

November 9, 2022

Mr. Jay Jurrens  
Superintendent  
New Hampton CSD  
710 W. Main Street  
New Hampton, Iowa 50659

**RE: Proposal for Civil Services  
High School Parking Improvements, New Hampton CSD, New Hampton, Iowa**

Dear Mr. Jurrens,

Thank you for the opportunity to provide a proposal for civil services relating to surfacing of the south (main) parking area at the New Hampton High School. Currently the far northerly portion of the parking area is asphalt surfaced, from different projects, with the remaining (majority) lot being crushed stone surfaced. A storm sewer exists through the approximate middle of the lot, running from northwest to southeast with intakes that drain the parking lot. Subdrain tile exists in a portion of the parking lot with the full extent unknown. The parking area generally surface drains with the exception of an area near the northeasterly corner. The eastside drive is in good condition, however the waterway on the easterly side of the drive does need grading for positive drainage. Two existing parking lot lights with poles and bases exist within the project area and will need to be relocated to match the new parking stall layout.

The proposed project will regrade the parking area for uniform drainage, add subdrain tile where necessary, and surface the parking lot with alternates for hot mix asphalt (HMA) and Portland Cement Concrete (PCC). The delivery/garbage pickup area on the south side of the building will be reconfigured to improve access for trucks. The required number of handicap accessible parking spaces will be provided for with the design.

Storm water management is assumed to not be required for this project by the City of New Hampton.

## **SCOPE OF SERVICES**

### **Civil Design**

- » Utility locations as provided by Iowa One Call Design Request service, as visually evident (above ground), and as indicated on previous improvement plans.
- » Field acquire ground shots for creation of 1-foot contour intervals and spot elevations as necessary for design.
- » Field acquire visually evident surface features.
- » Search for subdrain tile with witching wires – no guarantee on accuracy.
- » Provide elevation benchmark for use during construction.
- » Provide perimeter survey control points for contractor's use in machine control grading and paving.
- » Demolition/removals plan.
- » Grading plan.
- » Paving plan with HMA and PCC alternates

- » Drainage plan including subdrain tile and potential storm sewer intake and pipe addition.
- » Prepare Opinion of Probable Cost for the civil work.
- » Prepare specifications for project construction. Base specification will be SUDAS with project specific supplemental specifications provided.
- » Contract document preparation.
- » Plan distribution.
- » Bidding coordination, including holding virtual bid letting.
- » Prepare contract and bond forms.
- » Review shop drawings and submittals.

**Construction Services**

- » Attend preconstruction meeting and one post construction meeting for punch list preparation.
- » Provide part-time construction observation - 48 hours estimated, subject to contractor schedule (PCC alternate will likely require additional observation hours).
- » Monthly partial payment preparation for construction work completed.

**DELIVERABLES**

Plans and contract documents as paper and pdf.

**EXCLUSIONS**

The following items are **not** included in the scope of services:

- » Geotechnical investigation
- » Construction survey
- » Electrical design and coordination of lighting relocation.
- » NPDES General Permit #2 Application and Storm Water Pollution Prevention Plan (required if one acre or more of ground is disturbed – this project is expected to stay under one acre of disturbed soil)
- » Storm water management design and report preparation
- » Materials testing (geotechnical provider recommended for this work)
- » As-built drawings

*Any of the above services can be performed at an additional cost to the project upon request.*

**FEES**

Based on the information available at this time, we are prepared to provide these services as outlined for the following fee amount:

Civil Design: Lump Sum of	\$42,000
Construction Services: Time and Materials with an estimate of	\$9,000

*All plan reproduction and distribution costs along with publication and permit fees will be paid direct by Client and are not included in the above fees.*

*Payment for the services rendered will be requested via a monthly invoice.*

*\*\*Reimbursables are not to exceed more than 15% markup.*

**SCHEDULE**

Work is scheduled to start upon receipt of signed agreement, with a February 2023 bid letting proposed to allow for summer 2023 construction.

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## **AUTHORIZATION**

Fehr Graham is familiar with this location and the type of work required for this project. We have provided civil design work for many similar parking lot projects and look forward to continuing our relationship with the New Hampton CSD on this project. We appreciate the opportunity to provide you with this proposal and trust that the information we have provided is in line with your expectations. Please sign and return the attached Agreement for Professional services, which will serve as your official authorization for us to proceed with the proposed work scope.

Sincerely,



Jon S. Biederman, PE, LSI  
Senior Project Manager

JSB:cs

Enclosure

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November 9, 2021

Mr. Jay Jurrens  
New Hampton Community Schools  
710 W Main Street  
New Hampton, Iowa 50659

Dear Mr. Jurrens,

Please find enclosed our Agreement for Professional Services as requested.

Please sign and return the Agreement to my attention. An additional copy may be retained for your records.

Sincerely,



Jon S. Biederman, PE, LSI  
Senior Project Manager

JSB:cs

Enclosure

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## AGREEMENT FOR PROFESSIONAL SERVICES

Client Mr. Jay Jurrens  
New Hampton Community Schools  
710 W Main Street  
New Hampton, Iowa 50659

(641) 394-2134

Description of Services:

**New Hampton Community School District - High School Parking Lot Surfacing, New Hampton, IA**

Fehr Graham will provide professional services for civil services relating to surfacing of the parking lot located on the south side of the New Hampton high school as described in our proposal dated November 9, 2022.

COST: The fixed fee for performing the below services are as follows.

Civil Design: Lump Sum of	\$42,000
Construction Services: Time and Materials with an estimate of	\$9,000

*All plan reproduction and distribution costs along with publication and permit fees will be paid direct by Client and are not included in the above fees.*  
*Payment for the services rendered will be requested via a monthly invoice.*  
*\*\*Reimbursables are not to exceed more than 15% markup.*

The attached General Conditions are incorporated into and made a part of this Agreement.

ACCEPTED AND AGREED TO:

I/we, the undersigned, authorize Fehr Graham to provide services as outlined above, and also agree that I/we are familiar with and **ACCEPT THE TERMS OF THE ATTACHED GENERAL CONDITIONS.**

CLIENT:	CONSULTANT:
Signature _____	By <u>Ryan M Wicks</u>
Name _____	Name Ryan M. Wicks, PE
Title _____	Title Principal
Date Accepted _____	Date Proposed November 9, 2022

## GENERAL CONDITIONS TO AGREEMENT FOR PROFESSIONAL SERVICES

1. The Client requests the professional services of Fehr Graham hereinafter called "The Consultant" as described herein.
2. The Consultant agrees to furnish and perform the professional service described in this Agreement in accordance with accepted professional standards. Consultant agrees to provide said services in a timely manner, provided, however, that Consultant shall not be responsible for delays in completing said services that cannot reasonably be foreseen on date hereof or for delays which are caused by factors beyond his control or delays resulting from the actions or inaction of any governmental agency. Consultant makes no warranty, expressed or implied, as to his findings, recommendations, plans and specifications or professional advice except that they were made or prepared in accordance with the generally accepted engineering practices.
3. It is agreed that the professional services described in the Agreement shall be performed for Client's account and that Client will be billed monthly for said services. A 1½% per month service charge will be incurred by Client for any payment due herein and not paid within 30 days of such billing which is equal to an ANNUAL PERCENTAGE RATE OF 18%. Partial payments will be first credited to the accrued service charges and then to the principal.
4. The Client and the Consultant each binds himself, his partners, successors, executors, and assigns to the other party to this agreement and to the partners, successor, executors, and assigns of such other party in respect to this agreement.
5. The Client shall be responsible for payment of all costs and expenses incurred by the Consultant for his account, including any such monies that the Consultant may advance for Client's account for purposes consistent with this Agreement.
6. The Consultant reserves the right to withdraw this Agreement if not accepted within 30 days.
7. A claim for lien will be filed within 75 days of the date of an invoice for services (last day of services rendered) unless the account is paid in full or other prior arrangements have been made. All attorney fees incurred by the Consultant due to the filing of said lien or the foreclosure thereof shall be borne by the Client.

In the event suit must be filed by Consultant for the collection of fees for services rendered, Client will pay all reasonable attorney's fees and court costs.

If Client defaults in payment of fees or costs due under the terms of this Agreement and Consultant incurs legal expenses as a result of such failure, Client shall be responsible for payment for Consultant's reasonable attorney fees and costs so incurred.

8. The Consultant shall present, for the consideration of the Client, engineering and technical alternatives, based upon its knowledge and experience in accordance with accepted professional standards, with selection of alternatives and final decisions as requested by the client to be the sole responsibility of the Client.
9. Construction Phase Activities (When applicable) - In connection with observations of the work of the Contractor(s) while it is in progress the Consultant shall make visits to the site at intervals appropriate to the various stages of construction as the Consultant deems necessary in Agreement to observe as an experienced and qualified design professional the progress and quality of the various aspects of the Contractor(s)' work. Based on information obtained during such visits and on such observation, the Consultant shall endeavor to determine in general if such work is proceeding in accordance with the Contract Documents and the Consultant shall keep the Client informed of the progress of the work.

The purpose of the Consultant's visits to the site will be to enable the Consultant to better carry out the duties and responsibilities assigned to and undertaken by the Consultant during the Construction Phase, and, in addition, by exercise of the Consultant's efforts as an experienced and qualified design professional, to provide for the Client a greater degree of confidence that the completed work of the Contractor(s) will conform generally to the Contract Documents and that the integrity of the design concept as reflected in the Contract Documents has been implemented and preserved by the Contractor(s). The Consultant shall not, during such visits or as a result of such observations of Contractor(s)' work in progress, supervise, direct or have control over Contractor(s)' work nor shall the Consultant have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected by Contractor(s), for safety precautions and programs incident to the work of Contractor(s) or for any failure of Contractor(s) to comply with laws, rules, regulations, ordinances, codes, or orders applicable to Contractors(s) furnishing and performing their work. Accordingly, the Consultant can neither guarantee the performance of the construction contracts by Contractor(s) nor assume responsibility for Contractor(s)' failure to furnish and perform their work in accordance with the Contract Documents.

10. Estimates of Fees – When fees are on a time and material basis the estimated costs required to complete the services to be performed are made on the basis of the Consultant's experience, qualifications, and professional judgment, but are not guaranteed. If the costs appear likely to exceed the estimate in excess of 20%, the Consultant will notify the Client before proceeding. If the Client does not object to the additional costs within seven (7) days of notification, the increased costs shall be deemed approved by the Client.
11. The Consultant is responsible for the safety on site of his own employees. This provision shall not be construed to relieve the Client or the Contractor(s) from their responsibility for maintaining a safe work site. Neither the professional services of the Consultant, nor the presence of his employees or subcontractors shall be construed to imply that the Consultant has any responsibility for any activities on site performed by personnel other than the Consultant's employees or subcontractors.
12. Original survey data, field notes, maps, computations, studies, reports, drawings, specifications and other documents generated by the Consultant are instruments of service and shall remain the property of the Consultant. The Consultant shall provide copies to the Client of all documents specified in the Description of Services.

Any documents generated by the Consultant are for the exclusive use of the Client and any use by third parties or use beyond the intended purpose of the document shall be at the sole risk of the Client. To the fullest extent permitted by law, the Client shall indemnify, defend and hold harmless the Consultant for any loss or damage arising out of the unauthorized use of such documents.

13. No claim may be asserted by either party against the other party unless an action on the claim is commenced within two (2) years after the date of the Consultant's final invoice to the Client.
14. If a Client's Purchase Order form or acknowledgment or similar form is issued to identify the agreement, authorize work, open accounts for invoicing, provide notices, or document change orders, the preprinted terms and condition of said Purchase Order shall be superseded by the terms hereof.
15. Standard of Care – Services performed by Consultant under this agreement will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions. No other representation expressed or implied, and no warranty or guarantee is included or intended in any report, opinion or document under this agreement.
16. Liability Insurance – Consultant will maintain such liability insurance as is appropriate for the professional services rendered as described in this Agreement. Consultant shall provide Certificates of Insurance to Client, upon Client's request, in writing.
17. Indemnification and Limitation of Liability – Client and Consultant each agree to indemnify and hold the other harmless, including their respective officers, employees, agents, members, and representatives, from and against liability for all claims, costs, losses, damages and expense, including reasonable attorney's fees, to the extent such claims, losses, damages or expenses are caused by the indemnifying party's acts, errors or omissions.

The Client understands that for the compensation herein provided Consultant cannot expose itself to liabilities disproportionate to the nature and scope hereunder. Therefore, the Client agrees to limit Consultant's liability to the Client arising from Consultant's professional acts, errors or omissions, such that the total aggregate liability of Consultant shall not exceed \$50,000 or Consultant's total fee for services rendered on this Project, whichever is less.

18. Allocation of Risk – Consultant and Client acknowledge that, prior to the start of this Agreement, Consultant has not generated, handled, stored, treated, transported, disposed of, or in any way whatsoever taken responsibility for any toxic substance or other material found, identified, or as yet unknown at the Project premises. Consultant and Client further acknowledge and understand that the evaluation, management, and other actions involving toxic or hazardous substances that may be undertaken as part of the Services to be performed by Consultant, including subsurface excavation or sampling, entails uncertainty and risk of injury or damage. Consultant and Client further acknowledge and understand that Consultant has not been retained to serve as an insurer of the safety of the Project to the Client, third parties, or the public.

Client acknowledges that the discovery of certain conditions and/or taking of preventative measures relative to these conditions may result in a reduction of the property's value. Accordingly, Client waives any claim against Consultant and agrees to indemnify, defend, and hold harmless Consultant and its subcontractors, consultants, agents, officers, directors, and employees from any claim or liability for injury or loss allegedly arising from procedures associated with environmental site assessment (ESA) activities or the discovery of actual or suspected hazardous materials or conditions. Client releases Consultant from any claim for damages resulting from or arising out of any pre-existing environmental conditions at the site where the work is being performed which was not directly or indirectly caused by and did not result from, in whole or in part, any act or omission of Consultant or subcontractor, their representatives, agents, employees, and invitees.

If, while performing the Services set forth in any Scope of Services, pollutants are discovered that pose unanticipated or extraordinary risks, it is hereby agreed that the Scope of Services, schedule, and costs will be reconsidered and that this Agreement shall immediately become subject to renegotiation or termination. Client further agrees that such discovery of unanticipated hazardous risks may require Consultant to take immediate measures to protect health and safety or report such discovery as may be required by law or regulation. Consultant shall promptly notify Client upon discovery of such risks. Client, however, hereby authorizes Consultant to take all measures Consultant believes necessary to protect Consultant and Client personnel and the public. Furthermore, Client agrees to compensate Consultant for any additional costs associated with such measures.

19. In the event of legal action to construe or enforce the provisions of this agreement, the prevailing party shall be entitled to collect reasonable attorney fees, court costs and related expenses from the losing party and the court having jurisdiction of the dispute shall be authorized to determine the amount of such fees, costs and expenses and enter judgment thereof.
20. Termination – The obligation to provide further services under this Agreement may be terminated by either party upon seven (7) days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party. In the event of any termination, Consultant will be paid for all services rendered to the date of receipt of written notice of termination, at Consultant's established chargeout rates, plus for all Reimbursable Expenses including a 15% markup.
21. Provision Severable – The unenforceability or invalidity of any provisions hereof shall not render any other provisions herein contained unenforceable or invalid.
22. Governing Law and Choice of Venue – Client and Consultant agree that this Agreement will be governed by, construed, and enforced in accordance with the laws of the State of Iowa. If there is a lawsuit, Client and Consultant agree that the dispute shall be submitted to the jurisdiction of the Iowa District Court in and for Delaware County, Iowa.