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 MPW

FROM: Jack Wardell, Director of Parks and Recreation JW

DATE: April 2, 2018

SUBJECT: Memo to City Council – Professional Services Agreement – Topographic Survey Services – Northeast Park – 2018

Funding Source: FY18 – General Fund – Parks Development - $20,000

- Professional Services Agreement
- Resolution

At the February 13, 2018 City Council meeting, City Council approved a resolution for the City to enter into an agreement with Shive-Hattery for the Northeast Park Master Plan in the amount of $14,900.00. Below is the project description of the Master Plan:

PROJECT DESCRIPTION

The project includes development of a master plan for a 9.85 acre park known as Northeast Park situated on the northeast end of E 12th Street. The park will boast trail connections, a shelter, restroom, playground, parking and athletic fields to serve the surrounding neighborhood. Completion of a master plan has become a priority to identify the location of a funded playground.

Since the approval of the Northeast Park Master Plan Shive-Hattery has conducted one committee meeting with the group and has started preliminary sketches. After further discussion Shive-Hattery, Inc. has determined that a Topographic Survey is needed for the project. Following is the project description, scope of services, schedule and compensation.

SCOPE OF SERVICES:

Shive-Hattery, Inc. (S-H) will provide the following services:

Boundary Line Location and As-Constructed Survey:

1. Complete Boundary Line Location of property that includes:

a. Show boundary lines, giving length and bearing on each straight line; interior angles, radius, point of tangency and length of curved lines from monuments found and plat information that is readily available.

2. Complete a topographic site survey of the property referenced above. The final survey will create a single electronic base drawing showing existing topographic information and site features as follows:

a. Survey limits of the properties referenced above.

b. Plot location of structures on the property. Dimension perimeter foot print in feet and decimals to nearest 0.1 foot. Give finish floor elevation of main level of buildings that access is provided to.

c. Show recorded or otherwise known easements and right-of-way and identify owners.

d. Contours at one foot intervals; error shall not exceed one-half contour interval.

e. Show and describe substantial visual improvements (in addition to buildings) such as fences, walls, concrete slabs, gravel drives, culverts, etc.

f. Show drives and parking areas and, if striped, the striping and the type (e.g. handicapped, motorcycle, regular, etc.) and the number of parking spaces.

g. Indicate access to a public way such as driveways, and access to and from other adjoining properties.

h. Location of public and private utilities (representative examples of which are shown below) existing on or serving the surveyed property from observed evidence together with evidence from plans obtained from utility companies or provided by the client, and markings by utility companies and other appropriate sources(with reference as to the source of information).

i. Manholes, catch basins, valve vaults, yard hydrants, or other surface indications of subterranean uses; location, size and depths were information is readily available;

ii. Wires and cables (including their function, if readily identifiable), crossing the surveyed premises, all poles on or within ten feet of the survey limits.

iii. Utility company installations on the surveyed premises;

iv. Septic tanks and leach fields servicing or on surveyed premises;

v. Fire hydrants available to the property;

vi. Location, size, and inverts of culverts under adjacent roadway.

Inverts shall be provided for both ends of culvert.

vii. Location, rim elevations, and inverts of public sanitary sewer line at all manholes. Next manhole beyond the property line will be included.

i. Location of trees four inches and over (caliper two feet above ground); location within one foot tolerance and identify deciduous or coniferous. For large groupings of densely spaced trees or shrubs, limits of the grouping(s) and an indication of predominant species will be shown. Show edge of tree lines in wooded areas within survey limits.

3. Provide paper and electronic copies of survey in AutoCAD 2014.dwg format.

CLIENT RESPONSIBILITIES

It will be your responsibility to provide the following:

1. Legal, accounting and insurance counseling services that may be necessary.
2. Copies of existing site and utility drawings that are available.
3. Current deed for property surveyed.
4. Location services of private utilities if needed.

SCHEDULE

We will start our services upon receipt of this executed Agreement. Services will be completed in fifteen (15) working days dependent on weather. One call services will take Ten (10) working days before utilities are marked.

COMPENSATION:

The Scope of Services for fixed fee of **Two Thousand Five Hundred Dollars ($2,500.00**).

RECOMMENDATION: For the Mayor and City Council consideration and approval of the Letter of Agreement with Shive-Hattery for the Northeast Park Topographic Survey - 2018 for the Total Architectural Lump Sum Fee of $2,500.00.

RESOLUTION _____

RESOLUTION ACCEPTING AND APPROVING THE PROPOSAL WITH SHIVE HATTERY FOR NORTHEAST PARK TOPOGRAPHIC SURVEY – 2018

WHEREAS, the Northeast Park Topographic Survey – 2018 has been prepared with Shive-Hattery, and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Carroll, Iowa, that the Northeast Park Topographic Survey is accepted.

BE IT RESOLVED that the Contract for Professional Services with Shive-Hattery for the Northeast Park Topographic Survey – 2018 is approved upon review and acceptance by the City Attorney.

Passed and approved by the Carroll City Council this 9th day of April 2018.

CITY COUNCIL OF THE
CITY OF CARROLL, IOWA

By: _____
Eric P. Jensen, Mayor

ATTEST:

By: _____
Laura A. Schaefer, City Clerk

SHIVEHATTERY
ARCHITECTURE + ENGINEERING

PROFESSIONAL SERVICES AMENDMENT

TO: City of Carroll, Iowa

ATTN: Jack Wardell
112 E. 5th Street
Carroll, Iowa 51401-2799

PROJECT: Topographic Survey Services for Carroll-Northeast Park

DATE: March 22, 2018

PROJECT DESCRIPTION

Your project consists of a survey of existing improvements and boundary line location services for the Carroll Northeast Park in Carroll, Iowa.

SCOPE OF SERVICES:

Shive-Hattery, Inc. (S-H) will provide the following services:

Boundary Line Location and As-Constructed Survey:

1. Complete Boundary Line Location of property that includes:
   a. Show boundary lines, giving length and bearing on each straight line; interior angles, radius, point of tangency and length of curved lines from monuments found and plat information that is readily available.
2. Complete a topographic site survey of the property referenced above. The final survey will create a single electronic base drawing showing existing topographic information and site features as follows:
   a. Survey limits of the properties referenced above.
   b. Plot location of structures on the property. Dimension perimeter foot print in feet and decimals to nearest 0.1 foot. Give finish floor elevation of main level of buildings that access is provided to.
   c. Show recorded or otherwise known easements and right-of-way and identify owners.
   d. Contours at one foot intervals; error shall not exceed one-half contour interval.
   e. Show and describe substantial visual improvements (in addition to buildings) such as fences, walls, concrete slabs, gravel drives, culverts, etc.
   f. Show drives and parking areas and, if striped, the striping and the type (e.g. handicapped, motorcycle, regular, etc.) and the number of parking spaces.
   g. Indicate access to a public way such as driveways, and access to and from other adjoining properties.
   h. Location of public and private utilities (representative examples of which are shown below) existing on or serving the surveyed property from observed evidence together with evidence from plans obtained from utility companies or provided by the client, and markings by utility companies and other appropriate sources(with reference as to the source of information).
      i. Manholes, catch basins, valve vaults, yard hydrants, or other surface indications of subterranean uses; location, size and depths were information is readily available;

Shive-Hattery | 4125 Westown Parkway | Suite 100 | West Des Moines, IA 50266 | 515.223.8104 | shive-hattery.com

ii. Wires and cables (including their function, if readily identifiable), crossing the surveyed premises, all poles on or within ten feet of the survey limits.

iii. Utility company installations on the surveyed premises;

iv. Septic tanks and leach fields servicing or on surveyed premises;

v. Fire hydrants available to the property;

vi. Location, size, and inverts of culverts under adjacent roadway. Inverts shall be provided for both ends of culvert.

vii. Location, rim elevations, and inverts of public sanitary sewer line at all manholes. Next manhole beyond the property line will be included.

i. Location of trees four inches and over (caliper two feet above ground); location within one foot tolerance and identify deciduous or coniferous. For large groupings of densely spaced trees or shrubs, limits of the grouping(s) and an indication of predominant species will be shown. Show edge of tree lines in wooded areas within survey limits. Individual trees in heavily wooded areas will not be shown.

3. Provide paper and electronic copies of survey in AutoCAD 2014.dwg format.

CLIENT RESPONSIBILITIES

It will be your responsibility to provide the following:

1. Legal, accounting and insurance counseling services that may be necessary.
2. Copies of existing site and utility drawings that are available.
3. Current deed for property surveyed.
4. Location services of private utilities if needed.

SCHEDULE

We will start our services upon receipt of this executed Agreement. Services will be completed in fifteen (15) working days dependent on weather. One call services will take Ten (10) working days before utilities are marked.

COMPENSATION:

We will provide the Scope of Services for fixed fee of **Two Thousand Five Hundred Dollars ($2,500.00)**

It should be noted that during the process, unexpected items or events occur that sometimes result in the need for additional services that cannot be identified in the proposal stage. Should additional services be required beyond the Scope of Services listed in this proposal, we will submit an amendment to our contract for your approval and signature prior to our proceeding with the additional services.

The terms of this proposal are valid for 30 days from the date of this proposal.

Shive-Hattery | 4125 Westown Parkway | Suite 100 | West Des Moines, IA 50266 | 515.223.8104 | shive-hattery.com

AGREEMENT: This Work Order shall become the Agreement for Services when accepted by both parties. Original, facsimile, electronic signatures, or other electronic acceptance by the parties (and returned to Shive-Hattery) are deemed acceptable for binding the parties to the Agreement. The CONSULTANT representative signing this Agreement warrants that he or she is authorized to enter into the Agreement on behalf of the CONSULTANT.

Thank you for considering this proposal. We look forward to working with you. If you have any questions concerning this proposal, please contact us.

SHIVE-HATTERY, INC.

Emily C. Naylor

Emily Naylor, ASLA, Project Manager
ENaylor@shive-hattery.com

AGREEMENT ACCEPTED AND SERVICES AUTHORIZED TO PROCEED

CLIENT: City of Carroll, Iowa

_____
Signature

_____
Printed Name

_____
Title

_____
Date Accepted