



**CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION**

Agenda Item Number: _____

Meeting Date: January 28, 2014

Attachments: Yes No

CITY COUNCIL ACTION

Date:

- | | |
|-----------------------------------|---------------------------------|
| <input type="checkbox"/> Approved | <input type="checkbox"/> Denied |
| <input type="checkbox"/> Amended | <input type="checkbox"/> Tabled |
| <input type="checkbox"/> Other | |

Originating Department: Wastewater Treatment

Agenda Item: Sperryville Lift Station-Approve Donohue Engineering Contract Amendment

Recommended Action:

To approve Amendment No. 1 to Engineering Services Agreement for the Sperryville Lift Station in the amount of \$5,760.

Background/Summary: An Engineering Services Agreement for the Sperryville Lift Station was executed on April 11, 2013 with Donohue and Associates. The Agreement was for services to design, bid, provide construction related services and project management services, however, the Agreement did not include dollars for construction related services because the RFP inadvertently did not include or list Construction Services in the RFP Scope of Services. Donohue has completed some of the Construction Services without compensation. The amendment is to cover the remainder of the Construction Related Services.

Alternatives: Not award the additional services to Donohue and have the City complete the tasks.

Financial Considerations: The Sperryville Project Budget indicates there are sufficient funds to execute the amendment.

Preparer: Bruce Peterson

Signature:

Comments:



www.donohue-associates.com

AMENDMENT NO. 1 to
ENGINEERING SERVICES AGREEMENT
Sperryville Lift Station
Executed April 11, 2013

This Amendment is by and between:

City of Willmar (Owner)
333 Sixth Street SW
Willmar, MN 562011

and

Donohue & Associates, Inc. (Donohue)
2320 East Highway 12, Suite 5
Willmar, MN 56201

Who agree to amend the original Agreement, as follows:

PART I - B. SCOPE OF SERVICES

The services have been modified to include the following additional activities:

- 5.8 Based on observations from inspection services and on review of Applications for Payment with supporting documentation from the Contractor, Engineer will determine the amounts that the Contractor is to be paid and process the Pay Application with the Owner.
5.9 Prepare record drawings from information obtained from Contractor and observations that includes the changes of the construction documents completed during construction. This includes submitting one full-size (22"x34") plan drawing and three half-size (11"x17"). An electronic copy of the record drawings shall accompany them.
5.10 Ensure receiving warranties, bonds, certificates, or other evidence of insurance not previously submitted and required by the Contract Documents. Conduct a final review of the project with City staff and prepare a punchlist of items to be completed prior to project closeout or final payment. Ensure these items be completed in a timely manner and final completion times are adhered to.

PART III - A. COMPENSATION

Compensation for the services set forth in Part I shall be increased \$5,760, resulting in a total contract amount of \$58,469.

APPROVED FOR OWNER

APPROVED FOR DONOHUE

By: _____

By: _____

Printed Name: _____

Printed Name: Michael Gerbitz, PE

Title: _____

Title: Vice President

Date: _____

Date: _____

RESOLUTION NO. 3
FINAL SPERRYVILLE LIFT STATION BUDGET

ESTIMATED TOTAL COST \$369,907.00

*Budget Amounts are Essential

Dated: December 16, 2013

Code

PERSONNEL SERVICES
10* Salaries Reg. Employees
11* Overtime Reg. Employees
12* Salaries Temp. Employees
13* Employer Pension Contr.
14* Employer Ins. Contr.
TOTAL \$0.00

SUPPLIES
20* Office Supplies
21* Small Tools
22* Motor Fuels & Lubricants
23* Postage
24 Mtce. of Equipment
25 Mtce. of Structures
26 Mtce. of Other Improvements
27 Subsistence of Persons
28 Cleaning & Waste Removal
29* General Supplies
TOTAL \$0.00

OTHER SERVICES
30 Communications
31* Printing & Publishing
32 Utilities
33* Travel-Conf.-Schools
34 Mtce. of Equipment
35 Mtce. of Structures
36* Mtce. of Other Impr. \$285,000.00
37 Subsistence of Persons
38 Cleaning & Waste Removal
39* Other Services \$25,807.00 (7.5% contingency)
TOTAL \$310,807.00

OTHER CHARGES
40 Rents
41* Insurance & Bonds
42 Awards & Indemnities
43 Subscription/Memberships
44 Interest
45 Licenses & Taxes
46* Prof. Serv. \$54,100.00 Donohue contract
47* Advertising
48* Adm. OH (Transfer)
49 Other Charges
TOTAL \$54,100.00

CAPITAL OUTLAY
51 Land and Legal \$5,000.00 Permanent Easement
GRAND TOTAL \$369,907.00

RECEIVABLES
Property Owners
County
State
City 2013 Collection Capital Budget \$315,807.00
City 2013 Collection Operating Budget \$54,100.00
Other
TOTAL \$369,907.00

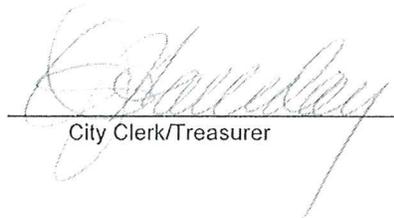
FINANCING
Bonds
State
City 2013 Collection Capital Budget \$315,807.00
City 2013 Collection Operating Budget \$54,100.00
Other
TOTAL \$369,907.00

GRAND TOTAL \$369,907.00

Dated: 12/16 2013

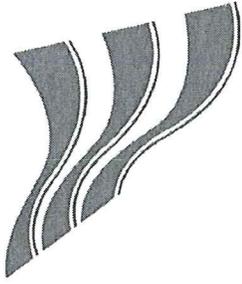


Mayor



City Clerk/Treasurer

Attest:



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Agenda Item Number: _____

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CITY COUNCIL ACTION

Date: _____

- Approved Denied
 Amended Tabled
 Other

Originating Department: Public Works

Agenda Item: Highway 12 project costs

Recommended Action: Approve project participation and funding.

Background/Summary: MnDOT recently informed the City as to the local share of Highway 12 projects at the intersection of 7th Street SW and the east bypass area reconstruction.

Alternatives:

1. Participate as proposed
2. Not participate; delay project

Financial Considerations: The estimate local share is \$58,747.00 and the recommended funding source is reallocated fund from the 2014 Capital Improvement Program.

Preparer: Bruce D. Peterson, AICP
Acting Public Works Director

Signature: 

Comments:

