

RESOLUTION NO. 1164

A RESOLUTION APPROVING A CONSULTANT AGREEMENT WITH HBK ENGINEERING IN THE AMOUNT OF \$24,980 FOR COMPREHENSIVE PARK PLANNING SERVICES.

WHEREAS, the City of West Branch has recently obtained three city parks (Wapsi Creek Park, the West Branch Dog Park, and an approximate 18-acre parcel off the northerly extension of Scott Drive) and enlarged a fourth city park (Lions Field); and

WHEREAS, the City Council is expecting to acquire another park in the Meadows Subdivision and has recognized the need for comprehensive park planning; and

WHEREAS, the City Council of the City of West Branch discussed the RFQ process for the Strategic Plan for Park & Rec Capital Improvements their August 5<sup>th</sup> and August 19<sup>th</sup> City Council Meetings; and

WHEREAS, the City Council adopted the park planning process as a priority goal at their September 3, 2013 Goal Setting Session; and

WHEREAS, the Park & Rec Commission interviewed three potential providers of planning services on October 10, 2013 and further discussed the park planning process and potential providers at their October 17, 2013 Commission Meeting; and

WHEREAS, the Park & Rec Commission has provided the City Council with feedback on potential partners based on the review of requests for proposals and interviews; and

WHEREAS, the Park & Rec Commission recommended HBK Engineering to the City Council at their November 4, 2013 Council Meeting; and

WHEREAS, the City Council adopted Resolution 1146 at their November 4, 2013 Council Meeting, approving staff negotiations with HBK Engineering for engineering services for the *Strategic Plan for Park & Rec Capital Improvements : West Branch, IA Project*; and

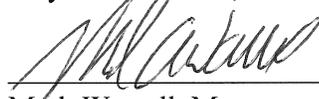
WHEREAS, city staff and HBK Engineering have in good faith negotiated the terms of a consultant agreement; and

WHEREAS, the consultant agreement includes a scope of services, a time of completion, general terms, and compensation for services; and

WHEREAS, it is now necessary for the City Council to approve said consultant agreement.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Cedar County, Iowa, that the City Council approves an agreement with HBK Engineering for comprehensive park planning services in the amount of \$24,980.

Passed and approved this 18th day of November, 2013.

  
\_\_\_\_\_  
Mark Worrell, Mayor

ATTEST:

  
\_\_\_\_\_  
Matt Muckler, City Administrator/Clerk

## CONSULTANT AGREEMENT



THIS AGREEMENT, made and entered into this 18<sup>th</sup> day of November, 2013, by and between the City of West Branch, a municipal corporation, hereinafter referred to as the "City", and HBK Engineering, LLC of Iowa City, Iowa, hereinafter referred to as the "Consultant."

Whereas, the City is seeking engineering design and management services for a Strategic Plan for Park and Rec Capital Improvements Project ("Project").

Whereas, the Project consists of improvements for six (6) City-owned parks: Beranek, Wapsi Creek, Lions Field, Pedersen Valley Recreational Complex, Meadows Park and West Branch Dog Park – all located in West Branch, Iowa.

NOW THEREFORE, it is agreed by and between the parties hereto that the City does now contract with the Consultant to provide services as set forth herein.

### I. SCOPE OF SERVICES

Consultant agrees to perform the following services for the City, and to do so in a timely and satisfactory manner.

#### ***PHASE I – Comprehensive Plan***

1. Review records, reports, previous studies, and historical data for all parks as researched and as provided by the City.
2. Meet with City staff to discuss and define project details at Kick Off on December 2, 2013.
3. Meet with Parks & Rec steering committee (to be developed).
4. Meet with citizens and local groups to further define and determine goals at public Kick Off.
5. Assist with development of public surveys.
6. Analyze public survey results and discuss with City staff and steering committee.
7. Report to council on survey results.
8. Develop summary sheet of all future phases for all six (6) parks.
9. Develop design charrette.
10. Hold design charrette public meeting.

#### ***PHASE I – Site Plan Development***

1. Obtain topographic and existing infrastructure survey data as needed.
2. Development of six (6) site plans for improvements in all parks. Site plans to include evaluation of pipeline compliance, floodplain compliance, water and sewer hookups, parking, trails, and ball field complex at Pedersen Valley site.
3. Analysis, evaluation, and conceptual design of sustainable and low-impact design elements.
4. Analysis and evaluation of improvements for creek maintenance at all applicable park sites.
5. Attend meetings with City staff for review comments and revise documents as needed.

6. Develop cost estimates for all six (6) parks.
7. Prepare and submit final report.

## II. TIME OF COMPLETION

The Consultant shall complete the Phase I items, as described above, with the intent of a final report to be delivered to West Branch City Council by June 20, 2014. It is intended that final design for Phase I will take place following November 2014 local option sales tax voting, and is not included in this contract. Construction for Phase I is anticipated to take place in 2015 with opening in 2016.

## III. GENERAL TERMS

The City agrees to furnish to the Consultant full information as to the City's requirements including any special or extraordinary considerations for the Project or special services needed.

The City agrees to make available all pertinent existing data, including but not limited to previously completed plans and reports, photography, survey data, mapping, utility information, and existing grant paperwork.

Any additional services authorized by the City will be charged as extra work. This extra work will be based on the Consultant's standard hourly rates as attached. All additional required work will be defined in writing with an additional Task Authorization, mutually drafted and agreed upon by the City and Consultant prior to undertaking any such work.

## IV. COMPENSATION FOR SERVICES

The Consultant shall be compensated for the *PHASE I* scope of services based on hourly rates as shown in Exhibit A, "HBK Engineering Standard Hourly Rates", not to exceed **Twenty Four Thousand Nine Hundred Eighty dollars and no cents (\$24,980.00)** without prior written approval by City of West Branch City Council and/or properly authorized City Staff. Such fee is described below in detail:

### Phase I – Comprehensive

1. Data Evaluation/Project Coordination	\$2,010.00
2. Public Survey	\$4,240.00
3. Design Charrette	\$10,020.00

### Phase II – Site Plans

1. Data Evaluation/Project Coordination	\$1,440.00
2. Design	\$4,610.00
3. Cost Estimates/Funding	\$1,160.00
4. Final Report	\$1,500.00

Compensation for Additional Optional Services to be negotiated prior to the undertaking of said-work by means of Task Authorization or additional Contract.

Payment shall be made as per the General Terms and Conditions on a monthly basis unless otherwise indicated in this AGREEMENT.

**V. MISCELLANEOUS**

This AGREEMENT may be amended only by written instrument signed by both the City and the Consultant.

It is further agreed that there are no other considerations or monies contingent upon or resulting from the execution of this AGREEMENT, that it is the entire AGREEMENT, and that no other monies or considerations have been solicited.

FOR THE CITY

By:   
Name: MARK WORRELL  
Title: MAYOR  
Date: 11/18/13

FOR THE CONSULTANT

By:   
Name: BRIAN A. BOELK  
Title: OFFICE MANAGER  
Date: 11/26/13