



City of Muscatine



MUSCATINE CITY COUNCIL

Agenda Item Summary – Regular Meeting

Date July 7, 2022

STAFF

Brian Stineman, Public Works Director

SUBJECT

Request to Enter into a Professional Services Agreement with IMEG Corp.

EXECUTIVE SUMMARY

Presented for City Council’s consideration is a request to enter into a Professional Services Agreement with IMEG Corp. for \$12,400 for survey for the Riverfront Amphitheater Project.

STAFF RECOMMENDATION

Staff recommends City Council approve the request to enter into a Professional Services Agreement with IMEG Corp.

BACKGROUND/DISCUSSION

Survey is necessary for the design of the Riverfront Amphitheater Project. The City is working with RDG Planning & Design to design and create construction plans for this project. RDG solicited proposals from engineering and survey firms for this work and recommended IMEG Corp. City staff have reviewed the proposal and agree that it is in the best interest of the City to proceed with this contract.

CITY FINANCIAL IMPACT

Funding for this contract is available in funds allocated for the Riverfront Amphitheater Project

ATTACHMENTS

- IMEG Corp. Survey Proposal



June 29, 2022

Brian Stineman
City of Muscatine
1459 Washington Street
Muscatine, Iowa 52761

RE: Proposal for Surveying Services
Riverside Park Survey
Muscatine, Iowa

Dear Brian:

Thank you for the opportunity to submit a Proposal for surveying services for Riverside Park property that runs along the Mississippi River, South of West Mississippi Drive and South of Pearl City Station. The area of the Park and adjacent public R.O.W. is to be surveyed to enable design of the Riverside Park Amphitheater.

We understand the scope of work is as follows:

SURVEY PHASE SERVICES

1. Topographic survey services including:
 - a. Perform topographic survey of Site A and Site B as shown on Exhibit A of the RFP.
 - b. Topographic survey to extend 10' outside adjacent right of way lines.
 - c. IMEG to set a minimum of 3 horizontal control points on site based on the Iowa State Plane Coordinate System.
 - d. IMEG to set a minimum of 2 benchmarks on site based on NGVD 88 Datum.
 - e. Show contours at 1' interval.
 - f. Note spot elevations on back of curb, gutter flowline, gutter flag, edge of sidewalk, edge of paving, including far side of paving, where appropriate.
 - g. Show plotted location of visible structures, paving, improvements, and other permanent features.
 - h. Show observed evidence of subsurface structures.
 - i. Show elevation of each entrance at each building on site.
 - j. IMEG to coordinate utility locations with a private locating company.
 - k. Show utility information marked by private locator.
 - l. Show utility information based on maps supplied to the surveyor.
 - m. Show location, size, depth and direction of flow for sanitary and storm sewers systems.
 - n. Note water elevations in any excavation, well, body of water on or adjacent to property.

- o. Show location of 100-year flood plain and Base Flood Elevation based on FIRM panel for subject property.
- p. Show trees greater than 4" in diameter 3' above ground.
- q. Show outline of large, wooded areas.
- r. Show bushes larger than 12".
- s. Outline larger landscaped areas.
- t. Survey drawing shall be drafted at 1" = 20' scale with all text labels and line types clearly legible. Survey drawing shall be formatted on a 30" x 42" drawing sheet size. Survey drawing shall include the Land Surveyors titleblock and be titled G02.01 SITE SURVEY with additional drawing sheets to be included as necessary to clearly document all existing conditions at the requested scale.
- u. Digital (DWG and PDF) Drawing Requirements:
 - 1) All drawings shall be provided in digital DWG format of AutoCAD Civil 3D version and a PDF reproducible format.
- v. Topographic Survey Deliverables:
 - 1) One (1) official hard copy of the Land Surveyor signed and sealed completed Topographic Survey.
 - 2) One (1) CD or USB flash drive containing DWG file of the completed Topographic Survey and a PDF the Land Surveyor signed and sealed completed Topographic Survey.

ASSUMPTIONS

- 1. IMEG is not performing civil design services as part of this agreement.
- 2. Drawings of the existing project area and underground utilities, in the possession of the City, will be provided to IMEG.
- 3. Utility locates for the entire project site will be performed at the same time.
- 4. Completion of work and delivery of work projects within 30 days of Notice to Proceed.

COMPENSATION

We propose to provide the services described above on a time and material basis using our standard hourly billing rates (attached), with the project hourly fees broken down as follows:

Survey Phase Site A	\$5,200 ±
Utility Locate Site A	\$3,000 ±
Survey Phase Site B	\$2,200 ±
Utility Locate Site B	\$2,000 ±

Total Project Fee (Estimated - Hourly)	\$12,400 ±
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PROJECT EXPENSES

The following reimbursable expenses **are not** included in the above fee and will be invoiced with a 1.1 multiplier of actual cost:

1. Local, County and / or State review, filing or recording fees.
2. CAD plots of drawings in any media other than paper or electronic files.
3. Necessary consultants as approved by Client:
 - a. Private Utility Locating Service.
 - b. Title Company for Title Commitments.
4. Postage and delivery charges.
5. Expenses for safety training, background checks, and drug testing if required to access site.
6. Project specific insurance coverage riders or amendments necessary to comply with required insurance requirements above current IMEG limits and conditions.

ADDITIONAL SERVICES

IMEG can include the following as additional services. Additional services will be performed on a time and material basis using IMEG's standard hourly rates in effect at the time the service is performed, or for a negotiated fee, and only after approved in writing.

1. Civil, structural, mechanical, electrical, or technology design of any kind.
2. Geotechnical services.
3. A return site visit to replace any corners removed after we have placed them.
4. A return site visit to replace government section corners, or an accessory, to perpetuate the record location of a corner in accordance with Iowa Statutes.
5. Preparing and recording of Section Corner Certificate per State Code.
6. Any field topographic survey beyond those listed above.
7. Delays resulting from the owner's failure to secure right-of-entry for IMEG to complete the services.
8. Preparation of any documents related to zoning, permitting, vacation, exhibit, easement, or right-of-way plats, subdivisions or descriptions not described above.
9. Title/easement research.
10. Deposition or expert testimony; inclusive of the preparation for either.
11. Design engineering services and/or coordination regarding Archaeological, Environmental or Historic issues.
12. Soils investigations, geotechnical, hydraulic or environmental reports or studies.
13. Meetings and public hearings, other than what may be specified above.



GENERAL

The attached Terms and Conditions dated April 10, 2020 are made a part of this Proposal. This Proposal is valid for 45 days from the date of this offer.

We will begin our services following acceptance of this Proposal for Surveying Services. We look forward to working with you and your staff on this project and appreciate this opportunity to be of service. Acceptance may be conveyed via e-mail to the address listed below or by signing this offer and returning it to our office.

Sincerely,

IMEG CORP.


Digitally signed by
Jason L. Holdorf, P.E.
Date: 2022.06.29
15:28:24-05'00'

Jason L. Holdorf, P.E.
Principal / Client Executive
Jason.L.Holdorf@imegcorp.com

JH/mlj

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CITY OF MUSCATINE

Accepted:


Bradley Bark (Jul 8, 2022 16:56 CDT)

Signature

Mayor

Title

Jul 8, 2022

Date

Signature: 
Carol Webb (Jul 8, 2022 17:11 CDT)

Email: cwebb@muscatineiowa.gov

Signature: 
Cinda Hilger (Jul 10, 2022 10:18 CDT)

Email: chilger@muscatineiowa.gov

