CITY OF WEST DES MOINES
CITY COUNCIL MEETING COMMUNICATION

DATE: December 18, 2023

ITEM:

Motion – Approving Amendment No. 1 to Professional Services Agreement
2023 Parking Lot Repair Program

FINANCIAL IMPACT:

The original Professional Services Agreement included a maximum fee of $18,800.00 for Basic Services of the Consultant and $16,400.00 for Resident Consultant Services. Amendment No. 1 increases the Basic Services of the Consultant by $17,700.00 and the Resident Consultant Services by $7,600.00. The new maximum not-to-exceed fee thus becomes $60,500.00. All costs for these services can be paid from account no. 500.000.000.5250.495 with the ultimate funding intended to come from General Obligation Bonds.

BACKGROUND:

I+S Group, Inc. (ISG) is working under an existing Agreement dated July 5, 2023 to perform the professional services necessary for parking lot repairs at various City facilities. The parking lots at Public Safety Station No. 18 located at 5025 Grand Avenue, Public Safety Station No. 19 located at 8055 Mills Civic Parkway, and Public Safety Station No. 22 located at 1801 68th Street are part of the initial assessment with parking lots at other City facilities as budget allows.

Amendment No. 1 includes additional Basic Services of the Consultant and Resident Consultant Services to include reconstruction of the west parking lot, building entrance modifications, and drainage improvements at the Fire Administration Building located at 318 5th Street. Originally this work at the Fire Administration Building was scheduled to be completed as a stand-alone project, but after further consideration, City Staff feel that more competitive pricing would be received should the work be included with the 2023 Parking Lot Repair Program due to the similar nature of the work. Any work completed at the Fire Administration Building will be itemized separately for budget purposes.

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:

- Motion Approving Amendment No. 1 to Professional Services Agreement for the 2023 Parking Lot Repair Program.

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	Greta Truman, Assistant City Attorney
Agenda Acceptance	

PUBLICATION(S) (if applicable)

Published In	
Dates(s) Published	

SUBCOMMITTEE REVIEW (if applicable)

Committee	Public Services		
Date Reviewed	December 11, 2023		
Recommendation	**Yes**	No	Split

AMENDMENT NO. 1
TO THE AGREEMENT FOR PROFESSIONAL CONSULTING SERVICES

This AMENDMENT is made and entered into this 18th day of December, 2023, by and between the CITY OF WEST DES MOINES, a municipal corporation, hereinafter referred to as "City", and I+S Group, Inc. (ISG), (Fed. I.D. #41-0995051), 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 July 5, 2023 as follows:

1. SCOPE OF SERVICES

   The Scope of Services as described in the original Agreement for the 2023 Parking Lot Repair Program (0510-010-2023), Attachment 1 are amended as follows:

   Parking lot and ADA entrance improvements located at 318 5th St, West Des Moines Iowa.

   Reconstruction of the west parking lot, ADA stoop, step and entrance modifications, subdrain and storm sewer improvements and sidewalk connection. Includes: Existing Site Survey, Site and Utility Plans, Site Grading and Drainage Plans, Site Paving and Access Plans, Erosion Control Plan, Landscaping Plan, City Development Services submittals, and Preapplication Meeting.

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.

	Original Fee	Previously Amended Fee	Additional Fee	Total Fee
I. Basic Services of the Consultant	$18,800.00	$0.00	$17,700.00	$36,500.00
II. Resident Consultant Services	$16,400.00	$0.00	$7,600.00	$24,000.00
Total Services	**$35,200.00**	**$0.00**	**$25,300.00**	**$60,500.00**

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.

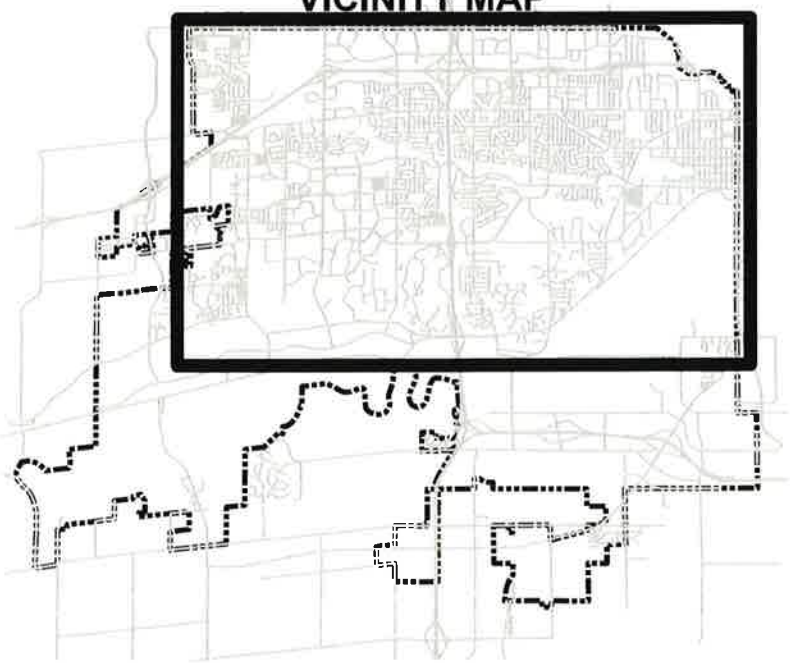
I+S GROUP, INC. (ISG)

BY: _____
Nick Frederiksen, Senior Project Manager

CITY OF WEST DES MOINES

BY: _____
Ryan T. Jacobson, City Clerk

VICINITY MAP



LEGEND

PROJECT LOCATION ●

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THE CITY OF WEST DES MOINES	PROJECT: **2023 Parking Lot Repairs Program**		
	LOCATION: **Exhibit 'A'**		
	DRAWN BY: JPM	DATE: 12/12/2023	PROJECT NUMBER/NAME: 0510-010-2023	SHT. 1 of 1