City of Carroll

112 E. 5th Street Carroll, Iowa 51401-2799 (712) 792-1000 FAX: (712) 792-0139

MEMO TO: Mike Pogge-Weaver, City Manager MSP-W

FROM: Randall M. Krauel, Director of Public Works RMK

DATE: January 18, 2017

SUBJECT: Monument Signage Project
Design Services Agreement

As a follow-up to the January 9, 2017, City Signs at Entryways to City Work Session, a Design Services Agreement has been prepared with Confluence. The Agreement includes Schematic Design and Construction Document, Plans and Specification services for two monument signs. One sign will be located as a City entrance identification monument on U.S. 30 east for westbound entering traffic. The second sign is a business identification sign located in the Westgate Mall parking lot, visible from U.S. 30.

The Scope of Services is detailed in the Agreement and summarized, with fees, as follows:

Schematic Design	$ 3,550.00 Lump Sum
Prepare multiple schematic concepts for two monument signs. Present the concepts to the City Council, staff and stakeholders.	
Construction Documents, Plans and Specifications	$16,000.00 Not-to-Exceed
Cover/Title, Demolition/Removal, Layout, Grading, Details, Planting, Electrical and Specifications	
Total	$19,550.00

RECOMMENDATION: Mayor and City Council consideration and passage and approval of the Resolution Accepting the Design Services Agreement with Confluence for the Monument Signage project.

RMK:ds

attachments (2)

RESOLUTION NO. _____

RESOLUTION ACCEPTING THE DESIGN SERVICES AGREEMENT WITH CONFLUENCE FOR A MONUMENT SIGNAGE PROJECT.

WHEREAS, the City of Carroll is desirous of developing a Monument Signage project; and,

WHEREAS, a Design Services Agreement for the development of a Monument Signage project has been prepared with Confluence.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Carroll, Iowa, that the Design Services Agreement with Confluence for a Monument Signage project is accepted.

Passed and approved by the Carroll City Council this 23rd day of January, 2016.

CITY COUNCIL OF THE
CITY OF CARROLL, IOWA

By: _____
Eric P. Jensen, Mayor

ATTEST:

By: _____
Laura A. Schaefer, City Clerk

DESIGN SERVICES AGREEMENT

THIS AGREEMENT, made and entered into this 23rd day of January, 2017, by and between the City of Carroll, a municipal corporation, hereinafter referred to as the City, and CONFLUENCE, of Des Moines, Iowa, hereinafter referred to as the Consultant.

WHEREAS, the City desires the services of a consulting firm to prepare schematic design work, and then upon approval of schematic design, prepare construction plans, specifications, and bidding phase services for Carroll Monument Signage.

NOW THEREFORE, it is agreed by and between the parties hereto that the City does now contract with the Consultant to provide services as set forth herein.

I. SCOPE OF SERVICES

Consultant agrees to perform the following services for the City, and to do so in a timely and satisfactory manner.

CARROLL MONUMENT SIGNAGE

A. SCHEMATIC DESIGN

Prepare multiple schematic concepts for two monument signs. The first to be located as a City entrance identification monument to be viewed upon approach from the east on US 30. The second to be located as a business identification monument in the Westgate Mall parking lot to be visible from US 30 / 6th Street. Consultant will prepare image edits to convey the intent of the signs in context of proposed locations, and will present concepts to City Council, staff, and stakeholders for input. Upon approval of schematic design, Consultant will proceed to construction document preparation.

B. CONSTRUCTION DOCUMENTS, PLANS AND SPECIFICATIONS

Cover / Title Sheet
Prepare a cover plan sheet for the plan set. The cover sheet will be in a format suitable to the City and will include the following: project title, sheet index, city name, certifications, location map and legend.

Demolition / Removal Plans
Prepare final plans showing existing project area conditions at an appropriate scale, and indicating by notes and symbols the items to be removed, salvaged and / or protected.

Layout Plan
Prepare final layout plans at an appropriate scale, indicating the proposed location to the nearest tenth of a foot of the proposed streetscape elements.

Grading Plan
Prepare final grading plans at an appropriate scale, indicating the proposed spot elevations to the nearest hundredth of a foot.

Construction Details
Prepare enlarged detail drawings in plan, cross section and / or isometric view to illustrate and explain the installation, fabrication and construction of the proposed elements.

Planting Plans
Prepare plans at an appropriate scale, illustrating the design and placement of new plantings with plant lists indicating plant species, size, quantity and root type.

Electrical Plans and Details
This will consist of the design and preparation of plans and schedules for extension of power to the proposed sign locations. Lighting and electrical associated with the signs shall be designed, and shop drawings provided by, the sign contractor.

Specifications
Prepare a Project Manual for the project including notice of hearing and bid advertisement, instructions to bidders, bid forms, bond forms, construction contract forms, general conditions of the construction contract, supplementary general conditions and detailed, special provisions. The City's standard format "front end" documents will be used. The City will provide a sample electronically in Microsoft Word.

Technical review meetings with City staff will be held during this process at the 50%, and 95% completion stages.

Consultant can, if needed, help facilitate a public review session of the 95% signage package. This could be done as either a formal presentation or informally as a public "open house".

C. LETTING SERVICES

Consultant will bid the project in one letting. However, if schedule requires, the consultant can bid the project in multiple lettings with a maximum of two lettings.

Printing
Consultant will coordinate the printing and distribution of the construction drawings and project manual and these costs shall be borne by the City. A list of possible bidders will be provided to the City. Consultant will provide an electronic copy of construction drawings of the bid package and one electronic copy of the project manual for the City's records.

Notice of Project
Consultant will assist in the preparation of the advance notice to bidders and formal notices of hearing and letting. Publication costs shall be borne by the City. A list of possible bidders will be provided to the City.

Contractor Questions and Addenda
Consultant will be available to answer questions from contractors prior to the letting and shall prepare addenda as appropriate to interpret, clarify or expand the bidding documents. Consultant will facilitate a pre-bid meeting in Carroll for the Project.

Letting Bid Tabulation and Award Recommendation
Consultant will review and tabulate the bids for the City, advise the City on the responsiveness of the bidders and assist the City in making the decision for award of contract. After the award is made, Consultant will assist in assembling the contract documents for the project included herein.

D. PROJECT DELIVERABLES

Schematic documents including rendered plan and elevations; image edits showing concepts in context of proposed locations.

Construction documents and project manual in electronic master format.

Two (2) half-size plan sets, one (1) full size plan set and two (2) project manuals.

Final itemized Consultants opinions of construction costs for the project.

Project Meeting and Presentations consisting of the following:

- Two technical review meetings and one public review meeting during final design, consisting of three trips to Carroll.

II. FEES

1. We propose to perform the services described in Item 1: Scope of Services: A. Schematic Design, on a Lump Sum basis. The Lump Sum is Three Thousand Five Hundred Fifty Dollars ($3,550.00).

2. We propose to perform the services described in Article 1: Scope of Services: B. Construction Documents, on a Lump Sum basis. Necessary survey work is included in this item. The Lump Sum is Sixteen Thousand Dollars ($16,000.00).

Total project billing will not exceed Nineteen Thousand Five Hundred Fifty Dollars ($19,550.00), without prior authorization by the Owner. Reimbursable expenses will be billed as outlined on attached Exhibit A. Printing and distribution costs for bidding are excluded, and the City will pay those. This fee is based on a total project construction budget of $200,000.00. Consultant reserves the right to re-negotiate the contract if the construction budget increases by more than five percent (5%).

III. TIME OF COMPLETION

Consultant will work to meet the City's required schedule and prepare the work described herein as expeditiously as possible.

IV. EXCLUSIONS

A. Architectural services.
B. Construction observation.
C. Waterline and sanitary sewer design.
D. Permitting.
E. Street Design, other than required for sidewalk.

V. GENERAL TERMS

A. The Consultant shall not commit any of the following employment practices and agrees to prohibit the following practices in any subcontracts.

1. To discharge or refuse to hire any individual because of their race, color, religion, sex, nation origin, disability, age, marital status, sexual orientation or gender identity.

2. To discriminate against any individual in terms, conditions, or privileges of employment because of their race, color, religion, sex, national origin, disability, age, marital status, sexual orientation or gender identity.

B. Should the City terminate this Agreement, the Consultant shall be paid for all work and services performed up to the time of termination. However, such sums shall not be greater than the lump

sum amount listed in Section III. The City may terminate this Agreement upon seven (7) calendar days' written notice to the Consultant.

C. This Agreement shall be binding upon the successors and assigns of the parties hereto, provided that no assignment shall be without the written consent of all Parties to said Agreement.

D. It is understood and agreed that the retention of the Consultant by the City for the purpose of the Project shall be as an independent contractor and shall be exclusive, but the Consultant shall have the right to employ such assistance as may be required for the performance of the Project.

E. It is agreed by the City that all records and files pertaining to information needed by the Consultant for the project shall be available by said City upon reasonable request to the Consultant. The City agrees to furnish all reasonable assistance in the use of these records and files.

F. It is further agreed that no Part to this Agreement shall perform contrary to any state, federal, or local law or any of the ordinances of the City of Carroll, Iowa.

G. At the request of the City, the Consultant shall attend such meetings of the City Council relative to the work set forth in this Agreement. Any requests made by the City shall be given with reasonable notice to the Consultant to assure attendance.

Offered by:	Accepted by:
Confluence	City of Carroll
01/23/17	01/23/17
Chris Della Vedova, President (date)	Eric P. Jensen, Mayor (date)