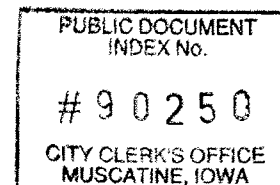


Johnson, AJ

From: Hill, Randy
Sent: Tuesday, September 04, 2007 10:12 AM
To: Johnson, AJ
Cc: Donelson, Fran; Howell, Randy
Subject: W. 2nd St. Retaining Wall - Engineering Services



AJ –

I have requested a proposal from Shoemaker-Haaland to manage the W. 2nd Street Retaining Wall project. Their services would be twofold – construction administration and construction inspection. The scope of work includes the following:

1. Provide general construction project administration
2. Conduct Preconstruction Conference
3. Negotiate, prepare and obtain approval of all Change Orders
4. Conduct periodic construction meetings
5. Review monthly pay estimates
6. Determine final contract quantities from actual field measurements for final pay estimate submitted to the City
7. Conduct Final Inspection and punchlist
8. Citizen contact regarding inquiries
9. Coordinate laboratory reports
10. Submit regular weekly progress reports
11. Document existing site conditions before construction
12. Record daily weather conditions and construction crews working
13. Check delivered materials for specification compliance
14. Observe public safety and traffic control provisions
15. Observe construction installation practices
16. Measure quantities of work completed
17. Answer questions on details of construction and scheduling
18. Observe temporary and permanent erosion control provisions
19. Conduct materials testing
20. Coordinate construction staking

For these services Shoemaker-Haaland is proposing a cost of \$15,280. This level of service is based on an 8 week construction period. If the Contractor moves along faster or more efficiently than expected, the project management fee will be reduced accordingly. We have employed Shoemaker-Haaland in the past with considerable success. I recommend the City enter into an Agreement with Shoemaker-Haaland for Engineering Services for the W. 2nd Street Retaining Wall. If you have any questions, please contact me.



Shoemaker & Haaland

Engineering • Landscape Architecture • Surveying

August 7, 2007

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

Re: West 2nd Street Retaining Wall Improvement Project
Construction Phase – Engineering Services Proposal

Dear Mr. Hill:

With the retaining wall bids to be received and contract soon to be awarded, it is an appropriate time to provide you a proposed scope of service and estimate of fee for construction phase observation and testing services. These services have not been included in previous proposals for the study or design phases of the project.

During the construction period, it is essential, we have found, to have the engineer regularly involved in the construction process to assure that all of the thorough planning and design work is actually carried forth in the construction of the improvements. To adequately protect the City's interest, we provide two types of services within the construction phase.

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.
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.

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 an experienced construction site inspector and observer. This level of services includes the following tasks:

1. Document existing site conditions before construction begins. This will be very important, especially with homes 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.

Mr. Randy Hill
August 7, 2007
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For these construction phase services, we estimate that our fee will be \$14,380 plus project related expense costs of \$900. This level of service is based on approximately 16 hours/week site observation over the 8 week construction period. If the Contractor moves along faster or more efficiently than expected, we may not be required to provide as many hours of service and our fee will be reduced accordingly.

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,

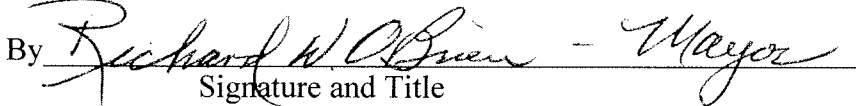
SHOEMAKER & HAALAND PROFESSIONAL ENGINEERS


Robert A Bang, P.E. *KS*

RAB:kms

05273

Proposal accepted for the City of Muscatine, Iowa, on this 6th day of September, 2007.

By  - Mayor
Signature and Title