

Date September 14, 2020

**APPROVING SUPPLEMENTAL AGREEMENT NO. 1 TO THE PROFESSIONAL SERVICES AGREEMENT (PSA) WITH FELSBURG HOLT & ULLEVIG, INC. (FHU) FOR MASTER PLANNING SERVICES FOR THE SOUTHWEST INFRASTRUCTURE AND PLANNING STUDY, FOR AN AMOUNT NOT TO EXCEED \$99,760.**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DES MOINES, IOWA:** That the Supplemental Agreement No. 1 between the City of Des Moines and Felsburg, Holt & Ullevig, Inc., for an additional amount not to exceed \$99,760, based on hourly rates, to provide master planning services for the Southwest Infrastructure and Planning Study, a copy of which is on file in the office of the City Clerk, is hereby approved as to form and content.

**BE IT FURTHER RESOLVED:** That the Mayor and City Clerk are hereby authorized and directed to execute and attest, respectively, said Supplemental Agreement for and on behalf of the City of Des Moines, Iowa

(Council Letter Number 20-408 attached)  
Activity ID 01-2020-005

Moved by \_\_\_\_\_ to adopt.

FORM APPROVED: s/Kathleen Vanderpool  
Kathleen Vanderpool  
Deputy City Attorney

Funding Source: 2020-21 CIP, Street Improvements Page 46, SW Infrastructure and Planning, ST280, G.O. Bonds to be issued

COUNCIL ACTION	YEAS	NAYS	PASS	ABSENT
COWNIE				
BOESEN				
GATTO				
GRAY				
MANDELBAUM				
VOSS				
WESTERGAARD				
TOTAL				
MOTION CARRIED			APPROVED	
_____ Mayor				

**CERTIFICATE**

I, P. Kay. Cmelik, City Clerk of said City hereby certify that at a meeting of the City Council of said City of Des Moines, held on the above date, among other proceedings the above was adopted.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my seal the day and year first above written.

\_\_\_\_\_  
City Clerk

**CITY OF DES MOINES  
SUPPLEMENTAL AGREEMENT NO. 1  
TO AGREEMENT FOR PROFESSIONAL SERVICES  
SOUTHWEST INFRASTRUCTURE AND PLANNING STUDY  
Activity ID 01-2020-005**

WHEREAS, on May 18, 2020, by Roll Call No. 20-0811, the City of Des Moines, Iowa, hereinafter referred to as the "City", and Felsburg Holt & Ullevig, Mark Meisinger, Principal, 309 Court Avenue Suite 301, Des Moines IA, 50309, hereinafter referred to as the "Consultant", entered into a Professional Services Agreement (the Agreement) in connection with the Southwest Infrastructure and Planning Study, not to exceed \$322,811; and

WHEREAS, the City staff has negotiated a Supplemental Agreement No. 1 for additional professional services with the Consultant for Master Planning Services; and

**NOW, THEREFORE, IT IS MUTUALLY AGREED**, that the Agreement for Professional Services, Southwest Infrastructure and Planning Study is amended as follows:

**SECTION 2 - SCOPE OF SERVICES, Paragraph A, SERVICES PROVIDED BY CONSULTANT**, is amended by adding the following:

"Consultant shall provide additional M services as set forth in Attachment 1 to this Supplemental Agreement."

**SECTION 3 – COMPENSATION, Paragraph A**, is amended by adding the following:

"Compensation for services under this Supplemental Agreement shall be in accordance with the terms of said original Professional Services Agreement for an additional not-to-exceed amount of \$99,760 to be paid on the basis of hourly labor rates and reimbursable costs as shown in Attachment 3 to the Original Agreement

**SECTION 4 – COMPLETION OF WORK**, is amended by adding the following:

"The Consultant shall complete all services outlined in Supplemental Agreement No. 1 on or before August 31, 2021, providing no unforeseen delays are experienced beyond the control of the Consultant."

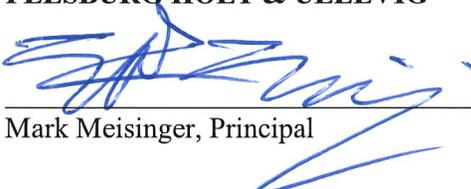
**BE IT FURTHER AGREED**, that all other terms and conditions of the original May 18, 2020 Agreement shall remain in full effect except as modified by this Supplemental Agreement No. 1.

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement, in triplicate, as of this ( 9th ) day of ( September ), 20( 2020 ).

**CITY OF DES MOINES, IOWA**

**FELSBURG HOLT & ULLEVIG**

\_\_\_\_\_  
T.M. Franklin Cownie, Mayor

  
\_\_\_\_\_  
Mark Meisinger, Principal

Form Approved:

Attest:

  
\_\_\_\_\_  
Kathleen Vanderpool, Deputy City Attorney

\_\_\_\_\_  
P. Kay Cmelik, City Clerk

**ATTACHMENT 1  
SUPPLEMENTAL AGREEMENT NO. 1  
SCOPE OF SERVICES  
FOR  
SOUTHWEST INFRASTRUCTURE AND PLANNING STUDY  
Activity ID 01-2020-005**

**PROJECT OVERVIEW**

As part of the original Professional Services Agreement (the Agreement), the **CONSULTANT** is reviewing existing infrastructure situated within the Southwest portion of the City of Des Moines and proposing future infrastructure needs for a study area generally bound by IA Highway 28 on the west, Park Avenue/George Flagg Parkway on the north, the Des Moines International Airport on the east, and Willow Creek Avenue on the south to provide the **CITY** with the Southwest Infrastructure and Planning Study. The original Agreement includes analysis of 23 individual roadway intersections.

The **CONSULTANT** shall provide additional services necessary to create a detailed master plan for the area located directly south of Gray's Lake. The Planning Area is bounded by properties within and generally located adjacent to Fleur Drive on the west, Bell Avenue/Thomas Beck Road on the south, and Indianola Road at intersection with Indianola Rd/SE 1<sup>st</sup> Street on the east. This plan expands on the services being provided by the **CONSULTANT** for the Southwest Infrastructure Planning Study and is intended to be completed concurrently.

The project study area for the original Agreement is expanded to include infrastructure evaluation of the following one (1) additional roadway intersection for a revised total of 24 intersections:

- Indianola Road at intersection with Indianola Avenue/SE 1<sup>st</sup> Street (24-hour traffic count duration)

The **CONSULTANT** shall complete the following tasks to prepare and complete the master planning services as part of this Supplemental Agreement.

**PHASE 1 – PROJECT KICK-OFF, RESEARCH AND ANALYSIS**

**A. Research and Data Collection**

- Development of Best Practices, Precedents and Planning Assumptions acceptable to the City.
- Evaluation of Master Plan Objectives developed by the Stakeholder Committee
- Analysis of existing Site, Building, Environmental and Land Uses
- Analysis of existing Transportation and Utility Facilities in the Planning Area
- Evaluation of Environmental Constraints
- Development of Framework Diagrams for the Planning Area that address the analysis in Phase 1 including:
  - Existing buildings
  - Existing infrastructure
  - Historic resources
  - Existing resources
  - Property/Facility Ownership
  - Primary and non-primary streets
  - Traffic patterns/volumes
  - Transit, bicycle, and trail routes
  - Proposed infrastructure networks
  - Building uses
  - Parking (on-street and off-street)
  - Parks and open space
  - Green infrastructure network
  - Stormwater facilities
  - Topographic constraints
  - Geotechnical parameters
  - “View” corridors within the Planning Area
  - Connections to local and regional amenities

## **B. Meetings and Communications**

- Project Kick-Off Meeting with Advisory Committee (Advisory Committee Meeting #1)
  - In coordination with the **CITY**, the **CONSULTANT** shall form a stakeholder advisory committee of key staff and community stakeholders to help guide and direct the project. This committee shall serve as a subcommittee of the Project Management Team for the related Southwest Infrastructure Plan and shall include key **CITY** staff members, members of the Gray's Lake advisory committee, neighborhood representatives, and property owners as well as an elected official, Urban Design Review Board member, and Plan and Zoning Commission member.
  - The **CONSULTANT** shall attend and take minutes at the Advisory Committee Meetings and provide an overview of the Advisory Committee Meeting discussions to the Project Management Team at their project meetings.
  - Upon commencement of the project, the **CONSULTANT** shall facilitate a project kick-off meeting with the Advisory Committee. The purpose of this meeting is to:
    - Establish roles, responsibilities, and project contacts;
    - Determine any initial data needs;
    - Review the project scope, preliminary master plan objectives, project schedule, and key meeting dates, including the Communication Plan;
    - Identify key stakeholders and desired public input process and outcomes.
- Communication Plan and Project Brand
  - Throughout the entire planning process the **CONSULTANT** shall be available to meet with **CITY** staff, project partners, community leaders, and other individuals as needed and as directed in order to ensure that the final plan receives stakeholder and community support and that the project schedule is not unnecessarily disrupted due to a lack of information or potential misinformation.
  - The **CONSULTANT** shall provide agendas and minutes for all meetings. Prior to each public meeting, the **CONSULTANT** shall review with **CITY** staff the meeting agenda and presentation materials. The **CONSULTANT** shall also regularly meet with **CITY** staff to provide progress reports, seek input on alternatives, review preliminary reports, and plan drafts. These meetings may be in person or via conference call. The Communication Plan will be reviewed and confirmed at the project kick-off meeting.
  - With the input and review of the **CITY** staff and the project partners, the **CONSULTANT** shall collaborate with staff to graphically brand this planning effort, creating a thoughtful name and graphic/logo that the community can recognize to identify with the project efforts.
- Preliminary Analysis Review Meeting with Advisory Committee (Advisory Committee Meeting #2)
  - The **CONSULTANT** and **CITY** project team shall meet with the Advisory Committee to confirm the master plan objectives and present the finding of the preliminary analysis:
    - Site and Land Use Analysis
    - Existing Plans Assessment and Review
    - Transportation and Utilities Analysis

## **C. Required Deliverables**

- Summary document and framework diagrams including:
  - Existing Site, Building, Environmental, and Land Use Analysis
  - Existing Plans Assessment and Review
  - Transportation and Utilities Analysis
  - Best Practices, Development Precedents and Planning Assumptions
  - Master Plan Objectives

## **PHASE 2 – PUBLIC INFORMATION SERVICES**

In light of COVID-19 and social distancing needs, the **CONSULTANT** shall be prepared to conduct a portion or all meetings virtually utilizing meeting platforms including Teams, Team Live Events, and Zoom in accordance with the **CITY**'s COVID-19 guidelines.

### **A. Tasks**

- Establishment of "Social Pinpoint" Online Engagement Website
- Coordination of Stakeholder and Property Owner Interviews
- Preparation for and Coordination of a Neighborhood Workshop
- Development of Public Input Summary and Review Document

## **B. Meetings and Steps**

- Social Pinpoint Online Engagement Website
  - At the start of Phase 2, the project team shall set up a “Social Pinpoint” website to facilitate online engagement between the many stakeholders and community members involved throughout the City. This same site can be updated and utilized as Part of Phase 3 to reveal the plan draft and seek public input.
- Stakeholder and Property Owner Interviews
  - There are many stakeholders within planning boundary, each with their own concerns and interests. The **CONSULTANT** proposes to conduct stakeholder interviews and small group meetings to incorporate this input into the planning process. Stakeholder interviews and meetings can be conducted with representatives from stakeholder groups including local residents and property owners, neighborhood leaders, civic organizations, business owners, business and economic development groups. Members of the **CONSULTANT** shall schedule 2-days to be available to meet individually with community stakeholders and community groups as identified by the Advisory Committee. (2-days)
- Neighborhood Workshop (Public Meeting #1)
  - The **CONSULTANT** shall facilitate a structured neighborhood workshop in order to identify key issues, priorities, opportunities and preferences that will guide the direction of the master plan. At this meeting, the **CONSULTANT** shall provide an overview of the master plan process and seek input on various aspects of the plan. (1 meeting)
- Stakeholder and Public Input Review Meeting with Advisory Committee (Advisory Committee Meeting #3)
  - Following these various public and stakeholder input meetings, the **CONSULTANT** shall meet with the Advisory Committee to share all of information gathered from the various engagement activities conducted to date. The purpose of this workshop is to review the ideas generated by the stakeholders and community members and obtain initial feedback and comments on the master plan goals and objectives. (1 meeting)

## **C. Required Deliverables**

- Summary document regarding the public outreach process, input received, and finalized master plan objectives.

## **PHASE 3 – MASTER PLAN DRAFT**

### **A. Tasks**

- Development of Preliminary Master Plan Drafts and Land Use Scenarios
- Development of a Preferred Master Plan Draft that Includes:
  - A preferred master plan, indicating types of uses and level of density that informs traffic planning
  - Summary of infrastructure improvements necessary to complete the long-term build-out of the district
  - Recommended sustainability measures
  - Alternative plans considered during the process

### **B. Meetings and Steps**

- Coordination of a Master Plan Drafts and Land Use Scenarios Review Meeting with Advisory Committee (Advisory Committee Meeting #4)
  - The **CONSULTANT** shall draft at least three master plan options and land use scenarios and review them with the Advisory Committee in order to determine the Advisory Committee’s preferred direction of the master plan draft. The **CONSULTANT** shall make revisions as requested and deemed warranted and create a draft preferred plan for presentation and review by the Advisory Committee. (1 meeting)
- Neighborhood and Stakeholder Open House (Public Meeting #2)
  - The **CONSULTANT** shall schedule a neighborhood and stakeholder open house to reveal the plan draft and obtain public input and feedback. (1 meeting)
- Social Pinpoint Online Engagement Website Update
  - In coordination with the Neighborhood and Stakeholder Open House, the **CONSULTANT** shall update the project’s Social Pinpoint website to present the draft plan and seek public input and comment.

### C. Required Deliverables

- Preferred Master Plan Draft that Includes:
  - A preferred master plan, indicating types of uses and level of density that informs traffic planning
  - Summary of infrastructure improvements necessary to complete the long-term build-out of the district
  - Recommended sustainability measures
  - Alternative plans considered during the process
  - Summaries of the deliverables in Phases 1 and 2

## **PHASE 4 – FINAL MASTER PLAN AND PRESENTATIONS**

### A. Tasks

- The **CONSULTANT** shall develop a Preferred Master Plan that Includes:
  - The preferred master plan, indicating types of uses and level of density that informs traffic planning
  - Summary of infrastructure improvements necessary to complete the long-term build-out of the district
  - Recommended sustainability measures
  - Two (2) 3D renderings of the master plan
  - Alternative plans considered during the process
  - Summaries of the deliverables in Phases 1 and 2

### B. Meetings and Steps

- The **CONSULTANT** shall schedule a Master Plan Review Meeting with Advisory Committee (Advisory Committee Meeting #5)
  - Based on public, stakeholder, and Advisory Committee feedback, the **CONSULTANT** shall finalize the preferred master plan, complete the deliverables identified for Phase 4 and review them with the Advisory Committee making any edits or modifications as directed and deemed warranted. (1 meeting)
- The **CONSULTANT** shall attend and present the Master Plan to the Joint Planning and Zoning Commission, and Urban Design Review Board at an Input and Visioning Workshop (Joint Workshop #1)
  - The **CONSULTANT** proposes to conduct a joint workshop with the Planning Commission and other Boards and Commissions of the City of Des Moines to present the final plan including plan graphics and renderings. (1 meeting)
- The **CONSULTANT** shall attend and present the Master Plan at a City Council Workshop (1 meeting)

### C. Required Deliverables

- A Preferred Master Plan that includes:
  - The preferred master plan, indicating types of uses and level of density that informs traffic planning
  - Summary of infrastructure improvements necessary to complete the long-term build-out of the district
  - Recommended sustainability measures
  - Two (2) 3D renderings of the master plan
  - Alternative plans considered during the process
  - Summaries of the deliverables in Phases 1 and 2

## **SCHEDULE**

The **CONSULTANT** shall complete all work outlined in the original Agreement and Supplemental Agreement No. 1 by the dates listed in the revised schedule below.

Notice to Proceed Issued and Kickoff Meeting	June 2020
Preliminary Data Collection / Site Observations	June 2020 – September 2020
Traffic Model Development, Crash Data Evaluation	July 2020 – November 2020
Gray’s Lake Drainage Analysis and Cost Estimate	August 2020 – November 2020
South of Gray’s Lake Master Plan Phase 1	September 2020 – November 2020
Stakeholder Meeting #1	November 2020
Preliminary Alternative Concepts Development	October 2020 – December 2020

Project Study Area Traffic Counts	August 2020 (or when school is in session)
Traffic Analysis	September 2020 (completed 30 days after counts)
Alternative Concepts Refinement and Draft Plan	December 2020 – February 2021
South of Gray's Lake Master Plan - Phase 2	December 2020 – February 2021
Stakeholder Meeting #2	February 2021
Council Work Session	February 2021
Draft Final Study Infrastructure Plan	February 2021 – May 2021
South of Gray's Lake Master Plan - Phase 3	March 2021 – June 2021
Public Information Meeting/Stakeholder Meeting #3	May 2021
City Review and Comment Period	June 2021
Submit Final Infrastructure Study	July 2021
South of Gray's Lake Master Plan - Phase 4	July 2021 – August 2021