



MEMORANDUM

DATE: March 21, 2022

TO: Honorable Mayor and City Councilmembers
Dave Perrault, City Administrator

FROM: David Swearingen, P.E. Public Works Director / City Engineer

SUBJECT: Professional Services Amendment for City Hall Parking Lot Improvements

Budgeted Amount: \$300,000	Actual Amount: \$295,241	Funding Source: Equipment & Building Fund
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Council Should Consider

Motion to approve, table, or deny the following:

- Professional services Amendment No. 2 with HR Green in the amount of \$6,349 for the City Hall Parking Lot Improvements.

All items need a simple majority for action unless otherwise noted.

Background/Discussion

On February 25, 2019, the City Council approved a professional services contract with HR Green for Hamline Avenue Crosswalk Improvements. On February 24, 2020, the City Council approved a professional services agreement with HR Green for the design of the City Hall Parking Lot & Shorewood Drive Drainage Improvements which would also include the Hamline Avenue Crosswalks all in one plan set. On December 14, 2020, the City Council amended the professional services agreement to split the plans into two separate plans. On May 10, 2021, City Council approved the Professional Services Amendment No. 1 with HR Green to account for staff changes within the City. In 2021 the Hamline Ave Crosswalks and the Shorewood Dr Drainage Improvements project was constructed and completed. On February 14, 2022, the City Council approved plans & specifications and ordered plans and specifications for the City Hall Parking Lot Improvements.

With the complexity of how this project has continually changed scope and direction due to various reasons, Professional Services Amendment No. 2 (Attachment A) is appropriate to account for the work completed by HR Green and to continue this project through construction. The City now has an Assistant Public Works Director who will be filling the role for daily construction observation, so the “Contractor Questions” item in the amendment may not be utilized. It is recommended by staff to approve Professional services Amendment No. 2 with HR Green in the amount of \$6,349 for the City Hall Parking Lot Improvements

Budget Impact

The initial proposal provided by HR Green included fees of \$46,540 for design and construction observation, for the project. These costs were increased by \$2,544.60 with the splitting of the plans in December 2020. The proposed amendment for changes to the scope of work has a total of \$6,349 bringing the total Design and Construction Contract with HR Green to \$55,434. Project funding is provided by the Equipment & Building fund.

A summary of the estimated project costs and funding sources is provided below:

Total Estimated Costs

Construction	\$ 233,650 (low-bid)
Design & Construction Services	\$ 55,434
Materials Testing	\$ 4,297
<u>Camera, bids, misc</u>	<u>\$ 1,860</u>
TOTAL	\$ 295,241

Total Estimated Funding

<u>Equipment & Building Fund</u>	<u>\$ 295,241</u>
TOTAL	\$ 295,241

Attachments

Attachment A: Proposed Amendment No. 2 for Changes to Scope of Services