

**SUNSET STREET WIDE SIDEWALK  
SCOPE OF SERVICES**

WHEREAS, the City desires to construct an 8-foot wide sidewalk from Melrose Avenue to the south city limit at Benton Street (approximately 0.35 mile) along the west side of Sunset Street. Project includes removal of the existing 4-foot sidewalk, updated pedestrian crossings, utility coordination, minor drainage improvements, property acquisition, and retaining wall demolition and reconstruction.

NOW THEREFORE, the City does now desire to contract with a Consultant to provide the 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. All phases of services will include the necessary work for compliance with Iowa D.O.T. requirements relative to federal aid funding of design and construction.

**Design Development Phase**

**A. Concept Statement**

Complete and submit project concept statement to Iowa D.O.T. Provide updates to the concept statement as requested by Iowa D.O.T.

**B. Design Surveys**

The Consultant shall perform surveys as necessary to prepare strip topography along the project route.

**C. Base Map Preparation**

Base maps to facilitate the trail design will be prepared from the topographic survey information. The maps will be prepared along the proposed alignment and will include existing topography features, right-of-way and easement lines, buried utilities based on field locates, and above ground surface features affected by the proposed construction.

**D. Preliminary Design**

1. Provide cultural, archeological and wetland survey of the project site. Survey will be completed by the consultant staff and specialty subconsultant if needed. Submit findings to the Iowa DOT as required for federal funding requirements. Should environmental mitigation be required for the project, these mitigation services may be provided as additional services.

2. Based on an approved schematic design concept plan, prepare geometric layout plan of the proposed trail.
3. Prepare horizontal and vertical alignments to be used as the basis for final design.
4. Identify final design constraints for phased construction and review construction phasing plan as necessary to coordinate with access and construction.
5. Develop a preliminary traffic control plan consistent with the proposed construction schedules.
6. Prepare anticipated trail project schedule and opinion of probable construction cost.
7. Prepare and submit required initial submittals to the City, Iowa DOT, State Historical Preservation Officer, Iowa DNR, and Corps of Engineers for preliminary design approval.
8. Meet with City representatives to review preliminary project design and obtain review comments.
9. Attend and participate with neighborhood coordination meeting to review the project.

### **Right-of-Way Services**

- A. It is anticipated that property acquisition and temporary construction easements will be required for the project. There are 16 residential parcels abutting the west edge of Sunset Street along the length of the project. It is anticipated that no more than 2 parcels will require property acquisition. Some quantity of the remaining parcels may require temporary construction easements if required by the project design.
- B. Prepare acquisition and easement agreements and exhibits, meet with affected property owners, and obtain the needed right-of-way as required for the project. These services to be completed in accordance with the guidelines and procedures issued by the Iowa DOT for a Local Public Agency to acquire right-of-way for State or Federally funded transportation projects. It is the intent of the City to request Federal participation in right-of-way costs.

### **Construction Document Phase**

- A. Final Design

Determine the pavement structures including type, thickness of surfacing, subbase design, subdrainage design, typical joint designs, and related pavement details.

B. Typical Pavement Sections

The final design typical pavement sections will be developed for the project. These sections will show the pavement section, subgrade requirements, grading requirements, and pavement border design.

C. Final Plan and Profiles

The final design and drafting of the wide sidewalk plan and profiles will be prepared on base maps prepared for the project. This will include all detailed information required by the Iowa DOT and shall be in accordance with the road and bicycle facility design standards of the Iowa DOT.

D. Final Design Cross-Sections

Prepare the final design of the individual cross-sections for the project. Cross-sections will be developed at a minimum of 50-foot intervals with additional cross-sections included as necessary. Cross-sections will show the existing ground as well as final grading, foreslopes, backslopes, special subgrade treatment, and other pertinent information.

E. Final Design Plans

Layout plans and appropriate detailed design drawings showing the project and component parts shall consist of plans, elevations, sections, and other drawings for bidding and construction purposes. Final design and drafting of the wide sidewalk plan and profile sheets will include complete detailed information for location of existing utilities, typical cross-sections, and individual cross-sections. Plan and profile sheets will be prepared at a 20 scale.

F. Final Storm Drainage Design

Final design and drafting of the storm sewer system, storm sewer inlets, manholes, culverts, ditches, and other storm drainage appurtenances on the project will be developed. The design of the storm sewer system will be based on current Iowa DOT accepted standards.

G. Erosion Control

Final design and drafting of temporary and permanent erosion control measures to be provided on the project during construction will be completed.

H. Signing and Pavement Markings

Final design and drafting of the signage and pavement markings which are to be a permanent part of the project.

I. Retaining walls

Segmental retaining walls will be designed for areas where design constraints prohibit a stable slope from the shoulders of the wide sidewalk to existing ground.

J. Final Design of Incidental Components

All other design work such as sidewalk, incidental structures, etc. not stated herein necessary to construct a final completed project shall be the responsibility of the Consultant and no additional compensation shall be provided.

K. Specifications

The Iowa DOT standard specifications for highway and bridge construction will be utilized as the technical specifications for the project. The Iowa DOT standard contract documents will also be utilized for this project. Supplemental specifications and special provisions required by the project will be prepared and incorporated with the standard documents.

L. Final Quantities

The final bid quantities will be determined and included with the project specifications bidding form.

M. Final Cost Opinion

Following completion of the final design, an opinion of probable construction costs based on the final design will be prepared.

N. Submittals, Reviews, and Revisions

Submit plans to the City and Iowa DOT according to the Project Development Submittal Dates found in I.M. No. 3.005. Comments and revisions resulting from plan reviews will be incorporated into the final plans prior to their completion.

O. Final Plan and Specification Submittal

Submit final plans, specifications, contract documents, and opinion of probable construction costs to the City and Iowa DOT for final approval.

P. Assemble Plan Documents

Following final plan revisions assemble title sheet, project quantities and reference sheet, location plan, pavement detail sheets, grading plan and profile sheets, typical section and tabulation sheets, and cross-section sheets.

Q. Permitting

Submit necessary permit applications and supporting documents to Corps of Engineers, Iowa DNR, and any other agency as required for the project.

**Bidding Phase**

Provide reproducible drawings to the Iowa DOT for utilization in their bidding procedure. The consultant shall respond to questions as received and prepare addenda as necessary.

**Construction Phase**

- A. Schedule and conduct a preconstruction conference with the Owner, Iowa DOT, utilities, and the contractors. Appropriate Owner representatives involved with the project will also be included. Preconstruction conference minutes will be recorded and distributed to all attendees by the consultant.
- B. Provide on-site resident observation at appropriate intervals for review of workmanship, materials, and respond to questions during construction.
- C. Provide construction staking.
- D. Perform required material sampling and laboratory testing (such as soil proctor tests, concrete beam testing, material gradation, etc.) during construction. Prepare reports in a timely manner.
- E. Review of shop drawings and submittals.
- F. Perform required construction testing including subgrade compaction and concrete testing, including test reports.
- G. Prepare daily diaries of construction activities.
- H. Prepare Bid Item progress documentation and measurement reports.
- I. Prepare Weekly Working Day reports.
- J. Respond to requests for information (RFI's).
- K. Issue Instructions to Contractor (ITC's), including supplemental drawings if required.
- L. Negotiate and prepare change orders.
- M. Issue non-compliance reports if required.

- N. Review and record material inspection reports from Iowa DOT.
- O. Review payment applications.
- P. Perform preliminary construction review and prepare remaining work items to be completed prior to final review.
- Q. Perform final construction review with Iowa DOT and Owner representatives.
- R. Complete Pre-Audit Checklist (Attachment E to I.M. 3.910).
- S. Complete Final Forms Packet checklist (Attachment F to I.M. 3.910).
- T. Complete Materials Audit 101.
- U. Review audit report with Iowa DOT representatives.
- V. Prepare Construction Record Drawings and submit to the Owner.
- W. During construction, assist with the preparation of press releases, notices of affected business owners, and other miscellaneous public relation activities.

**Extra Work**

- A. Environmental Services
  - 1. It is unknown whether environmental services will be required for the project. Should environmental mitigation be required for the project, mitigation services may be required.

**II. TIME OF COMPLETION**

The Consultant shall complete the Project in accordance with the submittal dates shown below, which is taken from Iowa DOT I.M. No. 3.005. The project is anticipated to be considered “minor”, but will need to be confirmed. The need for temporary and/or permanent easements and/or right-of-way will be defined as soon as possible. The schedule will be adjusted as needed depending upon project acquisition needs.

<u>Submittal</u>	<u>Completion Date</u>
Concept Statement	09/13/2011
Preliminary Plans	10/18/2011
Check Plans	11/29/2011
Final Plans and PDC	12/20/2011
Letting Date	03/20/2012