

CHANGE ORDER #1 FOR ADDITIONAL SERVICES

TO: Snyder & Associates, Inc.
2727 SW Snyder Blvd.
Ankeny, Iowa 50023

This is authorization for Snyder & Associates, Inc. to proceed with the following described additional services.

Client: City of Knoxville, Iowa
Project Name: 2016 Street Improvements
S&A Project Number: 115.0718.01
Change Order Date: February 16, 2016
DESCRIPTION OF ADDITIONAL SERVICES
<p>Change Order #1 is for additional services in relation to Work Order #18 dated 08/03/2015 and signed by City of Knoxville on 08/07/2015.</p> <p>In general Change Order #1 includes the following tasks:</p> <ol style="list-style-type: none">1. Additional services required to separate out the project into two bid packages, one for a local letting in March of 2016 and one for an Iowa DOT letting in November/December 2016.2. Construction services for the local letting project being constructed in 2016.3. Perform architectural history study as identified by Iowa DOT Office of Location and Environment. Work performed by Subconsultant, Wapsi Valley Archaeology. <p>Refer to Attachment "A" for detailed scope of additional services.</p> <p>Refer to Section V of the Attachment "A" for compensation for these additional services.</p>

The undersigned, on behalf of the Client, understands and agrees that the services described in this Change Order are additional service, scope of which is not contained within the original scope of services defined in the original agreement. The Additional Services in this Change Order are subject to the general conditions contained in the Original Document.

Client Authorized Signature

Date

S&A Authorized Signature

Date

**CHANGE ORDER #1 FOR ADDITIONAL SERVICES
ATTACHMENT "A"**

I. NAME OF PROFESSIONAL SERVICE

In general, the scope of additional services includes additional effort required to separate the original project into two bid packages (one being a local letting and one being an Iowa DOT letting), construction services for the first bid package including the local letting to be construction in 2016, and performing an architectural history study as identified by the Iowa DOT Office of Location and Environment.

II. SCOPE OF SERVICES

A. PREPARATION OF ADDITIONAL BID LETTING DOCUMENTATION

1. ENGINEER shall provide overall project management and control of the design contract for project personnel, subconsultant scheduling and coordination, planning, and adjustments.
2. ENGINEER shall perform the work involved with separating the previous single bid letting package into two separate bid packages. Work involved includes plan sheet revisions, title sheet revisions, bid items revisions, bid item quantities, revisions to tabulations, revisions to cost estimate, preparation of additional submittals, assistance during an additional bid letting period, and general coordination and administration.
3. ENGINEER shall perform the work needed to accommodate a December 2016 bid letting date through the Iowa DOT.
4. ENGINEER shall prepare and submit a permit application for all necessary permits for the PROJECT including Iowa DOT Perform Work Within State Highway ROW (if required) and NPDES Permit. The CITY shall pay all required permit fees.

B. CONSTRUCTION SERVICES FOR LOCAL LETTING PROJECT (2016)

1. Site Visits
 - a. ENGINEER shall visit the construction site at intervals appropriate to the stage of construction to observe the progress and quality of the work and determine if the results of the construction work substantially conform to the contract documents.
 - b. It is estimated that the ENGINEER will visit the site a total of three (3) times to observe the progress of work.
 - c. The ENGINEER shall coordinate and obtain approval from the CITY prior to visiting the site.
 - d. Said site visits are not intended to be an exhaustive check or a detailed inspection of the Contractor's work but rather are to allow the ENGINEER to become generally familiar with the Work in progress and to determine, in general, if the work substantially conforms to the contract documents.
2. Design Interpretation
 - a. ENGINEER shall answer design interpretation questions from the City, Contractor, or review agencies.
 - b. It is estimated that two (2) hours of design consultation are required per week for a total of 20 weeks.
3. Construction Review
 - a. ENGINEER shall participate in the final inspection and assist the CITY in preparing a punch list of items to be completed by the Contractor.
 - b. On the basis of such inspection, ENGINEER shall determine if the project is substantially complete according to the contract documents and shall make a recommendation to the CITY on final payment and acceptance of the project.
 - c. It is estimated that one (1) site visit is required with punchlist preparation and follow coordination.

C. ARCHITECTURAL HISTORY STUDY

1. This scope of work will be performed by a Subconsultant, Wapsi Valley Archaeology based in Anamosa, Iowa. Refer to Attachment "B" for the proposal letter from Wapsi Valley Archaeology for this work.

III. RESPONSIBILITY OF THE CITY

At its own expense, the CITY shall have the following responsibilities regarding the execution of the Contract by the ENGINEER.

- A. **PROMPT RESPONSE**
To prevent an unreasonable delay in the ENGINEER'S work, the CITY will examine all reports, drawings, specifications, and other documents and will provide authorizations in writing to the ENGINEER to proceed with work within a reasonable time period.
- B. **CONSTRUCTION OBSERVATION**
The ENGINEER understands that the CITY will provide full time construction observation for the Project. This includes, but not limited to, daily observation of the work, preparation of diary and logs of Contractor activities, coordination of material acceptance testing and monitoring, and traffic control review. The CITY will request guidance from the ENGINEER as needed during construction. Additional construction observation requested by the CITY will be charged at an hourly rate according to the fee schedule within the original agreement.
- C. **CONSTRUCTION ADMINISTRATION**
The ENGINEER understands that the CITY will provide construction administration for the project. This includes, but not limited to, submittal reviews (shop drawings), pay applications, change orders (if required), and project close out. The CITY will request guidance from the ENGINEER as needed during construction. Additional construction administration requested by the CITY will be charged at an hourly rate according to the fee schedule within the original agreement.

IV. WORK SCHEDULE

The ENGINEER understands the proposed schedule for the Iowa DOT bid letting project is as follows assuming the Notice to Proceed is approved by the CITY on the dated noted:

CITY sends Notice to Proceed to ENGINEER	March 2016
Begin historical survey	April 2016
Submit historical study report	May 2016
Check Plan submittal to CITY	July 8, 2016
Check Plan submittal to Iowa DOT	August 30, 2016
Final Plans/PDC submittal to Iowa DOT	September 20, 2016
Bid Letting (through Iowa DOT)	December 20, 2016
Construction	April – November 2017

V. COMPENSATION AND TERMS OF PAYMENT

The CITY shall reimburse the ENGINEER in accordance with the terms and conditions of this Agreement.

A. **ADDITIONAL SERVICES**

The ENGINEER with Subconsultant will perform additional services as noted in Section II, A. and C. as outlined above on a lump sum basis and additional services as noted in Section II, B. as outlined above on an hourly basis with estimated maximum.

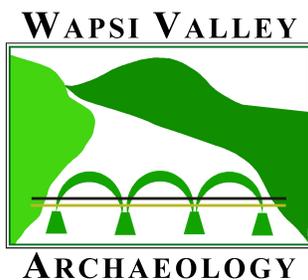
Fees for these outlined in Section II, A. and B. are based on hourly rates in accordance with the standard fee schedule posted in the Original Work Order #18. Fees for services outlined in Section II, C. will be performed by a Subconsultant and will be passed through on a lump sum basis. The maximum fee for these additional services shall not exceed the estimated fees without written approval of the CITY. The following is a breakdown of the fee amounts for the PROJECT.

Task	Description	Fee
7	Preparation of Additional Bid Letting Documentation (LUMP SUM)	\$ 3,000.00
8	Construction Services (HOURLY WITH ESTIMATED MAXIMUM)	\$ 8,100.00
	Direct Expenses (Mileage and Printing)	\$ 500.00
	SubConsultant - Architectural Study (Pass through) (LUMP SUM)	\$ 3,744.00
	Total Estimated Maximum for Change Order #1	\$ 15,344.00
	Original Work Order #18 Estimated Maximum	\$ 156,850.00
	Revised Total Estimated Maximum	\$ 172,194.00

VI. **METHOD OF PAYMENT**

The ENGINEER shall submit invoices for professional services to the CITY on a thirty (30) day basis under separate cover and shall be paid by the CITY within fourteen (14) days after approval by the City Council. The CITY shall pay the ENGINEER a percentage of the total fee for each phase or a cost not to exceed the amount shown. Invoices shall include sufficient documentation to explain the charges.

ATTACHMENT "B"



WAPSI VALLEY ARCHAEOLOGY, INC.
126 East Main Street
P.O. Box 244
Anamosa, IA 52205
Telephone (319) 462-4760
Fax (319) 462-3954
E-mail address: ngfinn@wapsivalleyarch.com

February 3, 2016

Jeff Walters
Snyder & Associates, Inc.
2727 SW Snyder Blvd.
Ankeny, IA 50023

Dear Jeff,

Thank you for the opportunity to submit a proposal for an architectural history study for the Knoxville (PCC Pavement/Grade and Replace/HMA Overlay) Project Plans, Marion County, Iowa. This investigation will involve a reconnaissance-level architectural history survey of the area along West Robinson Street between Park Lane Drive and Kent Street, and along East Robinson Street between South Attica Road and East Main Street, as well as properties located at the intersection of South Fremont Street and West Main Street. Wapsi Valley Archaeology, Inc. can complete this survey for a not-to-exceed price of \$3,743.23.

We can complete the study and submit the final report within two weeks of fieldwork completion.

The City of Knoxville, with the assistance of Snyder & Associates, Inc., plans to complete road improvements along West Robinson Street between Park Lane Drive and Kent Street, and along East Robinson Street between South Attica Road and East Main Street, as well as properties located at the intersection of South Fremont Street and West Main Street. Due to federal involvement through Surface Transportation Program funds, and the presence of properties nominated to or eligible for the National Register of Historic Places, this project must fulfill requirements of Section 106 of the National Historic Preservation Act. As a result, the City requires completion of a reconnaissance-level architectural history survey of the streets where properties previously found eligible are located prior to commencement of construction. The purpose of this study is to

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determine whether (1) properties previously surveyed and found eligible for the National Register are still extant and (2) if any additional potentially significant properties are present that could be impacted by project vibration (within 100 ft.).

The objectives of this investigation are to complete a reconnaissance-level architectural history survey in the vicinity of the proposed project area to determine whether any extant architectural properties may suggest architectural or historical significance, and are appropriate for further study and may be affected by project vibrations. As part of this process, possibly significant structures within the project area will be documented.

The focus of this historical study is an area on both sides of West Robinson Street between Park Lane Drive and Kent Street, and along East Robinson Street between South Attica Road and East Main Street, as well as the properties located at the intersection of South Fremont Street and West Main Street. The study area is located in Section 12 of Township 75N, Range 20W in Knoxville, Marion County, Iowa. The project area spans approximately 10 city blocks, and will include properties within 100 ft. of the roadway on either side of the street.

Wapsi Valley Archaeology, Inc. will complete the reconnaissance-level investigation for this project. The survey will involve field examination and documentation of properties that may be architecturally or historically significant along the project area.

Findings will be submitted in report format including sections for Introduction and Project Area, Methodology, Findings, Selected Sources, a table documenting properties that may suggest architectural or historical significance, photos of properties that may suggest architectural or historical significance along with brief property descriptions, and area and project area maps. Four copies and a PDF file of the report will be submitted to Snyder & Associates, Inc. at the completion of this project (please let us know if you need more copies).

Our quote includes all costs for the field investigation, background research, state site file research, and report preparation for the project.

Wapsi Valley Archaeology, Inc. is a full service cultural resources consulting firm that offers both historical and archaeological services. We currently have two Secretary of the Interior-qualified professional Historians/Architectural Historians on staff. We have completed numerous similar architectural history surveys across Iowa, many directly for the Iowa DOT.

If you need any additional information or have questions, please call or email.
Again, thank you very much for your consideration. We look forward to working
with you on this project.

Best regards,

A handwritten signature in black ink, appearing to read "Nurit G. Finn". The signature is fluid and cursive, with a prominent horizontal stroke at the end.

Nurit G. Finn
President, WAPSI VALLEY ARCHAEOLOGY, INC.