# CITY OF WEST DES MOINES
# CITY COUNCIL MEETING COMMUNICATION

**DATE:** October 17, 2022

**ITEM:** Motion – Approval of Professional Services Agreement – RecPlex Expansion Pre-Design Building Services

**FINANCIAL IMPACT:** Expense not to exceed $52,000. Expenses to be paid from G/L account 692.400.700.5250.490.

**BACKGROUND:** With primary construction substantially complete staff has been tasked with creating a long term plan for the final buildout of the RecPlex site. This plan will be used to ensure the complex remains competitive in the market and set up to remain financially sustainable for many years to come. As the facility usage has already reached benchmarks originally expected in years four and five of operation the need to have a long-term plan is important.

In July 2022, Council approved a contract with Sports Facility Advisors to perform a feasibility study to review potential expansion options prior to any pre-design work taking place. Staff recently reviewed the results of the study that indicated the proposed expansion would achieve full occupancy and result in a net profit in the first year of operation in addition to the expanded tournament and economic impact.

Staff recommends that the Council approve an agreement with Shive Hattery for the pre-design services for both the layout of the site and a potential addition to the existing complex. The potential addition would include a third ice rink, bleachers, locker rooms, restrooms, classrooms, storage, refrigeration room and resurfacer room. The proposed site modifications would include additional parking due to the added building square footage, options for additional outdoor fields, outdoor concessions and restrooms.

Shive Hattery was selected for this work based their experience as the City's representative when this project started and their current role as the architect on record. As the current main architect Shive Hattery has access to all the required site plans, conditions and construction documents needed to prepare an accurate plan.

The proposed agreement is attached along with a detailed Scope of Services.

**OUTSTANDING ISSUES:** None

**RECOMMENDATION:** That the City Council approve the agreement with Shive Hattery.

**Lead Staff Member:** Ryan Penning, Assistant Director of Parks and Recreation

**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 |

# AGREEMENT FOR PROFESSIONAL CONSULTING SERVICES

This Agreement is made and entered into this 17th day of October, 2022, by and between the CITY OF WEST DES MOINES, a municipal corporation, hereinafter referred to as "City", and **SHIVE HATTERY, (Fed. I.D. # 42-087172)**, a professional corporation 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 RecPlex Expansion Pre-Design Building Services 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.

      Basic Services of the Consultant $52,000

   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: Shive Hattery
Attn: Karen Hardisty
Address: 4125 Westown Pkwy, Ste 100
City, State: West Des Moines, IA 50266

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 identify, 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 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.

| SHIVE HATTERY | CITY OF WEST DES MOINES |
|---|---|
| BY: Karen Hardisty 10/12/2022 | BY: |
| Karen Hardisty, Project Manager | Ryan T. Jacobson, City Clerk |

# ATTACHMENT 1

## SCOPE OF SERVICES

The project consists of pre-design services for a proposed addition to the existing RecPlex facility in West Des Moines, IA.

The proposed addition will include at a minimum: a third ice rink, bleachers, locker rooms, restrooms, refrigeration room, and resurfacer room.

Proposed site modifications will include additional parking due to the added building square footage, options for additional fields (two soccer fields or one baseball/football field), outdoor concessions, restrooms, and additional parking to accommodate new fields.

The following services will be provided for the project: Architecture, Interior Design, Mechanical Engineering, Electrical Engineering, Structural Engineering and Civil Engineering

These services will consist of the following tasks:

Pre-Design Building Services:

- Meet with the City staff and stakeholders to further define building and site needs to identify the scope of the project.
- Provide pre-design documents which will include:
    - Conceptual floor plans and site sketches including all requested future improvements to the site (limited to 2 rounds of conceptual sketches)
    - Conceptual rendering to be used for fundraising purposes (limited to 1 set of renderings)
    - Opinion of probable construction costs broken into phases as needed

# ATTACHMENT 2

## PROJECT SCHEDULE

Scope of Services of the Consultant

| | | |
|---|---|---|
| A. | Initial Pre-Design meetings with City Staff | October 2022 |
| B. | Preliminary concept plans | November 2022 |
| C. | Final Pre-Design deliverable and cost opinion | December 2022 |

# ATTACHMENT 3
## SCHEDULE OF FEES

Effective July 2, 2022 to December 31, 2022

| PROFESSIONAL STAFF: | | TECHNICAL STAFF: | |
|---|---|---|---|
| Grade 1 | $100.00 | Grade 1 | $ 70.00 |
| Grade 2 | $120.00 | Grade 2 | $ 86.00 |
| Grade 3 | $133.00 | Grade 3 | $ 98.00 |
| Grade 4 | $149.00 | Grade 4 | $ 106.00 |
| Grade 5 | $166.00 | Grade 5 | $119.00 |
| Grade 6 | $179.00 | Grade 6 | $136.00 |
| Grade 7 | $195.00 | Grade 7 | $152.00 |
| Grade 8 | $213.00 | | |
| Grade 9 | $232.00 | | |
| **ADMIN STAFF** | $ 69.00 | | |

**SURVEY STAFF:**

| | |
|---|---|
| One Person | $152.00 |
| Two Person | $236.00 |
| One Person with ATV | $177.00 |
| Two Person with ATV | $261.00 |
| Drone Surveyor (Video or Photogrammetry) | $188.00 |
| Drone Surveyor (Thermography) | $347.00 |
| Drone Processing | $140.00 |
| Hydrographic Survey Crew (Two Person) | $302.00 |
| Scanning Surveyor | $195.00 |
| Surveyor with Two Scanners | $275.00 |

**REIMBURSABLE EXPENSES**

**TRAVEL**

| | |
|---|---|
| Mileage- Car/Truck | $0.62/ Mile |
| Mileage- Survey Trucks | $0.72/ Mile |

**OUTSIDE SERVICES**

| | |
|---|---|
| Aerial Photogrammetry | Cost + 10% |
| Professional Services | Cost + 10% |
| Prints/Plots/Photos | Cost + 10% |
| Deliveries | Cost + 10% |

**IN-HOUSE SERVICES**

**Prints/Plots:**

| | |
|---|---|
| Bond | $ .30/Sq. Ft. |
| Mylar | $ .75/Sq. Ft. |
| Photogloss | $ .90/Sq. Ft. |
| Color Bond | $ .60/Sq. Ft. |
| Foam Core Mounting | $ 13.00 |

**Color Prints:**

| | |
|---|---|
| Letter Size | $ 1.00 |
| Legal Size | $ 2.00 |

An annual 4% inflation adjustment is anticipated for work completed beyond 2022.