

**TO: MAYOR AND CITY COUNCIL**

**FROM: Neil Jensen, City Administrator**

**SUBJECT: Hardwood Estates Professional Service Agreement (Construction Phase)**

**MEETING DATE: November 21, 2023**

**BACKGROUND**

The PSA is for the construction phase of Hardwood Estates 2<sup>nd</sup> Addition. This includes construction administration, staking, record drawings, and site construction observation based on 200 hours. The estimated fee is \$32,500.

Bill Angerman will be in attendance to answer any questions that you may have.

This will complete Hardwood Estates 2<sup>nd</sup> subdivision.

**STAFF RECOMMENDATION**

Please approve the PSA for Hardwood Estates construction phase at the estimated cost of \$32,500.

**REQUESTED COUNCIL ACTION**

Please make a motion to approve the Professional Service Agreement from WHKS for Hardwood Estates construction phase in the estimated amount of \$32,500.



## AMENDMENT NO. 1 TO PROFESSIONAL SERVICES AGREEMENT

WHEREAS, **City of Cannon Falls** (Client) and WHKS & Co. (WHKS) executed a Professional Services Agreement dated **July 11, 2023** for certain engineering services for **Phase 1 Mulvihill (Hardwood Estates 2<sup>nd</sup>) Subdivision** (Project), and

WHEREAS, the Agreement described a scope of services and was based on completion of certain services, and

WHEREAS, the Client has requested **Construction Phase** services for the **Phase 1 Mulvihill (Hardwood Estates 2<sup>nd</sup>) Subdivision** as described in more detail in attached Exhibit A, and

NOW THEREFORE, the Client and WHKS hereby agree the amended compensation for services shall be increased by the following:

**Basis of Compensation**

For the services described above, the Client shall remunerate WHKS as follows:

**Items 5-6 - Billed Hourly with an Estimated Fee of \$32,500.**

Executed this \_\_\_\_\_ day of November, 2023

**City of Cannon Falls**

***WHKS & CO.***

By: \_\_\_\_\_

By: \_\_\_\_\_

Printed Name: Neil Jensen

Printed Name: William Angerman

Title: City Administrator

Title: COO, Exec. V.P.



## Exhibit A to Amendment No. 1

### A. Project Description

#### *Original project scope*

*The project consists of a residential lot subdivision located southwest of the intersection of Highway 19 and County Road 24 in Cannon Falls, Minnesota as shown on the attached figure. There are approximately 29 residential lots in the first phase and will include construction of roadways, site grading, stormwater management facilities and the installation of utilities including sanitary sewer, watermain, and storm sewer.*

*Coordination with MnDOT and Goodhue County on turn lane requirements is included in this phase of the contract. Turn lane design is not included in this contract. Design services for 72<sup>nd</sup> Avenue Way will be performed separately.*

*Client to furnish WHKS & Co. with a current title opinion for the subject property.*

This Amendment includes construction engineering services as described below in B.

### B. Scope of Services Provided Under This Agreement:

Note: Items 1-4 were previously defined in the AGREEMENT.

#### **5. Construction Administration**

- a. Provide construction administration assistance during construction. Contract administration assistance activities conducted during project construction include clarification of design details, periodic visits to the construction site to observe the progress of work, review of shop drawings, review periodic payment estimates for completed construction work and recommend payments for processing, prepare change orders when required, and prepare the final summary of construction costs.
- b. Conduct a preconstruction meeting with Client, Contractor and Utility Owners.
- c. Provide construction staking.
- d. Prepare record drawings from Contractor provided "mark-ups" at the completion of the construction.
- e. Provide construction updates to the Client.

#### **6. Construction Observation**

- a. Provide resident project observation services during the construction of the Project. Resident observation is a part time function during construction. Duties are to provide on-site evaluations of the Project progress in accordance with the plans and specifications and report said progress to the Engineer. Additionally, the observer maintains a log book recording conditions at the job site, weather, record of visitors, summary of daily activities, actions taken, observations in general and assists in recording data for eventual preparation of Record Drawings. The observer duties do not include construction means, methods, procedures, and job-site safety. Fee based on 200 hours of observation and travel time.