WEST DES MOINES WATER WORKS
BOARD OF TRUSTEES MEETING COMMUNICATION

DATE: November 16, 2026

ITEM:

7. Recommendations from Staff
   d. Motion – Approving a Professional Service Agreement Amendment with HR Green for the Replacement of High Service Pump (HSP) No. 5 and High Service Piping Modifications

FINANCIAL IMPACT:

$733,600.00 has been budgeted for the HSP No. 5 project in the current year, and $522,400.00 in 2027 for the High Service Piping project. The original engineering services agreement was in the not-to-exceed amount of $169,500.00. This amendment, in the amount of $149,000.00, would incorporate design services for the high service piping modifications for a combined amended agreement total of $318,500.00. This is a joint capital project and will be reimbursed by Central Iowa Water Works.

SUMMARY:

An engineering agreement was executed with HR Green in March 2026 for beginning design on the HSP5 replacement. In August 2026, the CIWW Board approved combining the HSP5 Replacement and High Service Piping projects. Combining the projects allows one Contractor to complete all the construction, eliminating concerns with project staging, and is likely to present considerable cost savings to both projects.

BACKGROUND:

The completed Facility Plan in 2019 identified replacing HSP No. 5 due to its age and failing valves, along with adding a VFD. Staff also identified an opportunity for improved pumping and operational flexibility by connecting the East and West High Service discharge pipes. The West discharge pipe is in deteriorating condition and will need to be replaced and modified as part of this project.

RECOMMENDED ACTION BY THE BOARD OF TRUSTEES:

To Concur with the Recommendation from Staff and Approve a Professional Services Agreement Amendment with HR Green for the Replacement of High Service Pump (HSP) No. 5 and High Service Piping Modifications.

Prepared by: Darin Pilparcie

Approved for Content by: Clete Murphy

HR GREEN, INC.
PROFESSIONAL SERVICES AGREEMENT AMENDMENT NO. 1

THIS AMENDMENT, made this _____ day of November, 2026 by and between, WEST DES MOINES WATER WORKS the CLIENT, and HR GREEN, INC. (hereafter "COMPANY"), for professional services concerning:

High Service Pump #5 Replacement

hereby amends the original Professional Services Agreement dated March 16, 2026, as follows:

The CLIENT and COMPANY agree to amend the Scope of Services of the original Professional Services Agreement and previous amendments as follows:

Revised Scope of Services – see attached Scope of Services (Exhibit A)

COMPANY Project Number: 2503460

The CLIENT and COMPANY agree to amend other provisions of the original Professional Services Agreement and previous amendments as follows:

N/A

In consideration for these services, the CLIENT AGREES to adjust the payment for services performed by COMPANY on the following basis:

☒ Time and material basis with a Not to Exceed fee to be increased by One Hundred Forty-Nine Thousand and 00/100 Dollars ($ 149,000.00)

The total authorized compensation after this Amendment, including the original Professional Services Agreement and all previous Amendments, is Three Hundred Eighteen Thousand Five Hundred and 00/100 Dollars ($ 318,500.00).

THIS AMENDMENT is subject to all provisions of the original Professional Services Agreement.

THIS AMENDMENT, together with the original Professional Services Agreement and all previous amendments represents the entire and integrated AGREEMENT between the CLIENT and COMPANY.

THIS AMENDMENT executed the day and year written above.

WEST DES MOINES WATER WORKS	HR GREEN, INC.
By: Christina Murphy, General Manager	By: Heath Picken, Vice President

EXHIBIT A – Scope of Services

1.0 Project Understanding

1.1 General Understanding (*Includes additional description added to the original Professional Services Agreement.*)

CLIENT intends to replace the existing common discharge header piping in the High Service Pumping Station at their A.C. Ward Water Treatment Plant. The existing common discharge header piping is located within a subfloor trench where access to the piping for maintenance is very difficult. In addition, there are two individual discharge headers segregating the five high service pumps which reduce flexibility if one of the headers needs to be taken out of service. Also, each header includes a common flow meter without individual flow meters for each pump. CLIENT desires to replace the common discharge header piping with above floor piping, connect the two separate discharge headers to increase redundancy and flexibility, and install individual flow meters on the individual discharge piping of each of the five high service pumps.

1.2 Design Criteria/Assumptions (*Includes additional criteria/assumptions added to the original Professional Services Agreement.*)

- The project will be designed in parallel with and bid as one construction package with the High Service Pump #5 replacement project.
- Existing floor drainage and trench system in the High Service Pump Room including sump pumps and associated discharge piping remain unchanged with the exception that new grating is to be installed over the existing trench.
- Primary improvements will consist of the following:
    - New common east and west discharge header piping including the following features:
        - Located above the floor and below the bridge crane allowing operator passage underneath the piping.
        - East discharge header piping size increased to 16” and reconnected to existing piping prior to exiting through the floor.
        - West discharge header piping size maintained at 20” and reconnected to the existing buried piping outside of the existing trench and building footprint.
        - East and west discharge headers connected within the pumping station separated with a single manual isolation valve.
        - Two new pressure transmitters with one placed on each of the east and west discharge headers.
    - New discharge piping connections from each of the five high service pumps including the following features:
        - New discharge check valves on HSPs #1, #2, and #4.
        - New discharge connecting piping on each of the five high service pumps downstream of the check valves to connect to the new common discharge header piping.
        - New magnetic flow meters and manual isolation butterfly valves on each of the five high service pumps.
    - Reconnection of existing surge relief valve to connect with new relocated discharge header.

- Demolition of existing piping, fittings, valves, and pipe supports that are being replaced.
- Structural work is anticipated to include new steel and concrete pipe supports, and a new pipe penetration of the west header piping through the existing building wall.
- Civil work is anticipated to be limited to restoration of the grade near the reconnection of the west header piping.
- No survey, geotechnical investigation, and architectural work are anticipated to be needed.
- No mechanical plumbing and HVAC work is anticipated to be needed.

- HR Green standard specifications will be used.
- CLIENT will finance the project using private funding and not a Drinking Water State Revolving Fund (DWSRF) loan.
- Engineering services will meet all applicable design criteria for an equipment replacement type of project, including:
  - Iowa Department of Natural Resources (IDNR) Standards
  - Iowa Administrative Code
  - Local building, fire, electrical, and mechanical codes
- Existing facilities not being replaced are not anticipated to be improved to meet current code requirements.

2.0 Scope of Services

The CLIENT agrees to employ COMPANY to perform the following services:

2.1 Preliminary and General Work (*Includes additional services associated with the additional work added to the original Professional Services Agreement.*)

2.1.1. Attend one (1) meeting with CLIENT to tour existing pumping station facilities and identify project approach.

2.1.2. Review previously obtained maps, drawings, specifications, reports, water quantity data, and other pertinent information from CLIENT and COMPANY records for the existing water system.

2.1.3. Collect on-site dimensions and update previously created CAD backgrounds of facilities to be used for design drawings.

2.1.4. No design survey services, and no geotechnical investigations are anticipated to be needed for this equipment replacement.

2.1.5. Provide project management throughout the duration of the project. The project duration is assumed to be 24 months from the Notice to Proceed to completion of construction.

2.2 Design Phase Services (*Includes additional services associated with the additional work added to the original Professional Services Agreement along with an updated list of anticipated construction drawings.*)

2.2.1. Evaluate the pump hydraulic design parameters using field data and existing pump data to confirm appropriate sizing of piping, flow meters, and check valves.

2.2.2. Provide a preliminary layout of the piping, flow meters, and valves for CLIENT review.

2.2.3. Provide a preliminary layout of the instrumentation and associated electrical and control work for CLIENT review.

2.2.4. Attend one (1) on-site meeting with CLIENT to review the preliminary layout. COMPANY's Project Manager and Lead Engineer are anticipated to attend the on-site meeting.

2.2.5. Provide detailed design of recommended improvements.

2.2.6. Prepare construction drawings. A list of the anticipated construction drawings (12 sheets) is listed below and will show shared information for the replacement of High Service Pump #5:

- General
  - G001 – Cover Sheet with Vicinity Map, Location Map, and Sheet Index
  - G002 – Legends, Abbreviations, & General Notes
- Demolition
  - GD100 – Demolition Plan
  - GD500 – Demolition Photos
  - GD501 – Demolition Photos
  - GD502 – Demolition Photos
  - GD503 – Demolition Photos
- Civil
  - C100 – Site Plan (using aerial photo view, no survey)
  - C400 – Enlarged Plan
  - C500 – Sections and Details
  - C501 – Site Photos
- Structural
  - S100 – High Service Pumping Station Plan
  - S500 – Sections and Details
- Process
  - D100 – High Service Pumping Station Plan
  - D500 – Sections
  - D501 – Sections and Details
- Electrical
  - E001 – Electrical Legend & Abbreviations
  - E100 – Electrical Power Plan
  - E500 – Electrical Details & Schedules

2.2.7. Prepare construction specifications and contract documents. HR Green standard front-end documents and technical specifications are anticipated to be used.

2.2.8. Conduct two (2) project status meetings between CLIENT and COMPANY staff to review the completed work and documents, discuss the scope and schedule of remaining work, and receive comments from CLIENT to be incorporated. Project status meetings will be conducted at the 50% and 90% completion milestones.

2.2.9. Prepare an opinion of probable construction cost at the 50%, 90%, and 100% completion milestones.

2.2.10. Perform internal QA/QC review of the drawings, specifications, and contract documents at the 90% and 100% completion milestones.

2.2.11. Prepare final drawings, specifications, contract documents, and opinion of probable construction cost. Submit up to three (3) copies of all final documents to CLIENT.

2.2.12. Develop a final project schedule for advertisement, bidding, and construction completion.

2.2.13. Coordinate with and submit final drawings, specifications, contract documents, and applications for construction permits to the Iowa Department of Natural Resources.

2.3 Bidding Phase (*Includes additional services associated with the additional work added to the original Professional Services Agreement.*)

2.3.1. Advertise for bids for the construction of the project by mailing an informal Notice of Project to prospective bidders and suppliers. CLIENT shall publish the legal Notice of Hearing for the project in a local newspaper.

2.3.2. Distribute the bidding documents to prospective bidders and other interested parties.

2.3.3. Maintain a record of parties to whom bidding documents have been issued.

2.3.4. Correspond with prospective bidders, suppliers, and other interested parties with questions and comments during the bid period.

2.3.5. Issue addenda as appropriate to interpret, clarify, or expand bidding documents.

2.3.6. Conduct an on-site pre-bid conference with prospective contractors to provide everyone an opportunity to see inside the facilities.

2.3.7. Prepare bid tabulation sheets and distribute to CLIENT and plan holders.

2.3.8. Attend bid opening and assist CLIENT with opening of bids.

2.3.9. Assist CLIENT with evaluation of bids. Prepare a recommendation for award of contract.

2.3.10. Prepare construction contract documents and submit to selected contractor for completion. Review and submit the executed contract documents to CLIENT for approval.

2.4 Construction Administration (*Includes additional services associated with the additional work added to the original Professional Services Agreement.*)

2.4.1. Assemble and process documents for Contract Award. Review executed contract documents and issue a Notice to Proceed to the Contractor.

2.4.2. Conduct a preconstruction conference with representatives of CLIENT, contractor, subcontractors, engineer, and other public and private utility companies, and distribute minutes of the meeting to all attendees.

2.4.3. Review any necessary shop drawings, samples, and manufacturer's data furnished by contractor.

2.4.4. Provide general correspondence with CLIENT, contractor, subcontractors, and suppliers throughout the project duration. Act as CLIENT's representative, consult with and advise CLIENT, issue instructions to contractor, and have the authority to act on behalf of CLIENT. Interpret the intent of the drawings, specifications, and contract documents to protect CLIENT against defects and deficiencies in construction on the part of contractor, however, the Engineer cannot guarantee the performance of any contractor.

2.4.5. Provide general engineering review of the work of the contractor as construction progresses to ascertain that the contractor is conforming to the design concept. Weekly site visits by a project manager and/or engineer are included during active construction. Active on-site construction is anticipated to be approximately 6 months. Twenty-Four (24) site visits are anticipated.

2.4.6. Attend regularly scheduled monthly jobsite construction meetings during active construction. These trips coincide with the project manager/engineer site visit trips identified above.

2.4.7. Review contractor's applications for monthly progress payments and final payment, and when approved, submit to CLIENT for payment. Make recommendation to CLIENT regarding the contractor's request for progress payments. Recommendation will include discussion of their relation to the schedule of values, work completed, and materials and/or equipment delivered to the site.

2.4.8. Review contractor's request for change orders, advise CLIENT of the merit and reasonableness of request, and when finalized submit to CLIENT for approval.

2.4.9. Provide assistance in startup of the completed facilities by the Contractor. A total of three ½-days and 3 trips by a process and controls engineer for a total of 24 hours is anticipated.

2.4.10. Make two pre-final inspection trips of the project and develop punch lists of items remaining to be completed by the contractor. Make one final inspection trip of the project to verify completion of punch list items.

2.4.11. Submit to CLIENT a statement of substantial completion for the project.

2.4.12. Obtain from CLIENT written final acceptance of the completed project.

2.4.13. Prepare record drawings based on construction records provided by contractor. Provide to CLIENT both reproducible hard copy drawings and electronic PDF files.

3.0 Deliverables and Schedules Included in this Agreement (*Includes an updated anticipated schedule.*)

Notice to Proceed (NTP)	Anticipated December 15, 2026
Tour Existing Station	Week of January 4, 2027
Provide Preliminary Station Layout	February 1, 2027
On-Site Review Meeting	Week of February 8, 2027
50% Design	March 8, 2027
90% Design	April 5, 2027
Final Design	April 30, 2027
IDNR Permit Review	May – July 2027
Bidding	July – August 2027
Start Construction	September 2027
Substantial Completion	November 2028
Final Completion	December 2028

This schedule was prepared to include reasonable allowances for review and approval times required by the CLIENT and public authorities having jurisdiction over the project. This schedule shall be equitably adjusted as the project progresses, allowing for changes in the scope of the project requested by the CLIENT or for delays or other causes beyond the control of COMPANY.