

**COMMUNITY DEVELOPMENT****MEMORANDUM**Planning,  
Zoning,  
Building Safety,  
Construction Inspection Services,  
Public Health,  
Housing Inspections,  
Code Enforcement

**To:** Mayor and City Council Members

**Cc:** Gregg Mandsager, City Administrator  
Dave Gobin, Community Development Director

**From:** Adam Thompson, Community Development Coordinator

**Date:** May 27, 2016

**Re:** Request to approve Professional Services Agreement Amendment #1 with HBK Engineering related to the Muscatine CDBG project.

**Introduction & Background:** HBK Engineering has submitted a request to approve an amendment to the Professional Services Agreement for the Design of the CDBG Downtown Revitalization Project. The amendment includes work items that were completed by HBK Engineering that were not included in the original professional services agreement but needed to be completed as requirements of the CDBG Project. The request totals \$10,135.00 for the additional items that were completed. Funds for the professional services agreement amendment are being paid for entirely out of the CDBG grant and with the cost savings from the redesign of the stormwater bioretention cell additional funds are available. The current request was heavily negotiated with HBK Engineering to help insure as much funds as possible are going towards the hard improvements.

The largest work items that are included in the professional services agreement amendment are:

- SHPO Coordination and Iowa Site Inventory Form Preparation
- Additional detailed designs and cost estimates requested by the city, primarily related to 200 E. second street and stormwater improvements.
- Project administration coordination with South East Iowa Regional Planning Commission as the CDBG Grant Administrator.
- Rebidding the façade project and stormwater project separately
- Others listed in the Professional Services Agreement Amendment

**RECOMMENDATION/RATIONALE:** It is recommended that City Council approve the Professional Services Amendment #1 with HBK Engineering Related to the Muscatine CDBG Project.

1. Professional Services Agreement Amendment #1 (PSAA)

## PROFESSIONAL SERVICES AGREEMENT AMENDMENT NO. 1 PROPOSAL LETTER

February 19<sup>th</sup>, 2016

Attn: Adam Thompson  
City of Muscatine  
215 Sycamore Street  
Muscatine, IA 52761

Dear Mr. Thompson:

HBK Engineering, LLC hereinafter referred to as the Design Professional, subject to the approval and acceptance of this proposal by the City of Muscatine, hereinafter referred to as the Owner, and in relation to the Professional Services Agreement signed by both parties on December 5<sup>th</sup>, 2013 - requests the following contract amendment from the Owner as set forth below.

**A. Project Name:** City of Muscatine Downtown Revitalization Project  
HBK Project: 130901

**B. Description of Amendment Services:**

1. Additional architectural project coordination, design, drafting and adjustments due to multiple changes made in relation to involved properties throughout the project. Changes to original contract include:

- Additional SHPO coordination and Iowa Site Inventor form preparation
- Additional detailed cost estimates requested by the City with supplemental breakdowns. (Primarily 200 E. 2<sup>nd</sup> Street)
- Two properties have been added and from the original
- Door and window additions and alterations
- Extended project duration beyond Design Professional control

**Additional Fees: \$4,860**

***Administrative - 4 hours***

***Designer – 16 hours***

***Engineer – 8 hours***

***Project Manager – 16 hours***

2. Additional civil engineering project coordination, design, drafting and adjustments due to changes made in the civil site design of the City-owned parking lot and infrastructure. Coordination with private utilities and infrastructure adjustments related to adjacent properties that were not included in the original contract scope.

- Additional SHPO coordination
- Iowa Site Inventor form preparation
- Change in scope regarding stormwater practice locations and property owner access.
- Coordination and adjustment to plans (including supplemental pages) regarding utility trench and coordination with collaborative electrical project
- Extended project duration beyond Design Professional control

**Additional Fees: \$2,690**

*Administrative – 1 hour  
Designer – 4 hours  
Engineer- 12 hours  
Project Manager – 6 hours*

3. CDBG administration changed from the City of Muscatine to SIPC which will result in additional time for project coordination, meetings and updates/interaction.

**Additional Fees: \$870**

*Administrative – 2 hours  
Project Manager – 6 hours*

4. Rebidding Stormwater Project and Façade Project.
- Format plans and specifications for the Façade Project
  - Format plans and specifications for the Stormwater Project
  - Conduct pre-bid meeting
  - Coordination with contractors to respond to all questions and clarifications

**Additional Fees: \$1,700**

*Administrative - 2 hours  
Engineer – 4 hours  
Project Manager – 8 hours*

**C. Total Fee:**

1. Compensation shall be increased for BASIC SERVICES by a STIPULATED SUM of **Ten Thousand One Hundred Twenty and 00/100 Dollars (\$10,120.00)**.

**D. Consultants retained by the Design Professional for the services covered by this Agreement are:**

1. None

**E. The Design Professional agrees to perform the services described above per the schedule established or identified herein:**

1. Mutually agreed upon schedule.

**F. Other conditions or Services:**

1. None

Respectfully submitted,  
HBK Engineering, LLC



**Robert A. Decker**  
*Assistant Office Director  
Senior Project Manager*