

PUBLIC DOCUMENT
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CITY CLERK'S OFFICE
MUSCATINE, IOWA**Donelson, Fran**

From: Hill, Randy**Sent:** Monday, August 03, 2009 4:29 PM**To:** Donelson, Fran**Subject:** Engineering Services Proposal - W. 3rd/Chestnut Parking Lot Repair Project

Council ---

I have requested Shoemaker-Haaland to submit a proposal to the City of Muscatine for the Contract Administration, Construction Site Inspection and Construction Staking for the w.3rd/Chestnut Parking Lot Repair Project.

Administrative services includes consultation, pre-construction conferences, proceeding of any change orders, conduct periodic construction meetings, review monthly pay estimates and determine final contract quantities for City & Contractor approval.

Construction site inspection involves the periodic site visits and observation of site conditions, construction materials, installation practices and progress.

Staking is important to insure the design intent is realized. This includes setting retaining wall offset centerline grade stakes, set paving hubs, set stakes for storm sewer intakes and manholes.

The total cost for these services is \$30,760. This represents 7.8% of the construction cost. I recommend The City of Muscatine enter into an agreement with Shoemaker-Haaland for the administration, inspection and staking services. If you have any questions, please contact me.

8/3/2009



Shoemaker & Haaland
Engineering • Landscape Architecture • Surveying

August 3, 2009

Mr. Randy Hill
Acting City Administrator/
Public Works Director
City of Muscatine
1459 Washington Street
Muscatine, Iowa 52761-5040

Re: 2009 West 3rd/ Chestnut Parking Lot Repair Project
Construction Phase – Engineering Services Proposal

Dear Mr. Hill:

With project bids received and contract soon to be awarded, we are providing the attached proposed scope of service and estimate of fee for construction administration, construction site inspection, and construction staking services.

During the construction period we recommend having the engineer regularly involved in the construction process to verify that design work is implemented per design plans and specifications. To provide these services, the work is divided into the parts as follow. We have estimated our construction services proposal on the basis of a 14 week construction period, with approximately 16 hr/week site observation. Construction staking is based on the scope of services as described in the project specifications.

Construction Administration

The first type of service involves construction administration, including the following tasks:

1. Provide general construction project administration and consultation.
2. Arrange and conduct Preconstruction Conferences with contractors, utilities and Owner representatives.
3. Negotiate, prepare and obtain approval of all Change Orders required by the construction, including submission of verification information.
4. Conduct periodic construction meetings with the Contractor and Owner Representatives as well as affected utilities and property owners.
5. Review monthly pay estimates, and submit to City with recommendation for approval.
6. Upon project completion, determine final contract quantities from actual field measurement, or from field and office records as well as periodic pay estimates, and submit final pay estimate to City and Contractor for approval.

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7. Conduct Final Inspection, prepare punchlist and prepare Certificates of Completion for City acceptance of project.
8. Have available at site, or in office, a project representative who can answer citizens' inquiries as well as those of the City and Contractor.
9. Coordinate and review laboratory reports, materials submittals and test results.
10. Make regular weekly reports to you on progress and answer any questions.

Construction Site Inspection

The second type of service, of equal importance, is the periodic site visits and observation of site conditions, construction materials, installation practices and progress. This type of service is provided by our construction site inspectors and includes the following tasks:

1. Document existing site conditions before construction begins. This will be very important, especially with homes and businesses near the wall failure site.
2. Record the daily weather conditions, construction crews working, and progress made.
3. Check delivered materials for specification compliance prior to installation.
4. Observe public safety and traffic control provision provided by Contractor.
5. Observe construction installation practices for compliance with specification requirements.
6. Issue weekly progress reports.
7. Measure quantities of work completed.
8. Answer Contractor's and City's questions daily on details of construction and scheduling.
9. Observe temporary and permanent erosion control provisions installed by Contractor.
10. Conduct or schedule materials testing or observe and record Contractor's testing.
11. Coordinate construction staking schedule.
12. On site testing (soil compaction, concrete slump, concrete air, and concrete cylinders).

Estimated not to exceed fee for the above services\$ 24,300.00
Estimated reimbursable expenses\$ 1,175.00

Total estimate for Construction Administration
and Construction Site Inspection\$25,475.00

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Construction Staking

During construction it also benefits the project to have the designer perform construction staking to help insure the designer's intent is realized. We propose the following scope of service to support the City and Contractor during construction.

1. Set retaining wall offset centerline grade stakes at 100 foot intervals.
2. Mark location of removal limits.
3. Set Paving Hubs for Parking Pavement, including curb and gutter.
4. Set Paving Hubs for Driveways.
5. Set stakes for storm sewer intakes and manholes.
6. Set Paving Hubs for 3rd Street and Chestnut Street sidewalks.

Estimated not to exceed fee for the above services\$ 5040.00
Estimated reimbursable expenses\$ 245.00

Total estimate for Construction Staking\$ 5285.00

The total fee for above services..... \$30,760.00

We will accomplish these services in accordance with our Standard Terms and Conditions of Service previously submitted. If you approve of this proposal, please sign one copy of this proposal in the space below and return to us. We appreciate the opportunity to be of continued services to the City of Muscatine.

Very truly yours,

SHOEMAKER & HAALAND PROFESSIONAL ENGINEERS

Robert W. Tobin

Robert W. Tobin, P.E.

RWT:bak

Proposal accepted for the City of Muscatine, Iowa, on this 6th day of August, 2009.

By *Randall A. Hill* *Acting City Administrator*
Signature and Title