



## Amendment No. 1

**To: City of Ankeny**  
**Mark E. Holm**  
**410 W. First St.**  
**Ankeny, IA 50023**

**Date of Issuance: March 20, 2023**

**MSA Project No.: 09085056**

This is an amendment to the Agreement dated July 18, 2022 and does acknowledge that MSA Professional Services, Inc. (MSA) is authorized to begin work on the following project amendment:

**Project Name:** Uptown Parking Improvements

**The scope of the work authorized is:** See Attached

**The revisions to schedule are as follows:** See Attached

**The estimated fee for the work:** \$47,200

Authorization for the work described above shall amend the Agreement between MSA and OWNER. Any attachments or exhibits referenced in this Amendment are made part of the Agreement. Payment for these services will be on a time and materials basis.

**Approval:** MSA shall commence work on this project in accordance with your written authorization. This authorization is acknowledged by signature of the authorized representatives of the parties to this Amendment. A copy of this Amendment signed by the authorized representatives shall be returned for our files. If a signed copy of this Authorization is not received by MSA within seven days from the date of issuance, MSA may stop work on the project.

**CITY OF ANKENY**

**MSA PROFESSIONAL SERVICES, INC.**

A handwritten signature in blue ink that reads "Nichole Sungren".

\_\_\_\_\_  
Mark E. Holm  
Mayor  
Date: \_\_\_\_\_

\_\_\_\_\_  
Nichole Sungren  
Team Leader/Project Manager  
Date: 03/14/2023

**Attest:**

A handwritten signature in blue ink that appears to read "Jake Huck".

\_\_\_\_\_  
Michelle Yuska  
City Clerk  
Date: \_\_\_\_\_  
410 W. First St.  
Ankeny, IA 50023  
Phone: 515-965-6400

\_\_\_\_\_  
Jake Huck, P.E.  
Regional Public Works Manager  
Date: 03/14/2023  
1555 SE Delaware Ave., Suite F  
Ankeny, IA 50021  
Phone: 515-964-1920

## **SCOPE OF SERVICES**

### **Amendment 1 – Additional Design Phase Services**

MSA will provide services as set forth below.

#### **1. Additional Design and Plan Preparation**

- **Project Administration**
  - Manage and coordinate project team, budget and schedules. Maintain communication with Owner and stakeholders on project.
- **Plan Preparation and Drafting**
  - Preliminary Plan Preparation: Prepare preliminary plans showing topographic survey information, horizontal and vertical alignments of utilities and roadway, typical roadway cross section, and typical construction details.
    - ENGINEER shall refine the site layout for Areas A-D per Conceptual Layout comments provided by OWNER
    - ENGINEER shall prepare Preliminary Layout which shall include:
      - a. Layout and design of diagonal parking
      - b. Final parking count and angle will be determined at this time
      - c. Design shall maximize the amount of parking for Areas A-D while still meeting current City parking regulations
      - d. ENGINEER shall coordinate with City staff to determine if any city utility improvements (storm, sanitary or water) within the corridor need to be made during design
      - e. Any utility design shall not be included as a part of this project scope but can be added by amendment, if requested by the City
      - f. ENGINEER shall prepare detailed geometric plans for the parking layout, including elevations and jointing
      - g. ENGINEER shall determine Proposed Easements or Right-of-Way needs, if any.
    - Coordination with franchise utility companies within project corridor.
    - Refine opinion of probable cost for preliminary plan phase.
    - Conduct an internal QA/QC review of preliminary plan set.
    - ENGINEER shall provide a preliminary design phase (75% complete) plan set to the OWNER for review and comment.
  - Final Plan Preparation: Prepare final plans based on preliminary plans, Owner feedback, and additional design development.
    - Plan set revisions per comments from preliminary set comments from OWNER.
    - ENGINEER shall develop Erosion control plan and Pollution Prevention Plan.
    - It is assumed that no NPDES permit will be required for this project.
    - ENGINEER shall develop phasing and traffic control plans; as necessary.
    - Prepare Plans and Specifications, including OWNER provided standard front ends.
    - Provide ADA design and curb ramp details required.
    - Provide opinion of probable cost for final plan phase.

**ATTACHMENT 1:  
SCOPE OF SERVICES  
UPTOWN PARKING IMPROVEMENTS  
Amendment #1**

- Perform QA/QC review of final plan set.
  - ENGINEER shall provide a Final design phase (100% complete) plan set to the OWNER for review and comment.
  - Provide OWNER with final PDF of final plans and specifications.
  - Provide OWNER with (4) paper copies of final plans and specifications (half-size).
  - Provide OWNER with all applicable submittals listed in the City of Ankeny's Pre-Construction and Post-Construction Submittals document under Projects for Public Government (CIP) Projects.
- **Specifications**
    - Specifications: prepare technical specifications, special procedures, bidding documents and construction contracting documents.

**2. Competitive Bidding (updated from original scope of Competitive Quotation for Area I only)**

- Printing of bidding Documents (up to 4 sets of plans and Project Manual)
- Create Front Ends from City templates for OWNER, as necessary
- Assist Owner in Advertising and Soliciting for Bids
- Administer Bid Document Distribution Process utilizing QuestCDN
- Respond to Contractor questions during quotation process.
- Issue Addenda as appropriate to clarify, correct, or change the bidding documents
- Attend a Public Bid Opening
- Prepare bid tabulation
- Assist the OWNER in evaluating quotations and make a recommendation for award
- Preparation of construction contract for signature and distribute signed contracts
- Review completed contract, bonds, and insurance

**DELIVERABLES**

No change from original contract.

**ADDITIONAL SERVICES**

Competitive Bidding Services added to Amendment #1 Scope. All other additional services remain the same from the original contract.

**Construction Related Services**

- Construction engineering services (CA/CO) are not included with this scope. The intent is to complete construction related services, including, submittal review, and coordination of construction meetings, resident project representative services, construction staking, and pay application reviews, under a contract amendment.

**ATTACHMENT 1:  
SCOPE OF SERVICES  
UPTOWN PARKING IMPROVEMENTS  
Amendment #1**

**OWNER'S RESPONSIBILITIES**

- No change from original contract. Owner will pay MSA as follows:

**FEE SUMMARY**

The Owner will compensate MSA for the Scope of Services for Amendment #1 listed above as follows:

Additional Preliminary Design and Plan Preparation (Areas A-D)	\$28,500
Additional Final Design and Plan Preparation (Areas A-D)	\$18,000
Bidding (Areas A-D, I)	\$700
<b>Total</b>	<b>\$47,200</b>

**PROJECT SCHEDULE**

The updated estimated project schedule per Amendment #1 is as follows:

<b>Project Task</b>	<b>Start</b>	<b>End</b>
Project Authorization from City	07/18/22	N/A
Begin Survey	07/25/22	07/29/22
Begin Conceptual Design	08/01/22	08/29/22
Conceptual Plan Submittal (Areas A-D & I)	08/29/22	N/A
City Conceptual Plan Review (Areas A-D & I)	08/29/22	09/21/22
Preliminary Plan Preparation (Area I)	09/26/22	12/02/23
Preliminary Plan Submittal (Area I)	12/02/23	N/A
City Preliminary Plan Review (Area I)	12/05/23	02/10/23
Final Plan Preparation (Area I)	02/13/23	03/10/23
Project Authorization from City for Amendment #1	03/20/23	N/A
Preliminary Plan Preparation (Areas A-D)	03/21/23	04/14/23
Preliminary Plan Submittal (Areas A-D)	04/14/23	N/A
City Preliminary Plan Review (Areas A-D)	04/17/23	04/28/23
Final Plan Preparation (Areas A-D)	05/01/23	05/12/23
Final Plan Submittal (Areas A-D & I)	05/12/23	N/A
City Final Plan Review (Areas A-D & I)	05/15/23	05/26/23
Submit Draft Notice to Bidders and Notice of Public Hearing to City	05/19/23	N/A
Final Plans to City	06/02/23	N/A
Set Bid Date and Public Hearing Date	06/05/23	N/A
Post Notice to Bidders and Notice of Public Hearing to Iowa League & MBI	06/07/23	N/A
Publish Notice to Bidders and Notice of Public Hearing in Local Newspaper	06/16/23	N/A
Bid Letting	06/27/23	N/A
Award of Contract	07/03/23	N/A
Project Construction	Summer 2023	Fall 2023

