Finalizing the title sheet. Title sheets will include the following: Index of Sheets, Legend, Location Map, Project Number, and Design Traffic Data.

b. Final Typical Sections (B Sheets) - Final design and drafting of typical cross sections to be utilized for the improvements.

c. Final Quantities (C Sheets) - Final bid items to include in the Project, as well as final quantity tabulations, and developing the general notes and estimate reference information. This item also includes the final design and drafting of erosion control measures to be provided on the Project, including winter shut down.

d. Final Reference Ties and Bench Marks (G Sheets)

    a. Consultant will verify that reference ties and bench marks established during the Preliminary Design are valid and relevant to be used for Final Design.

e. Final Right of Way Sheets (H Sheets) – Provide plan sheets that show the proposed right of way corridor, temporary and permanent easements, and property lines.

f. Final Traffic Control and Staging (J Sheets) - Final plan for construction scheduling and staging of the Project and for final traffic control measures to be implemented during construction.

g. Waterline Installation (O Sheets) - Final plan coordination with West Des Moines Water Works to complete the installation of the proposed water main in conjunction with this project. The waterline will be designed to be installed at a minimum and maximum cover depth of 5' and 10', respectively, based upon initial and ultimate buildout ground elevations.

h. Waterline Final Earthwork Design (T Sheets) - Final design and drafting of the earthwork quantities related to the waterline installation.

i. Final Construction Details (U Sheets) - Final design and drafting of miscellaneous details not included in the other items. This encompasses special grading details, culvert details not included in the standard drawings, special storm sewer or manhole details not included in the standard drawings, and other required miscellaneous details determined to be required for Project completion.

j. Final Waterline Cross-Sections (W Sheets) - This item consists of the final design and drafting of individual cross sections for the waterline installation project. Cross sections will be designed and drawn at 50-foot maximum intervals, with additional cross-sections included as necessary. Cross sections will show the existing ground elevations as well as the final project grading, including fore slope and back slope

information, special sub-grade treatments, ditches, pavement replacement, and other pertinent information necessary for the construction of the waterline.

k. Opinion of Probable Construction Cost – The Consultant will prepare Opinion of Probable Construction Cost for the Project as the Project is developing. An updated Opinion of Probable Construction Cost will be prepared upon completion of the plans and specifications for this portion of the work. The Opinion of Probable Construction Cost is intended for the City's use in financing the Project.

l. Advertisement for Bids/Bid Assistance - The Consultant will be available to answer questions from Contractors prior to the letting and will assist in the issue of addenda as appropriate to interpret, clarify, or expand the bidding documents. The Consultant will attend the bid letting, generate a final tabulation of bids and assist in getting the construction contract documents together for execution by the City.

Task 2. Final Plans – Final Grading, Stormwater, Paving, and Trails
The Consultant will provide the City with the following deliverables:

a. Final Title Sheets (A Sheets) - Finalizing the title sheet. Title sheets will include the following: Index of Sheets, Legend, Location Map, Project Number, and Design Traffic Data.

b. Final Typical Sections (B Sheets) - Final design and drafting of typical cross sections to be utilized for the improvements including fiber conduit installation.

c. Final Quantities (C Sheets) - Final bid items to include in the Project, as well as final quantity tabulations, and developing the general notes and estimate reference information. This item also includes the final design and drafting of erosion control measures to be provided on the Project.

d. Final Plan and Profiles (D Sheets) - Final design and drafting of roadway plan and profile sheets, including the detail information required for plan approvals, permitting, and construction of the proposed improvements. This task also entails final design and drafting for the installation of new utilities and utility adjustments that can be determined from coordination with the utility companies during design.

e. Final Reference Ties and Bench Marks (G Sheets)

    a. Consultant will verify that reference ties and bench marks established during the Preliminary Design are valid and relevant to be used for Final Design.

f. Final Right of Way Sheets (H Sheets) – Provide plan sheets that show the proposed right of way corridor, temporary and permanent easements, and property lines.

g. Final Traffic Control and Staging (J Sheets) - Final plan for construction scheduling and staging of the Project and for final traffic control measures to be implemented during construction and final permanent pavement markings.

h. Pavement Marking and Signage (K Sheets) - Final design and drafting of the proposed pavement marking and permanent signing for the Project.

i. Final Geometric Staking, Jointing, and Edge Profiles (L Sheets) - Final design and drafting of jointing details, spot elevations, and geometric layouts for all non-typical pavement areas.

j. Final Design of Storm Drainage Systems (M Sheets) - Final design and drafting of storm sewers, storm sewer inlets, manholes, open ditches, culverts, and all other storm drainage-related facilities on the Project.

k. Lighting Plans (P Sheets) - Review preliminary design with City to identify the portion of the ultimate lighting layout to be provided/installed by the utility to accommodate the

roadway being constructed. Complete the final layout design drawings of the lighting, support documentation describing the lighting design criteria used, and the results of the photometric analysis. Submit the documents to the City for final review and approval. Provide signed copies to the City and the utility. The P-Sheets will be included in the roadway construction plan set for information only to the contractor for construction coordination purposes.

l. Final Sidewalk/Trail (S Sheets) – Final the plan sheet of each intersection showing the sidewalk/trail layout and the sidewalk compliance information tabulation.

m. Final Earthwork Design (T Sheets) - Final design and drafting of the earthwork quantities for final grading and topsoil respread.

n. Final Construction Details (U Sheets) - Final design and drafting of miscellaneous details not included in the other items. This encompasses special grading details, culvert details not included in the standard drawings, special storm sewer or manhole details not included in the standard drawings, special paving details, fiber/conduit installation details and handhole locations, and other required miscellaneous details determined to be required for Project completion.

o. Final Design Cross-Sections (W) - This item consists of the final design and drafting of individual cross sections for the project. Cross sections will be designed and drawn at 50-foot maximum intervals, with additional cross-sections included as necessary. Cross sections will show the existing ground elevations as well as the final project grading, including fore slope and back slope information, special sub-grade treatments, ditches, pavement replacement, and other pertinent information.

p. Opinion of Probable Construction Cost – The Consultant will prepare Opinion of Probable Construction Cost for the Project as the Project is developing. An updated Opinion of Probable Construction Cost will be prepared upon completion of the plans and specifications for this portion of the work. The Opinion of Probable Construction Cost is intended for the City's use in financing the Project.

q. Advertisement for Bids/Bid Assistance - The Consultant will be available to answer questions from Contractors prior to the letting and will assist in the issue of addenda as appropriate to interpret, clarify, or expand the bidding documents. The Consultant will attend the bid letting, generate a final tabulation of bids and assist in getting the construction contract documents together for execution by the City.

Task 3. Meetings

It is estimated that the Consultant's Project Manager or their designee will attend weekly Microsoft Teams meetings with the City and other consultant to review progress, assist in decision-making, and receive direction from the City. It is understood that the Consultant will attend additional meetings as needed to complete the Project.

Task 4. Project Management

The Consultant's Project Manager will be responsible for weekly progress reporting, meeting minutes, interoffice memoranda, and invoicing. All project documentation shall be uploaded to the project's Sharepoint site by the Consultant. This task also includes scheduling of staff, coordinating with Sub-Consultants, review of progress, and senior review of deliverables.

II. RESIDENT CONSULTANT SERVICES

The Consultant will consult on a regular basis with the City to clarify and define the City's requirements for the Project and review available data. The City will furnish to the Consultant full information with respect to the City's requirements, including any special or extraordinary considerations for the Project or special services needed, and also to make available pertinent existing data. The Consultant will provide the following Resident Consultant Services in regard to the Project:

Task 1. Pre-construction Meetings
The Consultant will conduct a pre-construction meetings after award of construction contracts (preliminary grading/waterline and final grading/stormwater/paving/trails) for the City's Contractor, subcontractors, utility companies, and other interested parties.

Task 2. Shop Drawings
The Consultant will review shop drawings, samples, and other data, which the Contractor is required to submit, but only for conformance with design concept of the Project and conformance with the information given in the contract documents. The Consultant will evaluate and determine the acceptability of substitute materials and equipment proposed by the Contractor. The Consultant will have authority to require special inspection or testing of the work, and will receive and review all certificates of inspections, testing, and approvals required.

Task 3. Site Visits and Progress Meetings
In connection with observations of the Contractor's work while it is in progress:

a. The Consultant will make site visits and attend progress meetings at intervals appropriate to the various stages of construction as the Consultant deems necessary (estimated to be one site visit and two progress meetings per month minimum, with up to weekly visits during peak construction activity periods) in order to observe as an experienced and qualified design professional the progress and quality of the various aspects of the Contractor's work. Based on information obtained during such visits and on such observations, the Consultant will determine, in general, if such work is proceeding in accordance with the Plans, and the Consultant will keep the City informed of work's progress.

b. The purpose of the Consultant's visits to the site will be to enable the Consultant to better carry out his duties and responsibilities during the construction phase and, in addition, by exercise of the Consultant's efforts as an experienced and qualified design professional, to provide for the City a greater degree of confidence that the Contractor's completed work will conform to the Plans, and that the integrity of the design concept (as reflected in the Plans) has been implemented and preserved by the Contractor.

c. The Consultant will not during such visits supervise, direct, or have control over the Contractor's work, nor will the Consultant have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected by the Contractor for safety precautions and programs incident to the work or for any failure of the Contractor to comply with laws, rules, regulations, ordinances, codes, or orders applicable to the Contractor furnishing and performing his work.

d. During such visits, the Consultant may disapprove of or reject the Contractor's work while it is in progress if the Consultant believes that such work will not produce a completed Project that conforms to the Plans, or that it will prejudice the integrity of the design concept of the Project as reflected in the Plans.

Task 4. Change Orders and Pay Estimates
The Consultant will issue necessary interpretations and clarifications of the Plans, and in connection therewith, prepare change orders as required. The Consultant will prepare and sign Pay Estimates every two weeks for processing by the City.

Task 5. Construction Observation
This task includes frequent resident observation of the construction work. The Consultant will determine the amounts owing to the Contractor and recommend, in writing, payments to the Contractor in such amounts. Such recommendations of payment will constitute a representation to the City, based on such observations and review that the work progressed to the point indicated, and that to the best of the Consultant's knowledge, information, and belief, quality of

such work is generally in accordance with the Plans. In the case of unit-price work, the Consultant's recommendation of payment will include final determinations of the quantities and classifications of such work.

This task also includes coordinating field-testing of construction materials incorporated into the project with the City's independent testing consultant and preparing written reports that document compliance or non-compliance of construction materials. Also included is observing the performance of construction work and advising the Contractor and the city of non-complying work or materials incorporated into the project.

Task 6. Final Inspections and Project Close-Out

The Consultant will conduct an inspection in the company of the City to determine if the work is substantially complete and a final inspection to determine if the completed work is acceptable. The Consultant may recommend, in writing, final payment to the Contractor and may give written notice to the City and the Contractor that the work is acceptable.

Task 7. Audits and Record Drawings

The Consultant will prepare and maintain construction records in a manner consistent with the current City of West Des Moines regulations and guidelines. The Consultant will prepare record drawings showing those changes made during construction, based on the marked-up drawings and other data furnished by the Contractor and the Resident Construction Observer. The Consultant will provide the City with one a PDF of the record drawings. The work products produced as a result of this project will be delivered to and owned by the City of West Des Moines.

III. ADDITIONAL SERVICES NOT INCLUDED IN THIS CONTRACT

Additional Services not included as part of the Scope. If authorized, under a supplemental agreement, the Consultant shall furnish or obtain from others the following services:

1. NEPA
2. Wetland Mitigation
3. Street Lighting Circuit Design
4. Subsurface Utility Investigations
5. Real Estate Acquisition Services
6. Construction Surveys
7. Construction Period Testing Services

ATTACHMENT 2

PROJECT SCHEDULE

The time of completion of the design and engineering services under this Agreement shall be as follows:

I. Basic Services of the Consultant	
A. Authorization to Proceed	November 3, 2020
B. Preliminary Survey and Mapping	November 2020
C. Preliminary Plans	November – December 2020
D. Right of Way Exhibits	January 2021
Preliminary Grading and Waterline	
E. Final Plans	January – March 2021
F. Project Letting	April 2021
G. Construction Administration	May – November 2021
Final Grading, Stormwater, Paving, and Trails	
H. Final Plans	January – October 2021
I. Project Letting	November 2021
J. Construction Administration	December 2021-November 2022
II. Resident Consultant Services	May 2021 – November 2022

ATTACHMENT 3

SCHEDULE OF FEES

Subject to change annually

HRGreen

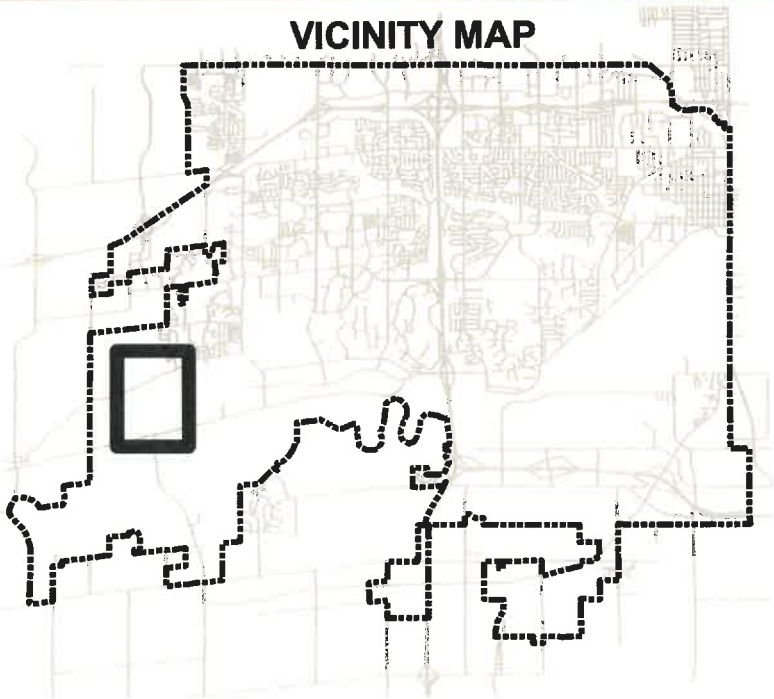
HR GREEN
Billing Rate Schedule
Effective January 1, 2020

Professional Services	Billing Rate Range
Principal	$215- $300
Senior Professional	$195- $295
Professional	$125- $200
Junior Professional	$85- $145
Senior Technician	$120- $160
Technician	$75- $130
Senior Field Personnel	$130- $195
Field Personnel	$90- $170
Junior Field Personnel	$50- $100
Administrative Coordinator	$65-$110
Administrative	$60- $115
Corporate Admin	$80- $145
Operators/Interns	$50- $120

Reimbursable Expenses

1. All materials and supplies used in the performance of work on this project will be billed at cost plus 10%.
2. Auto mileage will be charged per the standard mileage reimbursement rate established by the Internal Revenue Service. Survey and construction vehicle mileage will be charged on the basis of $0.85 per mile or $65.00 per day.
3. Charges for sub-consultants will be billed at their invoice cost plus 15%.
4. A rate of $6.00 will be charged per HR Green labor hour for a technology and communication fee.
5. All other direct expenses will be invoiced at cost plus 10%.

VICINITY MAP



LEGEND

PROJECT LOCATION

N
W E
S

THE CITY OF WEST DES MOINES

PROJECT:	**South Grand Prairie Parkway**		
LOCATION:	**Booneville Road to Grand Avenue**		
DRAWN BY: JDR	DATE: 10/19/2020	PROJECT NUMBER/NAME: 0510-012-2021	SHT. 1 of 1