

AMENDMENT TO AGREEMENT
FOR
ENGINEERING SERVICES

WHEREAS:

HDR ENGINEERING, INC. ("ENGINEER") entered into an Agreement on April 16, 2018 to perform engineering services for the Ankeny Sanitary Sewer Master Plan ("Project");

The City of Ankeny ("OWNER") desires to amend this Agreement in order for HDR to perform services beyond those previously contemplated;

HDR is willing to amend the agreement and perform the additional engineering services.

NOW, THEREFORE, ENGINEER and OWNER do hereby agree:

The Agreement and the terms and conditions therein shall remain unchanged other than those sections and exhibits listed below;

Section IV. COMPENSATION shall be replaced with the following:

Compensation for HDR's services shall be on the basis of

- Hourly Rate Schedule, with a fixed not-to exceed amount of Two Hundred Ninety One Thousand One Hundred and Thirty Six and no/100 dollars (\$291,136). The Hourly Rate Schedule is attached in Exhibit C. Reimbursable Expenses incurred in connection of such services shall be in addition to HDR's compensation based on the Hourly Rate Schedule.

Exhibit A – Scope of Services and Fee Summary, shall be augmented with the attached City of Ankeny – Amendment No. 1 Scope of Services and Amendment No. 1 – SSES Fee Summary.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment as of the day and year written below:

HDR ENGINEERING, INC. ("ENGINEER")

By: _____

Name: _____

Title: _____

Date: _____

CITY OF ANKENY ("OWNER")

By: _____

Name: _____

Title: _____

Date: _____

City of Ankeny – Amendment No. 1 Scope of Services

PROJECT OVERVIEW

This Amendment No. 1 builds upon our current work relating to the Wastewater Master Plan. Specifically, this Amendment addresses services related to the June 30, 2018 storm event that caused backups in the City's wastewater collection system. JEO is performing the majority of the work, with HDR providing management, support, and Quality Control related activities. The major tasks in Amendment No. 1 include:

- Project Management
- Field Data Collection/Community Survey
- Prioritized Improvements
- Public Education Materials

Summary descriptions of each task for the project are included on the following pages.

TASK SERIES 100 – PROJECT MANAGEMENT

Objective:

Provide management activities including planning, organizing, and monitoring. HDR will coordinate with JEO and City personnel throughout the project.

Activities:

- Resource management and allocation based on Project schedules and activities.
- Budget and invoice management.
- Schedule monitoring and update for Project development.
- Production coordination.

Task Deliverables:

- Monthly invoicing, Pay Application, and Status Reports

TASK SERIES 400 – FIELD DATA COLLECTION

Objective:

Support JEO with the Community Survey and provide technical support and Quality Control on community survey and results.

Activities:

- HDR will assist JEO with the development of a community survey and perform a quality control review of the survey and survey results
- HDR will attend the meeting to discuss the content, format, and procedures via telephone conference call.

Key Assumptions:

- HDR will attend survey review meeting via telephone conference call

Task Deliverables:

- Community survey to identify historical basement backup and flooding issues.
- Online hosting of community survey to facilitate online submittal of responses.
- One thousand five hundred (1,500) paper copies of the community survey distributed at up to three (3) City designation locations.
- One-page document detailing anticipated questions from the public regarding the community survey and suggested responses.
- Community survey response statistics for each question presented on community survey form.
- Tabulated community survey response data sorted by physical property address for import into City GIS.
- Meeting materials to discuss the community survey results.

TASK SERIES 600 – PRIORITIZED IMPROVEMENTS

Objective:

Identify sanitary sewer capital improvement needs that address the City's sanitary sewer system management goals and objectives.

Activities:

- HDR will assist JEO in the development of impact projects and Technical Memorandum #5A.
- HDR will provide QC review and technical oversight for task activities
- HDR will attend the Task 600 review meeting

Key Assumptions:

- HDR will attend the Task 600 review meeting

Meetings/Travel:

- (1) review meeting to be held at the City

TASK SERIES 900 – PUBLIC EDUCATION MATERIALS

Objective:

Develop public education content to inform the public on the operation of the sanitary sewer system, how it works, and how it is different from the storm sewer system.

Activities:

- Assist JEO in the development of public education materials
- Provide technical oversight and QC of public information content.

Task Deliverables:

- Meeting materials to discuss draft public education materials.
- Electronic copy of final public education materials, text, and graphics for use in flyers and the City website.

City of Ankeny Amendment No. 1 - SSES

FEE SUMMARY

2/10/2019

TASK DESCRIPTION	HDR Hours	TOTAL LABOR	Expenses	HDR Total	JEO Total	Amendment Total
Subtotal Task Series 100	6	\$880	\$3	\$883	\$2,363	\$3,246
Subtotal Task Series 400	12	\$2,320		\$2,320	\$25,174	\$27,494
Subtotal Task Series 600	16	\$3,300	\$0	\$3,300	\$9,030	\$12,330
Subtotal Task Series 900	5	\$960		\$960	\$8,033	\$8,993
TOTALS	39	\$7,460	\$3	\$7,463	\$44,599	\$52,062

SUBCONSULTANT AGREEMENT AMENDMENT NO. 1

ATTACHMENT B DESCRIPTION OF **SUBCONSULTANT'S SERVICES AND** **TIME FOR PERFORMANCE**

TASK SERIES 100 – PROJECT MANAGEMENT

1. Consultant Activities:

a. Task 110 – Team Management and Project Control

- i. Budget and invoice management.
- ii. Resource scheduling, management, and allocation based on project schedules and activities.
- iii. Production coordination.
- iv. Monthly progress report submitted to HDR with each payment request.

b. Task 130 – Project Management Plan

- i. Develop guidance document (Project Management Plan) for project team documenting project activities, constraints, guidelines, budgets, and procedures.

c. Task 140 – Quality Control

- i. Facilitate independent quality control reviews for project deliverables.

2. Task Deliverables:

- a. Monthly project status reports and invoices.
 - i. Subconsultant shall provide written monthly status reports to HDR on Subconsultant's services to report actual versus scheduled progress on identified tasks.

TASK SERIES 400 – FIELD DATA COLLECTION

1. Consultant Activities:

a. Task 460 – Selected Property Owner Correspondence

- i. Contact up to thirty-five (35) selected property owners identified by the City to discuss owner's specific experiences during the June 30, 2018 precipitation event and the owner's historical basement flooding issues at the property. Contact shall be by phone conversation only unless otherwise noted. Contact with each property owner shall be attempted up to four times, with at least two attempts occurring before the commencement of the community survey.
- ii. Communicate the details of the upcoming community survey with the property owner.
- iii. Discuss the property owner's past experiences at the property. Discussion shall include the following at a minimum:
 - A. Occurrence of basement flooding during the June 30, 2018 precipitation event and at the property historically.
 - B. Depth of basement flooding, if any, during the June 30, 2018 precipitation event.
 - C. Observed source, if observed, of basement floodwater during the June 30, 2018 precipitation event.
- iv. Summarize the discussion with each individual property owner into a bullet point summary. Compile the bullet point summary of each property owner discussion into a single document for delivery to the City. Summary document shall include a two-page summary of the key findings of the property owner discussions. Summary document shall not include the development of corporate or individualized solutions to address issues identified from property owner discussions.
- v. Complete up to three (3) site visits or in-person meetings total to identify additional detail on circumstances of basement flooding issues. Site visit or in-person meetings to only be completed at specific request of property owner.

b. Task 470 – Community Survey

- i. Develop a community survey to identify the extent and location of basement backup and flooding issues related to the sanitary sewer system.
- ii. Community survey questions shall address the following at a minimum:
 - A. Occurrence of basement flooding during the June 30, 2018 precipitation event and at the property historically.
 - B. Depth of basement flooding, if any, during the June 30, 2018 precipitation event.
 - C. Observed source, if observed, of basement floodwater during the June 30, 2018 precipitation event.
 - D. Presence of a basement sump pump on the property.
 - E. Discharge location of basement sump pump, if known.
- iii. Meet with City staff and administration to review community survey questions prior to implementation of the survey. Questions shall be submitted to the City at least three (3) days prior to the meeting to facilitate review.
- iv. Utilize an online survey platform for the collection of online community survey submissions.
- v. Provide up to a total of one thousand five hundred (1,500) paper copies of the community survey at up to three (3) locations, anticipated to be City Hall, Public Services Building, and Kirkendall Public Library. Paper survey submissions will be collected at the midpoint and the end of the survey period and entered into the online database.
- vi. Coordinate with the City to notify the public regarding the availability of the community survey utilizing the City's social media, website, and media platforms. Provide separate notification to other key organizations within the community as identified by City staff. Proposed scope does not include a mailer being sent individually to each utility user and/or property owner.
- vii. Provide a summary of anticipated questions and answers for City staff to utilize in fielding calls regarding the community survey.
- viii. Survey submission period shall remain open for a period of up to six (6) weeks. A reminder notification to the public will be coordinated with City during the middle of the survey period.
- ix. Tabulate the results of each survey question and present response statistics on revised community survey form.
- x. Compile community survey results into a spreadsheet database organized by physical property address. Spreadsheet database shall be submitted to the City for import of the data into the City's GIS database.
- xi. Coordinate with the City to export GIS shapefiles of survey question response data per parcel. Geospatial data shall be reviewed.
- xii. Meet with City staff to present the findings of the community survey.

2. Task Deliverables:

- a. The following deliverables for Task 460 are anticipated:
 - i. Two-page summary of key findings from all property owner discussions, along with an appendix with an individual bullet point summary of the discussion with each property owner.
- b. The following deliverables for Task 470 are anticipated:
 - i. Community survey to identify historical basement backup and flooding issues.
 - ii. Online hosting of community survey to facilitate online submittal of responses.
 - iii. One thousand five hundred (1,500) paper copies of the community survey distributed at up to three (3) City designation locations.
 - iv. One-page document detailing anticipated questions from the public regarding the community survey and suggested responses.
 - v. Community survey response statistics for each question presented on community survey form.
 - vi. Tabulated community survey response data sorted by physical property address for import into City GIS.

- vii. Meeting materials to discuss the community survey results.

3. Meeting & Travel:

- a. The following meetings for Task 460 are anticipated:
 - i. Up to three (3) site visits to private property to identify additional detail on circumstances of basement flooding issues if requested by property owner.
- b. The following meetings for Task 470 are anticipated:
 - i. One (1) meeting to discuss the content of the community survey questions, format, and procedures prior to survey implementation.
 - ii. One (1) meeting to discuss the results of Task Series 460 and 470.

4. Key Understandings:

- a. City staff shall provide a list of selected property owners to be contacted with property owner name, property address, and contact information.
- b. Questions from the public regarding the basic administration of the survey will be answered by City staff.

TASK SERIES 600 – PRIORITIZED IMPROVEMENTS

- 1. **Objective:** Identify sanitary sewer capital improvement needs that address the City's sanitary sewer system management goals and objectives.
- 2. **Consultant Activities:**
 - a. **Task 660 –Impact Projects Technical Memorandum #5A**
 - i. Review the findings of the community survey and identify the locations of clusters of basement flooding which are understood to be a result of the public sanitary sewer system.
 - ii. Discuss the key findings of the community survey and summarize the extent of provided data in a technical memorandum.
 - iii. Utilize the findings of the prior flow monitoring study, hydraulic model, and City GIS, along with the new community survey to identify up to five (5) projects which require minimal study and address a tangible need in the community.
 - iv. Develop alternative alignments and cost estimates for each impact project identified.
 - v. Meet with City staff to present the findings of the technical memorandum.
- 3. **Task Deliverables:**
 - a. The following deliverables are anticipated:
 - i. Meeting materials to discuss the draft technical memorandum.
 - ii. Up to fifteen (15) paper copies of the draft Technical Memorandum #5A –Impact Projects.
- 4. **Meeting & Travel:**
 - a. One (1) meeting to discuss the results of Task Series 660.

TASK SERIES 900 – SANITARY SEWER MASTER PLAN

- 1. **Consultant Activities:**
 - a. **Task 950 – Public Education Materials**
 - i. Develop public education content to inform the public on the operation of the sanitary sewer system, how it works, and how it is different from the storm sewer system.
 - ii. Coordinate with City staff to identify concepts to be communicated to the public.
 - iii. Develop text and graphics to describe the operation and function of the sewer system.
 - iv. Assemble up to five (5) one-page flyers highlighting desired education content for the following topics:
 - 1. Steps to Take Following a Sewer Backup
 - 2. Sewer Backup Prevention
 - 3. Sanitary & Storm Sewer Systems
 - 4. Inflow and Infiltration
 - 5. Sump Pump Connections

- v. Present the draft public education materials to the City in a workshop included in the Sanitary Sewer Master Plan.
- 2. Task Deliverables:**
 - a. The following deliverables are anticipated:
 - i. Meeting materials to discuss draft public education materials.
 - ii. Electronic copy of final public education materials, text, and graphics for use in flyers and the City website.
- 3. Meeting & Travel:**
 - a. One (1) meeting to discuss the results of Task Series 950. This meeting shall coincide with Workshop 4.

PROJECT SCHEDULE/MILESTONES

The following dates assume City Council approval of the proposed work by February 18, 2019:

- 1. Task Series 110 / 130/ 140:**
 - a. These task series shall be conducted through the duration of the project.
- 2. Task Series 460:**
 - a. At least two attempts to contact selected property owners shall be completed prior to the initiation of the Community Survey. If unsuccessful, two additional attempts shall be made prior to the mid-way point of the Community Survey period.
- 3. Task Series 470:**
 - a. Community Survey Question Client Review Meeting shall be no later than February 20, 2019.
 - b. Community Survey shall be initiated no later than March 20, 2019. Survey duration is anticipated to be 6-weeks per City request. Therefore, end of survey period shall be no later than May 1, 2019.
 - c. Community Survey Results Client Review Meeting shall be no later than 30 days after the end of the Community Survey period (anticipated prior to May 31, 2019 if 6-week survey period).
- 4. Task Series 660:**
 - a. Submittal of draft Technical Memorandum #5A shall be no later than 28 days after the Community Survey Results Client Review Meeting (anticipated prior to June 28, 2019).
- 5. Task Series 950:**
 - a. Submittal of draft public education materials shall be no later than Workshop 4 or April 30, 2019, whichever comes first.
 - b. Submittal of final public education materials shall be no later than 14 days after receipt of City comments.