



CITY OF PANORAMA PARK
RESOLUTION 2022-10
OCTOBER 13, 2022

RESOLUTION OF PANORAMA PARK, IOWA ACCEPTING AND APPROVING OF THE PROFESSIONAL SERVICES AGREEMENT WITH MSA PROFESSIONAL SERVICES, INC. FOR PHASE 2 OF THE SANITARY SEWER REHABILITATION PROJECT.

WHEREAS, The City of Panorama Park needs additional repairs to the sanitary sewer system; and

WHEREAS, MSA has submitted a Professional Service Agreement for managing Phase 2 of the Sanitary Sewer Rehabilitation Project for the lump sum fee of \$14,500.00; and

WHEREAS, the Panorama Park City Council has considered the proposal.

NOW THEREFORE, BE IT RESOLVED by the City Council of Panorama Park, Iowa, that the Professional Service Agreement for Phase 2 of the Sanitary Sewer Rehabilitation Project is and hereby approved; and

BE IT FURTHER RESOLVED by the City Council of Panorama Park, Iowa, that Mayor Rice is authorized to sign the agreement.

C. Gilbert aye T. Huber aye S. Perry aye S. Rice aye D. Smith aye

ADOPTED BY THE COUNCIL AND APPROVED THIS 13TH DAY OF OCTOBER, 2022.

Ronald D. Rice, Mayor

I, the undersigned, being duly appointed, qualified and acting City Clerk of Panorama Park, hereby certify that the foregoing Resolution No. 2022-10 is a true, correct and accurate copy as duly and lawfully passed and adopted by the governing body of the City of Panorama Park on the 13th day of October, 2022.

Gary Gleason, City Clerk/Treasurer



Professional Services Agreement

MSA Project Number:

This AGREEMENT (Agreement) is made today October 13, 2022 by and between PANORAMA PARK (OWNER) and MSA PROFESSIONAL SERVICES, INC. (MSA), which agree as follows:

Project Name: Panorama Park Sanitary Sewer Rehabilitation – Phase 2

The scope of the work authorized is: See Attachment B.

The schedule to perform the work is: Approximate Start Date: October 17, 2022
Approximate Completion Date: January 1, 2022

The lump sum fee for the work is: \$14,500.00

The retainer amount required is: \$0.00

NOTE: The retainer will be applied toward the final invoice on this project

All services shall be performed in accordance with the General Terms and Conditions of MSA, which is attached and made part of this Agreement. Payment for these services will be on a lump sum plus reimbursable basis. A list of reimbursable expenses is on the attached rate schedule and made part of this Agreement.

Approval: Authorization to proceed is acknowledged by signatures of the parties to this Agreement.

CITY OF PANORAMA PARK

[Redacted Signature]

Ronald Rice

Mayor

Date: Oct 13, 2022

[Redacted Signature]

Clerk Name (Signature)

[Redacted Name]

Clerk Name (Printed)

120 Short Street
Panorama Park, Iowa 52722
Phone: (563) 293-1293

MSA PROFESSIONAL SERVICES, INC.

[Redacted Signature]

Kevin Bailey, P.E.

Team Leader

Date: October 5, 2022

2117 State Street, Suite 200
Bettendorf, Iowa 52722
Phone: (563) 424-3696

**ATTACHMENT A:
RATE SCHEDULE**

<u>CLASSIFICATION</u>	<u>LABOR RATE</u>
Architects.....	\$115 – \$175/hr.
Clerical.....	\$ 80 – \$125/hr.
CAD Technician.....	\$ 95 – \$150/hr.
Geographic Information Systems (GIS).....	\$ 75 – \$146/hr.
Housing Administration.....	\$ 82 – \$125/hr.
Hydrogeologists.....	\$127 – \$160/hr.
Planners.....	\$ 90 – \$180/hr.
Principals.....	\$175 – \$369/hr.
Professional Engineers.....	\$ 92 – \$200/hr.
Project Manager.....	\$ 150 – \$242/hr.
Professional Land Surveyors.....	\$ 87 – \$180/hr.
Staff Engineers.....	\$ 80 – \$150/hr.
Technicians.....	\$ 70 – \$132/hr.
Wastewater Treatment Plant Operator.....	\$ 80 – \$ 100/hr.

REIMBURSABLE EXPENSES

Copies/Prints.....	Rate based on volume
Specs/Reports.....	\$10
Copies.....	\$0.20/page
Plots.....	\$0.15/sq.in.
Flash Drive.....	\$10
GPS Equipment.....	\$28/hour
Laser Level.....	\$10/per day
Mailing/UPS.....	At cost
Mileage – Reimbursement (currently \$0.56/mile).....	Rate set by Fed. Gov.
Mileage – MSA Vehicle.....	\$35 + \$0.30 mile
Nuclear Density Testing.....	\$25.00/day + \$10/test
Organic Vapor Field Meter.....	\$100/day
PC/CADD Machine.....	Included in labor rates
Robotic Survey Equipment.....	\$37/hour
Stakes/Lath/Rods.....	At cost
Travel Expenses, Lodging, & Meals.....	At cost
Traffic Counting Equipment & Data Processing.....	At cost
Geodimeter.....	\$30/hour

* Labor rates represent an average or range for a particular job classification. These rates are in effect until December 25, 2021.

ATTACHMENT B: SCOPE OF WORK

UNDERSTANDING:

The City of Panorama Park has requested that MSA prepare contract documents for the rehabilitation of the sanitary sewers defined in MSA's February 2020 Report of their Evaluation of Sanitary Sewer and Manholes that are rated a Level 3 by MSA Professional Services. These sewers are the lines from Manhole 13903 to Manhole 12831 and from Manhole 12815 to Manhole 13904. In addition, Manholes 12827 and 12714 are to be rehabilitated. These sewers and manholes are also identified by the coded color of yellow.

Furthermore, there are sanitary service laterals that were not grouted as part of the Phase 1 construction effort because of their poor condition. Notification of these laterals was given the same day that the work was being completed. Therefore, MSA determined this work was to be put on hold until there was a Phase 2 of the Sanitary Sewer Rehabilitation. These service laterals will be repaired and grouted as part of this phase.

At this time, it is assumed the City of Panorama Park will not partner with the City of Riverdale on rehabilitation projects.

For this Professional Services Agreement, the following scope of work will be performed by MSA:

SCOPE OF WORK:

1. MSA will prepare contract documents (i.e, plans, specifications, and a project manual). Assessment of specific actions and repairs is based on televising provided by the City of Bettendorf and dated September 2019. In addition, specific sanitary lateral repairs that remain to be completed from Phase 1 work is based on an e-mail from Visu-Sewer dated June 2022.
2. The contract documents will include plans locating the sanitary sewers to be lined and the laterals to be repaired. These plans will identify the existing laterals that provide a sanitary connection to existing homes.
3. MSA will prepare plans for sanitary manholes that require rehabilitation but do not connect to sanitary sewers that are also being rehabilitated.
4. MSA will prepare a quantity take off and an opinion of the probable construction cost.
5. MSA will submit to the Iowa Department of Natural Resources for a permit.
6. Upon receiving the permit, or the City receiving the permit, MSA will coordinate bidding dates with the City.
7. MSA will perform the administrative work in bidding this project.
8. MSA will lead a bid opening at City Hall.

9. MSA will review all bids.
10. Unless the bids are well out of character, MSA will submit a recommendation to award to the City.
11. Upon authorization to proceed, MSA will assist the City and selected Contractor in executing the Contract for this project.
12. Upon submittal of the executed Contract to the City, this project shall be considered complete.

ASSUMPTIONS:

1. The City of Panorama Park will provide MSA with a check for permit fees for submission to the Iowa Department of Natural Resources.
2. MSA will furnish the City of Panorama Park with a doc file that will be a suggested advertisement to publish for bidding. It is the responsibility of the City of Panorama Park to publish the bidding advertisement in their official publication.
3. If the City of Panorama Park does partner with the City of Riverdale prior to MSA commencing upon this project, MSA will prepare an amendment to reduce Panorama Park's fee for this project.
4. MSA's review of the City's manholes did not reveal hazardous materials. If hazardous materials are revealed or discovered during the preparation of these plans, MSA will assist the City in addressing this issue for an additional fee.
5. Because the original televising was performed in 2019, and because digital files or VHS tapes are not available to review, it is possible the subject sewers may have additional issues that cannot be identified until work on them begins. MSA will make adjustments in the number of lateral connections to be repaired in an attempt to avoid Change Orders for which there is not time for Council authorization

**MSA PROFESSIONAL SERVICES, INC. (MSA)
GENERAL TERMS AND CONDITIONS OF SERVICES (PUBLIC)**

1. **Scope and Fee.** The quoted fees and scope of services constitute the best estimate of the fees and tasks required to perform the services as defined. This agreement upon execution by both parties hereto, can be amended only by written instrument signed by both parties. For those projects involving conceptual or process development service, activities often cannot be fully defined during initial planning. As the project progresses, facts uncovered may reveal a change in direction which may alter the scope. MSA will promptly inform the OWNER in writing of such situations so that changes in this agreement can be made as required. The OWNER agrees to clarify and define project requirements and to provide such legal, accounting and insurance counseling services as may be required for the project

2. **Billing.** MSA will bill the OWNER monthly with net payment due upon receipt. Past due balances shall be subject to an interest charge at a rate of 12% per year from said thirtieth day. In addition, MSA may, after giving seven days written notice, suspend service under any agreement until the OWNER has paid in full all amounts due for services rendered and expenses incurred, including the interest charge on past due invoices.

3. **Costs and Schedules.** Costs and schedule commitments shall be subject to change for delays caused by the OWNER's failure to provide specified facilities or information or for delays caused by unpredictable occurrences including, without limitation, fires, floods, riots, strikes, unavailability of labor or materials, delays or defaults, by suppliers of materials or services, process shutdowns, acts of God or the public enemy, or acts of regulations of any governmental agency. Temporary delays of services caused by any of the above which result in additional costs beyond those outlined may require renegotiation of this agreement.

4. **Access to Site.** Owner shall furnish right-of-entry on the project site for MSA and, if the site is not owned by Owner, warrants that permission has been granted to make planned explorations pursuant to the scope of services. MSA will take reasonable precautions to minimize damage to the site from use of equipment, but has not included costs for restoration of damage that may result and shall not be responsible for such costs.

5. **Location of Utilities.** Consultant shall use reasonable means to identify the location of buried utilities in the areas of subsurface exploration and shall take reasonable precautions to avoid any damage to the utilities noted. However, Owner agrees to indemnify and defend Consultant in the event of damage or injury arising from damage to or interference with subsurface structures or utilities which result from inaccuracies in information of instructions which have been furnished to Consultant by others.

6. **Professional Representative.** MSA intends to serve as the OWNER's professional representative for those services as defined in this agreement, and to provide advice and consultation to the OWNER as a professional. Any opinions of probable project costs, reviews and observations, and other decisions made by MSA for the OWNER are rendered on the basis of experience and qualifications and represents the professional judgment of MSA. However, MSA cannot and does not guarantee that proposals, bid or actual project or construction costs will not vary from the opinion of probable cost prepared by it.

7. **Construction.** This agreement shall not be construed as giving MSA, the responsibility or authority to direct or supervise construction means, methods, techniques, sequence, or procedures of construction selected by the contractors or subcontractors or the safety precautions and programs incident to the work of the contractors or subcontractors.

8. **Standard of Care.** In conducting the services, MSA will apply present professional, engineering and/or scientific judgment, and use a level of effort consistent with current professional standards in the same or similar locality under similar circumstances in performing the Services. The OWNER acknowledges that "current professional standards" shall mean the standard for professional services, measured as of the time those services are rendered, and not according to later standards, if such later standards purport to impose a higher degree of care upon MSA.

MSA does not make any warranty or guarantee, expressed or implied, nor have any agreement or contract for services subject to the provisions of any uniform commercial code. Similarly, MSA will not accept those terms and conditions offered by the OWNER in its purchase order, requisition, or notice of authorization to proceed, except as set forth herein or expressly agreed to in writing. Written acknowledgement of receipt, or the actual performance of services subsequent to receipt of such purchase order, requisition, or notice of authorization to proceed is specifically deemed not to constitute acceptance of any terms or conditions contrary to those set forth herein.

9. **Construction Site Visits.** MSA shall make visits to the site at intervals appropriate to the various stages of construction as MSA deems necessary in order to observe, as an experienced and qualified design professional, the progress and quality of the various aspects of Contractor's work.

The purpose of MSA's visits to, and representation at the site, will be to enable MSA to better carry out the duties and responsibilities assigned to and undertaken by MSA during the Construction Phase, and in addition, by the exercise of MSA's efforts as an experienced and qualified design professional, to provide for OWNER a greater degree of confidence that the completed work of Contractor will conform in general to the Contract Documents and that the integrity of the design concept of the completed Project as a functioning whole as indicated in the Contract Documents has been implemented and preserved by Contractor. On the other hand, MSA 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 MSA have authority over or responsibility for the means, methods, techniques, sequences or procedures of construction selected by Contractor, for safety precautions and programs incident to the work of Contractor or for any failure of Contractor to comply with laws, rules, regulations, ordinances, codes or orders applicable to Contractor's furnishing and performing the work. Accordingly, MSA neither guarantees the performance of any Contractor nor assumes responsibility for any Contractor's failure to furnish and perform its work in accordance with the Contract Documents.

10. **Termination.** This Agreement shall commence upon execution and shall remain in effect until terminated by either party, at such party's discretion, on not less than thirty (30) days' advance written notice. The effective date of the termination is the thirtieth day after the non-terminating party's receipt of the notice of termination. If MSA terminates the Agreement, the OWNER may, at its option, extend the terms of this Agreement to the extent necessary for MSA to complete any services that were ordered prior to the effective date of termination. If OWNER terminates this Agreement, OWNER shall pay MSA for all services performed prior to MSA's receipt of the notice of termination and for all work performed and/or expenses incurred by MSA in terminating Services begun after MSA's receipt of the termination notice. Termination hereunder shall operate to discharge only those obligations which are executory by either party on and after the effective date of termination. These General Terms and Conditions shall survive the completion of the services performed hereunder or the Termination of this Agreement for any cause.

This agreement cannot be changed or terminated orally. No waiver of compliance with any provision or condition hereof should be effective unless agreed in writing and duly executed by the parties hereto.

11. **Betterment.** If, due to MSA's error, any required or necessary item or component of the project is omitted from the construction documents, MSA's liability shall be limited to the reasonable costs of correction of the construction, less what OWNER'S cost of including the omitted item or component in the original construction would have been had the item or component not been omitted. It is intended by this provision that MSA will not be responsible for any cost or expense that provides betterment, upgrade, or enhancement of the project.

12. **Hazardous Substances.** OWNER acknowledges and agrees that MSA has had no role in generating, treating, storing, or disposing of hazardous substances or materials which may be present at the project site, and MSA has not benefited from the processes that produced such hazardous substances or materials. Any hazardous substances or materials encountered by or associated with Services provided by MSA on the project shall at no time be or become the property of MSA. MSA shall not be deemed to possess or control any hazardous substance or material at any time; arrangements for the treatment, storage, transport, or disposal of any hazardous substances or materials, which shall be made by MSA, are made solely and exclusively on OWNER's behalf for OWNER's benefit and at OWNER's direction. Nothing contained within this Agreement shall be construed or interpreted as requiring MSA to assume the status of a generator, storer, treater, or disposal facility as defined in any federal, state, or local statute, regulation, or rule governing treatment, storage, transport, and/or disposal of hazardous substances or materials.

All samples of hazardous substances, materials or contaminants are the property and responsibility of OWNER and shall be returned to OWNER at the end of a project for proper disposal. Alternate arrangements to ship such samples directly to a licensed disposal facility may be made at OWNER's request and expense and subject to this subparagraph.

13. **Insurance.** MSA will maintain insurance coverage for: Worker's Compensation, General Liability, and Professional Liability. MSA will provide information as to specific limits upon written request. If the OWNER requires coverages or limits in addition to those in effect as of the date of the agreement, premiums for additional insurance shall be paid by the OWNER. The liability of MSA to the OWNER for any indemnity commitments, or for any damages arising in any way out of performance of this contract is limited to such insurance coverages and amount which MSA has in effect.

14. **Reuse of Documents.** Reuse of any documents and/or services pertaining to this project by the OWNER or extensions of this project or on any other project shall be at the OWNER's sole risk. The OWNER agrees to defend, indemnify, and hold harmless MSA for all claims, damages, and expenses including attorneys' fees and costs arising out of such reuse of the documents and/or services by the OWNER or by others acting through the OWNER.

15. **Indemnification.** To the fullest extent permitted by law, MSA shall indemnify and hold harmless, OWNER, and OWNER's officers, directors, members, partners, agents, consultants, and employees (hereinafter "OWNER") from reasonable claims, costs, losses, and damages arising out of or relating to the PROJECT, provided that any such claim, cost, loss, or damage is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property (other than the Work itself) including the loss of use resulting therefrom but only to the extent caused by any negligent act or omission of MSA or MSA's officers, directors, members, partners, agents, employees, or Consultants (hereinafter "MSA"). In no event shall this indemnity agreement apply to claims between the OWNER and MSA. This indemnity agreement applies solely to claims of third parties. Furthermore, in no event shall this indemnity agreement apply to claims that MSA is responsible for attorneys' fees. This agreement does not give rise to any duty on the part of MSA to defend the OWNER on any claim arising under this agreement.

To the fullest extent permitted by law, OWNER shall indemnify and hold harmless, MSA, and MSA's officers, directors, members, partners, agents, consultants, and employees (hereinafter "MSA") from reasonable claims, costs, losses, and damages arising out of or relating to the PROJECT, provided that any such claim, cost, loss, or damage is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property (other than the Work itself) including the loss of use resulting therefrom but only to the extent caused by any negligent act or omission of the OWNER or the OWNER's officers, directors, members, partners, agents, employees, or Consultants (hereinafter "OWNER"). In no event shall this indemnity agreement apply to claims between MSA and the OWNER. This indemnity agreement applies solely to claims of third parties. Furthermore, in no event shall this indemnity agreement apply to claims that the OWNER is responsible for attorneys' fees. This agreement does not give rise to any duty on the part of the OWNER to defend MSA on any claim arising under this agreement.

To the fullest extent permitted by law, MSA's total liability to OWNER and anyone claiming by, through, or under OWNER for any cost, loss or damages caused in part or by the negligence of MSA and in part by the negligence of OWNER or any other negligent entity or individual, shall not exceed the percentage share that MSA's negligence bears to the total negligence of OWNER, MSA, and all other negligent entities and individuals.

16. **Dispute Resolution.** OWNER and MSA desire to resolve any disputes or areas of disagreement involving the subject matter of this Agreement by a mechanism that facilitates resolution of disputes by negotiation rather than by litigation. OWNER and MSA also acknowledge that issues and problems may arise after execution of this Agreement which were not anticipated or are not resolved by specific provisions in this Agreement. Accordingly, both OWNER and MSA will endeavor to settle all controversies, claims, counterclaims, disputes, and other matters in accordance with the Construction Industry Mediation Rules of the American Arbitration Association currently in effect, unless OWNER and MSA mutually agree otherwise. Demand for mediation shall be filed in writing with the other party to this Agreement. A demand for mediation shall be made within a reasonable time after the claim, dispute or other matter in question has arisen. In no event shall the demand for mediation be made after the date when institution of legal or equitable proceedings based on such claim, dispute or other matter in question would be barred by the applicable statute of limitations. Neither demand for mediation nor any term of this Dispute Resolution clause shall prevent the filing of a legal action where failing to do so may bar the action because of the applicable statute of limitations. If despite the good faith efforts of OWNER and MSA any controversy, claim, counterclaim, dispute, or other matter is not resolved through negotiation or mediation, OWNER and MSA agree and consent that such matter may be resolved through legal action in any state or federal court having jurisdiction.

17. **Exclusion of Special, Indirect, Consequential and Liquidated Damages.** Consultant shall not be liable, in contract or tort or otherwise, for any special, indirect, consequential, or liquidated damages including specifically, but without limitation, loss of profit or revenue, loss of capital, delay damages, loss of goodwill, claim of third parties, or similar damages arising out of or connected in any way to the project or this contract.

18. **State Law.** This agreement shall be construed and interpreted in accordance with the laws of the State of Iowa.

19. **Jurisdiction.** OWNER hereby irrevocably submits to the jurisdiction of the state courts of the State of Iowa for the purpose of any suit, action or other proceeding arising out of or based upon this Agreement. OWNER further consents that the venue for any legal proceedings related to this Agreement shall be, at MSA's option, Sauk County, Wisconsin, or any county in which MSA has an office.

20. **Understanding.** This agreement contains the entire understanding between the parties on the subject matter hereof and no representations, inducements, promises or agreements not embodied herein (unless agreed in writing duly executed) shall be of any force or effect, and this agreement supersedes any other prior understanding entered into between the parties on the subject matter hereto.