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: November 16, 2020

SUBJECT: Contract for Professional Services – Carroll Trails Plan Segment III - 2020

- Amendment to Agreement

An amended Professional Services Agreement for services related to the Carroll Trails Plan Segment III - 2020 had been requested and received from Shive-Hattery. There is no change to the Project Description. This Amendment adds a fee for an additional topographic survey at Northeast Park to document the grading changes that have occurred for the Miracle Field construction since the original survey in early 2020.

COMPENSATION:

Original Professional Services Agreement

Shive-Hattery purposes to perform the services stated above for an Hourly w/Max fee and will not exceed the estimated amounts listed below without the City of Carroll's prior authorization.

Design Phase Services:	$33,500.00
Bidding Services:	$ 3,000.00
Construction Phase Services:	$ T.B.D.
Estimated Total	$36,500.00
Amended Professional Services Agreement:	
Additional topographic survey	$ 2,000.00
Total New Contract Services Agreement	$38,500.00

BUDGET:

Cash on Hand		$176,500
Hotel/Motel	FY 21	$100,000
Local Option Sales Tax (L.O.S.T)	FY 21	$150,000
Hotel/Motel	*FY 22*	*$100,000*
Local Option Sales Tax (L.O.S.T)	*FY 22*	*$150,000*
Funds Available		$670,000

RECOMMENDATION: For the Mayor and City Council consideration and approval of the Amended Agreement for Professional Services Agreement with Shive-Hattery for the Carroll Trails Plan Segment III – 2020 for a total fee of $38,500.00.

RESOLUTION NO. _____

RESOLUTION APPROVING AN AMENDMENT TO THE AGREEMENT WITH SHIVE HATTERY FOR THE CARROLL TRAILS PLAN SEGMENT III – 2020 PROJECT.

WHEREAS, Chapter 17 of the Code of Ordinances of the City of Carroll, Iowa., provides that all contracts made by the City be approved by the City Council; and,

WHEREAS, an Amendment to Agreement with Shive Hattery, Inc. has been prepared for design phase services for the Carroll Trails Plan Segment III – 2020 project; and,

WHEREAS, the City Council has determined that the Amended Agreement is in the best interests of the City of Carroll and residents thereof.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Carroll, Iowa, that the Amendment to Agreement with Shive-Hattery, Inc. for the Carroll Trails Plan Phase III - 2020 Project is approved.

Passed and approved by the Carroll City Council this 23rd day of November, 2020

CITY COUNCIL OF THE
CITY OF CARROLL, IOWA

By: _____
Eric P. Jensen, Mayor

ATTEST:

By: _____
Laura A. Schaefer, City Clerk

SHIVEHATTERY
ARCHITECTURE + ENGINEERING

AMENDMENT TO AGREEMENT
between SHIVE-HATTERY, INC. AND THE CLIENT

ATTN: Jack Wardell
CLIENT: City of Carroll, IA
627 N. Adams St
Carroll, IA 51401

PROJECT: Carroll Trails Plan – Segment III

PROJECT LOCATION: Carroll, IA

ORIGINAL AGREEMENT DATE: January 8, 2020

AMENDMENT NO.: 1

AMENDMENT DATE: November 13, 2020

City of Carroll, IA and Shive-Hattery, Inc. (S-H) agree to amend the Original Agreement as follows:

PROJECT DESCRIPTION

There is no change to the Project Description.

This Amendment adds fee for additional topographic survey at Northeast Park to document the grading changes that have occurred for the Miracle Field construction since the original survey in early 2020.

SCOPE OF SERVICES

Scope of services for the topographic survey are as per the original agreement. Refer to Exhibit A for extents of additional survey area.

SCHEDULE

No change.

COMPENSATION

The compensation for the scope of services included in this amendment are as follows:

Description	Fee	Fee Type	Reimbursable Expenses
Additional topographic survey	$2,000	Hourly w/Max	Included
TOTAL	$2,000		Included

Project 4201790

EXHIBITS

1. Additional Survey Area

AGREEMENT

When accepted by both parties, this Amendment will amend the Original Agreement and is subject to all other terms and conditions of the Original Agreement. 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 Amendment. The Client representative signing this Amendment warrants that he or she is authorized to enter into this Amendment on behalf of the Client.

Sincerely,

SHIVE-HATTERY, INC.

Jenifer J. Bates

Jenifer J. Bates, PE
jbates@shive-hattery.com

AMENDMENT ACCEPTED AND SERVICES AUTHORIZED TO PROCEED

CLIENT: City of Carroll, IA

BY:_____ TITLE: _____
(signature)

PRINTED NAME: _____DATE ACCEPTED: _____

CC: Craig Erickson

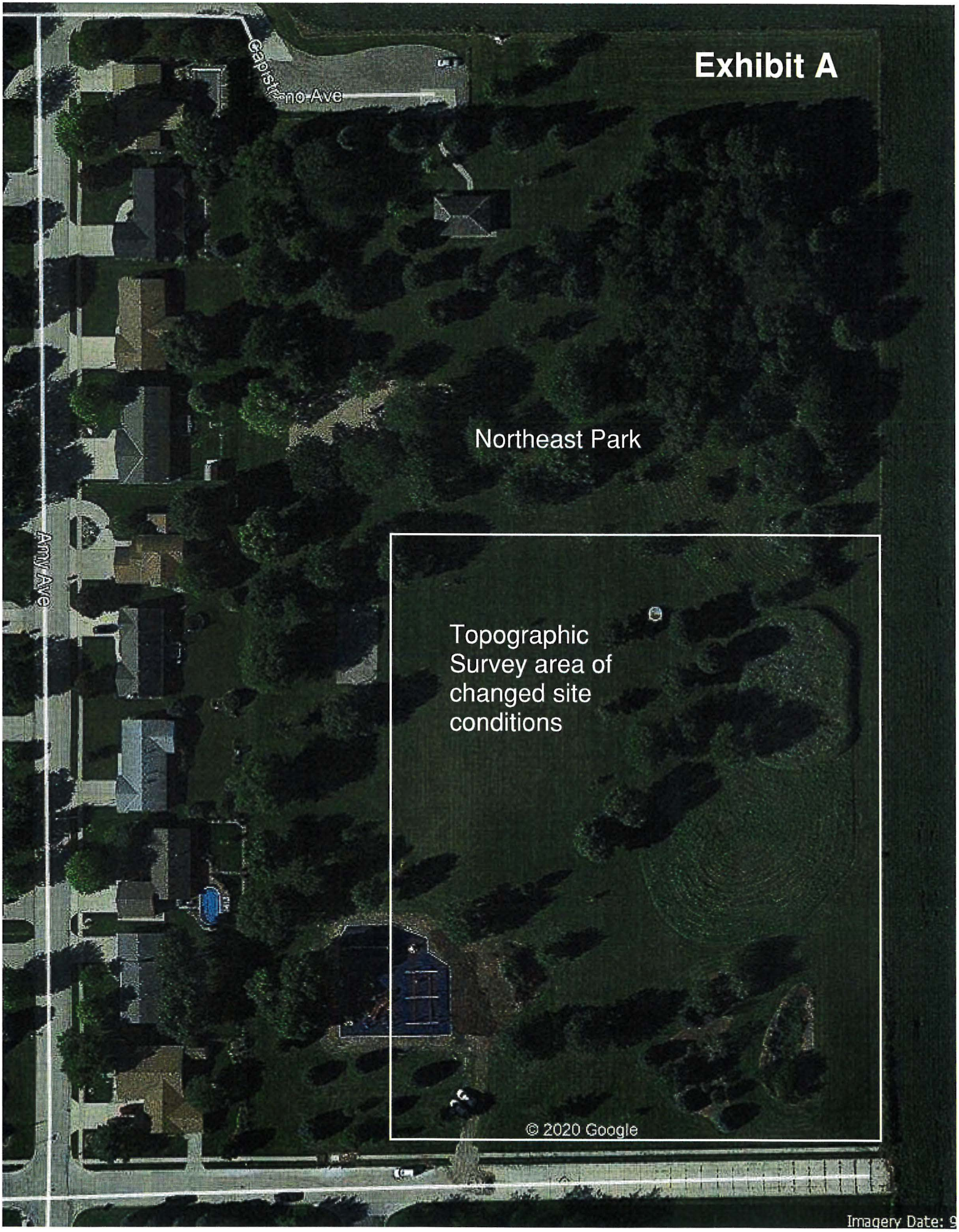
Exhibit A
Capistrano Ave
Northeast Park
Amy Ave
Topographic Survey area of changed site conditions
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Imagery Date: 9