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Public Works

City Transit
263-8152

MEMORANDUM

Equipment Maintenance
Roadway Maintenance
Collection & Drainage
Building & Grounds
Engineering

To: Randy Hill, Public Works Director
FROM: Jim Edgmond, City Engineer
DATE: December 10, 2015
RE: Musser to Wiggins Road Trail, Final Design, Professional Services Agreement

INTRODUCTION:

To complete the design of this new trail a proposal was solicited from Lutz Engineering to finish the plan and profile sheets for the trail and develop the plan set through Iowa DOT review for construction bids.

BACKGROUND:

This work is necessary due to the rerouting of the trail and the donation of land from a benevolent land owner. This easement has an expiration date on it for the temporary construction easements. The only way to accomplish the design and finish the construction within this time frame is to have the plans prepared by a consultant to minimize the design time. The proposal is for \$24,390.00.

RECOMMENDATION/RATIONALE:

Recommend city council approve this proposal for Professional Services for the Final Design for the Musser to Wiggins Road trail.

BACKUP INFORMATION:

1. Lutz Eng. Proposal

Lutz Engineering & Consulting PLC

111 Middle Road
Muscatine, Iowa 52761

Jim Edgmond
City Engineer
Muscatine Public Works
1459 Washington Street
Muscatine, Iowa 52761

PROPOSAL

December 10, 2015

RE: Engineering and Consulting Services
Musser Park to Wiggen's Rd Trail

Dear Jim,

I appreciate the opportunity to submit this proposal to the City of Muscatine. The Musser Park to Wiggen's Road Trail project alignment revisions have been completed and new preliminary plan and profile sheets have been submitted to the City. To further the development process toward bidding through IDOT, other steps will need completed. Lutz Engineering proposes to work together with City Staff and project coordinators to complete the necessary steps in the most efficient manner.

Lutz Engineering proposes to provide the following services for the project.

Status Plans

1. Meet with Staff to confirm alignment and adjustments.
2. Confirm status plan set contents.
3. Update key plan sheets according to alignment revisions.
4. Restructure bid items for asphalt on certain trail lengths and concrete on others but with no alternate bidding.
5. Add and delete tables as necessary for general content and delete outdated information.
6. Submit plans to City for purpose of coordinating with IDOT.
7. Address City review comments and resubmit as necessary.

Check Plans

1. Continue plan development to show easements acquired.
2. Identify removals on plan sheets and add to tables.
3. Add detail for all driveways, ramps, culverts, fences, etc.
4. Develop cross sections for Deep Lakes Park.
5. Add typical cross sections for Park area.
6. Adjust profile and template to achieve earthwork goals.
7. Add earthwork tables.
8. Add Stewart Road Ditch sections if necessary.
9. Prepare alignment tables where necessary.
10. Assemble all quantities to tables.
11. Add S sheets for new alignment lengths.

12. Modify traffic control sheets and notes.
13. Adjust bid items and add estimate reference information.
14. Upload check plans to IDOT.
15. Enter and revise all bid items through IDOT system.
16. Prepare construction cost estimate and submit.

Constructability Review

1. Meet with Staff to review bid items, estimate reference and tables.
2. Review traffic control, and plan notes.
3. Identify any ambiguous work and mark to clarify.

Final Plans

1. Refine and adjust plans to incorporate IDOT comments.
2. Incorporate revisions from constructability review.
3. Add any other detail or bid information required.
4. Revise cost estimate.
5. Upload plan set to IDOT.
6. Revise bid items through IDOT system.

All investigations required by IDOT for NEPA approval by others. Property and easement negotiations are by others. Railroad coordination and access negotiation are by others. Easement plats and same on cad files are provided by others.

Lutz Engineering proposes to perform the above Musser Trail services for lump sum fees according to the outline and schedule below with letting date on June 21, 2016. Plan preparation will be expedited with a goal to achieve May letting, however, NEPA approval may dictate a June letting.

<u>Item</u>	<u>Fee</u>	<u>Project Submittal Date</u>	<u>IDOT June letting Submittal Deadlines</u>
Status Plans	\$3,000	1/05/16	
Check Plans	\$16,000	2/15/16	3/01/16
Constructability review	\$390.00	2/17/16	
Final Plans & PDC	\$5,000	3/15/16	3/22/16

Work outside the above scope can be performed on an hourly rate basis if necessary.

Sincerely,



Jon Lutz PE
 Lutz Engineering & Consulting
 (563)-506-4274
www.LutzEC.com
Jon@LutzEC.com

Accepted, _____

Title _____

Date _____