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## AGENDA ITEM SUMMARY

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**Subject: Consider Supplemental Agreement No. 2 with SEH for the Hildreth Street / Riverside Drive paving projects**

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Recommendation: Approve Resolution No.46-20 approving Supplemental Agreement Number 2 with SEH Engineers for the Hildreth / Riverside Projects

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**Background Summary:**

The original agreement with SEH included the design and construction services for Hildreth Street, Riverside Drive, and the SWAP project including North Jackson and South Main Streets. The construction services portion of the agreement was an estimated fee based on a 16-week construction period.

The 2018 construction season was unusually wet, and flooding of the Cedar River impacted work on Riverside Drive. The projects were actually completed over two construction seasons in a 40-week period. The longer construction time resulted in more time spent by SEH inspecting and working on the project. There were an additional 190 hours of observation and 75 hours of construction administration billed to the project by SEH.

I recommend approval of Resolution 46-20, approving Supplemental Agreement Number 2 with SEH Engineers in the amount of \$34,680.00.



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January 17, 2020

RE: Supplemental Agreement No. 2  
2018 / 2019 Street Paving Projects  
Construction Services for the  
FY 2018 Street Paving Project  
Charles City, Iowa

Mr. John Fallis, PE CFM, City Engineer  
105 Milwaukee Mall  
Charles City, Iowa 50616

Dear Mr. Fallis:

Short Elliott Hendrickson, Inc. (SEH) is providing the City this letter as a cover for Supplemental Letter Agreement No. 2 to the original contract dated October 23, 2017 for the 2018 / 2019 Street Paving Projects. The original agreement included services for both the FY 2019 STIP Paving Project and the FY 2018 Street Paving Project. Supplemental Letter Agreement No. 2 pertains to additional services associated with the construction phase of the FY 2018 Street Paving Project.

The original fee for construction services (construction administration and project observation) was based upon an estimated construction period of approximately 16 weeks (80 working days±) with a scheduled completion date of September 1, 2018 for Riverside Drive/Illinois Street Reconstruction and October 26, 2018 for Hildreth Street Reconstruction.

Unfortunately, the 2018 construction season was unusually wet and excessive rainfall was an issue throughout the State of Iowa. Additionally, the Riverside Drive Project was impacted by rising levels of the Cedar River. Approximately 50% of the Hildreth project and 75% of the Riverside project were completed in 2018. Work continued in the spring of 2019 and again rainy and wet conditions prevailed for much of May and June. Work on the storm sewer on Riverside was again impacted by the fluctuating levels of the Cedar River.

Both projects are substantially completed and only have some minor punch list items and final project acceptance remaining. Ultimately construction for the projects included some work being completed over a 40 week period (approximately 110 working days) to reach substantial completion on both projects.

SEH has made every effort to minimize the overrun of construction administration and project observation time on the project while providing the service necessary to ensure successful completion of the work. The attached Supplemental Letter Agreement No. 2 summarizes the additional professional services and associated fee related to the extended construction period.

If you have any questions or desire additional information please do not hesitate to call.

Sincerely,

A handwritten signature in blue ink that reads "Michael L. Danburg".

Michael L. Danburg  
Project Manager

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 215 North Adams Avenue, Mason City, IA 50401-3119  
SEH is 100% employee-owned | [sehinc.com](http://sehinc.com) | 641.424.6344 | 888.908.8166 fax

## Supplemental Letter Agreement No. 2

In accordance with the Agreement for Professional Services between City of Charles City ("Client"), and Short Elliott Hendrickson Inc. ("Consultant"), effective October 23, 2017, this Supplemental Letter Agreement dated January 17, 2020 authorizes and describes the scope, and payment conditions for Consultant's work on the Project described as: **2018 / 2019 Street Paving Projects**.

**Client's Authorized Representative:** Mr. John Fallis, PE CFM - City Engineer  
**Address:** 105 Milwaukee Mall  
Charles City, Iowa 50616  
**Telephone:** 641.257.6300 **email:** john@cityofcharlescity.org

**Project Manager:** Michael L. Danburg, P.E.  
**Address:** 215 North Adams Avenue  
Mason City, IA 50401  
**Telephone:** 641.243.3799 **email:** mdanburg@sehinc.com

**Scope:** Consultant provided the following scope of services related to the extended construction period on the FY 2018 Street Paving Project:

### 2) FY 2018 Street Paving Project

#### Construction Services Phase

- Construction Administration by project engineer
  - Additional 75 hours of construction administration time
- Resident Project Representative (RPR) on-site project observation
  - Additional 190 hours of RPR time
  - Concrete Cylinder testing by Chosen Valley

**Payment:** Consultant provided the services noted herein on an hourly rate basis with a fee amount (including expenses) as follows:

### 2) FY 2018 Street Paving Project

#### Construction

Construction Administration (Additional 75 hours by Project Engineer)	\$12,218
Project Observation (Additional 190 hours by RPR)	\$21,780
Concrete Cylinder Testing by Chosen Valley	\$ 682

Total Construction Fee (Additional) **\$34,680**

**Other Terms and Conditions:** Other or additional terms contrary to the original Agreement for Professional Services, dated October 23, 2017, that apply solely to this project as specifically agreed to by signature of the Parties and set forth herein: **None**.

**Short Elliott Hendrickson Inc.**

**City of Charles City**

By: Michael L. Danburg  
Michael L. Danburg  
Title: Project Manager

By: \_\_\_\_\_  
Title: \_\_\_\_\_

**RESOLUTION NO. 46-20**

*RESOLUTION APPROVING SUPPLEMENTAL AGREEMENT WITH SEH FOR  
HILDRETH/RIVERSIDE PROJECT*

WHEREAS, the City Council of the City of Charles City, Iowa, has previously approved an agreement with SEH for design and construction services for the Hildreth/Riverside Drive project, and

WHEREAS, due to abundant inclement weather, the construction time was considerably longer and

WHEREAS, the extended construction time resulted in more time spent by SEH inspecting and working on the project, and

WHEREAS, a supplemental agreement is needed to cover the \$34,680.00 of extra work done by SEH

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Charles City, Iowa, meeting in regular session on the 2<sup>nd</sup> day of March, 2020, that the Supplemental Agreement in the amount of \$34,680.00 between the City of Charles City and SEH be approved.

COUNCIL MEMBER moved the adoption of the foregoing Resolution;

COUNCIL MEMBER seconded the motion to adopt, and on roll call the voting was as follows:

AYES:

NAYS:

Passed and approved this 2<sup>nd</sup> day of March, 2020.

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Dean Andrews, Mayor

Attest:

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Trudy O'Donnell, City Clerk