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**FIRE DEPARTMENT**

**MEMORANDUM**

TO: Mayor and City Council Members  
Gregg Mandsager, City Administrator

FROM: Jerry Ewers, Fire Chief

DATE: January 4, 2011

SUBJECT: City Council Agenda Item – Issue Purchase Order for Professional Services for Civil Engineering for Station #2 Project

**INTRODUCTION:**

Requesting to issue purchase order to Martin & Whitacre Surveyors & Engineers, Inc. for professional services of civil engineering for the Station #2 project.

**BACKGROUND:**

The City of Muscatine has been working on the new Southend Fire Station project for the last year and we are towards the final phases before breaking ground in March of 2011. Prior to the construction documents going out to bid we need to perform civil engineering on the proposed site. Martin & Whitacre has previously been involved in the project and is currently working on the required ALTA Survey and City staff is proposing that they do the civil engineering on the site also. Their proposal would include the topographic survey, preliminary engineering work, and construction plans at a total cost of \$ 9,000. If requested, additional services such as general construction staking, field engineering, and attending construction meetings would cost an additional \$ 4,000.

**RECOMMENDATION/RATIONALE:**

The Muscatine Fire Department is requesting that City Council issue a purchase order to Martin & Whitacre for professional services for civil engineering for the new Southend Fire Station site for \$ 9,000, but not to exceed a total cost of \$ 13,000 for additional services for the project.

**ATTACHMENTS:**

1. Martin & Whitacre Proposal



**Martin & Whitacre  
Surveyors & Engineers, Inc.**

Gary Whitacre, President  
Matt Krause, Sec/Treas

December 22, 2010

Mr. Cheung Chan  
Invision Architecture  
303 Watson Powell Jr. Way, Suite 200  
Des Moines, Iowa 50309

Re: Muscatine Fire Station No. 2

Mr. Chan,

My firm, Martin & Whitacre, Surveyors & Engineers, Inc. has provided professional services in the Muscatine Area for nearly 30 years. We would appreciate the opportunity to provide site design services for the Muscatine Fire Station Number 2 project. We propose to provide surveying and engineering services in three main phases:

Phase 1: Topographic Survey: \$2,000

Work will include Topographic & Utility survey for engineering design.

Phase 2: Preliminary Engineering work: \$5,000

Work will include preparation of an engineered site plan to meet City of Muscatine requirements. Areas addressed in this phase will include grading design, utility layout, stormwater design and pollution prevention plan. Our design work will include coordination with your design team, client(s) and up to two design meetings.

Phase 3: Construction Plans: \$2,000

Includes preparation of civil engineering construction plans to address paving, grading and utility layout.

The following additional services may be provided by Martin & Whitacre, if requested:

General Construction Staking -Building corners, utilities, grades, etc	\$3,000
Field Engineering & Construction Meetings (up to 8 meetings or visits)	\$1,000

SWPPP Inspection & Reporting  
(up to 3 months of construction)

\$2,000

The Architect/Owner will be responsible for reimbursing Martin & Whitacre for site plan submittal fees (\$150) and NPDES Permit fees (\$175)

This proposal does not include the following services:

- Geotechnical explorations or design
- Electrical or Mechanical Design
- Foundation Design

We offer to coordinate our design work with all professionals providing work in these fields.

We appreciate the opportunity to work with you on this project. A document providing additional information about our company's history is attached to this letter. Please contact me with any questions or comments you may have.

Respectfully submitted;

MARTIN & WHITACRE SURVEYORS & ENGINEERS, INC.



Adam Shutt, P.E.