



# City of Muscatine

ITEM NUMBER 2024-0028

## AGENDA ITEM SUMMARY

DATE: 2/1/2024

### STAFF

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Brian Stineman, Public Works Director

### SUBJECT

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Request to Enter Into a Professional Services Agreement with Corbin Design to Provide Wayfinding Implementation Consulting Services for an Amount Not to Exceed \$17,320.00

### EXECUTIVE SUMMARY

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Request to Enter Into a Professional Services Agreement with Corbin Design to Provide Wayfinding Implementation Consulting Services for an Amount Not to Exceed \$17,320.

### STAFF RECOMMENDATION

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Approve and Sign the Agreement

### BACKGROUND/DISCUSSION

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Corbin Design has completed the City of Muscatine Wayfinding Master Plan and the plan was adopted by the City Council at the January 4, 2024 meeting. This consulting services agreement will ensure that the city wayfinding plan and signage is implemented according to the design recommendations. Corbin Design will provide quality assurance and quality control (QA/QC) on all aspects from bidding to installation of the signage as outlined in the service agreement.

### CITY FINANCIAL IMPACT

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Funding is available from TIF funds that were allocated for the Wayfinding Master Plan design and implementation.

### ATTACHMENTS

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1. Corbin Design Implementation Proposal

# Proposal to Provide Wayfinding Implementation Consulting Services for the City of Muscatine

## Muscatine, Iowa

Submittal Date: January 24, 2024

### Project Description

The City of Muscatine (the City) has asked Corbin Design, Inc. (Corbin Design) to submit a proposal for providing wayfinding and signage consultation services during the implementation of their wayfinding signage plan.

### Project Approach

The implementation task includes consulting during the bid, fabrication, and installation processes.

During the bid process, we:

- Coordinate with the City purchasing department to determine the proper bid process and corresponding bid documents;
- Issue the electronic Bid Package for an open bid process;
- Conduct a pre-bid conference call;
- Field bidder questions and issue any needed bid addenda during the bidding period;
- Evaluate bid returns and other submittals;
- Create a bid analysis spreadsheet, requesting clarification where needed; and
- Submit the bid analysis and a summary of the findings for the City's review.

Once the City selects a fabricator, you hold the primary contractual relationship as Owner. It is the responsibility of the selected fabricator to work from the approved Sign Message Schedule to create individual graphic layouts for every sign face, in accordance with the specifications detailed in the Design Intent Drawings.

It is Corbin Design's responsibility to protect the design intent and ensure faithful implementation of the Sign Message Schedule and Sign Location Plan. During this process, we:

- Work with the selected fabricator to issue necessary documentation;

- Review pre-fabrication submittals up to two times (show drawings, color samples, etc.);
- Review graphic layouts of sign faces and messaging up to two times;
- Work with the City as you verify the accuracy of the messaging in these documents;
- Answer the fabricator's questions during the fabrication period;
- Monitor the fabrication progress via digital photos and conference calls;
- Conduct an on-site inspection after the completion of the initial installation phase;
- Develop an inspection report;
- Review the inspection report with the City via a web-based conference call; and
- Prepare and submit a list of punch list items from the inspection report to the City and the fabricator for the fabricator to correct.

### Schedule

Assuming timely submittals of information and resource materials, as well as timely reviews and actions on your part, we are prepared to work with you to set and meet reasonable deadlines.

### Compensation

For the services listed above, we ask to be compensated a total of \$15,820. <sup>SS</sup> \$17,320

A breakdown of this figure is as follows:

Professional Fees:	\$15,820
Travel Expenses:	\$1,500

### Terms, Conditions, and Responsibilities

Professional fees and reimbursable expenses are billed monthly and payable within 30 days. No initial payment is required.

Travel expenses include one, one-person trip to Muscatine, Iowa, and will be billed at the actual cost. In order to maintain cost efficiency, we

request that meeting dates be confirmed at least two weeks in advance.

This fee proposal shall remain in effect for 90 days. If not acted upon during this period, we reserve the right to re-evaluate our proposal.

Our quotation for professional fees is based on the anticipated project schedule and our past experience with similar projects.

These maximum fees and expenses apply as long as the scope of the work remains the same, previously approved materials are not revised, and the work schedule proceeds directly and efficiently without a delay that exceeds six months. If it appears that the maximum fees and expenses could be exceeded for reasons beyond our control, we will notify you and agree either on a new fee and expense limits or a new strategy for completing the remaining work within the existing fees and expenses.

The City, through the suppliers identified by itself and Corbin Design, will be responsible for ordering, purchasing, receiving, and verifying the signage, supervising installation, and authorizing final payment. Corbin Design will not directly purchase or supply for the project any specified items unless it is agreed upon before purchase.

In dealing with contractors and suppliers of the City, Corbin Design will act only as a consultant to the City. The City will be solely responsible for payments to contractors and suppliers who might be involved in the work as a result of our services. Corbin Design will not be held responsible for the failure of contractors or suppliers to fulfill their agreements with the City.

The Sign Location Plan provided to the City by Corbin Design is general in nature and not to scale, and reflects locations deemed desirable for the effectiveness of the overall wayfinding plan only. They do not include exact locations or provide mounting, electrical, or landscaping specifications. The investigation of actual exterior site conditions such as the existence of underground utilities and other encumbrances, is the responsibility of the City and the sign fabricator selected/contracted to install the signs.

Bid Documents prepared by Corbin Design show design intent, not construction or engineering details. The fabricator is responsible for fabrication, installation, and overall product quality. We expect the more detailed development and engineering of the design-intent drawings and installation detail to be shown in the fabricator's submitted shop drawings. Corbin Design and the City will review all shop drawings submitted by the fabricator. If, at any point during the project, the City requests construction documents with a seal from a licensed architect and/or engineer, Corbin Design will obtain that at an additional cost.

This Agreement may not be assigned, sublet, or transferred without the written consent of both parties. This Agreement may be terminated by either party by giving seven days written notice or at the completion of any of the parts outlined above. In the event of termination, Corbin Design shall be compensated for all work performed to the date of notification, including authorized additional fees and reimbursable expenses.

### Conclusion

If the above conditions are acceptable to you, an authorized signature will constitute an agreement. Please return one signed copy for our records. Also, please email a purchase order to [accounting@corbindesign.com](mailto:accounting@corbindesign.com).

*We look forward to continuing our working relationship!*

  
for **Corbin Design, Inc.**

2/20/2024  
Date

  
for **the City of Muscatine**

05/02/2024  
Date

**Signature:**

**Email:** [chilger@muscatineiowa.gov](mailto:chilger@muscatineiowa.gov)