
AGENDA ITEM SUMMARY

Subject: Discuss amendment to SEH agreement for housing parking Lot/sidewalk project

Background Summary:

SEH Engineers were first retained in May 2019 for the design of parking lot and sidewalk improvements at North Cedar Terrace. A supplemental agreement was approved in April 2020 for the construction services to monitor and administrate the construction project at North Cedar Terrace. The supplemental agreement's fee was a not to exceed fee of \$22,500 based on estimated hours of service.

SEH is requesting approval of a second supplemental for an additional \$3,800.00 for additional work that was not included in the original project. The first supplemental agreement included an estimated 80 hours of project observation time. A total of 113 hours (33 additional hours) of Resident Project Representative (RPR) time was spent on the project.

14 additional trips were made to the site. Project related overages/changes/issues associated with the additional RPR time and trips to the site are as follows:

- Review of deteriorated pavement and marking of patch areas on Kneisel Circle (Field Condition)
- Review of existing PCC parking and consideration of alternative plan to mill PCC and overlay with HMA (Value Engineering by Contractor)
- Review of parking lot striping and consideration of restriping the entire lot at South Cedar Terrace (requested by CCHRA)
- Review and consideration of special grading and seeding area at North Cedar Terrace (requested by CCHRA)
- Installation of subdrain and connection to existing intake for roof drain at North Cedar Terrace (requested by City)
- Review and determination of PCC Patch areas on North Parking and South Parking additions at North Cedar Terrace (requested by CCHRA).
- Additional Project Items
- Review, develop and construct ADA ramp work on Wisconsin Street at North Cedar Terrace (requested by City)

The Housing Department has the budget to pay for the additional services. We plan to have the supplemental agreement's approval on the March 1st City Council meeting agenda.

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 May 20, 2019, this Supplemental Letter Agreement dated February 15, 2021 authorizes and describes the scope, and payment conditions for Consultant's work on the Project described as: **Sidewalk/Parking Lot Improvements**.

Client's Authorized Representative: John Fallis – City Engineer
Address: 105 Milwaukee Mall
Charles City, Iowa 50616
Telephone: 641.257.6300 **email:** john@charlescity.org

Project Manager: Michael L. Danburg, P.E.
Address: 215 North Adams Avenue
Mason City, IA 50401
Telephone: 641.420.2653 **email:** mdanburg@sehinc.com

Short Elliott Hendrickson, Inc. (SEH) is providing the City this supplemental agreement to the original contract dated May 20, 2019 and supplemental agreement No. 1 dated April 9, 2020 for the above referenced project. The original agreement included preliminary design, final design and bidding services and the supplemental agreement No. 1 included professional services associated with construction administration, project observation and construction staking for the project.

The scope and associated fee associated with construction services (Supplemental Letter Agreement No. 1) included an estimated 80 hours for on-site observation. Based upon the progression of work, additional quantities of work and new work items (Change Order No. 1), SEH provided the following additional professional services for completion of the project.

Scope: Consultant provided the following additional services:

1) Construction Services Phase

- Resident Project Representative (RPR) on-site observation
 - Additional 33 hours of RPR time and associated additional trip expenses

Payment: Consultant provided the services noted herein on an hourly rate basis with a fee amount of **\$3800** including expenses.

Other Terms and Conditions: Other or additional terms contrary to the original Agreement for Professional Services, dated May 20, 2019, 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: _____

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