

June 20, 2018

John Schmitz
City of Johnston – Parks Director
6300 Pioneer Parkway
PO Box 410
Johnston, IA 50131-0410
Via Email: jschmitz@cityofjohnston.com

RE: Professional Design Services Proposal – Boat Launch, Parking Lot, and Trail along NW 70th Ave.
City of Johnston, IA

John,

Thank you for the opportunity to submit this proposal for professional design services. Based on the conversation that I had with you and David Wilwerding on June 6, 2018, ISG is prepared to provide full design and construction administration services for the parking lot, trail, and cast-in-place launch project along NW 70th Avenue. The following scope of services will be provided to meet your current needs.

SCOPE OF SERVICES

Topographic Site Survey

ISG will perform a topographic survey of the site to document existing elevations and significant site features that may be incorporated into the overall design.

Beaver Creek Channel Assessment

ISG will perform a site assessment of the channel and banks to determine proper design for the launch and the natural channel bank protection. The geometry of the channel, especially at bank full and normal water, will help determine the proper elevations for various design elements along the channel bank.

Wetland Delineation

Wetlands are likely to exist within and adjacent to the project areas of the proposed water access and trail, therefore, the field delineation will consist of identifying and delineating any wetlands within the preliminary project limits. Delineation methodologies will conform to the current Midwest Regional Supplement of the Corps of Engineers Wetland Delineation Manual (US Army Corps of Engineers, 1987). Wetland boundaries will be surveyed with a sub-meter grade GPS unit and flagged/staked in the field. The information gathered from the desktop review, aerial photograph review, and wetland delineation will be combined and incorporated into a wetland delineation report authored by a Professional Wetland Scientist (PWS). This report will be prepared and submitted to the U.S. Army Corps of Engineers for their review and approval. The approved wetland delineation will be overlaid on to the preliminary design to quantify and type (cut, fill) wetland impacts.

Civil Construction Documents

ISG will prepare a full set of construction documents, including the following.

- Existing Site Plan

ISG will prepare an existing site plan that will allow any existing infrastructure to be identified, including utilities, concrete, fence lines, etc.

- **Site Layout Plan**

ISG will prepare a site plan that will include signage, striping, ADA requirements, pavement sections and dimensions.

- **Utility Construction Plan**

ISG will prepare drawings and specifications that will identify new utility construction and any necessary relocation of existing utilities, including storm, sanitary, water, gas. ISG will coordinate site construction with the applicable dry utility companies to facilitate temporary or permanent service relocations as needed to accommodate the proposed changes to the site.

- **Site Grading + Erosion Control Plan**

ISG will prepare construction documents to show the existing and proposed contours, spot elevations, stormwater facilities and details, and easement requirements for drainage and other dry utility work. This plan will include erosion control measures necessary to meet local and state requirements.

- **Landscaping Plan**

ISG will prepare construction plans and specifications for site landscaping to meet the requirements of the City. This will include any applicable tree preservation, planting calculations, and associated plan requirements.

- **Lighting Plan**

ISG will follow local code and ordinance guidelines to prepare construction plans and specification for site lighting to meet requirements of the City. This plan will include structural light pole base details, electrical distribution design including conduit and wiring layouts, lighting control design, and interconnect drawings.

- **Standard Notes, Details, and Specifications**

ISG will prepare standard site details, notes, and specifications as part of the construction plans.

- **Traffic Control**

ISG will prepare plans, specifications, and notes to provide direction to contractor for traffic control measures to be implemented on local streets throughout construction.

Stormwater Management Report

ISG will prepare a letter style stormwater management report, which will provide a summary of the existing drainage conditions and the impact that the proposed development will have on the site runoff. The report will also document how water quality and water quantity is being addressed on-site. ISG will follow the stormwater requirements of the City of Johnston.

Stormwater Pollution Prevention Plan (SWPPP)

ISG will prepare a project specific stormwater pollution prevention plan, including the public notice, notice of intent, BMPs design, and contractor signature pages.

Meetings

ISG anticipates attendance at four (4) meetings: Project Kickoff, City Park Board, Public Engagement, and City Council.

Permit Applications

ISG will prepare and furnish necessary documentation to provide Agency clearances for required permits necessary for construction of the project. The individual application fees will remain the responsibility of the City of Johnston.

Bid Administration (Bidding)

ISG will prepare and furnish bidding documents for review by the City of Johnston, its legal counsel, and other advisors and revise bidding documents as needed. ISG will also provide assistance with bid solicitation through notification and invitation of contractors, answer questions of the Contractors and Owner, issuance of addenda as necessary, attendance at the bid opening, preparation of recommendation of award letter, and contract preparation.

Construction Administration

ISG will provide shop drawing review and facilitate a Pre-Construction Conference prior to commencement of Work at the Site. ISG will also receive, review, and determine the acceptability of any and all schedules that the selected Contractor is required to submit for the project, including the Progress Schedule, Schedule of Submittals, Schedule of Values, and Change Orders. ISG will perform visits to the site at intervals appropriate to the various stages of construction including a site walk-through to approve project close-out.

Resident Project Representative

ISG will provide the services of a Resident Project Representative (RPR) on-site to provide more extensive observation of Contractor's work. Duties, responsibilities, and authority of the RPR are as set forth in Exhibit A. The furnishing of such RPR's services will not limit, extend, or modify Engineer's responsibilities or authority except as expressly set forth in **Exhibit A**. Full time RPR has not been included, if required, billing would be at standard hourly rates, as attached.

Construction Staking

As required, ISG will establish baselines and benchmarks for locating the work in collaboration with the awarded contractor which are necessary to enable the Contractor to proceed with construction. This may include construction surveys and staking to enable the Contractor to perform the work. Construction staking fees will be determined following completion of final construction documents and selection of the contractor.

Our goal for this proposal, like our services, is to be flexible to accommodate the requirements of your project. At your request, ISG is able to provide a subsequent proposal to assist with any additional professional design services that may be necessary to facilitate construction of this project as it moves forward.

COMPENSATION + SCHEDULE



ISG proposes to provide the scope of services described within this proposal for compensation in accordance with the following schedule:

Service	Compensation
Topographic Site Survey	\$2,800
Beaver Creek Channel Assessment	\$1,000
Wetland Delineation	\$4,000
Civil Construction Documents	\$15,300
Stormwater Management Report	\$2,000
Stormwater Pollution Prevention Plan	\$2,500
Meetings	\$3,200
Permit Applications	\$1,000
Total	\$31,800
Bid Administration (Bidding)	T & M - Estimated Budget (\$1,600)
Construction Administration	T & M - Estimated Budget (\$6,200)
Resident Project Representative	T & M - Estimated Budget (\$6,200)

If this proposal is acceptable, please sign acknowledgement and return a copy to our office. We look forward to providing the City of Johnston with responsive service, a collaborative approach, and timely delivery.

Please contact me with any questions or comments you may have at 515.243.9143 or at evan.delval@is-grp.com. We look forward to hearing from you.

Sincerely,

Evan Del Val, PE, CFM
Civil Engineer

ACKNOWLEDGEMENT OF ACCEPTANCE
Accepted this ____ day of _____, 2018
For: _____
By: _____
Title: _____
This proposal is valid for 60 days.



EXHIBIT A

Duties, Responsibilities, and Limitations of Authority of Resident Project Representative

Article 1 of the Agreement is supplemented to include the following agreement of the parties:

A1.01 *Resident Project Representative*

- A. Engineer shall furnish a Resident Project Representative (“RPR”) to assist Engineer in observing progress and quality of the Work. The RPR may provide full time representation or may provide representation to a lesser degree.
- B. Through RPR's observations of Contractor's work in progress and field checks of materials and equipment, Engineer shall endeavor to provide further protection for Owner against defects and deficiencies in the Work. However, Engineer shall not, during such RPR field checks or as a result of such RPR observations of Contractor's work in progress, supervise, direct, or have control over Contractor's Work, nor shall Engineer (including the RPR) have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, for security or safety at the Site, for safety precautions and programs incident to any contractor's work in progress, or for any failure of a contractor to comply with Laws and Regulations applicable to such contractor's performing and furnishing of its work. The Engineer (including RPR) neither guarantee the performances of any contractor nor assumes responsibility for Contractor's failure to furnish and perform the Work in accordance with the Contract Documents.
- C. The duties and responsibilities of the RPR are as follows:
 - 1. *General:* RPR is Engineer's representative at the Site, will act as directed by and under the supervision of Engineer, and will confer with Engineer regarding RPR's actions. RPR's dealings in matters pertaining to the Contractor's work in progress shall in general be with Engineer and Contractor. RPR's dealings with Subcontractors shall only be through or with the full knowledge and approval of Contractor. RPR shall generally communicate with Owner only with the knowledge of and under the direction of Engineer.
 - 2. *Schedules:* Review the progress schedule, schedule of Shop Drawing and Sample submittals, and schedule of values prepared by Contractor and consult with Engineer concerning acceptability.
 - 3. *Conferences and Meetings:* Attend meetings with Contractor, such as preconstruction conferences, progress meetings, job conferences and other project-related meetings, and prepare and circulate copies of minutes thereof.

4. *Liaison:*
 - a. Serve as Engineer's liaison with Contractor. Working principally through Contractor's authorized representative or designee, assist in providing information regarding the intent of the Contract Documents.
 - b. Assist Engineer in serving as Owner's liaison with Contractor when Contractor's operations affect Owner's on-Site operations.
 - c. Assist in obtaining from Owner additional details or information, when required for proper execution of the Work.
5. *Interpretation of Contract Documents:* Report to Engineer when clarifications and interpretations of the Contract Documents are needed and transmit to Contractor clarifications and interpretations as issued by Engineer.
6. *Shop Drawings and Samples:*
 - a. Record date of receipt of Samples and approved Shop Drawings.
 - b. Receive Samples which are furnished at the Site by Contractor, and notify Engineer of availability of Samples for examination.
 - c. Advise Engineer and Contractor of the commencement of any portion of the Work requiring a Shop Drawing or Sample submittal for which RPR believes that the submittal has not been approved by Engineer.
7. *Modifications:* Consider and evaluate Contractor's suggestions for modifications in Drawings or Specifications and report such suggestions, together with RPR's recommendations, to Engineer. Transmit to Contractor in writing decisions as issued by Engineer.
8. *Review of Work and Rejection of Defective Work:*
 - a. Conduct on-Site observations of Contractor's work in progress to assist Engineer in determining if the Work is in general proceeding in accordance with the Contract Documents.
 - b. Report to Engineer whenever RPR believes that any part of Contractor's work in progress will not produce a completed Project that conforms generally to the Contract Documents or will imperil the integrity of the design concept of the completed Project as a functioning whole as indicated in the Contract Documents, or has been damaged, or does not meet the requirements of any inspection, test or approval required to be made; and advise Engineer of that part of work in progress that RPR believes should be corrected or rejected or should be uncovered for observation, or requires special testing, inspection, or approval.

9. *Inspections, Tests, and System Start-ups:*

- a. Consult with Engineer in advance of scheduled inspections, tests, and systems start-ups.
- b. Verify that tests, equipment, and systems start-ups and operating and maintenance training are conducted in the presence of appropriate Owner's personnel, and that Contractor maintains adequate records thereof.
- c. Observe, record, and report to Engineer appropriate details relative to the test procedures and systems start-ups.
- d. Accompany visiting inspectors representing public or other agencies having jurisdiction over the Project, record the results of these inspections, and report to Engineer.

10. *Records:*

- a. Maintain at the Site orderly files for correspondence, reports of job conferences, reproductions of original Contract Documents including all change orders, field orders, work change directives, addenda, additional Drawings issued subsequent to the execution of the Construction Contract, Engineer's clarifications and interpretations of the Contract Documents, progress reports, Shop Drawing and Sample submittals received from and delivered to Contractor, and other Project-related documents.
- b. Prepare a daily report or keep a diary or log book, recording Contractor's hours on the Site, weather conditions, data relative to questions of change orders, field orders, work change directives, or changed conditions, Site visitors, daily activities, decisions, observations in general, and specific observations in more detail as in the case of observing test procedures; and send copies to Engineer.
- c. Record names, addresses, fax numbers, e-mail addresses, web site locations, and telephone numbers of all Contractors, Subcontractors, and major Suppliers of materials and equipment.
- d. Maintain records for use in preparing Project documentation.
- e. Upon completion of the Work, furnish original set of all RPR Project documentation to Engineer.

11. *Reports:*

- a. Furnish to Engineer periodic reports as required of progress of the Work and of Contractor's compliance with the progress schedule and schedule of Shop Drawing and Sample submittals.

- b. Draft and recommend to Engineer proposed change orders, work change directives, and field orders. Obtain backup material from Contractor.
 - c. Furnish to Engineer and Owner copies of all inspection, test, and system start-up reports.
 - d. Immediately notify Engineer of the occurrence of any Site accidents, emergencies, acts of God endangering the Work, damage to property by fire or other causes, or the discovery of any Constituent of Concern.
12. *Payment Requests:* Review applications for payment with Contractor for compliance with the established procedure for their submission and forward with recommendations to Engineer, noting particularly the relationship of the payment requested to the schedule of values, Work completed, and materials and equipment delivered at the Site but not incorporated in the Work.
13. *Certificates, Operation and Maintenance Manuals:* During the course of the Work, verify that materials and equipment certificates, operation and maintenance manuals and other data required by the Contract Documents to be assembled and furnished by Contractor are applicable to the items actually installed and in accordance with the Contract Documents, and have these documents delivered to Engineer for review and forwarding to Owner prior to payment for that part of the Work.
14. *Completion:*
- a. Participate in visits to the Project to determine Substantial Completion, assist in the determination of Substantial Completion and the preparation of lists of items to be completed or corrected.
 - b. Participate in a final visit to the Project in the company of Engineer, Owner, and Contractor, and prepare a final list of items to be completed and deficiencies to be remedied.
 - c. Observe whether all items on the final list have been completed or corrected and make recommendations to Engineer concerning acceptance.

D. Resident Project Representative shall not:

- 1. Authorize any deviation from the Contract Documents or substitution of materials or equipment (including "or-equal" items).
- 2. Exceed limitations of Engineer's authority as set forth in this Agreement.
- 3. Undertake any of the responsibilities of Contractor, Subcontractors or Suppliers.
- 4. Advise on, issue directions relative to, or assume control over any aspect of the means, methods, techniques, sequences or procedures of Contractor's work.

5. Advise on, issue directions regarding, or assume control over security or safety practices, precautions, and programs in connection with the activities or operations of Owner or Contractor.
6. Participate in specialized field or laboratory tests or inspections conducted off-site by others except as specifically authorized by Engineer.
7. Accept shop drawing or sample submittals from anyone other than Contractor.
8. Authorize Owner to occupy the Project in whole or in part.