

ATTACHMENT D – SCOPE OF SERVICES

The City intends to reconstruct a portion of Kirkwood Blvd SW between 76th Ave SW and Woodstone Ln SW. The Project Manual for the construction bid will consist of a street project (roundabout), to be designed by Consultant, and a Culvert Design Project (design in progress by City staff). The two projects will be bid as one project herein known as “the Project”. The Project will need to be coordinated with City of Cedar Rapids design staff.

The Project includes the following elements:

1. Complete reconstruction of the street (including roundabout at the entrance to Prairie Pointe)
2. Construction of new sidewalk
3. Replacement of existing non-conforming sidewalk ramps
4. Storm sewer system improvements
5. Relocation of private sanitary forcemain
6. Relocation of water main

The Scope of Services to be performed by the Consultant shall include the Services and supplies to complete the following tasks:

1. Street reconstruction design
2. Sidewalk design
3. Sidewalk assessments
4. Storm sewer design
5. Stormwater BMP's
6. Water main design
7. Sanitary sewer
8. Lighting design
9. Landscape design
10. Right of way (easement) layout

TASK A – CONTRACT MANAGEMENT

1.0 Project Administration

1.1 Project Design Schedule

The Consultant shall prepare and submit monthly update reports outlining the following: activities during the reporting period, activities planned for the following month, problems encountered and recommended solutions, and overall project status. If design work is not progressing in a manner to comply with an anticipated bid letting in March 2017, the Consultant shall provide a brief summary of the actions to be taken to reduce or eliminate any delays in completing the design in accordance with the agreed upon schedule. The monthly update shall include a list of requested information from the City with a desired response date noted to avoid delay of the Consultant's services. The Consultant shall submit with each design service invoice a summary of work performed, estimated task completion percentage, scheduled completion date, and actual completion date.

1.2 Monitoring Project Scope

This task includes the development and tracking of the project plan for the project development. This includes task identification, scheduling, task assignment, relating all tasks to the others, and coordination with other members of the project team. The Consultant shall inform the City of any services required which may not be included in the scope of the design services contract approved by the City for this Project. It will be the responsibility of the Consultant to make the City aware of any potential amendments to the contract before the services are rendered. This notice must occur prior to any extra services being performed. Only those services approved by the City are eligible for compensation.

1.3 Project Review Meetings

The Consultant shall meet with the City or its designated representative to review progress and to discuss

specific elements of the project design. The meetings will also serve to establish schedules, develop project goals, establish initial design parameters, promote a dialog between the various entities, improve the decision-making process, and expedite design development. The Consultant shall prepare minutes of the meetings and keep documentation of other communications. For budget purposes, it is assumed that the meetings will be attended by two (2) staff members of the Consultant.

The following Project Review Meetings are included with the scope of work:

1. Preliminary Design (30% level plans)
2. Intermediate Design (60% level plans – two meetings anticipated)
3. Check Design (90% level plans – two meetings anticipated)
4. Project Manual Preparation Request (two meetings anticipated)

1.4 Quality Control Plan

Establish procedures for reviewing and checking of project deliverables. Designate responsibility for implementation of the plan.

1.5 Prepare Project Manual Request Form

The Consultant shall provide the services required for completion of the Project Manual Preparation Request Form (PMPRF) submittal with a Recommendation to File for the Project. This submittal shall be completed on or before the date established in the schedule as outlined in the RFP, unless issues beyond the consultants control require a schedule revision. A sample copy of this form is provided as Attachment G to the RFP.

2.0 Project Coordination

2.1 Property Owner Coordination – Public Notices

The Consultant will develop a letter notifying adjacent property owners of the proposed construction project. Property Owners will be encouraged to respond directly to the City's Project Manager with comments and concerns. The letters will be developed by the Consultant for distribution by the City. The Consultant shall assist in tracking public comments and incorporate suggestions into the project, as appropriate.

2.2 Property Owner Coordination – Public Meetings

The Consultant will attend two (2) public informational meetings that will be attended by two (2) staff members of the Consultant. Consultant will provide all displays necessary for each meeting. The displays shall include one (1) strip map and two (2) renderings (proposed landscape and street-view/typical section). The Consultant shall bring five (5) copies of each display to the public information meeting. The purpose of the meetings will be to provide a brief overview of the proposed improvements to the surrounding property owners/businesses, and stakeholders, and a discussion of the improvement plan, as well as gather information on the concerns, priorities and specific issues of the adjacent property owners and other affected parties. The public meeting invitations will be developed by the Consultant for distribution by the City. It is assumed that the public meetings will be held upon completion of preliminary level documents (30% level plans) and again after plans are finalized, prior to construction.

The Consultant will attend three (3) stakeholder informational meetings that will be attended by two (2) staff members of the Consultant. The Consultant shall contact and meet with the various businesses and stakeholders along the corridor that may be affected by the project. We anticipate this list of stakeholders to include:

1. College Community School District (2 meetings)
2. Kirkwood Community College (1 meeting)

2.3 Utility Coordination Meetings

The Consultant will conduct meetings with individual utility companies and City Traffic, Water, and Sanitary Departments to address specific conflicts or concerns. It is anticipated that there will be meeting(s) with representatives of the various utility companies. The meeting will be to advise of the nature and extent of the improvements and any potential conflicts with existing or proposed utility systems. The Consultant will provide utilities preliminary (30%) /check (90%) plans for design review and coordination meetings. The Consultant shall utilize monthly Utility Coordination Meetings where possible.

2.4 Community Development Meetings

The Consultant will conduct two (2) meetings with Community Development, one (1) meeting during the functional design phase of the Project, and one (1) meeting ahead of the Intermediate Plans (60%) to determine future land use or aesthetic requirements for the neighborhood. Consultant and the City's Community Development Department shall be included in any discussions related to future land use or aesthetic improvements.

TASK B – SURVEY AND MAPPING

1.0 Design Surveys

The Consultant shall perform field and office tasks required to collect topographic information deemed necessary to complete the project in accordance with Chapter 5L of the Complete Streets Design Standards available on the City's website at http://www.cedar-rapids.org/local_government/departments_g_v/public_works/complete_streets_policy.php. The City will provide GIS mapping of public utilities and any other available mapping of the Project area. The specific survey tasks to be performed include the following:

1.1 Control Surveys

The Consultant will establish horizontal and vertical control for the Project area. Each permanent control point or benchmark shall have horizontal coordinates or elevation, and shall provide monument tie notes including monument descriptions. Accurate descriptions of the horizontal control points and benchmarks will be created and recorded on the plan sheets. Horizontal control shall be in state-plane coordinates (NAD 1983 (2011)) and vertical control per USGS datum.

1.2 Topographic Survey

The Consultant will perform topographic surveys required for the development of the project. Topographic surveys are anticipated to be limited to those areas requiring detailed elevation information for proper construction installation, including, but not limited to:

1. Full width of the Public right-of-way
2. Private properties as determined by the Consultant (Consultant shall provide all notifications to property owners)
3. Driveway elevations where rehabilitation presents elevation concerns
4. Gutter and/or roadway profiles as necessary to address drainage concerns or ultimate roadway profile condition needs
5. Sidewalk ramps and landings within the public right-of-way

Consultant shall complete topographic surveys for areas where pavement reconstruction will occur, which are anticipated to include above ground physical features including pavements, trees, buildings, utility appurtenances, etc. likely to be impacted by the project. Sanitary sewer and storm sewer above ground structures and invert elevations will be obtained by the Consultant by submitting a request to water-GIS@cedar-rapids.org.

1.3 Utility Surveys

The Consultant shall perform utility surveys required for the development of the project. Establish coordinates and elevations (if possible) for utilities that fall within the limits of the project and are visible.

Public and franchise utility facilities will be identified through the Iowa One Call process. This task consists of field survey indicating the location of utilities within the existing right-of-way for the project. The Consultant shall field locate valves and utility accesses within the project limits to accurately account for adjustment. Underground utilities will be incorporated into the project through map requests to the utility companies, rectified against features located during field survey, and drawn into the design file. This work will be considered survey quality level "B". Utilities include phone, gas, fiber optic, water main, overhead/underground electric, sanitary sewer, storm sewer, and in-pavement traffic control equipment (including power poles, pedestals, valves and manholes). Include top of casting (T/C) plus invert elevations, pipe size and direction data for Storm and Sanitary Sewer manholes.

1.4 Right-of-Way Surveys, Plats and Exhibits

The Consultant shall determine the location of existing Right-of-Way (ROW) and identify property owners adjacent to the project. This task consists of researching record documents at the City and County, locating existing monumentation along the corridor and will utilize Iowa DOT-style symbols when preparing ROW and property boundary exhibits for use during design and easement acquisitions.

Two (2) Right of Way acquisition plats are estimated for the project. The Consultant shall provide acquisition plats, associated exhibits, and a Parcel Impact Detail Sheet for each easement required. Staking of Right of Way shall be provided for two (2) Right of Way locations during the acquisition phase of the project.

2.0 Outside Services

The City had Terracon Consultants, Inc. perform two (2) soil drilling and four (4) roadway cores. Terracon also completed a wetland delineation associated with the culvert replacement portion of the Project. The Culvert Project Manager will provide the Consultant with field data and report.

TASK C – FUNCTIONAL DESIGN

1.0 Develop Design Criteria and Research

The Consultant shall review reconstruction design criteria to be used in developing functional plans. Criteria will conform to City of Cedar Rapids Engineering Design Standards and policies. The criteria to be addressed shall include:

1. Street Classification, typical section, and geometric characteristics.
2. ADA sidewalk ramp compliance locations and needs
3. Bicycle accommodations
4. Potential surface and parkway drainage concerns
5. Utility structure deficiencies or impacts (manholes, valves, storm water infrastructure evaluation, etc.)
6. Functional construction staging concept
7. Landscape concept (provide 3 different concepts)
8. Evaluate potential stormwater BMP opportunities
9. Functional lighting design
10. Property owner impacts: access, parkway grading, impacted landscaping, mailboxes, driveway concerns, etc. Property impacts are limited to those within the public right-of-way
11. Opinion of probable construction costs
12. Regulatory Permit Needs (if required)

The Consultant will utilize the Non-Federal Capital Project Contract Development Guide in place at the time of contract authorization for each submittal for the project. The guide will be reviewed, revised, and approved by the City's designated Project Manager prior to proceeding with subsequent tasks.

TASK D – PLAN DESIGN DEVELOPMENT

1.0 Design Sheet Criteria

The following Sheet Numbering System should generally be followed for this project.

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| A.01 | Title Sheet – to include: Project Title “Location-From-To-Description of Work”; contract number; CIP funds used for this project; location map; index of sheets; City department signature block(s); City of Cedar Rapids, IA; council/mayor names; bid date; Name, logo and phone number of engineering consultant; engineer’s certification block(s); Iowa |
|------|--|

	One Call logo; <i>"The proposed improvements included in these drawings have been designed in accordance with the current version of the Cedar Rapids Metropolitan Area Engineering Design Standards Manual. Exceptions are shown on Sheet A.02."</i>
A.02	Legend(s), design info (speed, ADT, classification, etc.), design exceptions
B.01 to B.X	Cross-sections and Pavement-related Details
C.01	Utility Contacts, General Utility Notes, General Notes
C.02	Construction Survey Special Requirements, Property Owner Access Notes, Tabulations related to property access and impacts from survey, Water Notes (if required)
C.03	List of Standard Details
C.04 to C.X	Quantities, Estimate Reference Information (for every pay item); Tabulations
C.X to C.X	Erosion Control Notes and SWPPP
C.X to C.X	Removals
D-Sheets	Mainline Plan and Profile
E-Sheets	Side Street Plan and Profile
G-Sheets	Survey Information
H-Sheets	Right of Way and Easement Information
J-Sheets	Traffic Control and Staging Notes and Plans
K-Sheets	Intersection Details
L-Sheets	Pavement Jointing Plans
M-Sheets	Storm Sewer, Sanitary and Water Main Plan and Profile Sheets
P-Sheets	Pavement Marking and Signage Plans
S-Sheets	Sidewalk and ADA Curb Ramps (includes compliance tables)
T-Sheets	Lighting
U-Sheets	Landscaping
W-Sheets	Mainline Cross Sections
X-Sheets	Side Street Cross Sections

2.0 Preliminary Plans (30%)

2.1 Preliminary Plan Preparation

After written authorization of approval from the City of the Functional Design developed under Task C, the Consultant shall proceed with the development of preliminary design plans for the project lettings. Upon completion, the design plans will be approximately 30 percent complete. The submittal of preliminary plans shall be completed on or before the date established in the schedule as outlined in the proposal submittal and agreed upon by the City. Sheets shall be plotted at half-size (11"x17").

The Preliminary Level plans (and the sheet numbering/layout) will address items outlined in the Non-Federal Capital Project Contract Document Development Guide – Preliminary (30%) Level document.

Provide updated Landscape Concept based on feedback during the Functional Design.

Preliminary Plans shall be completed to provide the City the level of detail necessary to evaluate and budget for ultimate project improvement goals including pavement reconstruction, ADA sidewalk ramp compliance, and an understanding of property owner impacts.

Preliminary plans shall provide a rough profile grade that will prevent the 100-year storm from overtopping the roadway.

Utility improvement design sheets shall be shown in 20-scale to provide sufficient detail for review and construction of proposed public utility improvements.

2.2 Lighting

Prepare a preliminary lighting layout for the roundabout based on the Illuminating Engineering Society (IES) Design Guide for Roundabout Lighting. The lighting layout shall include the layout for the circular roadway as well as transition lighting in advance of the roundabout for all approaches. The luminaires and poles used shall be determined through coordination with City staff. The City's standard is to use LED lighting on all projects.

Provide a photometric analysis that includes maintained average horizontal illuminance in foot-candles on

the pavement based on pedestrian classification area and average uniformity ratios (E_{avg}/E_{min}). The photometric analysis shall include the following areas:

- The circular roadway from each splitter island to the center island
- The approaches to the roundabout

2.3 Stormwater BMP's

Prepare a preliminary concept layout for the roundabout based stormwater BMP using the Iowa Stormwater Management for Design identifying locations with potential BMPs identified. Consultant shall also provide cost-benefit analysis. Review concept plan and cost-benefit analysis with City Staff, including advantages and disadvantages of BMP and conventional systems. Consultant shall provide recommendations to the City regarding this topic. City will determine if stormwater BMP's will be remain in the project.

2.4 Preliminary Opinion of Probable Construction Cost

Prepare a preliminary opinion of probable construction cost for the Project. Preliminary cost estimates shall be based on representative major project elements and based on recent bid information. Detailed quantity takeoffs will not be developed for the preliminary cost estimate.

2.5 Quality Control - Plan Set

Involve ongoing quality control input from the Project Team and the design engineer's senior technical staff throughout the development of preliminary plans and documents for each project segment. The design engineer is responsible for making specific recommendations and ensuring that critical issues are discussed and resolved prior to submittal of the preliminary plan set to the Project Team. The Consultant shall be responsible for providing an internal review of materials prior to submittal to the City. Consultant shall provide a QC/QA

2.6 Iowa DOT Review

The 30% plans shall be provided to Iowa DOT to go through their complimentary roundabout design review service. The review will aide in the plan design, identify needed adjustments to minimize potential property impacts and confirm the proposed staging plans. Revisions will be noted for preparation of the final design.

2.7 Field Exam

A Field Exam will be held with the Project Development Team and Construction Inspection staff to discuss key issues and design concepts, with the main emphasis focused on access control and traffic control/stage construction. The review will determine the completion of the plan design, identify needed adjustments to minimize potential property impacts and confirm the proposed staging plans. Revisions will be noted for preparation of the final design.

3.0 Intermediate Plans (60%)

After written authorization of approval from the City of the Preliminary Plans developed under Task D.1 and D.2, the Consultant shall proceed with the development of Intermediate Check Plans. Upon completion, the design plans will be approximately 60 percent complete. It is assumed that no geometrical revisions to the roadway design will occur after the start of the development of the intermediate plans. The submittal of Intermediate Plans shall be completed on or before the agreed upon schedule as outlined in the Contract. An intermediate plan submittal will be provided for the Project.

3.1 Incorporate Comments from Preliminary Plan Review and Field Exam

The Consultant will respond to comments resulting from City Preliminary Plan Review and Field Exam. Recommended modifications will be incorporated into the plan set.

3.2 Intermediate Plan Preparation

Intermediate Level Plans shall be completed to provide the City the detail necessary to evaluate and budget for ultimate project improvement goals including pavement reconstruction, ADA sidewalk ramp compliance, utility improvements and/or replacement and an understanding of property impacts. The criteria to be addressed shall include items listed on the Non-Federal Capital Project Contract Document Development Guide – Intermediate (60%) Level. Acquisition documents for temporary easements and permanent right-of-way shall be provided to the City an Intermediate Plan level.

This item consists of the intermediate design and drafting of miscellaneous details not included in the Preliminary Plans. Included are such items as special storm sewer or manhole details not included in the standard drawings, special paving details and other required details.

Utility improvement design sheets shall be shown in 20-scale to provide sufficient detail for review and construction of proposed public utility improvements.

3.3 Lighting

Provide lighting plan sheets based on the approved preliminary lighting layout. The lighting plan shall consist of the following:

- Lighting quantity tabulation sheet
- Detail sheets including:
 - Lighting unit details
 - Foundation details
 - Lighting cabinet and foundation detail
 - Typical detail for lighting until placement
- Lighting layout sheets which will include:
 - Pole locations – with tabulation of locations
 - Source of power location – coordination with the local utility will be necessary to determine where the nearest transformer is located. A transformer may need to be installed near the intersection.
 - Handhole locations
 - Conduit size and locations
 - Wire sizes
 - Legend
 - Notes
- Wiring diagram sheet

Provide special provisions for lighting and voltage drop calculations that were completed to determine wire sizes.

3.4 Stormwater BMP's

Prepare preliminary plans for the roundabout based stormwater BMP using the Iowa Stormwater Management for Design for BMPs identified locations identified at 30% review. Consultant shall also provide special provisions and details for review.

3.5 Preparation of Special Provisions

The Consultant will review and modify the City's special provisions for use on this project for any necessary additions and/or revisions to the standard City specifications.

3.6 Opinion of Probable Construction Cost

The Consultant shall prepare an opinion of probable construction cost for the Project. The cost estimate shall be based on representative major project elements and recent bid information. The Consultant shall budget and review bid items and quantities for each City CIP number associated with the Project.

3.7 Quality Control Review

Involve ongoing quality control input from the Project Team and the design engineer's senior technical staff throughout the development of plans and documents for each project segment including roadway and traffic phasing. The design engineer is responsible for making specific recommendations and ensuring that critical issues are discussed and resolved prior to submittal of the intermediate plan set to the Project Team. Review the intermediate plan set for technical accuracy, as well as for general constructability and conformance with the project design criteria. The Consultant shall be responsible for providing an internal review of materials prior to submittal to the City.

4.0 Check Plans (90%)

After written authorization of approval from the City of the Intermediate Plans developed under Task D.3, the Consultant shall proceed with the development of Check Plans. Upon completion, the design plans will be approximately 90 percent complete. It is assumed that no geometrical revisions to the roadway design will occur after the start of the development of the check plans. The submittal of Check Plans shall be completed on or before the schedule agreed upon in the Contract.

Check Plans shall be completed in preparation of the letting. The criteria to be addressed shall include items listed on the Non-Federal Capital Project Contract Document Development Guide – Final (90%) Level.

4.1 Incorporate Comments from Intermediate Plan Review

The Consultant will respond to comments resulting from City Intermediate Plan Review. Recommended modifications will be incorporated into the plan set.

4.2 Preparation of Special Provisions

The Consultant will further refine the special provisions for the project for any additions and/or revisions to the standard City specifications.

4.3 Opinion of Probable Construction Cost

The Consultant shall prepare an opinion of probable construction cost for the Project. The cost estimate shall be based on representative major project elements and recent bid information. The Consultant shall budget and review bid items and quantities for each City CIP number associated with the Project.

4.4 Quality Control Review

Involve ongoing quality control input from the Project Team and the design engineer's senior technical staff throughout the development of plans and documents for each project segment including roadway and traffic phasing. The design engineer is responsible for making specific recommendations and ensuring that critical issues are discussed and resolved prior to submittal of the check plan set to the Project Team. Review the check plan set for technical accuracy, as well as for general constructability and conformance with the project design criteria. The Consultant shall be responsible for providing an internal review of materials prior to submittal to the City.

5.0 Final Plans

After written authorization of approval from the City of the Check Plans developed under Task D.4 and City review of the draft PMPRF, the Consultant shall proceed with the development of Final Plans for the project. The submittal of final plans shall be completed in accordance with the schedule include in the proposal submittal and agreed upon by the City.

5.1 Incorporate Comments from Check Plan Review

Consultant shall respond to comments resulting from the Check Plan Review. Recommended modifications will be incorporated into the final plan set. This task also includes final modifications of Special Provisions.

5.2 Opinion of Probable Construction Cost

Prepare opinion of probable construction cost for the Project. Final cost estimates shall include all project elements. Quantity takeoffs will be developed for the final cost estimate.

5.3 Preparation of Project Manual

Under this task, the Consultant shall prepare a project manual specific to the construction requirements for the Project, based upon an approved Project Manual Preparation Request Form, as developed under Task A. Consultant shall work with City staff to include the culvert design into the project manual for this Project. The project manual will include front-end documents, supplementary conditions, and special provisions as required by the City of Cedar Rapids.

6.0 Sidewalk Assessment Services

The work tasks to be performed and coordinated by the Consultant during sidewalk assessment services shall

include the following:

6.1 Coordination Meeting

The Consultant will meet with the City for sidewalk assessment coordination. The purpose of the meeting will be a brief overview of the sidewalk assessment process by the City. Guidance on document requirements and preparation may also be shared.

6.2 Assessment Limit Identification

The Consultant will identify the limits of new sidewalk to be constructed as part of the project required for the City to undertake an assessment. New sidewalk elements identified by the Consultant will include proposed sidewalk width, depth, and relative horizontal location relative to right-of-way or other geometry. The Consultant will also identify the beginning and ending points of proposed sidewalk construction along with identification of the properties being traversed. It is assumed that only properties zoned residential will require identification for sidewalk assessment purposes.

6.3 Assessment Calculations

The Consultant shall determine the linear length and square footage of proposed new sidewalk on each property impacted. The Consultant shall provide an estimated cost for the sidewalk improvement and determine a proportional cost for the improvement on each property impacted.

6.4 Prepare Assessment Documentation

The Consultant shall prepare sidewalk assessment documents as required per the Time Table for Preliminary Special Assessments. The documents will be prepared as directed by the City for each residential property being traversed by the new sidewalk. Completed documents will be provided to the City.

TASK E – WATER MAIN DESIGN SERVICES

1.0 Water Main Design Services

The task pertains to coordination and design development of water main relocation within the project limits. The design effort will be based on the assumption that existing water mains will be replaced with ductile iron pipe of the same size and no modeling or evaluation for water main sizing is included in this scope of service.

The Consultant will incorporate the water main elements into the plans being developed for the project.

1.1 Development Procedures

The Consultant shall develop the water main design following procedures and requirements as outlined above. The following will also apply:

1. Consultant shall include existing hydrant locations and discussion of impacts to existing utilities, existing trees, traffic, and water service disruptions within the Functional Design memo.
2. Consultant shall develop and recommend a water main alignment, preparing a brief 'Technical Memo' describing the advantages of the recommended alignment over other potential locations. Include a discussion of separation requirements from storm or sanitary sewers, location of Curb-Stops for services and impacts of other physical features.
3. Consultant shall include any special details and general notes required for construction of the water main within the Final Plans and Construction Documents.
4. Consultant shall prepare water construction permits, as necessary.
5. Consultant shall include water main aspects of design during discussion of anticipated utility conflicts with utility owners and within plans shared at joint utility meetings.

TASK F- LETTING SERVICES

1.0 Letting Services

The work tasks to be performed or coordinated by the Consultant during the Bid Period are based on the bid letting for the Project.

1.1 Plan Clarification and Addenda

The bid letting shall be administered by the City of Cedar Rapids. The Consultant shall assist the City during the bid period in answering questions submitted in writing to the City's Project Manager regarding the design intent. The Consultant shall address questions presented by bidders to the City's Project Manager and prepare addendum for distribution by the City as necessary.

1.2 Recommendation of Award

The Consultant shall review the bids submitted for the Project following the public bid opening and provide the City with recommendations of award regarding the construction contract. This task also includes updating the CIP budget analysis spreadsheet with the awarded contract prices.

TASK G– CONSTRUCTION PHASE

1.0 Construction Phase

The work tasks to be performed by the Consultant during the construction phase of each project shall include the following:

1.1 Pre-Construction Meeting

The Consultant shall attend a pre-construction meeting for each project, as scheduled and held by the City.

1.2 Plan Interpretation during Construction

The Consultant will be available to discuss the project design with the City's project manager and the Contractor during the construction phase, at the City's request. Inquiries during the construction period relating to design Standard of Care items will be addressed by the Consultant under this contract. It is understood the City will provide on-going construction observation and administration services during the construction period and will inquire with the Consultant on an as-needed basis. Inquiries concerning items outside this scope (i.e. unforeseen underground conditions/facilities, constructability, etc.) will invoke a contract amendment for Consultant services. The design Standard of Care items are defined as services performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same professional discipline currently practicing under similar circumstances at the same time and in the same or similar locality.

1.3 Site Visits

The Consultant shall attend regular construction coordination meetings a minimum of one (1) per month throughout the project to review construction progress and general conformance to the plans and specifications. Site visits shall be initiated by the City for specific construction related items.

The Consultant shall perform three (3) project updates to College Community School District school board and Kirkwood Community College during the construction phase of the project to review construction progress and general conformance. Site visits shall be initiated by the City for specific construction related items. One site visit shall be with both College Community School District school board and Kirkwood Community College before construction begins. One site visit shall be with both College Community School District school board and Kirkwood Community College before school begins.

TASK H– DELIVERABLES

1.1 Review Plan Submittals

The Consultant shall utilize the Non-Federal Capital Project Contract Development Guide in place at the time of contract authorization for each submittal for the project.

1.2 Final (100%) Design and Bid Period (Per Construction Package)

7 (seven) signed and sealed plan cover sheets

7 (seven) signed and sealed project manual certification pages

Completed permits for water and sanitary sewer. Include required final plan sets with Original Signatures that accompany the Construction Permit Application to the Iowa DNR.

Cost Opinion

1 (one) sealed but not signed plan cover sheet

1 (one) sealed but not signed certification page from the project manual

1 (one) set of plans

1 (one) set of plans in PDF format

1 (one) project manual

1 (one) project manual in PDF format

1 (one) Recommendation to File in excel format

1 (one) Recommendation to Award in excel format

1 (one) quantity table in excel format

All electronic CAD project files