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: Jack Wardell, Director of Parks and Recreation JW

DATE: November 8, 2017

SUBJECT: Memo to City Council – Contract for Professional Services –West side Entrance Improvements to the Carroll Recreation Center

- Letter of Agreement
- Resolution

As part of the City of Carroll transition plan City staff has received a proposal from FEH Design for the Carroll Recreation Center West side entrance. Attached to this memorandum is the proposal from FEH Design.

A summary of the items that will be included in the proposal are:

SCOPE OF ARCHITECTURAL SERVICES:

A. The Scope of Architectural Services will be limited to the following:

1. **Schematic Design:**
   a. FEH will come to the site and Field Measure and verify existing building conditions at and around the project location.
   b. Develop design concepts of the project for review and approval. The design will coordinate with the current Master Plan of the Rec Center.

2. **Design Development Services:**
   a. Develop the design to comply with current ADA regulations.
   b. Develop design details as required to complete the project.

3. **Construction Documents Services:**
   a. Prepare bidding documents to include plans and specifications.
   b. Prepare an opinion of construction costs.
   c. FEH will not attend the council meeting to approve the bidding process.

4. **Bidding and Negotiation:**
   a. FEH will not attend the pre-bid meeting.
   b. FEH will not attend the bid opening but will analyze the bids.
   c. Prepare recommendation to the Owner.
   d. Prepare contracts for construction.

5. **Construction Administration:**
   a. FEH will not review shop drawings.
   b. FEH will not review pay applications.
   c. FEH will not attend monthly progress meetings (Fee includes 2 site visits).
   d. FEH will not provide one Pre-final and one Final punch lists.
   e. FEH will not preform project close-out.
   f. At the Owner's request, FEH will provide site observation at a rate of $100.00 per hour. Plus mileage at $.535/ mile.

BASIS OF ARCHITECTURAL COMPENSATION:

FEH DESIGN purposes to perform the services stated for a lump sum fee. Additional services can be provided at an hourly rate. The hourly rate schedule attached to this document will be used to determine any additional fees.

Total Architectural Lump Sum fee: **$5,680.00**

RECOMMENDATION: For the Mayor and City Council consideration and approval of the Letter of Agreement with FEH Design for the ADA West side Entrance at the Carroll Recreation Center for the Total Lump Sum of $5,680.00.

November 7, 2017

LETTER OF AGREEMENT

Jack Wardell, Park & Recreation Director
City of Carroll, Iowa
716 N. Grant Rd.
Carroll, Ia. 51401-2799

RE: Carroll Recreation Center – ADA Upgrades from the West Entrance to the Parking Lot.
Project Number: TBD

Dear Mr. Wardell:

The following information will provide the basis for this Letter of Agreement:

PROJECT:	ADA Upgrades from the West Entrance to the parking lot; Carroll Recreation Center
OWNER:	City of Carroll, Iowa
ARCHITECT:	**FEH** DESIGN 701 Pierce Street, Suite 100 Sioux City, Iowa 51101

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Total Architectural Lump Sum fee: $5,680.00

International Building Code Special Inspections costs are not included.

Reimbursable expenses such as printing and plan distribution costs will be billed at cost plus 10%.

In conclusion, we sincerely appreciate the opportunity to present this Letter of Agreement to you for your consideration. If this Letter of Agreement is acceptable, please sign and date and return one copy to our office. Please contact our office if you have any questions or concerns regarding this Letter of Agreement.

Sincerely,

FEH DESIGN

Ron Speckmann, AIA
Principal/ Project Architect

ACCEPTED BY: Eric P. Jensen Date

_____ _____

RESOLUTION _____

RESOLUTION ACCEPTING AND APPROVING THE PROPOSAL WITH FEH DESIGN FOR CARROLL RECREATON CENTER ADA WEST SIDE ENTRANCE PROJECT

WHEREAS, a Carroll Recreation Center West side Entrance Improvements Proposal has been prepared with FEH Design, and

WHEREAS, a Carroll Recreation Center West side Entrance Improvements Proposal will assess the ADA deficiencies at the Carroll Recreation Center.

NOW, THEREFORE, BE IT RESOLVED that the Carroll Recreation Center West side Entrance Improvements Proposal with FEH Design, for the deficiencies at the Carroll Recreation Center is accepted and approved upon review and acceptance by the City Attorney.

Passed and approved by the Carroll City Council this 13TH day of November, 2017.

CITY COUNCIL OF THE
CITY OF CARROLL, IOWA

By: _____
Eric P. Jensen, Mayor

ATTEST:

By: _____
Laura A. Schaefer, City Clerk