

**WORK ORDER #33
ATTACHMENT "A"**

I. NAME OF PARTIES OF THE AGREEMENT

This Agreement made and entered into this ____ day of _____, 2018 by and between the City of Knoxville, Iowa, a municipal corporation, hereinafter called "CITY" or "OWNER" and Snyder & Associates, Inc., 2727 SW Snyder Boulevard, Ankeny, Iowa, a corporation, hereinafter called "ENGINEER" as follows:

II. NAME OF PROFESSIONAL SERVICE

The CITY shall retain the ENGINEER to complete Professional Services for Veterans Affairs Campus Utility Review herein after called "PROJECT". Refer to Exhibit "B" that includes the project limits as reviewed by the CITY. In general the scope of Professional Services includes review of existing sanitary sewer and water main along the perimeter of the PROJECT area and determine availability of those utilities, review of sanitary sewer gravity service, prepare exhibits illustrating this information, and provide general magnitude cost estimates to provide services to the PROJECT area. No utility analysis/routing or development feasibility review are intended within the PROJECT area for this Phase of the project.

III. SCOPE OF SERVICES

This scope of services includes only Phase 1 of two or more potential phases. Following completion of this phase, the CITY will provide further direction to the ENGINEER to continue with additional phases to review developmental feasibility and costs.

A. PROJECT ADMINISTRATION AND COORDINATION

1. ENGINEER will provide overall project management and control of the contract for project personnel, subconsultant scheduling and coordination, planning, and adjustments.
2. Monthly progress reports and billing statement will be prepared and submitted to the CITY for review and approval.
3. One (1) design meeting will be held with CITY staff in the City of Knoxville. This meeting will be held to review and discuss the findings of the utility review, answer questions, and discuss further direction from the CITY on continuing with next phase of the PROJECT. The ENGINEER will prepare minutes to these meetings and distribute to those attendees.

B. UTILITY SERVICING REVIEW

1. Base Mapping Information
 - a) ENGINEER will utilized available base mapping information for this PROJECT:
 - a. Aerial photography
 - b. Lidar contours
 - c. Marion County Assessor property information
 - d. Marion County GIS parcel mapping shape files
 - e. Available City of Knoxville sanitary sewer digital mapping shape files. It is anticipated that these mapping files will include rim elevation, flowline elevations, and pipe sizing.
 - f. Available Knoxville Water Works water main digital mapping files.
 - g. Iowa One Call – Design Request System
 - b) Based on the available mapping information, ENGINEER will review existing service locations, sanitary sewer service areas, and availability of the sanitary sewer and water main utility services for the PROJECT. The following items will be reviewed:

- i) Identify existing public sanitary sewer locations and water main locations outside of the PROJECT boundary.
- ii) Identify availability of sanitary sewer and water mains outside of the PROJECT boundary, potential servicing locations and routing to each parcel within the PROJECT area.
- iii) Conceptual gravity sanitary sewer service boundary based on Knoxville Water Reclamation utility mapping information.
- iv) Conceptual sanitary sewer lift station service boundary.

C. DELIVERABLES

The scope of services shall be considered to be complete upon delivery of the following items to the satisfaction of the CITY:

- a) An overall exhibit that shows the following:
 - a. Aerial photography background
 - b. Marion County GIS parcel lines
 - c. Lidar contours
 - d. Property owner information
 - e. Existing sanitary sewer and water main mapping locations based on submitted files from utilities
 - f. Conceptual sanitary sewer gravity service boundary
 - g. Conceptual sanitary sewer lift station service boundary
- b) Magnitude conceptual costs to route sanitary sewer and water main to PROJECT boundary. No costs are anticipated to be prepared for utility routing within the PROJECT boundary.

D. CHANGES IN SCOPE OF SERVICES

Changes in Scope of Services may include, but are not limited to, expanding the scope or limits of the PROJECT and work to be completed, requesting the development of various documents outside of those noted in this agreement, or requesting additional work items that increases the Engineering Services and corresponding costs. Upon initiation of Additional Services, the ENGINEER will submit the estimated cost. Such costs will be based on the current hourly rates and fixed expenses as outlined in the Engineer's Standard Fee Schedule (as shown in Exhibit "A").

If at any time during the work the ENGINEER determines that its actual costs will exceed the estimated actual costs, the ENGINEER will promptly notify the CITY, in writing, and describe what costs are causing the overrun and the reason. The ENGINEER shall not exceed the estimated actual costs without the prior written approval of the CITY. If the ENGINEER exceeds the estimated actual costs for any reason before the CITY is notified in writing, the CITY will have the right, at its discretion, to deny the request for additional services. The fee amounts will not be changed unless there is a substantial change in the PROJECT time, character, or complexity of the services covered by the Agreement.

For the ENGINEER to receive approval to use Additional Services, the ENGINEER will prepare a change order for CITY approval in the amount agreed upon for the work. The change order will describe the work and the amount of time needed to complete this work.

Work that is typically included as Additional Services includes, but is not limited to:

1. Subsurface utility engineering (SUE)
2. CITY requested significant PROJECT revisions
3. Topographic survey
4. Boundary survey

5. Significant public utility infrastructure design (storm sewer pipe, storm sewer intakes/manholes, water main and appurtenances, sanitary sewer main and manholes, etc.)
6. Right of way or easement acquisition or negotiation services
7. Temporary and/or permanent easement platting
8. Geotechnical investigation or reporting
9. Additional meetings beyond the scope provided herein
10. Traffic related design or studies
11. Architectural historian service
12. Archeological services
13. National Register of Historic Places review, evaluation, or studies
14. Environmental investigations and reporting, such as; NEPA documentation, Environmental Assessments, hazardous material, cultural resources, sensitive habitat, endangered species, noise studies, wetland delineation and mitigation, flood plain or Section 404 permits.

IV. 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. PROJECT OFFICER

The CITY shall name a project officer to act as the City's representative with respect to the work performed under this Agreement. All correspondence with CITY relating to PROJECT shall be directed to the Project Officer and the Project Officer shall be invited to all progress meetings and other meetings called during the PROJECT.

B. 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.

C. PROJECT REQUIREMENTS

The ENGINEER will require assistance from the CITY in locating any utility service as-built documents, existing mapping information, and attending design meetings to discuss PROJECT elements. CITY to provide digital GIS shape files for the sanitary sewer system.

V. WORK SCHEDULE

The ENGINEER understands the proposed schedule for this 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
Meeting in Knoxville to review findings

September 17, 2018
October 5, 2018

VI. COMPENSATION AND TERMS OF PAYMENT

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

A. BASIC SERVICES

The ENGINEER will perform Project Administration, and Utility Servicing Review tasks as outlined in the Scope of Services on a hourly with estimated maximum basis based on the hourly rates in accordance with the standard fee schedule as noted in Exhibit "A".

The ENGINEER will perform Construction Services tasks as outlined in the Scope of Services on an hourly with estimated maximum basis. No construction services shall be performed until requested, in writing by the ENGINEER, and formally approved by the CITY. Fees for these tasks are based on hourly rates in accordance with the standard fee schedule in effect at the time the services are performed. A copy of the current standard fee schedule is attached as Exhibit "A". The maximum fee for these 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.

VA Campus Utility Availability and Servicing Review		
Task	Description	Fee
1	Project Administration	\$ 1,500
2	Utility Servicing Review	\$ 4,500
Estimated Maximum Fee		\$ 6,000

VA Campus Development Feasibility Review is considered an additional service if directed by the CITY. Refer to Section III.D for information pertaining to Changes in Scope of Services.

VII. 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.

EXHIBIT "A"
SNYDER & ASSOCIATES, INC.
2018-19
STANDARD FEE SCHEDULE

Billing Classification/Level	Billing Rate	
Professional		
<i>Engineer, Landscape Architect, Land Surveyor, Legal, GIS, Environmental Scientist Project Manager, Planner, Right-of-Way Agent, Graphic Designer</i>		
Principal II	\$202.00	/hour
Principal I	\$191.00	/hour
Senior	\$171.00	/hour
VIII	\$158.00	/hour
VII	\$150.00	/hour
VI	\$144.00	/hour
V	\$134.00	/hour
IV	\$124.00	/hour
III	\$113.00	/hour
II	\$103.00	/hour
I	\$90.00	/hour
Technical		
<i>Technicians--CADD, Survey, Construction Observation</i>		
Lead	\$121.00	/hour
Senior	\$116.00	/hour
VIII	\$108.00	/hour
VII	\$100.00	/hour
VI	\$89.00	/hour
V	\$80.00	/hour
IV	\$74.00	/hour
III	\$62.00	/hour
II	\$54.00	/hour
I	\$47.00	/hour
Administrative		
II	\$62.00	/hour
I	\$50.00	/hour
Reimbursables		
Mileage	<i>current IRS standard rate</i>	
Outside Services	<i>As Invoiced</i>	

EXHIBIT "B"
Site Location Map

