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: December 4, 2019

SUBJECT: Contract for Professional Services – Graham Park – Pickleball Court Complex – 2019

- Letter of Agreement
- Resolution

A Letter of Agreement for services related to the design of pickleball courts had been requested and received from FEH Design. The Proposal Agreement includes scope of professional services necessary for design development and bid administration for the development of pickleball courts on the Schaben Family property recently gifted to the City of Carroll.

Architectural Professional Fee: **$15,090.00**

Current Budget

City of Carroll	$148,400.00
Grants*	
Warren H. Timmerman Grant	$ 12,200.00
Wellmark Foundation	$ 25,000.00
Carroll Pickleball Association	$ 5,000.00
	$190,600.00

* These grants were applied for by the Carroll Pickleball Association

Location: Graham Park, across the street and west of the tennis courts – Schaben Property.

Proposal: Bid four courts with an alternate bid for two additional courts.

Timeframe:

Construction Plans finalized	February 2020
Bid Due	March 2020
Construction	Late April-August 2020
Substantial Completion	September 2020

RECOMMENDATION: For the Mayor and City Council consideration and approval of the Letter of Agreement with FEH Design for the Graham Park Pickleball Court Complex for the Total Design Team Fee of $15,090.00.

RESOLUTION _____

RESOLUTION ACCEPTING AND APPROVING THE PROPOSAL WITH FEH DESIGN FOR GRAHAM PARK PICKLEBALL COURT COMPLEX PROJECT – 2019

WHEREAS, the Graham Park Pickleball Court Complex Proposal has been prepared with FEH Design, and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Carroll, Iowa, that the Professional Services Proposal with FEH Associates, Inc. for the Graham Park Pickleball Court Complex Proposal – 2019 is accepted.

BE IT RESOLVED that the Contract for Professional Services with FEH Associates, Inc. for the Graham Park Pickleball Court Complex Proposal – 2019 is approved upon review and acceptance by the City Attorney.

Passed and approved by the Carroll City Council this 9th day of December, 2019.

CITY COUNCIL OF THE
CITY OF CARROLL, IOWA

By: _____
Eric P. Jensen, Mayor

ATTEST:

By: _____
Laura A. Schaefer, City Clerk

November 24, 2019

LETTER OF AGREEMENT

Jack Wardell, Park & Recreation Director
City of Carroll, Iowa
627 N. Adams St.
Carroll, Ia. 51401

RE: Pickleball Courts – Property located at E. 11th and N. East Streets
Project Number: TBD

Dear Mr. Wardell:

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

PROJECT:	Pickleball Court Design
OWNER:	City of Carroll, Iowa
ARCHITECT:	**FEH** DESIGN 1201 4th Street, Suite 201 Sioux City, Iowa 51101

SCOPE OF ARCHITECTURAL SERVICES:

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

1. **Schematic Design:**
   a. FEH will develop a design concept of the project for review and approval.

2. **Design Development Services:**
   a. Develop the design to comply with current Pickleball regulations.
   b. Develop design details as required to complete the project.
      1. Structural design will be integrated into the design.
      2. Civil Engineering will be integrated into the design for the recommended subsurface drainage system.

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 attend and conduct the pre-bid meeting.
      1. FEH will prepare addendum.
   b. FEH will **not** attend the bid opening but will analyze the bids.

c. FEH will prepare recommendation to the Owner.
d. FEH will prepare contracts for construction.

5. **Construction Administration:**
   a. FEH will review shop drawings.
   b. FEH will review pay applications.
   c. FEH will **not** attend progress meetings.
   d. FEH will provide one Pre-final and one Final punch lists.
   e. FEH will perform project close-out.
   f. At the Owner's request, FEH will provide site observation trips at a rate of $145.00 per hour. Plus, mileage at $.58/ 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 Design Lump Sum fee:	**$ 9,140.00**
Total Structural Engineering Design Lump Sum fee:	**$ 4,000.00**
Total Civil Engineering Design Lump Sum fee:	**$ 1,950.00**
Total Design Team fees:	**$15,090.00**

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

Ronald D. Speckmann

Ron Speckmann, AIA
Principal/ Project Architect

ACCEPTED BY: Eric P. Jensen Date

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