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 MSPW

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

DATE: February 8, 2018

SUBJECT: Street Resurfacing – 2018
Professional Services Agreement

A Professional Services Agreement for services related to a Street Resurfacing - 2018 project has been requested and received from JEO Consulting Group, Inc. The proposed Agreement includes a scope of professional services necessary for design development and construction of street resurfacing on the following street segments.

Bluff Street	Main Street to Walnut Street
East Street	1st Street to 2nd Street
	7th Street to 10th Street
West Street	1st Street to 3rd Street
Water High Service Pumping Station Parking Lot	

The scope of services and fees are detailed in the attached Agreement and summarized as follows:

Topographic Survey	$29,100.00
Preliminary Design	$22,400.00
Final Design	$28,600.00
Bidding	$ 4,000.00
Construction Services	Hourly
Total	$84,100 + Hourly

Construction project representation is planned to be performed by City personnel. Hourly construction services are anticipated to be limited to staking and consultation.

The estimated project development time frame is as follows:

Notice to Proceed	February 13, 2018
Preliminary Survey	February 16, 2018
Preliminary Design	March 30, 2018
Final Design	April 27, 2018
Bidding	June 11, 2018
Contract Award	June 25, 2018
Construction Completion	November 15, 2018

RECOMMENDATION: Mayor and City Council consideration and passage and approval of the Resolution approving the Agreement with JEO Consulting Group, Inc. for Professional Services for the Street Resurfacing – 2018 project.

RMK:ds

attachments (2)

RESOLUTION NO. _____

RESOLUTION APPROVING THE AGREEMENT WITH JEO CONSULTING GROUP, INC. FOR PROFESSIONAL SERVICES FOR THE STREET RESURFACING – 2018 PROJECT.

WHEREAS, the City of Carroll is desirous of developing the Street Resurfacing – 2018 project; and,

WHEREAS, a Professional Services Agreement for the development of the Street Resurfacing – 2018 project has been prepared with JEO Consulting Group, Inc.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Carroll, Iowa, that the Professional Services Agreement with JEO Consulting Group, Inc. for the Street Resurfacing – 2018 project is approved.

Passed and approved by the Carroll City Council this 13h day of February, 2018.

CITY COUNCIL OF THE
CITY OF CARROLL, IOWA

By: _____
Eric P. Jensen, Mayor

ATTEST:

By: _____
Laura A. Schaefer, City Clerk

AGREEMENT
BETWEEN OWNER AND ENGINEER
FOR
PROFESSIONAL SERVICES

THIS IS AN AGREEMENT effective as of February 13, 2018 ("Effective Date") between City of Carroll, Iowa ("Owner") and JEO Consulting Group, Inc. ("Engineer").

Owner's project, of which Engineer's services under this Agreement are a part, is generally identified as follows:

Street Resurfacing - 2018 ("Project").

JEO Project Number: 160100

Owner and Engineer further agree as follows:

ARTICLE 1 - SERVICES OF ENGINEER

1.01 Scope

A. Engineer shall provide, or cause to be provided, the services set forth herein and in Exhibit A.

ARTICLE 2 - OWNER'S RESPONSIBILITIES

2.01 Owner Responsibilities

A. Owner responsibilities are outlined in Section 6 of Exhibit A and Section 3 of Exhibit B.

ARTICLE 3 - COMPENSATION

3.01 Compensation

A. Owner shall pay Engineer as set forth in Exhibit A and per the terms in Exhibit B.

B. The fee for the Project is: Per Section 3 of Exhibit A.

C. The Standard Hourly Rates Schedule shall be adjusted annually (as of approximately January 1st) to reflect equitable changes in the compensation payable to Engineer. The current hourly rate schedule can be provided upon request.

ARTICLE 4 - EXHIBITS AND SPECIAL PROVISIONS

4.01 Exhibits

Exhibit A – Scope of Services
Exhibit B – General Conditions

4.02 Total Agreement

A. This Agreement (consisting of pages 1 to 2 inclusive, together with the Exhibits identified as included above) constitutes the entire agreement between Owner and Engineer and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement.

Owner:	Engineer: JEO Consulting Group, Inc.
	Cody Forch
By: Eric P. Jensen	By: Cody Forch, PE
Title: Mayor	Title: Project Manager
Date Signed: 2/13/2018	Date Signed: 2/5/18
Address for giving notices:	Address for giving notices:
City of Carroll	JEO Consulting Group, Inc.
112 E. 5th Street	724 Simon Avenue
Carroll, IA 51401	Carroll, IA 51401

EXHIBIT A
Scope of Services
City of Carroll Street Resurfacing - 2018
JEO Project No. 160100.00

PROJECT UNDERSTANDING:

The street segments selected for 2018 rehabilitation are as follows:

- Bluff Street: Main Street to Walnut Street (1,875 feet)
- East Street: 1st Street to 2nd Street; 7th Street to 10th Street (1,650 feet)
- West Street: 1st Street to 3rd Street (820 feet)
- Water High Service Pumping Station Parking Lot, 123 W. Bluff Street

Specific improvement items will include full-depth patching, curb replacement, driveway replacement, accessibility improvements (sidewalk ramps), minor storm sewer improvements, fixture adjustments (manholes, valves, and hydrants), pavement milling/scarification, hot mix asphalt resurfacing and seeding, mulching, and fertilizing. It is estimated that 63 existing and 10 new destination sidewalk ramps will or may be included in the project. Current SUDAS design standards, specifications, and Carroll Supplemental Specifications will provide the design guidelines for this locally funded project.

SCOPE OF SERVICES:

1 **DESIGN SERVICES:**

1.1 **TOPOGRAPHIC SURVEY (SEMKE & ASSOCIATES/PINPOINT LAND SURVEYING)**

a. At the Owner's request, the Engineer has teamed with Semke & Associates and PinPoint Land Surveying for the topographic survey portion of the project.

b. Make Iowa One Call and plan for and complete the necessary field surveys and other field investigations. Preliminary survey to include:

i. Establishment of horizontal and vertical control. Set two horizontal control points with 5/8-inch rebar and two benchmarks per street location. Benchmarks will be placed on stable, permanent objects. Control points will be labeled and tied out.

ii. Locate sufficient land ties to allow location of roadway centerlines, property lines, and right-of-way and provide information required to describe new right-of-way and/or easements. Adequate information will be gathered for said land ties to record monument preservation certificates per Iowa Code Section 355.6A in the event monuments become displaced during construction.

iii. Topographic survey from right-of-way to right-of-way and 50 feet past each intersection including centerline and gutter line points at 25 feet intervals and at high and low points.

iv. Locations of full-depth patches marked by the Owner and/or Engineer.

v. Survey for elevation and location of any required subsurface testing or exploration.

vi. Detailed elevation and location survey at proposed curb ramp locations including sidewalk joints. Survey shall be accurate to +/- 0.01' vertically.

vii. Detailed elevation and location survey at existing intake locations with

connecting storm sewer pipe information to determine existing drainage conditions, including top of structures for all intakes and junction boxes scheduled for replacement.

viii. Detailed elevation and location survey of existing driveway to the right-of-way line with joint locations.

ix. Survey of existing private utility lines as marked by utility owner, as identified in City records, and as provided by utility companies.

x. Research and collection of property owner names and addresses from County GIS on-line data or maps and placed on base map.

xi. Prepare existing site plan from survey data. Create TIN file in Microstation OpenRoads format.

1.2 **PRELIMINARY DESIGN**

a. Conduct kick-off meeting with Owner and review project requirements and goals.

b. Perform an initial field review of the project location.

c. Review existing information provided by Owner and advise Owner if additional information or data is needed.

d. Determine design criteria or design methods required by Owner, assumed SUDAS with City of Carroll Supplemental Specifications.

e. Layout proposed patching, driveway improvements, drainage improvements, sidewalk improvements, pavement milling, HMA resurfacing areas, and fixture adjustments.

f. Prepare and furnish preliminary design phase documents using SUDAS design guidelines, including the following sheets:

i. Title sheet

ii. Legend sheet

iii. Typical cross-sections

iv. Estimate of quantities, general information, and erosion control and SWPPP sheets

v. Plan and profile sheets

vi. Reference ties and bench marks

vii. Staging and traffic control sheets

viii. Intersection geometric staking, jointing, and edge profiles

ix. Storm sewer sheets, if needed

x. Removal sheets

xi. Sidewalk sheets

g. Conduct internal QC review of plan set.

h. Meet with Owner's designated representative to review preliminary design phase documents.

i. Revise plan set after QC and Owner reviews.

j. Attend up to two (2) total meetings during preliminary design phase.

Preliminary design phase is considered complete when documents are reviewed and approved by Owner.

1.3 FINAL DESIGN

a. Procure additional field information for design, if necessary.
b. Perform detailed design computations and prepared detailed working drawings.
c. Prepare special provisions, if necessary
d. Prepare and furnish final design phase documents using SUDAS design guidelines. Plan sheets prepared in the preliminary design phase to be further developed and finalized.
e. Perform internal QC review of final plans.
f. Furnish plans, special provisions, and contract documents of the project to Owner for review and approval.
g. Revise plans, specifications, and contract documents after QC and Owner reviews.
h. Prepare opinion of probable construction costs.
i. Prepare up to two (2) right-of-way or easement acquisition plat(s).
j. Provide information to Owner necessary to acquire permits or prepare and submit applications for construction permits to regulatory authorities as necessary (IDOT, IDNR, City, etc.).
k. Prepare documents required for receiving bids.
l. Attend utility coordination meeting.
m. Attend public notice meeting/hearing.
n. Attend up to three (3) total meetings during final design phase.

Final design phase is considered complete when the final plans and specifications have been reviewed and approved by Owner.

1.4 BIDDING AND NEGOTIATIONS

a. Assist Owner in securing construction bids for the project.
b. Send Notice to Bidders to builders' bureaus, plan houses, and potential contractors engaged in similar work.
c. Provide reproductions of plans, special provision, and bidding documents and distribute to interested parties.
d. Issue addenda as appropriate to clarify, correct, or change the bidding documents.
e. Assist Owner at the bid opening and award of contract.

2 CONSTRUCTION RELATED SERVICES:

2.1 GENERAL

a. Attend a preconstruction conference to be scheduled and coordinated by Owner.
b. Make site visits as requested by the Owner or respond to questions during construction.
c. Interpret plans and specifications with Contractor and Owner.
d. Preparation of record drawings (as-builts).

2.2 STAKING (REQUIRES 72 HOURS' NOTICE)

a. Mark removals, utility adjustments and provide for other construction staking as requested by the Owner.

b. Mark areas to be milled, full-depth patches and limits of HMA overlay at the Owner's direction.
c. Stake water main and sanitary sewer main relocations, if necessary.
d. Stake storm sewer lines and structures, if necessary.

3 **FEE:**

3.1 This fee includes JEO's billable time and overhead expenses including telephone calls, copying, postage, travel and meals that are included in our hourly rates and fees. Any additional services beyond the Scope of Service will be provided on a billable time basis in accordance with our standard Hourly Rate Schedule.

3.2

	FEE PER PHASE OR TASK	FEE
a.	Topographic Survey (Semke/PinPoint)	$29,100.00
b.	Preliminary Design	$22,400.00
c.	Final Design	$28,600.00
d.	Bidding and Negotiations	$ 4,000.00
e.	Construction Related Services	Hourly
	Total	$84,100.00 + Hourly Construction

4 **PAYMENT:**

4.1 We will invoice you monthly for work completed to date, payment is due upon receipt. Invoices unpaid after 30 days will accrue interest at 12% per annum (1.0%/month).

5 **ESTIMATED FRAME:**

5.1 The following is the estimated time frame for this project. All calendar days are estimated, subject to acceptance day with City of Carroll.

a. Notice to Proceed – February 13, 2018.
b. Preliminary Survey – February 16, 2018.
c. Preliminary Design – March 30, 2018.
d. Final Design – four (4) weeks from receipt of City review comments, estimated April 27, 2018.
e. Bidding – per Iowa Code Chapter 26, anticipated letting June 11, 2018.
f. City Award of Contract – June 25, 2018.
g. Construction – as construction proceeds in 2018.

6 **OWNER RESPONSIBILITY:**

6.1 The Owner must provide the following information to the Engineer/Consultant:

a. Access to all project sites.
b. Mark locations for removal and full-depth patching or otherwise provide assistance.
c. Provide special conditions or provisions required by the Owner.
d. Provide sewer and water service information and assist with location.
e. Payment of any permit fees.
f. Copies of the most current water, sanitary sewer and base maps.

7 **EXCLUSIONS:**

7.1 Sanitary sewer/water main distribution design.
7.2 Storm sewer report.

7.3 Geotechnical investigation of subsurface soils conditions.
7.4 Land rights and ownership.
7.5 Environmental, cultural, or archeological studies.
7.6 Floodplain, Corps 404, or other environmental permitting.
7.7 Traffic analysis and reporting.
7.8 Any permit fees associated with permit applications
7.9 Special meetings and meetings not outlined in the Scope of Services
7.10 Updates to water, sanitary sewer and electrical distribution plat maps (existing and proposed).

8 GENERAL CONDITIONS

8.1 JEO's general conditions are attached as Exhibit B.

JEO CONSULTING GROUP INC ■ JEO ARCHITECTURE INC
GENERAL CONDITIONS

1. SCOPE OF SERVICES: JEO Consulting Group, Inc. (JEO) shall perform the services described in Exhibit A. JEO shall invoice the client for these services at the fee stated in Exhibit A.

2. ADDITIONAL SERVICES: JEO can perform work beyond the scope of services, as additional services, for a negotiated fee or at fee schedule rates.

3. CLIENT RESPONSIBILITIES: The client shall provide all criteria and full information as to the client's requirements for the project; designate and identify in writing a person to act with authority on the client's behalf in respect to all aspects of the project; examine and respond promptly to JEO's submissions; and give prompt written notice to JEO whenever the client observes or otherwise becomes aware of any defect in work.

Unless otherwise agreed, the client shall furnish JEO with right-of-access to the site in order to conduct the scope of services. Unless otherwise agreed, the client shall also secure all necessary permits, approvals, licenses, consents, and property descriptions necessary to the performance of the services hereunder. While JEO shall take reasonable precautions to minimize damage to the property, it is understood by the client that in the normal course of work some damage may occur, the restoration of which is not a part of this agreement.

4. TIMES FOR RENDERING SERVICES: JEO's services and compensation under this agreement have been agreed to in anticipation of the orderly and continuous progress of the project through completion. Unless specific periods of time or specific dates for providing services are specified in the scope of services, JEO's obligation to render services hereunder shall be for a period which may reasonably be required for the completion of said services.

If specific periods of time for rendering services are set forth or specific dates by which services are to be completed are provided, and if such periods of time or date are changed through no fault of JEO, the rates and amounts of compensation provided for herein shall be subject to equitable adjustment. If the client has requested changes in the scope, extent, or character of the project, the time of performance of JEO's services shall be adjusted equitably.

5. INVOICES: JEO shall submit invoices to the client monthly for services provided to date and a final bill upon completion of services. Invoices are due and payable within 30 days of receipt. Invoices are considered past due after 30 days. Client agrees to pay a finance charge on past due invoices at the rate of 1.0% per month, or the maximum rate of interest permitted by law.

If the client fails to make any payment due to JEO for services and expenses within 30 days after receipt of JEO's statement, JEO may, after giving 7 days' written notice to the client, suspend services to the client under this agreement until JEO has been paid in full all amounts due for services, expenses, and charges.

6. STANDARD OF CARE: The standard of care for all services performed or furnished by JEO under the agreement shall be the care and skill ordinarily used by members of JEO's profession practicing under similar circumstances at the same time and in the same locality. JEO makes no warranties, express or implied, under this agreement or otherwise, in connection with JEO's services.

JEO shall be responsible for the technical accuracy of its services and documents resulting therefrom, and the client shall not be responsible for discovering deficiencies therein. JEO shall correct such deficiencies without additional compensation except to the extent such action is directly attributable to deficiencies in client furnished information.

7. REUSE OF DOCUMENTS: Reuse of any materials (including in part plans, specifications, drawings, reports, designs, computations, computer programs, data, estimates, surveys, other work items, etc.) by the client on a future extension of this project, or any other project without JEO's written authorization shall be at the client's risk and the client agrees to indemnify and hold harmless JEO from all claims, damages, and expenses including attorney's fees arising out of such unauthorized use.

8. ELECTRONIC FILES: Copies of Documents that may be relied upon by the client are limited to the printed copies (also known as hard copies) that are signed or sealed by JEO. Files in electronic media format of text, data, graphics, or of other types that are furnished by JEO to the client are only for convenience of the client. Any conclusion or information obtained or derived from such electronic files shall be at the user's sole risk.

a. Because data stored in electronic media format can deteriorate or be modified inadvertently or otherwise without authorization of the data's creator, the party receiving electronic files agrees that it shall perform acceptance tests or procedures within 30 days, after which the receiving party shall be deemed to have accepted the data thus transferred. Any errors detected within the 30 day acceptance period shall be corrected by the party delivering the electronic files. JEO shall not be responsible to maintain documents stored in electronic media format after acceptance by the client.

b. When transferring documents in electronic media format, JEO makes no representations as to long term compatibility, usability, or readability of documents resulting from the use of software application packages, operating systems, or computer hardware differing from those used by JEO at the beginning of the project.

c. The client may make and retain copies of documents for information and reference in connection with use on the project by the client.

d. If there is a discrepancy between the electronic files and the hard copies, the hard copies govern.

e. Any verification or adaptation of the documents by JEO for extensions of the project or for any other project shall entitle JEO to further compensation at rates to be agreed upon by the client and JEO.

9. SUBCONSULTANTS: JEO may employ consultants as JEO deems necessary to assist in the performance of the services. JEO shall not be required to employ any consultant unacceptable to JEO.

JEO CONSULTING GROUP INC ■ JEO ARCHITECTURE INC
GENERAL CONDITIONS

10. INDEMNIFICATION: To the fullest extent permitted by law, JEO and the client shall indemnify and hold each other harmless and their respective officers, directors, partners, employees, and consultants from and against any and all claims, losses, damages, and expenses (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals, and all court or arbitration or other dispute resolution costs) to the extent such claims, losses, damages, or expenses are caused by the indemnifying parties' negligent acts, errors, or omissions. In the event claims, losses, damages, or expenses are caused by the joint or concurrent negligence of JEO and the client, they shall be borne by each party in proportion to its negligence.

11. INSURANCE: JEO shall procure and maintain the following insurance during the performance of services under this agreement:

a. Workers' Compensation: Statutory
b. Employer's Liability
  i. Each Accident: $500,000
  ii. Disease, Policy Limit: $500,000
  iii. Disease, Each Employee: $500,000
c. General Liability
  i. Each Occurrence (Bodily Injury and Property Damage): $1,000,000
  ii. General Aggregate: $2,000,000
d. Auto Liability
  i. Combined Single: $1,000,000
e. Excess or Umbrella Liability
  i. Each Occurrence: $1,000,000
  ii. General Aggregate: $1,000,000
f. Professional Liability:
  i. Each Occurrence: $1,000,000
  ii. General Aggregate: $2,000,000
g. All policies of property insurance shall contain provisions to the effect that JEO and JEO's consultants' interests are covered and that in the event of payment of any loss or damage the insurers shall have no rights of recovery against any of the insureds or additional insureds thereunder.
h. The client shall require the contractor to purchase and maintain general liability and other insurance as specified in the Contract Documents and to cause JEO and JEO's consultants to be listed as additional insured with respect to such liability and other insurance purchased and maintained by the contractor for the project.
i. The client shall reimburse JEO for any additional limits or coverages that the client requires for the project.

12. TERMINATION: This agreement may be terminated by either party upon 7 days prior written notice. In the event of termination, JEO shall be compensated by client for all services performed up to and including the termination date. The effective date of termination may be set up to thirty (30) days later than otherwise provided to allow JEO to demobilize personnel and equipment from the site, to complete tasks whose value would otherwise be lost, to prepare notes as to the status of completed and uncompleted tasks, and to assemble project materials in orderly files.

13. GOVERNING LAW: This agreement is to be governed by the law of the state in which the project is located.

14. SUCCESSORS, ASSIGNS, AND BENEFICIARIES: The client and JEO each is hereby bound and the partners, successors, executors, administrators and legal representatives of the client and JEO are hereby bound to the other party to this agreement and to the partners, successors, executors, administrators and legal representatives (and said assigns) of such other party, with respect to all covenants, agreements and obligations of this agreement.

a. Neither the client nor JEO may assign, sublet, or transfer any rights under or interest (including, but without limitation, monies that are due or may become due) in this agreement without the written consent of the other, except to the extent that any assignment, subletting, or transfer is mandated or restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment shall release or discharge the assignor from any duty or responsibility under this agreement.
b. Unless expressly provided otherwise in this agreement: Nothing in this agreement shall be construed to create, impose, or give rise to any duty owed by the client or JEO to any contractor, contractor's subcontractor, supplier, other individual or entity, or to any surety for or employee of any of them.
c. All duties and responsibilities undertaken pursuant to this agreement shall be for the sole and exclusive benefit of the client and JEO and not for the benefit of any other party.

15. PRECEDENCE: These standards, terms, and conditions shall take precedence over any inconsistent or contradictory language contained in any proposal, contract, purchase order, requisition, notice to proceed, or like document regarding JEO's services.

16. SEVERABILITY: Any provision or part of the agreement held to be void or unenforceable shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon the client and JEO, who agree that the agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

17. E-VERIFY: JEO shall register with and use the E-Verify Program, or an equivalent federal program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work eligibility status of a newly hired employee pursuant to the Immigration Reform and Control Act of 1986, to determine the work eligibility status of new employees physically performing services within the state where the work shall be performed. Engineer shall require the same of each consultant.