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**Public Works**

**City Transit**  
**263-8152**

**MEMORANDUM**

**Equipment Maintenance**  
**Roadway Maintenance**  
**Collection & Drainage**  
**Building & Grounds**  
**Engineering**

To: Gregg Mandsager, City Administrator  
 CC: Fran Donelson, Secretary  
 FROM: Randy Hill, Public Works Director  
 DATE: April 5, 2011  
 RE: Construction Administrative Services – Shoemaker-Haaland

**INTRODUCTION:**

The City of Muscatine will be constructing two projects this summer using Federal Funds: Weed Park to Wild Cat Den Trail and Hershey Ave. Reconstruction Project. Audits are required to receive the money from the Federal Government thru the Iowa Department of Transportation.

**BACKGROUND:**

We are required to document projects in accordance with Federal/DOT standards in order to be reimbursed once construction has been completed. These audits are rigorous and adherence to detail is necessary. Shoemaker-Haaland has experience in this type of project documentation and demonstrated their ability to provide the information sought in audits when they were the project managers for the E. 5<sup>th</sup> St. Bridge and Clay Street projects. Because of this we are requesting their consultative services for the Weed Park Trail and Hershey Reconstruction projects.

**RECOMMENDATION/RATIONALE:**

We have requested a proposal from Shoemaker-Haaland for assistance with the required IDOT construction documentation and contract work item record keeping in preparation for an audit at project conclusion. The proposal received is based on an hourly rate for only those hours of service required to complete the construction successfully. The services would include attending the pre-construction and pre-concrete meetings; visit the site on average once per week; and meet with both the City's project manager (Henry Tober – Weed Park Trail & Denny Kistenmacher – Hershey Reconstruction) and the contractor. The total cost is “not to exceed” \$12,744 (\$9,912 Hershey + \$2,832 Weed Park). Both projects came in under bid and the consultative services would be paid from the project costs. We anticipate receiving \$400K+ of Federal assistance for

the Trail project and \$300K+ for the Hershey Project. We also expect a reduction in the amount of hours the city's project managers will need to oversee the work thereby helping to offset the administrative services.

It is the Public Works Staff recommendation to enter into an Agreement for Construction Administrative Services with Shoemaker-Haaland.

**BACKUP INFORMATION:**

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- 2.
- 3.
- 4.